



## A Rector's Guide to Planning an Ordination Service

*Like weddings, ordinations are ecumenical and missional occasions, so we encourage you to make choices that are practical and missional. Careful planning allows everyone to be relaxed and present in this Kingdom moment!*

**Service:** We use the 2019 Book of Common Prayer ordination service, so use this as a guide to produce slides or a bulletin. You can find the entire 2019 BCP as well as files for the ordinal on the ACNA website. It's helpful for the bulletin to be in large print, especially if your space has low lighting. Don't forget to list the presenters and participants in the bulletin.

**Ordinands:** Please walk with the Ordinand(s) through this guide to help them prepare for their ordination.

**Invitations:** When you have set a date for an ordination, suggest that the Ordinand send invitations including date, time, address, rehearsal time, and vesting instructions for clergy. Traditionally, red vestments are worn for ordinations. It's appropriate to invite area clergy, the congregation, and anyone the Ordinand wants to include. Discuss gifts with the Ordinand as well, as people will request gift suggestions. Ordinands often receive these items from family/friends or their home parish:

- Red stole
- Bible
- Books
- Vestments

**Rehearsal:** Please plan a rehearsal with all parties present and let Bishop Todd know when to be there. Like a wedding, the goal is to ensure that everyone can be relaxed and present in the moment. Make sure to include everyone who has a part in the service, including all vested clergy who will come up to lay hands on the Ordinand.

**Roles/Responsibilities:** Bishop Todd will ordain the Ordinand(s). He is happy to either preach or celebrate as well. It's ideal if he isn't doing all three, so let him know which you prefer. The Ordinand should stand with or concelebrate with the Celebrant during Eucharist, and then can serve the bread to the congregation.

**Chaplain/Emcee/Officiant:** Enlist someone to run the rehearsal and service, help hold Bishop Todd's program during the laying on of hands, and oversee the signing of oaths. This person should ensure that the Bishop's chair is moved as appropriate for Eucharist, and help direct people as needed.

**Presenters:** The Ordinand will enlist presenters who have been key in his/her spiritual journey, and involved in the ordination process. (Presenters make a statement that the Ordinand has met with canonical requirements). The Ordinand may choose as few as 1-2 presenters, or many—you as the Rector set the limits. Presenters process in and stand with the Ordinand for the beginning of the service, so make sure to reserve space for them near the front aisle. Presenters also need to attend the rehearsal.

**Guest Roles:** Allow the Ordinand to invite Christian friends or family to do the Old Testament, Psalm, New Testament readings, or to bring the host/wine at the offering. If appropriate, church members or clergy can do the Litany, Prayers of the People or Nicene Creed.

**Readings:** Please choose the readings from the ordination service in the Ordinal and notify the preacher of the selected readings as soon as possible.

**Vestments:** Enlist someone to help the Ordinand with putting on their vestments, especially the cincture.

**Bishop's Chair:** Provide a chair for Bishop Todd, centered in front of the altar. The Ordinand will kneel, stand and possibly lie prostrate in front of that chair, so allow enough room.

**Processionals:** If you are processing, the Ordinand and presenters should process in together, just in front of Bishop Todd. There are no hard/fast rules about processing, but many churches elect to use indirect precedence, with higher rank at the end. For example, you might have a crucifer/acolytes, lay readers/servers, visiting clergy, local Deacons and Priests, presenters, Ordinand and Bishop. Feel free to be flexible according to your church's customs, opinions and preferences.

**Offering:** It's common to collect an offering, which is then applied to a Discretionary Fund for the Ordinand.

**Veni:** The easiest option is to have a really good reader read the Veni. But if your worship team wants to sing it, Rob Patterson has a great musical arrangement you may wish to use. The Ordinand may kneel or lie prostrate during the Veni.

**Stole/Chasible/Bible/Chrism:** The Stole (and Chasible, if available) and Bible should be set somewhere easily accessible, and the Chaplain should have Bishop Todd's chrism available. Enlist the Ordinand's spouse or a presenter help to put on the stole/Chasible.

*We hope these tips are helpful as you help an Ordinand plan his or her ordination service. If you have any other questions leading up to the event, please let us know at [ordination@c4so.org](mailto:ordination@c4so.org).*