

Ely Diocesan Institution and Licensing Service

Rubrics and instructions for Rural Deans and Churchwardens

1. The Rural Dean

- a. The Rural Dean has overall responsibility for making sure that the service is prepared for and takes place according to these instructions, and will for instance
 - i. liaise with the churchwardens or other parish contact, the incoming priest and the Bishop's office to that effect.
 - ii. support the Lay Chair in preparing the welcomes, and take on the compering role if necessary.
 - iii. arrange a rehearsal a few days before the service
 - iv. greet the person commending the new priest on arrival and make sure they are seated, know when to come up, and keep it short!
 - v. form up the ministers' procession in the visiting clergy's robing room, and bring them to the church porch five minutes before the service begins
 - vi. act as MC/host in the first part of the service, but allow the new priest to clearly take on this role in the second.
- b. In a Team Ministry the Team Rector may act in the Rural Dean's place.

2. The Churchwardens

The churchwardens or other agreed parish representative/s work with the Rural Dean to ensure that the practical arrangements for the service are secured including sending out invitations (see below) and securing the practical arrangements for the day. The following checklist may be helpful:

- a. **Furniture**
 - i. General seating: Responses to invitations will give some idea of the number of people attending. If extra chairs are likely to be needed, they should already be in place. Much better to have empty chairs than a noisy and embarrassing panic just before the service begins!
 - ii. The Bishop needs a large portable chair facing west at the chancel step or equivalent point, with a kneeler in front of it. The Bishop will move to the sanctuary or equivalent after the formal licensing and the chair should be moved at that point.
 - iii. The Chaplain, Archdeacon and Rural Dean need reserved seats near the Bishop, close to the chancel step, or in the choir stalls if space is tight.
 - iv. Visiting dignitaries should have reserved seating, possibly the front left of the nave, with the patron nearest the aisle. (NB The Patron will be invited to be present the candidate liturgically even if legal presentation is suspended. Where the Bishop is Patron the Deanery Lay Chair presents on his behalf.)

- v. The new priest's family should similarly have reserved seating, possibly at the front right, with the seat nearest the aisle for the new priest her/himself.
- vi. Those coming forward as parish representatives, to commend the new priest, and to take part in the service in other ways will also need to be seated where they can move out easily.
- vii. Visiting robing clergy will need reserved seating. The choir stalls can be used if not filled by the choir.
- viii. A table is needed in the chancel step area on which documents for signing can be placed (with a pen handy), and a further table for placing objects used during the Ely2025 commitments.
- ix. Paschal Candle (if this is part of the tradition of the parish).
- b. **Parking** Reserving parking for the Bishop and Archdeacon, clearly signed.
- c. **Robing** Agreeing space for robing (the Bishop, Archdeacon and Rural Dean usually robe with the new priest in the vestry and other ministers in a side-chapel or hall)
- d. **Music** Making sure the organist/music group know when the hymns are to be sung, and whether or not they will be announced
- e. **Sidespeople** Are there plenty of sidespersons on hand from at least half an hour before the service
- f. **Tolling The Bell** If there is an Induction by the archdeacon, do the new priest and the archdeacon know where the church bell is to be tolled, and has the priest familiarised him/herself with the bell?
- g. **Microphones** Does the Bishop have a radio microphone (if one is available)? A hand-held microphone or freestanding microphone may be useful for those with speaking parts who do not have radio microphones, especially in large buildings.
- h. **Service Register** Has the book been filled in ready for the Bishop to sign? If you are near the end of the book, why not begin a new one to mark the start of a new ministry? If there is plenty of space left in the existing book, start a new page at least. Use the correct ink, and not biro!
- i. **Refreshments** Has the new priest been briefed about what to announce, when the time comes in the service, about refreshments etc.? Are the directions to the place where refreshments will be served clear for those who are visitors?
- j. **Collection** There will be a retiring collection for the Diocesan Mission Fund. Please place plates in a visible position at the back of the church. The Rural Dean should make an announcement if there is no rubric in the order of service to indicate the arrangements. Collections during the service are disruptive and should be avoided.

3. Invitations

- a. It is the responsibility of the churchwardens to print and send out invitations for this service. There is no special form of wording, so parishes are free to write in whatever way they feel is appropriate. The following is an example of what might be done:

The Churchwardens of the Parish[es] / Benefice of [X & Y]
invite [name] to the Licensing [Institution/ Collation] of the Revd A.B.
as Priest in Charge [Rector/ Vicar] by the Bishop of [Ely/ Huntingdon]
on [date] at [time – normally 7.30 p.m. but can be negotiated]
Visiting clergy are invited to robe.

RSVP by [date]
[address of parish office, including email address and telephone number]
Please indicate whether you intend to robe.

- b. A map showing how to get to the church from the nearest main road and including a post code should be included with the invitation. Instructions about robing venues should be included for visiting clergy.
- c. This is a public/community occasion, it is good to invite suitable representatives from the local community to meet and greet the priest – e.g. the local MP, the Chair of the Parish Council, head teachers of schools in the parish[es], leaders of uniformed organisations, etc. Be imaginative about who Since you invite!
- d. It is also customary to invite the Deanery Lay Chair, all the deanery clergy and authorised ministers, those who have helped during the vacancy, and ministers from other denominations locally. Members of the Bishop's Staff Team would very much value invitations and it should be possible for at least one of them to attend on most occasions. Please include in your invitation list (in addition to the Bishop and Archdeacon, who will be attending the service in any case) the following: The Dean of Ely; The Director of Ministry; The Director of Mission; The Adviser on Women's Ministry; The Diocesan Secretary.
- e. The new priest should also be asked whom she/he would like included.
- f. Remember to keep a list of those who are attending and those who cannot, and in due course give it to the new priest. This will be a helpful resource for pastoral visiting.

4. The Form of Service

- a. The form of service is supplied with these notes and is on the diocesan website. It should only be varied by agreement with the Bishop. It will, however, need to be customised not only with the right names etc but to reflect the legal nature of the appointment. Your archdeacon will confirm this and supply the exact form of the legal titles etc to be used and which sections if any should be omitted or adapted. Check these carefully! The three main variants are:
- i. Institution* and Induction (Team Rectors, Rectors, Vicars)
*called Collation where the Bishop is also the Patron
 - ii. Licensing and Installation (Team Vicars, Priests in Charge)
- b. Licensing (Associate Ministers)
- c. Please use the layout for the front cover as provided: it is one of the ways that we can as a diocese express our common identity and mission.
- d. Our normal practice is not to include communion. Please consult the officiating Bishop if you think this might be appropriate.

- e. The incoming priest is invited to propose the hymns and songs, and also to choose the Bible Reading and let the Bishop know what it is in good time.

5. Agreeing the service and other arrangements

- a. The proposed text of the service should be sent to the officiating Bishop in good time for approval, and advice if required – ideally three weeks before the service at the latest.
- b. Also at this point the arrangements checklist as supplied by the Bishop's office should be returned.
- c. A copy of the final service as printed should then be sent to the Bishop a week before the service.

6. "About this service"

- a. Please write an introduction tailored to the local setting, but keeping in mind some of the topics covered by the 'placeholder' text in the template order of service. It is important to say something about what a licensing (or institution or collation) is, but it is not necessary to go into historical or legal detail. It is also important to say something about the context in which the new priest will be exercising a ministry.
- b. A sentence welcoming the new priest and, where appropriate, his or her family, gives a note of warmth. You might consider including a picture of the new minister with the invitation to pray for them.
- c. Please do not go over onto a second side of paper for this section.

7. The Introduction

- a. The incoming minister takes a seat in the body of the church before the service begins. If the new priest has a spouse who is attending the service, the bishop may invite him or her to come forward to be publicly welcomed when the section marked 'Sent in Christ's Name' begins. Please check, though: not every spouse will want this! Please make sure that a Churchwarden or other parishioner is on hand to escort the new priest's spouse and (where applicable) family to the reception afterwards.
- b. The Rural Dean acts as MC for the service and comes to the front of church once any preliminary music has ended and all processions are ready to move and gives a welcome (not forgetting to introduce themselves!) along with any essential notices. Notices should include the fact that there will be a retiring collection, in aid of the Diocesan Mission Fund. Tell the congregation where plates can be found, and mention Gift Aid envelopes if these are to be used.
- c. The Rural Dean announces the first hymn.
- d. The Rural Dean then returns to the back of church/vestry to join the procession, and the first hymn begins.
- e. Should the Rural Dean be unable to attend the service, a Deputy/Acting RD or the Archdeacon should assume this role.

8. Processions in

- a. The format and route these take will reflect local geography and tradition, but the normal order of procession is

Crucifer

Lights

Choir if processing

Ministers other than those of the benefice (incl. ecumenical guests)*

Benefice ministers (lay and ordained)

Rural Dean and Deanery Lay Chair

Archdeacon

Churchwardens

Bishop

Bishop's Chaplain

** This part of the procession need not be "hierarchically" arranged, separating lay and ordained colleagues for instance*

9. Introduction to the Service and Thanks

The Bishop will introduce the service. This introduction can include thanks to those who have helped during the vacancy, especially churchwardens and retired clergy. Please supply the names of those who need to be singled out for special mention.

10. Hymns and Songs

- a. The service as presented allows for 3 or 4 hymns/songs. The amount of space they take on the page will vary so the pagination of your final copy will not be the same as that of the model. Just make sure that headings do not get separated from the text that follows them and that the body text does not get split at awkward points.
- b. If your local tradition is to have a block of worship songs, the first hymn can be replaced by a sequence of say 3 of these, but in this case, we suggest you do not use more than 2 other hymns in order to avoid over-lengthening the service
- c. An alternative strategy is for sung worship to be offered by a small group as the congregation gathers leading into a rousing hymn after the opening notices.
- d. Our hope here is that though this is a diocesan service with limited options for variation, it can still very much reflect the traditions of the local church.

11. The Presentation

- a. You will need to substitute the actual names of the new minister, bishop, patron, place they have come from and the person giving the commendation. Take care!
- b. You will also need to carefully adjust the [him/hers] as necessary.
If you were expecting to see "Right Reverend Father in God", note that the wording of the service is constructed to allow for either a male or female bishop to officiate.

12. The Commendation (when used)

- a. We are looking for about 3 minutes here (no more than three modest paragraphs of written text)! The speaker should use a microphone at the front of church.
- b. We suggest the Commender comes out to the front of church at the same time as the priest and presenters, standing to one side, to make for a tidier choreography.

13. The Declaration and Oaths

- a. Our view is that in most contexts those gathering welcome having these in the service, and its inclusion here reflects the public nature of the minister's office and the canonical requirement that they should be publicly made.
- b. In exceptional circumstances it may be possible, however, for them to be made before a smaller group before the service, with the bishop's approval.
- c. "Lord Bishop of Ely" has become "Bishop of Ely": both gender-neutral and a small bid to be less stuffy.
- d. Remember to provide a small table and a black pen for signing documents. This should be placed close to where the presentation takes place, in the chancel space.

14. Ministry of the Word

- a. The reading is chosen by the incoming minister at the Bishop's request. If the service is to be eucharistic it will need to be from the Gospels.
- b. Add the reference to the reading into the heading.
- c. The text printed should be the one agreed between the minister and the Bishop.
- d. If a hymn or music is not being used at the end of this section please delete the words introducing it as well as the placeholder words.

15. Institution/Licensing

- a. Check that you have got the right version here!
- b. If the new priest is to kneel before the bishop (which is customary), please provide a kneeler.

16. Induction

- a. This section is only present/used in the variants for the Institution/Collation and Induction of Team Rectors, Rectors, Vicars.
- b. Once again, work carefully through this section, substituting the actual names for the abbreviations.
- c. No rubric is offered for taking the new minister to the main door of the church for the induction. This can be done if agreed with the Archdeacon.
- d. If there is no bell, the rubric about ringing it should be omitted! Another symbol such as the presentation of keys could be used.

17. Installation

- a. There may be no customary stall. If so please choose an appropriate seat to use, and adjust the rubric if necessary. Where there is a customary stall, it should be used for the installation. If it is distant from the people, or behind a screen, or faces east, then the new priest might come forward to the lectern to lead the prayers.
- b. The modern version of the Lord's Prayer may be used.

18. People Fully Alive in Christ

- a. This section has been deliberately constructed to reflect our diocesan strategy. It requires imagination and a good sense of space and movement in order to succeed. Keep in mind the importance of enabling the congregation to see as much as possible.
- b. The bishop's chair will normally have been placed centrally for the first part of the service, up to and including the installation, and the Bishop, archdeacon and chaplain will then move from the chancel to the sanctuary for "People Fully Alive". This is to ensure that the focus remains on the new priest and the community which he or she will serve. It may sometimes be more convenient for the bishop's party to sit to one side instead. In general, common sense should prevail.
- c. Do not sing hymns or songs between three sections. The congregation should sit throughout.
- d. The lines marked 'XX' can be said by one person of the group throughout, different people, or the group together. Do what works best.

19. Sent in Christ's Name

- a. The "welcomes" need to go with some verve and pace, with a firm lead from the Lay Chair. We suggest that all the representatives come forward in a queue as their names are read, shake hands without spoken greeting, and move to one side before joining in the applause as a group and returning to their seats as it continues. (Prepare a list in advance of those offering welcomes, so that the new minister has this as an *aide-memoire* for future contact.)
- b. It has proved effective to have an anthem sung as those offering greetings come forward. This covers *sotto voce* words of welcome and keeps the sense of flow going, while people come up to take their turn.
- c. The welcomers may include representatives from the diocesan staff (e.g. one of the Directors) and the Cathedral.
- d. The "him/her" will need adjusting.
- e. Remember, at the end of the greetings, to give a particular welcome to the new minister's family (as appropriate).
- f. The Bishop may extemporise the words of blessing, or use the form as printed in the order of service.
- g. Note that in the exit procession the Churchwardens (choose just 2 please for this part! You can have the full company at the beginning) lead the Bishop and new minister out, and any other procession then follows. The Churchwardens should come forward promptly and flank the bishop and new minister, as the blessing and dismissal are pronounced.
- h. Delete the hymn if not being used and/or add a note of any music being played.
- i. A retiring collection (currently in aid of the Diocesan Mission Fund) works best choreographically. Make sure that the order of service carries a note about the collection. The Rural Dean might mention it briefly in his or her introductory remarks.

- j. The visiting ministers etc. return to their changing room, and the Bishop and new priest greet people at the door.

20. Choir items

- a. If a choir is assembled for the service they will of course hope to sing an anthem or special piece.
- b. Please look for a way of incorporating this which does not unduly lengthen the service: e.g. it could easily replace the hymn after the sermon, or be sung as an introit from the back of church before the service, or cover the welcomes at the beginning of 'Sent in Christ's Name'.

21. After the service

- a. The Service Register should be signed by the Bishop, the Archdeacon, the Rural Dean, and the Lay Chair.
- b. The new priest will inevitably be delayed by the need to greet the congregation individually, but an eye should be kept on the clock since most people will be at the reception a good deal sooner.
- c. At the reception, there are no formal speeches, though the archdeacon may thank various people very briefly.
- d. The collection for the Mission Fund should be remitted to the Diocesan Office Finance Dept, clearly marked.

May 2022