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**LITURGICAL CUSTOMARY FOR A CELEBRATION OF NEW MINISTRY**

*Guiding Principles*

* We celebrate two realities: a new clergyperson and the ongoing ministry of the people of God called to be a particular faith community
* We highlight the beginnings of a vision for shared ministry in the years to come.
* We gather the larger faith community as an expression of our unity in God, each other, and in Jesus Christ.
* We feast! The liturgy can be glorious, music-filled, engaging many people (including other local clergy and community leaders who may not be members of your congregation), and welcoming and feeding others at a reception after the liturgy.

*Scheduling the Liturgy*

Sunday afternoons are a great time because other faith communities can more easily join us.

While the Celebration of New Ministry will be the principal liturgy of the day, the morning schedule can be changed or maintained based upon your judgment. That said, Celebrations of New Ministry do not need to happen on Sundays. Saturdays and weekday evenings are also appropriate.

*Liturgical & Administrative Notes and Requests*

* The bishop presides and preaches. If you have a guest preacher in mind please contact [Lauralee Raymond](mailto:lraymond@episcopalmaine.org).
* The Litany for the Mission of the Church, found in the *Book of Occasional Services*, (p. 246-248) is preferred over the Litany for Ordinations.
* The bishop will bring a Certificate documenting your new ministry role.
* Invite local media to attend. Contact the Director of Communications, [Susan Sherrill Axelrod](mailto:saxelrod@episcopalmaine.org), for any help with engaging media. The bishop is happy to join you and your lay leaders to meet or talk with local reporters.
* Encourage parishioners to take photographs; please share them with us!
* Return the “Eucharist Planning Sheet” via email to [Lauralee Raymond](mailto:lraymond@episcopalmaine.org) as soon as you can.
* Please invite your Episcopal, ecumenical, and interfaith colleagues. All are invited to vest and join the entrance procession, as you determine, or not. Generally, clergy don’t need to have up-front seating, and generally they don’t need to join the retiring procession.

The new clergyperson, along with any lay leaders charged with worship planning, is responsible for choosing the following:

* The readings and liturgical color
* The Eucharistic prayer (from Enriching Our Worship or the Prayer Book)
* All music and hymns.
* Ministers in the liturgy, the readers, litanist, deacon, presenters of the symbols, Eucharistic ministers, et cetera
* People who will present the symbols of office.
* Bidding the Peace during the liturgy
* Noting in the leaflet that the offering will be given to the church of its discretionary fund.

*The Presentation of the Symbols of Ministry*

In addition to receiving symbols of your office the new priest may also **give** symbols to the congregation. It is appropriate for you to add symbolic presentations to this section of the liturgy. For example, various new clergy have decided to formally present to the congregation such items as:

* A seedling tree, to be planted on the grounds of the church.
* A list of congregation members, with a vow to embrace them all.
* A set of Church School materials, to use in forming all members.
* A cane or magnifying glass, to symbolize welcome for people with disabilities. .
* A book of Spiritual Reading, to urge the study of same.
* A map of the local area, with a promise to care for all those in the area.
* Toys for the church nursery to acknowledge our care for all ages.
* Use your imagination, bearing in mind the fine line between creativity and silliness.

*Preparing and Sending Invitations*

Please send electronic invitations to all the clergy of Maine. An up-to-date email address listing is available by contacting [Wendy Kopera](mailto:dbaseadmin@episcopalmaine.org). Invitations to community leaders, both secular and religious, as well as all ecumenical colleagues in your area, should also be sent.

*The Reception*

Remember that many people will have traveled some distance to be with you. An extravagant reception is not necessary, but ample amounts of food and healthy choices are appreciated by all. Serving alcoholic beverages is discouraged, especially if young people are present, and because people will be driving. If you and your congregation choose to serve alcohol it’s imperative that you adhere to the diocesan [alcohol use policy](https://drive.google.com/file/d/1LrIwmRWXHwIYR1v-xxNSPmZeHghAQ0CK/view). During the reception, any other gifts the congregation wishes to give to the new (stoles, photos of the church, etc.) may be presented.

**The Episcopal Diocese of Maine**

**Celebration of New Ministry**

**Eucharist Planning Instructions**

New Ministry of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date/Time/Church\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Best Contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Presiding & Preaching, the Rt. Rev. Thomas James Brown

Prelude\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Processional ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hymn\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please indicate source: “EOW” “BCP” “Other”. (if “other” please list source) for all hymns*

The Institution

The Litany (which) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Litanist \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Sung or \_\_\_\_\_\_\_\_\_\_Said

Old Testament Reading \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reader\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Psalm\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Leader\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

New Testament Reading\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reader\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Gradual Hymn\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Gospel\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Deacon/Gospeller\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hymn before Presentation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Renewal of Baptismal Vows/Presentation of Symbols of Office

Bible

Prayer Book

Stole

Holy Oil

Keys

Bread & Wine

Canons (preferably several members of Diocesan Clergy) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Items\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Offertory Hymn or Anthem\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Oblation Bearers\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Eucharist Prayer

Sursum Corda \_\_\_\_\_\_\_\_\_\_Sung or \_\_\_\_\_\_\_\_\_\_Said

Sanctus \_\_\_\_\_\_\_\_\_\_Sung or \_\_\_\_\_\_\_\_\_\_Said

Memorial Acclamation \_\_\_\_\_\_\_\_\_\_Sung or \_\_\_\_\_\_\_\_\_\_Said

Fraction Anthem \_\_\_\_\_\_\_\_\_\_Sung or \_\_\_\_\_\_\_\_\_\_Said

Ministers of Communion \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Communion Hymn(s)

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Postcommunion Prayer

Dismissal By\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Closing Hymn\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postlude\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thoughts/Inspirations/Questions/Requests \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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