

## **PLANNING INSTITUTIONS AND LICENSINGS IN THE DIOCESE OF CANTERBURY**

**Now that your new Parish Priest has been appointed, you will need to plan the Institution or Licensing.**

### **DATE**

The Bishop's office arranges the date and time with the new Priest, the Patron and the Area Dean. The Area Dean consults with the Churchwardens, who are asked to nominate one of their number, who uses Email, to be the link person with the Bishop's Office.

### **WHOM DO YOU INVITE?**

Unless the church is very large, it is wise to keep the number of special guests reasonably small, to ensure there is room for all those parishioners who would want to be present.

The new Priest should be asked for a personal guest list.

Others to be invited include:

1. The Patron and spouse (*except where this is the Archbishop*).
2. The Clergy and other Accredited Ministers of the Deanery and their spouses. This includes all Deacons, NSMs, OLMs and all Readers of the deanery. They should all be asked to robe *in choir habit* (i. e. not stoles) and process.
3. The Dean and Chapter of the Cathedral, who will send a representative whenever possible.
4. The Diocesan Secretary and his wife.
5. The Clergy of other Christian denominations within the parish( es), who should be invited to process with the clergy whether they are robed or not.
6. The Deanery Lay Chairman (*who is asked to process*) and spouse.
7. Civic dignitaries - District Council, Kent County Council, and the M. P.; also Parish Council or Town Council representatives with their spouses.
8. Representatives of schools and local community organisations should also be invited as appropriate.

9. The spouse of the Bishop, of the Archdeacon and of the Area Dean should be invited individually so that seats can be reserved for them.

## **THE INVITATION CARD**

This should state:

1. Who invites - usually Churchwardens and members of the PCC.
2. To what they are invited: Institution or Licensing by the Bishop give name; Induction or Installation by the Archdeacon - give name.
- 3 To whom those invited should reply.
4. Date, time and place of the Service. A sketch- map, showing the exact location, can be very helpful.

Please let the Clergy and Readers know where they are to robe.

It is suggested that you show a draft of the invitation to the Area Dean, who will gladly advise at any stage of the process.

## **THE SERVICE BOOKLET**

An electronic template of the Order of Service is available on both the clergy and parish intranets on the diocesan website [www.canterbury.anglican.org](http://www.canterbury.anglican.org)

This template is designed to enable parishes to produce a special service booklet which will include the name of the priest to be instituted (or licensed) at the appropriate points, and the words of hymns where they occur within the Service. The text in red in the template indicates where insertions, deletions and decisions are required. Once these choices are made, all of the text can be turned black

It is the responsibility of the churchwardens to ensure that a draft copy is sent to the Bishop's Office for approval before the final print run in good time before the service. They should also arrange the printing of sufficient copies.

## **OTHER EARLY PREPARATION**

Fix a date for a rehearsal with the Area Dean and the new Priest. Servers and Churchwardens will also need to be present, and the Organist if possible.

Work out the seating, and write out name cards for the reserved seats.

Arrange with the Area Dean which and how many of the Representatives should welcome the new Priest. Make sure they understand that only a few representatives are needed, and that all that is needed is a short sentence of welcome and not a speech. (Also see under Service section.)

Plan where each group will robe, and ensure that everyone knows where to go, and that there is adequate car parking, including designated spaces for the Bishop, Archdeacon, Patron and Area Dean. Please inform these people where they are expected to park.

The P. C. C. will also want to plan the refreshments after the Service.

## **THE REHEARSAL**

Check with the Area Dean and new Priest that the seating arrangements are correct. A convenient arrangement is as follows:

Front row one side - the Minister's family.

Front row other side - Priest, Patron, (Area Dean if presenting), Lay Chairman.

Second row behind Priest & Area Dean etc - the spouses of Clergy, Bishop.

On outside of pews - any who have to move out to take part in the service..

Visiting Clergy in stalls or side aisle or in nave near front.

The Bishop's Chair is usually placed on the top of the chancel steps. Chairs are needed in the sanctuary for the Bishop and the Chaplain on the north side, and for the Archdeacon and Area Dean on the south side. If you have a sound system, the Bishop would appreciate a clip-on radio mike.

There needs to be a small table just below the chancel steps and to one side for the signatures following the oaths. On this there should be a small Bible and a fountain (black ink) pen and blotting paper.

The Area Dean will conduct the rehearsal. Please arrange a time with him / her for this.

## THE SERVICE

The Area Dean will arrange for someone to say a vestry prayer and marshal the visiting clergy. The procession usually moves to its position outside the main church door or just inside it to await the Bishop's party.

Within the Service, the Welcome is an important, but often the most inaudible and least well-rehearsed, part. The Area Dean acts as MC, and introduces each welcomer, saying who they are and whom they represent. The Welcome should be in the following order:

1. A representative of the Churchwardens of all Parishes in the Benefice
2. The Area Dean and the Lay Chairman of the Deanery Synod
3. A representative of the Cathedral
4. Representatives (ordained or lay) of the other Christian denominations
5. The Civic Representatives
6. Representatives of local schools and youth groups.

**It is important that those speaking words of welcome should be asked to stand on the chancel steps** so as to be able to address the new Priest and at the same time be facing towards the congregation. Those welcoming must be asked to **speak up** so that they can be heard by the congregation as well as by the new Priest. Because some of those welcoming will not be used to public speaking, **a microphone should be used** at this point if the church has a sound amplification system. Those welcoming the new Priest should **never have their backs to the congregation**.

The Bishops request that the collection be devoted to the "Diocesan Ministry Training Fund". This Fund is used to assist those training for full-time ministry, ordained or lay. Please send a cheque made out to this account to the Canterbury Diocesan Board of Finance following the Service. Please

ensure there is a designated person to receive and bless the collection.

In churches where it is customary to acknowledge the cross at the east end, the Choir and Clergy should be asked to do so *by turning east as a body and bowing **before** they start to move out of their pews.* This is to avoid the practice of bowing two by two after they have left their pews which tends to result in a long drawn- out and untidy recession. The Area Dean is asked to remind those concerned about this just before they all process in.

The new Priest says the final Vestry Prayer, and during the reception afterwards he or she should thank those who provided the refreshments.