



LITURGICAL ARRANGEMENTS WHEN THE BISHOP LEADS WORSHIP

WHEN IS A CHAPLAIN NEEDED?

Confirmations, Ordinations or Licensing

The bishop will require a chair seated centrally and facing the congregation. An A4 size version of the order of service should be provided for her use. She will need either a mobile lectern for her order of service, or a server to hold it. At these services she will also need a chaplain to hand her mitre and staff at the required times. *If your parish normally has servers, you will find it easier to allocate a server to hold the order of service, leaving the chaplain free to assist with mitre and staff.*

When the bishop is leading worship at a parish at other times

She will accommodate herself to the usual pattern of the parish. She will need to be able to place the staff and mitre somewhere easily accessible (if there is no chaplain). She will use the order of service normally in use in the parish.

WHO CAN BE CHAPLAIN?

The Chaplain needs to be someone who is familiar with liturgical roles. Normally this is a priest or deacon, but a Reader or SPA or a server in the parish may also be invited to serve as Chaplain.

BEFORE THE SERVICE

1. The Chaplain should arrive at the Church 30 minutes before the service is due to begin.
2. He/she should be ready to go through the service with the Bishop and the parish priest or Area Dean.
3. At Confirmations, check the readiness of and assist the Bishop in signing confirmation books, cards and Parish Registers.
4. Ensure there is a glass of water in the pulpit or somewhere suitable.

DURING THE SERVICE

1. During the liturgical procession, the Chaplain follows the Bishop.
2. During the service, the Chaplain stands to the Bishop's left (and slightly behind when facing the people). Service sheets and hymn books should be prepared beforehand and available when required.
3. The Bishop will tell the Chaplain when she needs her mitre and staff, and thought should be given beforehand about where these are to be placed when not required.
4. As a general rule, the Bishop wears the mitre when moving from place to place, when administering confirmation or instituting/licensing, and when blessing. The staff is required for absolving and blessing, and at the reading of the Gospel.
5. The Chaplain holds the staff as required and stands near the Bishop during the acts of ordaining, baptizing or confirming, and at an institution or licensing.
6. The Chaplain should only undertake any additional responsibilities during the service (e.g. reading the Gospel, leading the intercessions) which will not interfere with the chaplaincy role.