

The Episcopal Diocese of Ohio
Celebration New Ministry Customary
As of October 2025

This customary is intended for use for clergy starting new calls in the Diocese of Ohio. This includes priest-in-charge and rector positions. In the circumstance where a priest transitions from priest-in-charge to rector, a member of the canons team will return for a Sunday visit to celebrate and mark the occasion. This will include the reading of a letter from the bishop and a liturgy to celebrate the renewed call for the priest and faith community.

1. LOGISTICS

a. **Timing:**

- i. The bishop's office will be in touch with you to schedule the celebration of new ministry. It is our hope that services will take place within 12-18 months of an individual starting as priest, ideally within 3-6 months of your arrival.
- ii. A rehearsal should take place 75 min before the service if there are rites of initiation, and one hour before the service if there are none. The bishop's office will lead the rehearsal.
- iii. If there will be rites of initiation (confirmation/reception/reaffirmation), then the meeting with those candidates should take place before the rehearsal. Please coordinate with the bishop's office for the start time of that meeting (it will depend on how many people are attending the meeting).
- iv. If the liturgy calls for it, the bishop's office will provide the Letter of Institution on the day of the service, and the mission area dean, bishop, or a representative of the bishop's office will read it during the service.

b. **Publicity:**

- i. The Diocese of Ohio will publicize the Celebration of New Ministry in its weekly e-news and on monthly leadership calls.
- ii. The priest and congregation are also encouraged to invite people to attend.

c. **Bulletins:**

- i. The hosting parish is responsible for drafting and printing the bulletins for the service. The complete bulletin should be submitted to The Rev. Canon Adrienne Koch, Liturgist, at akoch@dohio.org at least three weeks prior to the service for review by bishop; this leaves enough time for editing.
- ii. The bishop's copy should be in sixteen-point font.

d. Reception:

- i. The hosting congregation may plan to host a reception after the service that matches the culture and expectations of the community. If any gifts are to be given to the new minister, the giving of them may occur during the reception.
- ii. Please reserve a parking spot for the bishop and have someone there to meet her on her arrival. She may need help carrying her bags with vestments and the crozier.
- iii. Please have the service register and registers of sacramental rites (if applicable) ready for the bishop's review when she arrives. If you have BCPs and/or certificates (in cases of confirmation/reception) to sign, please also have these available on arrival, with signature lines marked.

2. LITURGICAL DETAILS

a. Sources:

- i. You can use either the Book of Common Prayer (BCP, 559) or the [Enriching our Worship](#) service. The bishop prefers the EOW service with its rootedness in baptismal authority. You are free to pick whichever suits you and your context the best. Please note the source in the bulletin.
- ii. Note that in the bishop has removed "The Induction" (BCP 561) elements from both liturgies. This means you are not to include the liturgical portions where gifts are brought from the people to the priest. Gifts may be given at the reception, as noted in the gifts/reception sections of this document.

b. Incense:

- i. Incense is optional, though it can be an allergen.
- ii. Please let the Diocesan Liturgist know immediately if you intend to utilize incense, to publicize its use in announcements.

c. Renewal of Vows:

- i. The Renewal of Baptismal Vows is central to the EOW service and includes blessing of the water. Please assure that there is an ewer (pitcher) with water, and lavabo towel set-up by the font for this purpose.
- ii. Asperges is appropriate and optional for the occasion. If asperges will occur, the priest and the bishop will asperge the congregation (with children if present), each using a soft bristled aspergillum or greenery (no metal) from two separate buckets, which must be provided. Please provide a singable congregational hymn during this time.

d. Propers:

- i. Please email Canon Koch ASAP with the propers and the source from which you selected them.
- ii. You may use the Eucharistic propers appointed for the day
- iii. Or, if applicable, a saint's feast day if it coincides with that day
- iv. Or, according to the BCP (p. 565) you may use the lectionaries for the Ordination of a Deacon or in the Lectionary for Various Occasions (see BCP beginning on pg. 927). EOW recommends referencing that "various occasions lectionary" for these days:
 1. For All Baptized Christians
 2. At Baptism
 3. For the Mission of the Church

e. Liturgical Color:

- i. The color can be the color of the day, if a feast day, or of the season. White is also always an appropriate option.
- ii. Please immediately determine propers and color of the day and email the liturgist for publication.

f. Eucharistic Prayer:

- i. You may select whichever Eucharistic Prayer best suits your congregation, as long as it is one of those approved for use in The Episcopal Church.
- ii. Please annotate in the bulletin all sources used to compile the liturgy.

g. Participants:

- i. Presider: The bishop will preside over the service.
- ii. Rector or Priest-in-Charge: Offers the Peace and announcements. (The bishop will not also offer the Peace as EOW states.)
- iii. Preacher: The priest may select and invite their desired preacher. If the bishop is the preacher, please let the liturgist know immediately so that the bishop can prepare. Two-week's notice is appreciated.

- iv. Chaplain to the Bishop: This will be the Canon to the Ordinary unless otherwise noted.
- v. Deacon: If possible, the bishop would prefer a deacon to serve in the service at the table, the reading of the Gospel, and the dismissal. If your parish does not currently have a deacon, the priest may contact the Archdeacon, the Venerable Bryan Gillooly (Bgillooly@dohio.org) to arrange for a deacon to be present.
- vi. Clergy Shepherd: Someone who can help direct all visiting clergy, line them up, tell them where to sit, etc. Please rope off rows for visiting clergy to sit, as they will be a part of the procession.
- vii. Photographer: If applicable to your context, please select someone from your congregation to take photos of the service in an appropriate, non-intrusive fashion. Note: the bishop will return to the chancel immediately following the service for a series of photographs with the priest and other participants as desired.

h. Rites of Initiation:

- i. Confirmation, Reception, and Reaffirmation may be added to the service if it is the desire of the priest and congregation. A modified bulletin template can be used to accommodate that change. Please let the diocesan liturgist know immediately.
- ii. Candidates for initiation will ideally meet with the bishop before the rehearsal, or at the very least, during the rehearsal.
- iii. *Please refer to the Bishop's Sunday Visitation Customary for further information on rites of initiation. Copies available upon request.*

i. Liturgical Furniture and Seat Assignments:

- i. Due to the Institution (BCP 559; EOW 4) and the Induction (BCP 561), the bishop's chair should be moved to a central location for the service of the Word.
- ii. Please reserve a seat for the bishop's chaplain beside the bishop (it can be the nearest pew if sightlines are clear).
- iii. All seats should be marked with cards indicating the participant's name and role.
- iv. Place a copy of the procession (see below for details) in each participant's chair.
- v. Please place a glass of water under or on a table beside the bishop's chair.
- vi. The bishop will bring her own crozier stand.

- vii. For any participants who are not members of the congregation in regular use of the space, please mark with floor tape the location for each person to stand (e.g. communion stations, gospel reading, etc.)

j. Gift-Giving:

- i. The Induction (gift-giving) portion of the service has been removed from the liturgy in the Diocese of Ohio, but *during the reception* the giving of gifts symbolic of mutual ministry may occur.

k. Offering:

- i. The offering for the service can be directed to the Rector or Priest-in-Charge's Discretionary Fund or another suitable destination at the discretion of the rector.

l. Communion:

- i. Please have language (printed or announced) around reception of communion to:
 - 1. invite everyone to come forward – and give instruction on how to receive a blessing for those not baptized or who do not want to receive communion.
 - 2. Diocesan services must have the language of “all Baptized Christians” may receive communion. Please note this in the bulletin and during communion announcements.
 - 3. announce no intinction. Diocesan services do not allow intinction.
 - 4. assure gluten-free wafers are available.

m. Other Language:

- i. The bishop prefers the language of Presider over Celebrant, or the use of the title “Bishop” throughout the bulletin.
- ii. To invite the congregation to stand please use the language “stand in body or spirit” instead of the language of ableism.
- iii. The bishop will use the Episcopal blessing at the end of the service, and it should be printed in the bulletin as it includes congregational responses:

Bishop: Our help is in the Name of the Lord.

People: The maker of heaven and earth.

Bishop: Blessed be the name of the Lord;

People: From this /me forth for evermore.

Bishop: The blessing, mercy, and grace of God Almighty, the Father, the Son, and the Holy Spirit, be upon you, and remain with you for ever. **Amen.**

n. **Procession** (optional roles):

(Thurifer)

Crucifer

(Torch—Torch)

(Choir)

(Candidates and Sponsors)

(Verger)

Visiting Clergy: Deacons, then Priests

(Verger)

Gospel Book (Deacon)

Eucharistic Ministers

Assisting Clergy

Rector or Priest-in-Charge

Preacher

Celebrant (if not a bishop)

(Visiting Bishops, then Assisting Bishops)

Celebrant (if an assisting bishop)

Bishop's Chaplain

Diocesan Bishop

- i. Please print copies of the procession with roles appropriate to your congregation and include on chairs with nametags for each participant.

Please contact akoch@dohio.org with questions.