

THE INSTITUTION OF AN INCUMBENT

The Gathering of God's People

At the entry of the ministers a hymn may be sung.

The bishop says

The Lord be with you
and also with you.

We are the body of Christ.

By the one Spirit we were all baptized into one body.

There is one Lord, one faith, one baptism:

One God and Father of all.

Just as in a single human body there are many limbs and organs, all with different functions, so we who are united with Christ, though many, form one body, and belong to one another as its limbs and organs. We have gifts allotted to each of us by God's grace.

Romans 12: 5, 6 (REB)

The bishop says appropriate words of welcome and introduction

The archdeacon presents the incumbent-elect to the bishop and says

Bishop, I present for institution the Reverend . . . ,
who has been nominated to serve as incumbent of this parish.

*The bishop commends the nominee to the prayers of the congregation and
silence is kept.*

THE COLLECT

God our Father, Lord of all the world,
we thank you that through your Son
you have called us into the fellowship of your universal church:
Hear our prayer for your faithful people
that in their vocation and ministry
they may be instruments of your love,
and give to this your servant . . .
the needful gifts of grace;
through our Lord and Saviour Jesus Christ. **Amen.**

When appropriate the collect of the day may be used.

Proclaiming and Receiving the Word

*The Ember Day readings (p.70 of the Book of Common Prayer)
or the readings of the Day are used.*

THE FIRST READING

THE PSALM

THE SECOND READING

A hymn, canticle or anthem may be sung.

THE GOSPEL READING

The reading is introduced with the following words:

Hear the Gospel of our saviour Christ according to Saint, chapter
beginning at verse

Glory to you, Lord Jesus Christ.

and concludes with

This is the Gospel of the Lord:

Praise to you, Lord Jesus Christ.

THE SERMON

The Institution

The bishop asks the registrar to read the certificate of nomination.

THE DECLARATIONS

The First Form

The bishop says to the registrar

Let the Declarations required by the Constitution of the Church of
Ireland be made and signed.

or

The Second Form

If the declarations have already been made, the bishop asks the registrar

Have the Declarations required by the Constitution of the Church of Ireland been made and signed?

The registrar replies

They have.

The bishop says to the churchwardens

Churchwardens, as representatives of the parishioners have you witnessed the making of these declarations?

The churchwardens reply

We have.

THE ACT OF INSTITUTION

The bishop reads the Act of Institution.

The bishop hands it to the rector and says

.... , the care of God's people in this parish is entrusted to you and to me within the body of Christ. Accept the responsibilities and privileges of this ministry as a priest in this diocese, in communion with the bishop. Remember the solemn promises of your ordination as you encourage all God's people to be good stewards of their gifts. Care alike for young and old, strong and weak, rich and poor. By your words and in your life proclaim the Gospel.

May God the Father, God the Son and God the Holy Spirit bless you as you minister in word and sacrament to his people. **Amen.**

The bishop and the rector stand and face the people, and the bishop says

I present to you as your rector.

Will you support and encourage in his ministry, praying for him as he will pray for you?

We will.

Welcome him in the name of the Lord!
In the name of the Lord we greet you.

Applause is appropriate.

A hymn may be sung.

The Commission

The First Form

The bishop says to the people

Brothers and sisters in Christ, as members of this parish you are called together to be the Body of Christ, serving God's kingdom, and living together through the power of the Holy Spirit. You are called to witness to the love of Christ and to serve others in the name of Christ.

The apostle Paul writes: 'I beg you to lead a life worthy of the calling to which you have been called, with all humility and gentleness, with patience, bearing with one another in love, making every effort to maintain the unity of the Spirit in the bond of peace.' *Ephesians 4: 1-3*

Will you follow in this way?

By the help of God, we will.

The bishop and the rector go to the DOOR, the FONT, a PRAYER DESK, the LECTERN or PULPIT and the LORD'S TABLE

At the open door, a member of the congregation says

I was glad when they said to me,
let us go to the House of the Lord. *Psalms 122: 1*

All say

**Keep watch, Lord, over our going out and our coming in,
from this time forth for evermore.**

The bishop says to the rector

Make the door of this church wide enough to receive all who need human love and fellowship and a Father's care, and narrow enough to shut out all envy, pride and uncharitableness.

The rector says

With the help of the Lord, I will.

At the font, a member of the congregation says

Go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit. *Matthew 28:19*

All say

**God has adopted us by baptism into his church
we are members of the household of faith.**

The bishop says to the rector

See that those who are incorporated into the Church by baptism continue as living members, growing in the knowledge and love of God. Equip them to proclaim the good news, so that through their ministry others may be brought into the fellowship of Christ's Church.

The rector says

With the help of the Lord, I will.

While the rector stands at a prayer desk (which may suitably be placed in the aisle of the church to represent the offering of intercession in the name of the whole people of God) a member of the congregation says

Have no anxiety about anything, but in everything by prayer and supplication with thanksgiving let your requests be made known to God. And the peace of God, which passes all understanding, will keep your hearts and your minds in Christ Jesus. *Philippians 4: 6 (RSV)*

All say

**We meet together as God's people
we pray in Christ's name
God's Spirit is with us.**

The bishop says to the rector

Lead the people of God in public prayer, and by your teaching and example encourage them also to a life of personal devotion.

The rector says

With the help of the Lord, I will.

While the rector stands in the pulpit or at the lectern a member of the congregation says

All scripture is inspired by God and is useful for teaching, for reproof, for correction and for training in righteousness, so that everyone who belongs to God may be proficient, equipped for every good work.

2 Timothy 3: 16-17

All say

**God's word is a lantern to our feet,
a light to our paths,
a strength in our lives.**

The bishop says to the rector

Proclaim the word of God. Be faithful in preaching it so that the people may grow in godliness and understanding.

The rector says

With the help of the Lord, I will.

While the rector stands at the Lord's Table (in the position normally occupied by the presiding minister during the Great Thanksgiving) a member of the congregation says

As often as you eat this bread and drink the cup, you proclaim the Lord's death until he comes. *1 Corinthians 11: 26*

All say

**We share the bread,
we drink the cup.
Amen. Come, Lord Jesus.**

The bishop says

Break the bread and bless the cup. Celebrate this joyful thanksgiving with God's people that together you may be built up as the Body of Christ.

The rector says

With the help of the Lord, I will.

The service continues after the Second Form

The Second Form

The bishop says to the people

Brothers and sisters in Christ, as members of this parish you are called together to be the Body of Christ, serving God's kingdom, and living together through the power of the Holy Spirit. You are called to witness to the love of Christ and to serve others in the name of Christ.

The apostle Paul writes: 'I beg you to lead a life worthy of the calling to which you have been called, with all humility and gentleness, with patience, bearing with one another in love, making every effort to maintain the unity of the Spirit in the bond of peace.' *Ephesians 4: 1-3*

Will you follow in this way?

By the help of God, we will.

The bishop and the rector stand before the congregation.

Members of the congregation bring forward symbols of the teaching, pastoral and sacramental ministry of an incumbent.

A member of the congregation presents a Bible to the rector and says

All scripture is inspired by God and is useful for teaching, for reproof, for correction and for training in righteousness, so that everyone who belongs to God may be proficient, equipped for every good work.

2 Timothy 3: 16-17

The bishop says

... , receive this Bible, and proclaim the Good News of Jesus Christ.

The rector says

With the help of the Lord, I will.

All say

**God's word is a lantern to our feet,
a light to our paths,
a strength in our lives.**

A container of water is presented, with these words:

Go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit. *Matthew 28: 19*

The bishop says

... , receive this water and in this place baptize in the name of the Holy Trinity.

The rector says

With the help of the Lord, I will.

All say

God has adopted us by baptism into his church.

We are members of the household of faith.

A member of the congregation presents a Book of Common Prayer and says

Have no anxiety about anything, but in everything by prayer and supplication with thanksgiving let your requests be made known to God. And the peace of God, which passes all understanding, will keep your hearts and your minds in Christ Jesus. *Philippians 4: 6 (RSV)*

The bishop says

....., receive this Book
and be among us as one who leads public prayer
and encourages in us a life of personal devotion.

The rector says

With the help of the Lord, I will.

All say

We meet together as God's people

we pray in Christ's name

God's Spirit is with us.

A member of the congregation presents bread and wine and says
As often as you eat this bread and drink the cup,
you proclaim the Lord's death until he comes. *1 Corinthians 11: 26*

The bishop says
...., take this bread and wine
and be among us to break the bread
and to bless the cup, with reverence and with joy.

The rector says
With the help of the Lord, I will.

All say
**We share the bread
we drink the cup.
Amen. Come, Lord Jesus.**

*Any of the following symbols may also be used,
depending on local circumstances and at the discretion of the bishop.*

An appropriate person presents oil, saying
A Samaritan ... went to the man and bandaged his wounds, having
poured oil and wine on them. *Luke 10: 33-34*

The bishop says
...., use this oil
and be among us as a healer and reconciler.

The rector says
With the help of the Lord, I will.

All say
**May our Heavenly Father
grant us the inward anointing of the Holy Spirit
and restore us to wholeness and strength.**

A churchwarden brings forward the key of the church and says

I was glad when they said to me,
let us go to the House of the Lord. *Psalm 122: 1*

The bishop says

...., receive this key
and let the doors of this place be open to all people.

The rector says

With the help of the Lord, I will.

All say

**Keep watch O Lord
over our going out and our coming in,
from this time forth for evermore.**

A towel is presented, with these words:

If I, your Lord and Teacher, have washed your feet,
you also ought to wash one another's feet. *John 13: 14*

The bishop says

...., receive this towel
and be a servant and a support to those in need and in trouble.

The rector says

With the help of the Lord, I will.

All say

**Give us the will to be the servants of others
as Jesus Christ was the servant of all.**

Other symbols, pertinent to the ministry to be undertaken, may be included where appropriate

The Second Form ends here

The bishop may place the rector in the accustomed prayer desk or stall.

The rector alone kneels before the bishop and the bishop says

...., the care of God's people in this parish has been committed to you. May the Lord pour out his Holy Spirit on you and equip you to fulfil the sacred duties with which you have been entrusted.

Rector **Amen.**

May he give you the spirit of power and of love and of a sound judgment. May he guard you against the snares of temptation and keep you pure in heart and steadfast in the right way.

Rector **Amen..**

In prayer, may the Lord bring new life to your devotion; In praise, may he deepen your love and gratitude; And may he grant you the needful gifts of grace to the glory of his name.

Rector **Amen.**

Silence is kept and then the rector says

Almighty God, Father, Son and Holy Spirit, strengthen and sustain me in this ministry to which I have been called.

Give me the vision of your glory and make me worthy of my calling. **Amen.**

THE PEACE

The rector, or the bishop when the Eucharist is being celebrated, says

We are the body of Christ,
in the one Spirit we were all baptized into one body.
Let us then pursue all that makes for peace and builds up our common-life.

The peace of the Lord be always with you
and also with you.

*All present exchange a sign of peace.
It is appropriate that representatives of the parish,
other churches in the local area
and the wider local community have an opportunity to greet the rector.
A hymn may be sung.*

The Prayers of the People

When there is no Holy Communion the rector leads intercessions and thanksgivings.

*Such prayers may appropriately include reference to
The ministry of all the baptized
The continuity of ministry in this parish
The witness of the local Christian community and the need for peace and
understanding between all faithful people
Those in need
Remembrance of, and thanksgiving for, the faithful departed.*

*If a versicle and response are required after each section, one of the following
may be said or sung:*

Lord, in your mercy:

hear our prayer.

or

Lord, hear us:

Lord, graciously hear us.

or

Kyrie eleison.

Accept our prayers through Jesus Christ our Lord, who taught us to pray:

Our Father in heaven,

hallowed be your name,

your kingdom come,

your will be done,

on earth as in heaven.

Give us today our daily bread.

Forgive us our sins

as we forgive those who sin against us.
Lead us not into temptation
but deliver us from evil.
For the kingdom, the power, and the glory are yours
now and for ever. Amen.

or

Our Father, who art in heaven,
hallowed be thy name,
thy kingdom come,
thy will be done,
on earth as it is in heaven.
Give us this day our daily bread.
And forgive us our trespasses
as we forgive those who trespass against us.
And lead us not into temptation,
but deliver us from evil.
For thine is the kingdom, the power, and the glory
for ever and ever. Amen.

The incumbent gives notice of celebrations of the Holy Communion on the following Sunday.

A hymn may be sung.

Going out as God's People

BLESSING

The bishop says
Almighty God
stir up in you the gifts of his grace,
and sustain each one of you in your ministry;
and the blessing of God almighty,
the Father, the Son and the Holy Spirit,
be with you and remain with you always.
Amen.

WHEN HOLY COMMUNION IS CELEBRATED AT THE INSTITUTION

Celebrating at the Lord's Table

THE TAKING OF THE BREAD AND WINE

The new incumbent should assist the bishop in the administration of the Holy Communion.

Be present, be present,
Lord Jesus Christ
our risen high priest;
make yourself known in the breaking of bread. **Amen.**

Stand

The bishop takes the bread and wine and may say

Christ our passover has been sacrificed for us
therefore let us celebrate the feast.

THE GREAT THANKSGIVING

One of the following Eucharistic Prayers is said by the bishop:

Prayer 1

The Lord is here.
His Spirit is with us.

or

The Lord be with you
and also with you.

Lift up your hearts.
We lift them to the Lord.

Let us give thanks to the Lord our God.
It is right to give our thanks and praise.

Father, almighty and everliving God,
at all times and in all places
it is right to give you thanks and praise:

Within the royal priesthood of your Church
you ordain ministers to proclaim your word,
to care for your people
and to celebrate the sacraments of the new covenant:
And so with all your people,
with angels and archangels,
and with all the company of heaven,
we proclaim your great and glorious name,
for ever praising you and saying:

**Holy, holy, holy Lord,
God of power and might,
heaven and earth are full of your glory.
Hosanna in the highest!
Blessed is he who comes in the name of the Lord.
Hosanna in the highest!**

Blessed are you, Father,
the creator and sustainer of all things;
you made us in your own image,
male and female you created us;
even when we turned away from you,
you never ceased to care for us,
but in your love and mercy you freed us from the slavery of sin,
giving your only begotten Son to become man
and suffer death on the cross to redeem us:
he made there the one complete and all-sufficient sacrifice
for the sins of the whole world:
he instituted, and in his holy Gospel commanded us to continue,
a perpetual memory of his precious death
until he comes again.

On the night that he was betrayed he took bread;
and when he had given thanks to you, he broke it,
and gave it to his disciples, saying, Take, eat,
this is my body which is given for you.

Do this in remembrance of me.

In the same way, after supper he took the cup;

and when he had given thanks to you,
he gave it to them, saying, Drink this, all of you,
for this is my blood of the new covenant
which is shed for you and for many for the forgiveness of sins.
Do this, as often as you drink it, in remembrance of me.

Therefore, Father, with this bread and this cup
we do as Christ your Son commanded:
**we remember his passion and death,
we celebrate his resurrection and ascension,
and we look for the coming of his kingdom.**

Accept through him, our great high priest,
this our sacrifice of praise and thanksgiving;
and as we eat and drink these holy gifts,
grant by the power of the life-giving Spirit
that we may be made one in your holy Church
and partakers of the body and blood of your Son,
that he may dwell in us and we in him:
Through the same Jesus Christ our Lord,
by whom, and with whom, and in whom,
in the unity of the Holy Spirit,
**all honour and glory are yours, Almighty Father,
for ever and ever. Amen.**

Prayer 2

The Lord is here.
His Spirit is with us.

or

The Lord be with you
and also with you.

Lift up your hearts.
We lift them to the Lord.

Let us give thanks to the Lord our God.
It is right to give our thanks and praise.

All glory and honour, thanks and praise
be given to you at all times and in all places,
Lord, holy Father, true and living God,
through Jesus Christ our Lord.

For he is your eternal Word
through whom you have created all things from the beginning
and formed us in your own image.

In your great love you gave him
to be made man for us and to share our common life.

In obedience to your will
your Son our Saviour offered himself as a perfect sacrifice,
and died on the cross for our redemption.

Through him you have freed us from the slavery of sin
and reconciled us to yourself, our God and Father.

He is our great high priest
whom you raised from death
and exalted to your right hand on high
where he ever lives to intercede for us.

Through him you have sent upon us
your holy and life-giving Spirit
and made us a royal priesthood
called to serve you for ever.

Therefore with angels and archangels
and with all the company of heaven
we proclaim your great and glorious name,
for ever praising you and saying:

**Holy, holy, holy Lord,
God of power and might,
heaven and earth are full of your glory.
Hosanna in the highest.**

Merciful Father, we thank you
for these gifts of your creation, this bread and this wine,
and we pray that we who eat and drink them
in the fellowship of the Holy Spirit

in obedience to our Saviour Christ
in remembrance of his death and passion
may be partakers of his body and his blood,
who on the night he was betrayed took bread;
and when he had given you thanks
he broke it, and gave it to his disciples, saying,
Take, eat. This is my body which is given for you;
Do this in remembrance of me.
After supper, he took the cup,
and again giving you thanks
he gave it to his disciples, saying,
Drink from this, all of you.
This is my blood of the new covenant
which is shed for you and for many
for the forgiveness of sins.
Do this, as often as you drink it, in remembrance of me.
Father, with this bread and this cup,
we do as our Saviour has commanded:
we celebrate the redemption he has won for us;
we proclaim his perfect sacrifice,
made once for all upon the cross,
his mighty resurrection and glorious ascension;
and we look for his coming
to fulfil all things according to your will.

Christ has died;

Christ is risen;

Christ will come again.

Renew us by your Holy Spirit,
unite us in the body of your Son,
and bring us with all your people
into the joy of your eternal kingdom;
through Jesus Christ our Lord,
with whom and in whom,
by the power of the Holy Spirit,

we worship you, Father almighty,
in songs of never-ending praise:
**Blessing and honour and glory and power
are yours for ever and ever. Amen.**

Prayer 3

The Lord is here.
His Spirit is with us.

or

The Lord be with you
and also with you.

Lift up your hearts.
We lift them to the Lord.

Let us give thanks to the Lord our God.
It is right to give our thanks and praise.

Father, Lord of all creation,
we praise you for your goodness and your love.
When we turned away you did not reject us.
You came to meet us in your Son,
welcomed us as your children
and prepared a table where we might feast with you.

In Christ you shared our life
that we might live in him and he in us.
**He opened wide his arms upon the cross
and, with love stronger than death,
he made the perfect sacrifice for sin.**

Lord Jesus Christ, our redeemer,
on the night before you died
you came to table with your friends.
Taking bread, you gave thanks, broke it
and gave it to them saying,
Take, eat: this is my body which is given for you;
do this in remembrance of me.

**Lord Jesus, we bless you:
you are the bread of life.**

At the end of supper
you took the cup of wine, gave thanks, and said,
Drink this, all of you; this is my blood of the new covenant,
which is shed for you and for many for the forgiveness of sins;
do this in remembrance of me.

**Lord Jesus, we bless you:
you are the true vine.**

Praise to you, Lord Jesus Christ:
**dying, you destroyed our death,
rising, you restored our life;
Lord Jesus, come in glory.**

Holy Spirit, giver of life,
come upon us now;
may this bread and wine be to us
the body and blood of our Saviour Jesus Christ.

**As we eat and drink these holy gifts
make us, who know our need of grace,
one in Christ, our risen Lord.**

Father, Son, and Holy Spirit, Blessed Trinity:
with your whole Church throughout the world
we offer you this sacrifice of thanks and praise
and lift our voice to join the song of heaven,
for ever praising you and saying:

**Holy, Holy, Holy Lord,
God of power and might.
Heaven and earth are full of your glory.
Hosanna in the highest.**

Thanks be to you, our God, for your gift beyond words.
Amen. Amen. Amen.

The Lord's Prayer is not said here

THE BREAKING OF THE BREAD

The bishop breaks the consecrated bread in preparation for the Communion.

The bread which we break
is a sharing in the body of Christ.

**We being many are one body,
for we all share in the one bread.**

THE COMMUNION

The bishop says

Draw near with faith.

Receive the body of our Lord Jesus Christ which he gave for you,
and his blood which he shed for you.

Remember that he died for you,
and feed on him in your hearts by faith with thanksgiving.

or

The gifts of God for the people of God.

**Jesus Christ is holy,
Jesus Christ is Lord,
to the glory of God the Father.**

or

Jesus Christ is the Lamb of God,
who has taken away the sins of the world.
Happy are those who are called to his supper.

**Lord, I am not worthy to receive you,
but only say the word and I shall be healed.**

THE GREAT SILENCE

When all have received communion, the presiding minister, other ministers and people keep silence for reflection.

Going Out as God's People

DISMISSAL

The bishop says the blessing

Almighty God,
stir up in you the gifts of his grace,
sustain each one of you in your ministry;
and the blessing of God almighty,
the Father, the Son and the Holy Spirit,
be with you and remain with you always. **Amen.**

The incumbent says

Go in peace to love and serve the Lord.
In the name of Christ. Amen.

NOTES

1. On the first Sunday on which a minister officiates in a church of a parish or parochial group or union to which he has been instituted there shall always be a celebration of the Holy Communion at the principal service.
2. If the bishop is unable to be present he may appoint a deputy to preside at The Institution of an Incumbent. In this instance, the words ‘and to me’ in the paragraph following the delivery of the Act of Institution are amended to read ‘and to the bishop’. In a similar manner when the archdeacon is unable to fulfil his designated role a deputy may be appointed.
3. The above order including the title of the service may be adapted for use at the licensing of a bishop’s curate, vicar or chaplain.
4. When the first form of the commission is used, it is important that the font is uncovered and contains water, a Book of Common Prayer be placed at the prayer desk, a Bible be open on the lectern or pulpit, and the Holy Table be covered with a fair linen cloth. When the second form of the Commission is used, it may be appropriate for some or all of the items presented to the incumbent to be brought from the point in the church where they would normally be located.
5. Where the declarations are made in the vestry the text should be included on the service sheet.
6. The Preamble and Declaration adopted by the General Convention AD 1870 may be found in the Book of Common Prayer (page 776). The Articles of Religion may be found in the Book of Common Prayer (page 778).
7. Scriptural quotations, except where otherwise indicated, are from the New Revised Standard Version of the Bible © 1989 The Division of Christian Education of the National Council of Christian Churches of the United States of America. Used by permission. All rights reserved.

THE DECLARATIONS

I, A.B., do hereby solemnly declare that:

1

I approve, and agree to, the Declaration prefixed to the Statutes of the Church of Ireland, passed at the General Convention, in the year of our Lord One Thousand Eight Hundred and Seventy.

2

I assent to the Thirty-nine Articles of Religion, and to the Book of Common Prayer, and of the Ordering of Bishops, Priests, and Deacons. I believe the doctrine of the Church of Ireland, as therein set forth, to be agreeable to the Word of God; and in Public Prayer and Administration of the Sacraments I will use the form in the said Book prescribed, and none other, except so far as shall be allowed by the lawful authority of the Church.

3

I have not made, by myself or by any other person on my behalf, any payment, contract, or promise of any kind whatsoever (save that I will faithfully perform my duty) touching or concerning the obtaining of the Benefice of N.; nor will I at any time hereafter perform or satisfy, in whole or in part, any such payment, contract, or promise, made by any other person, with or without my knowledge or consent.

4

I declare that I do not hold office as an Incumbent, Rector, Vicar, or Licensed Curate, elsewhere than in Ireland, and that I do not hold any other Ecclesiastical Office which I have not made known to the Archbishop (or Bishop) of X.

5

I will render all due reverence and canonical obedience to M., Archbishop (or Bishop) of X., and his successors, Archbishops (or Bishops) of X., in all lawful and honest commands.

6

I promise to submit myself to the authority of the Church of Ireland, and to the Laws and Tribunals thereof.

7

I subscribe (or have subscribed) the above Declaration, to be instituted to the Benefice of N. This ... day of ... 20..