

# Diocese of Canberra and Goulburn



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## Guidelines for Inductions

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With Checklists for  
Area Dean  
Wardens  
and the New Priest

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Approved by  
The Bishop  
September 2010

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# Inductions

## Preamble

An Induction is a **diocesan event** where clergy and lay people gather from the diocese and beyond to support and encourage the parish community and new Priest. It is a joyous event which marks a new beginning for priest and people. It is also an opportunity to invite the local community to share in the life of the parish.

## Responsibility of the Bishop

The Bishop or designated representative leads the service of induction and actually inducts the Priest to a specific ministry. The Bishop approves the finalised Liturgy.

## Responsibility of the Dean

The Bishop has appointed the Dean to check Induction services on his behalf. Completed Induction liturgies need to be sent to the Dean at least two weeks in advance, in order to fit in with printing schedules.

## Responsibility of the Wardens

As the leading lay people of the parish the Wardens liaise with the Area Dean to organise the Service of Induction. *A Checklist is attached.*

## Responsibility of the Area Dean

The organisation and smooth running of the Induction Service is the responsibility of the Area Dean. The Area Dean liaises with the Wardens, Bishop and Priest to organise the service. The Area Dean has a part to play in the Service. The Area Dean submits the form of service to the Bishop for approval via **the Dean**. *Checklist is attached.*

## Responsibility of the Incoming Priest

The Diocesan Induction Service is supplied from the Diocesan Office. The new Priest liaises with the Area Dean and Wardens to choose from the options supplied in the service. He or She chooses the hymns and the Wardens liaise with the musicians. *A Checklist is attached.*

## Wardens Checklist

1. Organise the preparation and distribution of invitations, including the new Priest's invited guests.
2. Arrange for members of the parish family to present various symbols of ministry during the Induction Service. Care needs to be taken to include a diversity of parish members; younger and older, male and female, from different parish groups and from different centres is appropriate. Symbols to be presented:
  - i. Bible
  - ii. Prayer Book
  - iii. Water for baptism
  - iv. Wine and bread
  - v. A purple stole
  - vi. The parish mission statement
  - vii. [A local symbol (see 3. below)]
3. A symbol representing the local community of faith may be presented along with other symbols of ministry. The nature of the symbol is chosen by the Wardens and the Area Dean.
4. Invite Community leaders to the Service and follow them up to confirm their presence at the Service. Inform the Area Dean of those who will be present or have apologised, and confirm their presence with the Area Dean before the Service. Community leaders include:
  - i. Local, State or Territory and Federal Politicians
  - ii. Local clergy of other denominations
  - iii. Other leading members of the local community
5. With the Area Dean, organise the diocesan liturgy for printing, inserting relevant hymns and personal details. **Completed Induction liturgies need to be sent to Dean Saunders by the Area Dean at least two weeks in advance, in order to fit in with printing schedules**
6. Arrange for those presenting symbols to be present, with the Wardens and musicians, at the rehearsal with the Area Dean in the week before the Service.
7. Arrange for a representative of the local Ministers Association, and the Mayor or Shire President or representative to give a speech of welcome during the Service. Inform the Area Dean who these speakers will be.
8. Arrange for reserved seating for the Priest's family and guests, invited dignitaries and the clergy in procession.
9. One of the Wardens gives a speech of welcome at the Induction Service. This needs to be prepared in advance.
10. Arrange for refreshments after the Service.
11. Before the Service check:
  - i. That all participants are present
  - ii. That all symbols are placed in the appropriate place
  - iii. That the Area Dean has in writing a list of invited dignitaries present and those who will give speeches of welcome.

## Area Dean's Checklist

1. Liaise with the Bishop, Priest and Wardens to set the date of the Induction
2. Confirm the liturgical colour with the diocesan office and parish. The usual colour is white, except on red feast days.
3. Liaise with Dean Saunders re Induction Liturgy and then submit the finalised liturgy to the Bishop for approval. **Completed Induction liturgies need to be sent to the Dean at least two weeks in advance, in order to fit in with printing schedules.**
4. Meet with the new Priest and Wardens and work through their checklist with them.
5. To make clear to the new Priest and Wardens that the procession of clergy is an essential part of this diocesan event.
6. Organise and lead a rehearsal of the service with the local parish members during the week before the Induction. This is essential, as it allows the participants to become comfortable with their role and allows any bugs to be worked through before the event.
7. Check that everything is in order before the Service. Including:
  - a. That seating is provided for the Priest's family, visiting clergy, invited guests.
  - b. That there are seats available for visiting senior clergy in the sanctuary.
  - c. That the invited community guests are present, and give their names to the Bishop to be welcomed.
  - d. Confirm who is giving speeches of welcome.
  - e. With the presentation of symbols, make sure that
    - i. a person has been organised to coordinate the presenters from the back
    - ii. a place is prepared to place the symbols after the Priest has received them.
    - iii. someone is designated to place them when they are received
8. During the Service the Area Dean has various parts to play.
  - a. Reading the Licence if required
  - b. Being MC for the speeches of welcome

## **New Priest's Checklist**

1. Prepare a list of guests which the Priest wants to invite and give to the Wardens as early as possible.
2. Choose the appropriate form of the Diocesan Induction Service and hymns in consultation with the Area Dean and Wardens.
3. Inform the Area Dean of the members of the Priest's family who are to be acknowledged.
4. Prepare a response to speeches of welcome in the Induction Service.