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## PROTOCOL

Diocese of Nova Scotia & Prince Edward Island

### INTERPRETATION OF TERMS

Hereafter, DIOCESAN AUTHORITY shall mean the Diocesan Bishop in the role of Ordinary. In the absence of the Diocesan Bishop, the Suffragan Bishop is to be consulted, and in their absence, the Archdeacon of the Territory.

Hereafter, the term INCUMBENT shall mean that person duly appointed by DIOCESAN AUTHORITY to a particular parish or institution, and/or his/her authorized representative(s). Clergy appointed as CHAPLAINS and holding the Bishop's license as a part of their duties, shall be deemed to have the same privileges and responsibilities as an Incumbent in the place in which they exercise their ministry. Clergy appointed as PRIEST IN CHARGE during a vacancy of the Rector's Office, have the same liturgical privileges and responsibilities in that Parish as the Incumbent during that interim term of office.

Hereafter, the term PARISH shall mean that place, named and defined geographically, to which a member of the Clergy is appointed as Incumbent. For the purposes of this guideline, a Parish shall include all Churches, Halls and properties under the oversight of Parish Council, as well as the homes of those persons named on the Parish List or Roll.

Hereafter, the term DIOCESAN CLERGY shall refer to any ordained person holding the Bishop's license, regardless of the nature of their professional employment.

### LITURGICAL OFFICERS

By virtue of office, the Ordinary is the chief liturgical officer of the Diocese, who shall from time to time, issue guidelines concerning the liturgical standards to be observed by those holding the License of the Ordinary.

By virtue of office granted by the license of the Ordinary, the Incumbent is the chief liturgical officer of the Parish and shall function in that capacity, except in the presence of Diocesan Authority.

It is the responsibility of the Diocesan Bishop to ensure that no Parish is devoid of the ministry of an INCUMBENT, as herein defined.

## PERMISSION TO OFFICIATE

All liturgies conducted in a Parish must be approved by Diocesan Authority. Forms of service having standing approval of Diocesan Authority are to be found in the *Book of Common Prayer* {1962}, the *Book of Occasional Offices* {1964}, the *Book of Alternative Services* {1985}, *Occasional Celebrations of the Anglican Church of Canada* {1992} of the Anglican Church of Canada. Other services, including those from other Provinces of the Anglican Communion, must be submitted to the Diocesan Bishop for approval prior to use. Notwithstanding the above, it is recognized that many Parishes have liturgical traditions in the observance of Lent and Advent as well as other times of the year, which are not found in these liturgical resources. When doubt arises as to their suitability for use, they shall be submitted to DIOCESAN AUTHORITY.

All liturgies conducted in a Parish must be prepared with and have the approval of the Incumbent.

Persons participating in the conduction of services in a Parish on a regular basis, require the license of the Bishop or the Bishop's permission, and participate under the direction and by the authority of the Incumbent.

## INVITATION TO OFFICIATE OR PREACH

The Incumbent is responsible for issuing invitations to officiate or preach in all services held in the Parish, either for special occasions or for extended periods of time. The Incumbent is responsible for delegating roles within all authorized liturgy, appropriate to the Order of the participant.

Invitations to persons {Clergy or Lay} within the Diocese already holding the license of the Ordinary may be made at the discretion of the Incumbent. At the discretion of the Incumbent, other persons {Clergy or Lay} who are in good standing within a local Christian church, and who are authorized to exercise a Ministry of the Word within their faith community, may be invited to participate in authorized liturgies of the Anglican Church as officiate of Liturgy of the Word, or as a preacher.

Invitations to persons {Clergy or Lay} from beyond the Diocese, must first be approved by the Diocesan Bishop. Such requests should include appropriate information concerning the occasion, as well as the guest. In seeking this approval, the Incumbent will allow sufficient time for DIOCESAN AUTHORITY to undertake appropriate consultation with ecclesiastical authorities. Invitations to persons to speak to the faith community {i.e. to bring greetings, or to present specific information of value to the community} may be made at the discretion of the Incumbent.

Persons holding the Bishop's license will only respond to invitations to participate in liturgies issued by and in consultation with the Incumbent of the Parish in which the liturgy will occur. It is inappropriate to respond to invitations under other circumstances.

Invitations to participate in Anglican settings beyond the Diocese will require the approval of that DIOCESAN AUTHORITY.

## IN THE ABSENCE OF THE INCUMBENT

The responsibility for arranging priestly ministry for emergency purposes during those times when the Incumbent is away from the Parish belongs to the Incumbent. Suitable arrangements for this purpose shall be made with Clergy holding the license of the Ordinary. The parish Wardens will be notified of all absences and their anticipated duration. The name and telephone number of person providing such ministry will be provided to the Parish Wardens as well as others requiring this information {e.g. funeral homes}, prior to the departure of the Incumbent. A telephone answering machine programmed with this information, is a very helpful resource in such situations. It is inappropriate for the Incumbent to be absent from the Parish for more than a day without making these arrangements.

During an Incumbent's planned absence, the priest designated to provide ministry to the Parish shall assume the liturgical privileges and responsibilities of the Incumbent. Service arrangements will be made in consultation with that priest. Upon returning to the Parish, the Incumbent will require a full report of all requests for ministry and any action taken.

Should both Incumbent and the designated priest be unavailable, the Parish Wardens shall consult first with the Regional Dean, then the Archdeacon, and finally the Bishop's Office.

## PAROCHIAL REQUESTS FOR MINISTRY

All requests for ministry {i.e. baptism, marriage, reconciliation, thanksgiving after childbirth, ministry to the sick, burial}, made by Parishioners, including the provision of pastoral care, appropriate instruction, and the conducting of liturgies, shall be referred to the Incumbent.

## EXTRA-PAROCHIAL REQUESTS FOR MINISTRY

Requests for Ministry from extra-parochial persons may only be undertaken with the approval of the Incumbent of their own parish, and in accordance with the policies of that parish. Written notification of readiness for Baptism, Confirmation, or Holy Matrimony must be received prior to the administration of the Sacrament.

## LAY MINISTRIES

The training and oversight of lay persons as liturgical assistants, pastoral care givers and educators, is the responsibility of the Incumbent with the Parish Council. Parochial, Regional, or Diocesan training programs for Lay Readers, Pastoral Care Workers, 1st Communion Program teachers, Baptismal Preparation, Pre-Marital Education, etc. may be undertaken upon the encouragement of the Incumbent and the Parish Council, in addressing this area.

#### INTER-DIOCESAN RECRUITMENT OF CLERGY

Parishes interested in recruiting Clergy from another Diocese shall consult with DIOCESAN AUTHORITY, who shall make appropriate inquiries of the Bishop of that Diocese, and receive that Bishop's permission for further discussion.

Clergy who desire to leave their present diocese and make inquiries of another diocese concerning an appointment before submitting their resignation, shall first inform DIOCESAN AUTHORITY, and with consent/permission, proceed by approaching the Office of Personnel Resources and/or bishops of other dioceses, but not specific parishes directly.

#### THE DISTRIBUTION OF GUIDELINES

Guidelines are issued to Diocesan Clergy and Parishes for the purpose of establishing and maintaining standards of ministry within the Diocese. Therefore, Parish Wardens, Church Wardens, Parish Council members, and other persons holding the license of the Ordinary, are entitled to receive copies of the Guidelines as they are issued. The responsibility for maintaining at least one current set of Diocesan Guidelines which are available to Parishioners, lies with the Incumbent and Parish Council.