

3.3 COMMISSIONING OF CLERGY

The bishop or the archdeacon for the region liaises with the Parish Council Secretary and the Churchwardens to prepare for the arrival of the incoming Incumbent and for the Commissioning Service. The following guidelines are to be followed at the request of the Bishop:

1. The Bishop chooses the Scripture readings and chooses who is the preacher at the service. Normally the readings for the day will be used.
2. The Churchwardens should guide the incoming Priest in the selection of hymns for the occasion in consultation with the Parish organist.
3. The generic text, attached, must be used, with the insertion of names and gender references.
4. The service must use the complete Thanksgiving Prayer.
5. The bishop or the archdeacon for the region will help the parish hold a rehearsal for the service.

Invited Guests

1. The incoming Incumbent should provide the Parish Council Secretary with details of who they would like invited to the Service.
2. The incoming Clergy should also advise the Parish Council Secretary details of who, from the previous Parish (if appropriate) will be presenting him/her to the Bishop.
3. Invitations should be extended to Ward Councillors, locally based Members of State or Federal Parliament, local dignitaries and non-Anglican Clergy from within the area.

Roles

The following roles will require the participation of members of the Parish:

1. The Incumbency Appointment Board members to present the incoming Priest to the Bishop together with representatives from their previous Parish;
2. A reader of the first lesson and a reader for the Gospel.
3. People to present the symbols of ministry.
4. A server or servers to assist with preparation for the Holy Eucharist.

People required to assist in presentation and organisation

Welcomers

Ushers for VIP seating

Vesting Area

Required for the Bishop and the Sanctuary Party and

Other Clergy

Special Seating for

Family of incoming Clergy

VIP guests

Non-Anglican Clergy

Diocesan Clergy

Refreshments to be provided following the Commissioning