
CELEBRATION OF NEW MINISTRIES

Diocese of Nova Scotia & Prince Edward Island

These guidelines are issued to newly appointed Clergy and Parish Wardens at the time of each appointment, and to newly appointed Regional Deans upon the occasion of their appointment.

RATIONALE

The Institution, Induction, or Installation of a new leader in Ministry is a significant moment in the life of a community of faith, by it a congregation, pastoral unit, region, or Diocese. The new minister has been appointed by the Bishop to a ministry of Word and Sacrament. The purpose of this ministry is to provide for the care of the community, and to give leadership in equipping the People of God in living out their Baptismal ministry as a royal priesthood of all believers.

The local community has particular reference to specific people and concerns. It has its own traditions and customs within the larger community of the Church, which need to be considered when planning the celebration of a new ministry. The celebration itself marks a new phase in a ministry of many years, and therefore ought to acknowledge the work which has gone on before.

The local community does not stand in isolation, but is linked to the ministry of the whole Church. The ministry which is beginning in a specific setting is authorized by license by the larger Church through Diocesan Authority. The liturgy is diocesan in context and therefore, either the Bishop or the territorial Archdeacon will normally be the officiant, will demonstrate this pastoral model of the Church. Together, the local community, the new minister, and the Diocese, continue the ministry of the People of God. This unity may appropriately be described through the con-celebration of the Eucharist by the newly appointed {installed} minister with either the Bishop or the territorial Archdeacon, in a manner consistent with the Ordained Office of the new minister.

INDUCTION SERVICE ARRANGEMENTS

1. The request by a Parochial Committee to the Bishop concerning the appointment of a new Rector includes the request for the necessary Institution and Induction rites, at the Bishop's pleasure [Canon 25:10:11,14]
2. The appointment of an Incumbent by the Bishop takes place within the context of Canon 25. Normally, a significant period elapses between the announcement and arrival of an Incumbent. The announcement of the appointment will normally therefore also include the date of the Institution, to take place with the first ten days of the effective date of the appointment.
3. In the time prior to the effective date of the appointment, the date, time and place of the celebration of the new ministry will be set, which will normally take place within the first month of the new ministry. Under the supervision of the territorial Archdeacon, the service arrangements described in these guidelines will be undertaken by the Parish Wardens, in consultation with the newly appointed Incumbent.

PREPARATIONS FOR THE INDUCTION, UNDER THE DIRECTION OF THE CELEBRANT AND IN CONSULTATION WITH THE NEWLY APPOINTED INCUMBENT, SHALL INCLUDE:

1. The selection of either Rite A or Rite B from the book of Occasional Services of The Anglican Church of Canada or other rites from time to time approved by the Bishop, shall be printed for distribution for the service by the parish;
2. A letter of invitation should be sent to the preacher/homilist suggested by the newly appointed Rector;
3. Letter of invitation should be sent to the members of the Regional Clericus, and especially the Regional Dean, detailing the date, time and place of the Induction, and a specific role which might be identified for individual participation;
4. Letter of invitation should be sent to the clergy of other denominations and civic officials within the community of the Pastoral Unit, detailing the date, time and place of the Induction;
5. Service arrangements should include the participation of men, women, young people and seniors, in specific roles within the liturgy;
6. In a Pastoral Unit with more than one congregation, attention should be given to the inclusion of representatives from each congregation with identifiable roles in the Liturgy;
7. Ceremonial keys, representing the Pastoral Unit, should be prepared for presentation to the Incumbent during the service;
8. The presentation of keys shall be added to Rite B, immediately prior to the statement of Induction.
9. In Pastoral Units with more than one Church, ceremonial keys representing each Church should be prepared for presentation during the service;
10. Symbols of the ministry of the Pastoral Unit to be presented during the service should be of sufficient size to be clearly seen by those present;
11. The following statement of induction, which shall be printed in the liturgy immediately following the "Covenant in Ministry" in the liturgy:
[shaking the hand of the Rector, the Officiant shall say]
In the name of the Bishop, I induct you, N., to the office and ministry of ... in the Pastoral Unit of N., in the Diocese of Nova Scotia.
[facing the people, the Officiant shall say]
I invite your welcome, care, and support of N., as your
[the people may respond with applause.]
12. The form for concelebration in this liturgy is arranged with and at the discretion of the Celebrant in the planning of the service.
13. At the reception following the service, provision should be made for each person to greet to the officiant and the new minister (and family, as applicable).

INSTALLATION SERVICE ARRANGEMENTS

Similar concerns prevail at the time of the appointment of a Regional Dean. The Installation service should be planned within the first two months from the time of the appointment, allowing for a Clericus meeting to ensue, during which the participation of the Regional Clergy can be arranged. Under the direction of the territorial Archdeacon, the newly appointed Regional Dean will undertake service arrangements, according to section E of these guidelines.

PREPARATIONS FOR THE INSTALLATION BY THE PARISH WARDENS, UNDER THE DIRECTION OF THE CELEBRANT AND IN CONSULTATION WITH THE REGIONAL DEAN, INCLUDE:

1. The selection of either Rite A or Rite B from the book of Occasional Services of the Anglican Church of Canada, or other rites approved from time to time by Diocese authority, shall be printed for distribution at the service by the new Dean's Parish;
2. A letter of invitation should be sent to the preacher/homilist suggested by the new Regional Dean;
3. Letters of invitation should be sent to the members of the Regional Clericus, detailing the date, time and place of the Induction, and a specific role which might be identified for each individual's participation;
4. Letters of invitation should be sent to the clergy of other denominations and civic officials within the community of the Pastoral Unit, detailing time and place of the Induction;
5. Service arrangements should include the participation of men, women, young people, and seniors, in specific roles within the liturgy;
6. The following statement of installation, which shall be printed in the liturgy immediately following the "Covenant in Ministry" in the liturgy:
[shaking the hand of the Regional Dean, the Officiant shall say]
In the name of the Bishop, I install you, N., to the office and ministry of Dean in the N. Region within the Diocese of Nova Scotia.
[facing the people, the Officiant shall say]
I invite your welcome, care, and support of N. as your new Regional Deal.
[the people may respond with applause]
7. The form for concelebration in this liturgy is to be arranged with and at the discretion of the Celebrant during the planning of the service.
8. At the reception following the service, each person should be introduced personally to the Officiant and the new Regional Dean (and family, as applicable).

SPECIAL CIRCUMSTANCES

In the event that a lay person is appointed to an Incumbency, the form and manner for Installation or induction into the said Office will be arranged in following the conferring of Holy Orders to the Priesthood, and in consultation with the Archdeacon.