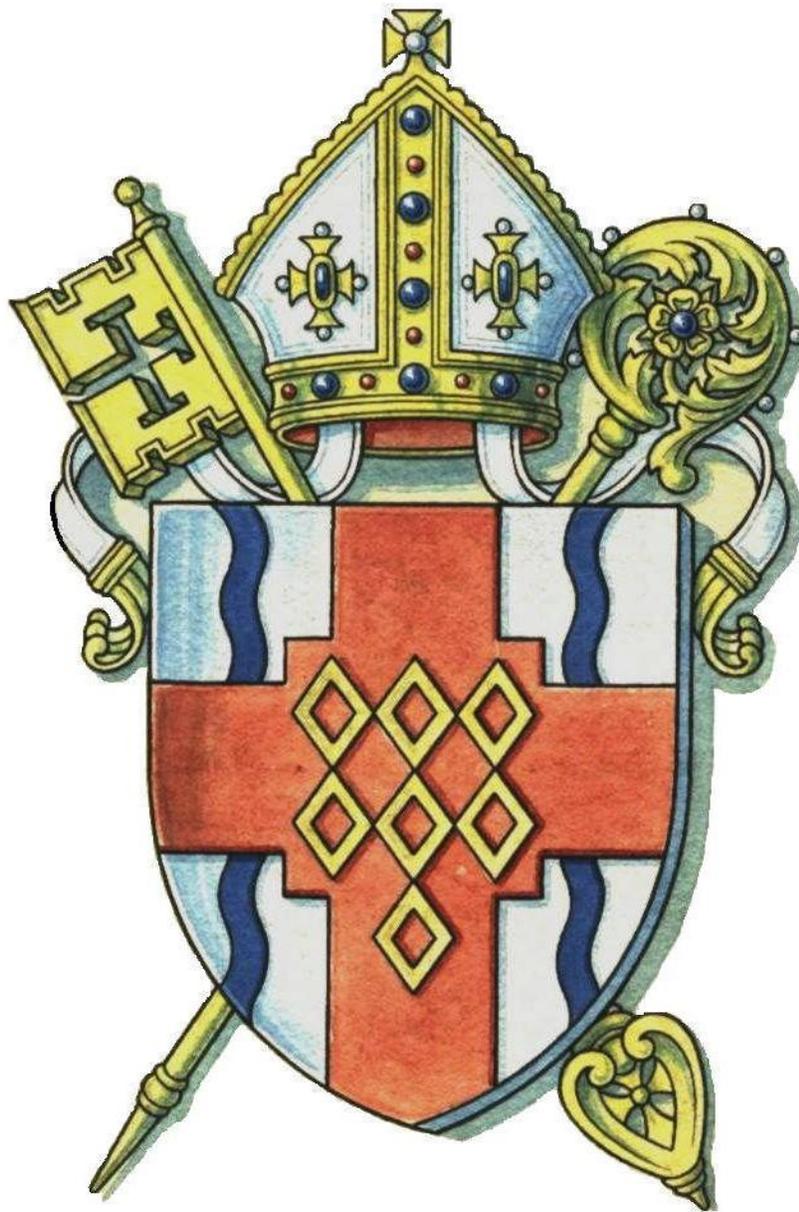


# Customary of the Diocese of Quincy

Anglican Church in North America



The Rt. Reverend J. Alberto Morales, OSB  
IX Bishop of Quincy

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## I. Worship

✠ The bishop is the primary liturgical officer of the Diocese of Quincy.

✠ Only those licensed by the Bishop are allowed to function liturgically or preach in the Diocese.

✠ Diocesan Liturgical Committee

- ✘ Diocesan liturgies will be prepared, or approved, by the Diocesan Liturgical Committee, members of which will be appointed by the bishop.
- ✘ The bishop will chair this committee.
- ✘ Members of the committee serve at the pleasure of the bishop.
- ✘ If the bishop gives permission to a congregation, or member of the clergy, to prepare a diocesan liturgy, that liturgy must be forwarded to the bishop, or his designate, at least one week in advance.

✠ Music

✘ In accordance with Canon 5 of the ACNA Provincial Canons:

It shall be the duty of every member of the Clergy in charge of a congregation to appoint for use psalms, hymns and spiritual songs which are appropriate for worship. The member of the Clergy in charge is the final authority in the administration of matters pertaining to music in the congregation.

✘ The bishop is the final authority in all matters concerning music in diocesan liturgies. He also reserves the right to determine whether certain music is “appropriate for worship” within the Diocese of Quincy.

✠ The Celebration of the Holy Eucharist

✘ As Canon 3 of the Diocesan Canons states, “The norm for the principal liturgy of the Lord’s Day in the churches of the Diocese of Quincy is a celebration of the holy Eucharist...”

✘ The bishop will provide each priest with an Antimension, which will be placed on his altar, and serve as license to celebrate the Mass in that place.

✘ This celebration will be according to the rites approved by the Bishop

✘ Beginning Advent, 2011, *Common Worship* (Church of England -- Archbishop’s Council, 2000) will be the preferred basis for liturgies in all congregations in the diocese. Any variation from the published version of this book must be approved by the bishop prior to their introduction into use.

✘ It is important that those preparing the altar prepare adequate amounts of bread and wine to be consecrated, as so-called “Additional Consecration” is unacceptable in this diocese.

✘ It will be the norm in the Diocese that those present at a Eucharist will receive from the elements consecrated at that Eucharist.

✘ Intinction, or the dipping of the consecrated host into the consecrated wine, should be done by the person administering the chalice. The person receiving Communion should simply leave the host in his/her hand, the chalice bearer will intinct, and place it on the recipient’s tongue.

✘ It is forbidden for un-baptized persons to receive communion in this diocese.

✘ All who are Baptized in the name of the Father, Son, and Holy Spirit, who are communicants in good standing in their home congregation and accept that Christ is Really Present in the elements of the Holy Communion should be allowed to receive Communion in the churches of this Diocese.

✠ The Proclamation of the Word of God

✠The reading of the lessons preceding the Gospel in the Eucharist is the privilege of trained lay persons

✠The Deacon will always proclaim the Gospel in the Eucharist. If a Deacon is not available, then this duty falls to a Priest.

✠Only those licensed by the Bishop are allowed to preach in the congregations of this diocese.

✠ The Bishop is the chief pastor of all Parishes and Missions of the Diocese.

✠It is his privilege to be the Principal Celebrant of, and preach at, any Eucharist at which he is present.

✠In the Bishop's absence, this privilege falls to the Rector of a parish, Vicar of a mission, or Dean of the cathedral

## II General Liturgical Considerations

† The Standard Book of Common Prayer for the Diocese of Quincy shall be the BCP 1662. For ordinations the Ordinal of the ACNA shall be used.

† Care should be taken to make sure that the language used in any given liturgy is consistent.

✘ If “Traditional” language is desired, it should be used throughout.

✘ If “Contemporary” language is desired, it should be used throughout.

✘ This consideration should be made regarding Mass settings as well.

† Concelebration

✘ When the Bishop is present in a congregation for a pastoral visit, it will be the norm that all priests assigned to that congregation will concelebrate at the Eucharist.

✘ It will also be normative for the Bishop to assign concelebrants at diocesan celebrations.

✘ During concelebration:

† Concelebrants may be assigned specific parts of the Eucharistic Prayer to read.

† All concelebrants will extend one hand, palm down, during the epiclesis.

† All concelebrants will extend one hand, palm up, and audibly recite the words of institution with the Bishop.

† Concelebrants need not genuflect with the Bishop.

† All concelebrants will receive a piece of the consecrated bread from the paten and will consume it in unison with the Bishop.

† All concelebrants will serve themselves the chalice following the Bishop, or, if necessary, receive from the chalice bearer.

† Concelebration will also be acceptable practice at the principal weekly Eucharist in any parish or mission that has more than one priest, at the Rector’s discretion.

† The Lectionary

✘ Every congregation in the Diocese will use the Lectionary as set forth in **Common Worship**, for Sundays and other Major Feasts of the year unless special permission is given to use another authorized lectionary by the Bishop.

✘ The lectionary for use in weekday Masses with the exception of Major Feasts, is left to the discretion of the rector or vicar of a congregation.

✘ The Calendar for the Diocese is found later in this document.

✘ Congregations in which the Daily Offices are read regularly may use either the lectionary from **Common Worship**, or **The Revised Common Lectionary**.

† If incense is used, the Lavabo should occur following the censing of the elements and Altar at the Offertory

† Reserved Sacrament

✘ The Sacrament will be reverently reserved in a Tabernacle in each church building of the Diocese unless there is no cleric in residence or responsible for regularly scheduled liturgies for the congregation.

✘ The presence of the Sacrament in the Tabernacle will be indicated by a Presence Lamp that is kept burning at all times.

✘ The Sacrament is usually reserved in only one kind, that being the consecrated host.

✘ The Reserved Sacrament is to be refreshed on a regular basis.

✘ Only clergy and authorized lay people will remove the Sacrament from, or place it in, the Tabernacle.

✘ Processions with the Blessed Sacrament are generally reserved for the Feast of Corpus

Christi, on Maundy Thursday and Good Friday.

### III The Sacraments in addition to the Eucharist and other Pastoral Offices

#### ✠ Baptism

- ✘ Will normally be administered within the Eucharist on a Sunday or other Major Feast day
- ✘ Especially appropriate at the Great Vigil of Easter, the Day of Pentecost, All Saints' Day ( or the Sunday following) and on the Feast of the Baptism of Our Lord
- ✘ Each person to be baptized is to be sponsored by one or more baptized persons who are practicing believers and active members of the Church.
- ✘ It is expected that clergy will provide adequate pre-baptismal instruction to all parents, sponsors and mature candidates for baptism.
- ✘ It is expected that at least one parent of an infant to be baptized is an active member of the congregation.
- ✘ It is expected that all parties involved will be active participants in the Christian community both before and after baptism.
- ✘ It is appropriate for a baptized person to receive Holy Communion at any time that it seems appropriate

#### ✠ Reconciliation of the Penitent

- ✘ Sacramental Confession should be offered in all churches of the Diocese on a regular basis.
- ✘ Only priests are permitted to hear Sacramental Confession and grant Absolution.
- ✘ It is especially appropriate for extended opportunities for Confession to be offered during the penitential seasons of Advent and Lent.
- ✘ The official policy regarding Sacramental Confession in the Diocese is, "All may, some should, none must."

#### ✠ Confirmation

- ✘ At Confirmation a person, especially one who was Baptized as a young child, affirms his/her Baptismal Vows and accepts the heritage of the Anglican tradition.
- ✘ No person should be presented for Confirmation until he/she has reached an age of understanding and has been adequately instructed in the Christian Faith and Anglican Tradition.
- ✘ As confirmation vows are heard by the bishop only, it is appropriate that a congregation prepare candidates for confirmation with the timing of the Bishop's canonical visit in mind.
- ✘ Any person already confirmed by a bishop in apostolic succession, but not in the Anglican Communion, may, after appropriate instruction and preparation, be received by the Bishop.
- ✘ It is appropriate for a person who has been confirmed in the Anglican Communion who has lapsed from active participation in the life of the Church, or for other appropriate reason wishes, to make a public re-affirmation of his/her Faith at the time of the Bishop's visitation.

## ✠ Marriage

- ✘ Section II, Canon 7 of the ACNA Canons defines the Sacrament of Holy Matrimony as the permanent and lifelong union of one man and one woman. This shall be the standard in this Diocese.
- ✘ Clergy in this Diocese will be expected to uphold the standard set forth in the above-mentioned canon.
- ✘ No wedding plans can be made without the consultation and approval by the Rector, or Priest in Charge of the congregation.
- ✘ Marriages are expected to be celebrated in the church as a service of worship and not as private affairs or social events.
- ✘ Marriages are not to be celebrated during Advent or Lent, except for special or unusual reasons with the Bishop's permission.
- ✘ Each congregation in the Diocese is expected to have clear and precise policies regarding marriages and the use of the Parish Hall for receptions addressing matters of flowers, candles, photographers, music, rehearsals, fees, etc.
- ✘ Detailed regulations regarding marriage, and the remarriage of divorced persons, are found in Canon 5 of the Canons of the Diocese of Quincy. All clergy are expected to adhere to this Canon without exception.

## ✠ Holy Unction

- ✘ Holy Unction, or the anointing with the Oil of Healing, is Biblical and should be offered at times of sickness.
- ✘ Anointing Oil is blessed by the Bishop at the annual Chrism Mass and should be renewed in each parish at that time, with the old oils being burned.
- ✘ An oil ambry is the appropriate place for the oils to be kept.
- ✘ It is appropriate for congregations to have regular Services of Healing.

## ✠ Holy Orders

- ✘ Ordination is a gift from God. It is not a right, but is a privilege.
  - † The Bishop is clearly a Successor to the Apostles, the designated first leaders.
  - † The Priest is, likewise, a representation of Jesus Christ, the Great High Priest, an Icon.
  - † The Deacon is a reflection of the servant ministry of Jesus.
- ✘ The specific qualifications for Bishop/Elders and Deacons are to be found in I Timothy 3.
- ✘ The requirements and process for ordination are defined in Canon 4 of the Diocese of Quincy Canons. The Process is further defined in the Diocesan *Guidelines for Holy Orders*.
  - †

## ✠ Burial of the Faithful Departed

- ✘ For the Laity
  - † Baptized Christians in good standing should be buried from the Church.
  - † The coffin is to be closed prior to the Liturgy, and then remain closed.
  - † If Cremation has already been afforded, the urn should be appropriately covered. It is appropriate to use a chalice veil for this purpose.
  - † The usual color for a Burial Mass is white
  - † Memorial funds should be administered by the Rector or Vicar in consultation with the family of the deceased

✘ For the Clergy

- † The Bishop is the usual celebrant
- † The priest or deacon should be vested according to clerical order
- † The body is placed facing the people (casket is carried in “head first”)
- † All clergy should have funeral plans on file at the Bishop’s Office to assist the Bishop in planning the funeral.

‡ Exorcism

- ✘ The Rite of Exorcism is reserved in this Diocese for the Bishop or Diocesan Exorcist
- ✘ The Bishop should be consulted in matters concerning Exorcism

#### IV Matters Pertaining to the Clergy

- † No member of the Clergy is allowed to function in this Diocese without prior permission from the Bishop.
- † Priests in cures shall be compensated according to guidelines set forth in the **Diocesan Policy Book**.
- † Regarding Supply Clergy
  - ✘ As soon as a priest in cure – rector or vicar – knows that he will be away from his Altar on a given Sunday, and will need supply clergy, he must contact the Diocesan Deployment Officer.
  - ✘ The Diocesan Deployment Officer will assign supply clergy from the pool of those priests and deacons licensed and available to supply.
  - ✘ If a priest would like to request a specific person to supply, he may make the request, but the Diocesan Deployment Officer will make the final and official arrangements
  - ✘ Supply Clergy are to be paid stipend and mileage as set forth in the **Diocesan Policy Book**.
  - ✘ In addition to the above pay, supply will receive mileage to, and from the church at the current IRS mileage rate.
- † All clergy are expected to have up-to-date Personal Information Forms on file at the Bishop's Office.
- † All Clergy should have regular Physical Examinations to ensure their health and fitness for the rigors of ministry.
- † All Clergy are expected to wear clerical attire when representing the Church.
  - ✘ While black is the standard for the Diocese, clerical shirts in gray, blue or white may be worn, especially in the summer months.
  - ✘ Members of the clergy should always be dressed appropriately and well groomed.
- † Rectors of Parishes
  - ✘ According to Canon 75.1 of the Diocese of Quincy, "have charge of all things pertaining to or affecting the spiritual interests of the Parish".
  - ✘ When the rectorship of a Parish becomes vacant, the bishop assumes the role of rector of that parish until a new rector is canonically elected according to this process:
    - † The Rector notifies the Bishop and Vestry of his intent to resign or retire.
    - † The Bishop and the Canon to the Ordinary meet with the Vestry
      - + Search process is discussed
      - + Interim Rector may be assigned by the bishop. The structure of the position will be negotiated between the Priest and the Bishop.
    - † The Vestry appoints a Search Committee
    - † The Search Committee organizes and selects someone to chair meetings.
    - † The Search Committee will
      - + Develop a Parish Profile.
      - + Develop a Position Description.
      - + Evaluate Parish Financial situation and develop a Compensation Package using Diocesan Guidelines.
      - + Develop and list the Advertisement of the position.
      - + Establish a parish-specific protocol for the search and call. This protocol is to be approved by the Bishop prior to initiating the search.

- † As Resumés are received by the Diocese, they will be screened and forwarded to the Search Committee by the Diocesan Deployment Officer.
- † The Interview process will then take place with favorable candidates according to the protocol determined by the Search Committee.
- † The Search Committee will nominate one (or more) candidate(s) and forward them to the Vestry for election.
- † Notification of the special meeting of the Vestry for the purpose of election and such election will be conducted in accordance with Canon 75.
- † Upon election, the Rector-elect is contacted and gives his consent
- † The Bishop is notified of the Election and Consent of the Rector-elect.
- † If the Rector-elect is not already canonically resident in the Diocese.
  - + The Vestry will notify the Diocesan Office to begin a background check, if necessary. The cost of this procedure must be paid by the parish.
  - + The Commission on Ministry will be notified, and necessary interviews will be scheduled.
  - + If all is deemed acceptable, Letter Dimissory will be requested from the Rector-elect's current Jurisdiction
- † The Election of the New Rector is recorded with the Diocese.
- † A Letter of Agreement is prepared, signed by all parties, and recorded at the Diocesan Office.
- † The date is set in conjunction with the Bishop's Staff for the Installation of the New Rector.

#### † Vicars of Missions

- ✘ Serve "vicariously" in place of the Bishop, who is the Rector of the Mission.
- ✘ Are appointed by, and serve at the will of, the Bishop, who may terminate that appointment at any time.
- ✘ Must file monthly reports with the Bishop's office and the Regional Dean,
  - † Reports are to include:
    - + Vicars Report
    - + The Minutes of the Bishop's Committee Meeting
    - + Treasurer's Report
  - † Failure to file Monthly Reports may result in disciplinary action against the Priest and the Mission.
- ✘ If a vicar plans to leave a mission, he must first inform the Bishop and the Bishop's Committee of his intent to resign or retire.
- ✘ Vacancies in missions will be filled by the Bishop in consultation with the Diocesan Deployment Officer.

#### † General Discipline and Devotion

- ✘ All members of the clergy are expected to have a regular, daily Prayer life.
  - † It is understood that Recitation of the Daily Office is normative for Bishops, Priests and Deacons.
  - † Whenever possible, it is good to have posted hours at Churches in order to encourage this Common Prayer among the Laity.

- ✘ Fridays are days of Self-Denial and Abstinence, according to the discipline observed by the individual cleric.
- ✘ Clergy should make annual retreats. Inability to attend a Clergy Day or the Annual Retreat requires a written request for dispensation by the Bishop. The importance of these days cannot be stressed too strongly.
- ✘ Clergy should have Spiritual Directors and Confessors.
- ✘ Clergy should also avail themselves of the wisdom of senior clergy in the Diocese including the Vicar to the Clergy and their Regional Dean.

✠ Professional Ethics

- ✘ It is expected that members of the clergy will afford the proper level of courtesy in their relationships with one another
  - † No priest will assume the right to perform a wedding, funeral or other pastoral act without asking permission from the priest in charge of that place.
  - † Upon leaving a cure, a priest will not return to that congregation for a period of at least one year.
    - + This includes attending a regular liturgy as a member of the congregation.
    - + Under special circumstances, and with the permission of the priest in charge and the Bishop, exceptions to this rule may be made.
- ✘ All members of the clergy shall be expected to model their lives according to the teaching of the Church.
  - † All will abstain from sexual relations outside of Marriage.
  - † The Bishop will refuse to admit any clergy into this diocese who will not accept this standard.
- ✘ If a member of the clergy is divorced under a cloud of scandal, he/she must resign his/her cure immediately, and will not be allowed to serve within the Diocese.
- ✘ All clergy must receive the Diocesan training in Sexual Misconduct Prevention, renewing their certification on a regular basis.

✠ Vestments for Priests

- ✘ Cassock (Cincture and Zucchetto) are appropriate dress at any time that a member of the clergy is in the church building.
- ✘ Canons appointed by the bishop, and the Cathedral Dean and Canons may be distinguished by specially adorned vestments.
  - † Canons Appointed by the Bishop
    - + Soutane – Roman Purple Piping
    - + Soutane Lining – Roman Purple
    - + Cassock – Black with Roman Purple Piping
    - + Sash – Roman Purple
    - + Zuchetto – Black with Roman Purple Stitched
    - + Rabat – Black with 3 Roman Purple Buttons on front with Roman Purple Stripe at Collar
    - + Biretta – Black with Roman Purple Piping
    - + Vest – Black with All Buttons Roman Purple
  - † Cathedral Dean and Cathedral Canons
    - + Black Cassock with Red Piping

- + Sash – Red
- + Soutane – Black with Red Piping
- + Soutane Lining – Red
- + Zuchetto – Black with Red Piping
- + Rabat – Black with three Red Buttons on front with Red Stripe at Collar

✘ Non-Eucharistic Vestments

- † The Cassock and Surplice (or Cotta), or Choir Dress, is the normal dress for all services when Eucharistic vestments are not worn.
- † A tippet is also appropriate.
- † An academic hood is appropriate at Solemn Evensong.
- † The Stole is never worn (outside of Mass) as a mere decoration. It may be worn over the surplice in certain situations.
  - + At Baptisms and Weddings
  - + While hearing Confession
  - + When assisting in the laying-on of hands at the Ordination of Priests
  - + At Funerals
  - + When dictated by local custom in certain services
  - + When preaching

✘ Eucharistic Vestments

- † The primary celebrant of the Mass
  - + (Cassock) Amice, Alb (or Cassock Alb), Cincture, Stole and Chasuble.
  - + On certain occasions, it may be appropriate to wear a Stole over a Cassock Alb with Cincture.
- † Concelebrants
  - + Normally dress as the primary celebrant
  - + On certain occasions, it may be appropriate to wear a Stole over a Cassock Alb with Cincture.
- † Priests assisting in other functions in the Mass, such as administering a chalice, may wear Cassock, Surplice and Stole

† Matters pertaining to Permanent Deacons

- ✘ Deacons are members of a distinct and ancient order.
  - † They are not “junior priests” or “senior lay-people”
  - † As they generally serve without pay, congregations need to be sensitive to the requirements placed on their time.
- ✘ Deacons are members of the Clergy in this Diocese, and should dress according to the standard set above, with the addition of a deacon’s lapel pin, or “Deacon’s Cross”.
- ✘ Deacons, by their order, serve directly under the Bishop.
- ✘ Deacons are assigned to specific congregations and serve there at the Bishop’s pleasure. They are not, however, members of congregation.
- ✘ Deacons assigned to a specific congregation shall have a written agreement with that congregation that will be approved by, and on file with, the Bishop.

✘ Vestments

- † Non-Eucharistic vestments are the same as for a priest, with the exception that if a stole is worn, it should be worn deacon-wise – diagonally over the left shoulder.

- † Eucharistic vestments for a deacon
  - + (Cassock), amice, alb (or cassock alb) and Cincture
  - + Stole – worn deacon-wise
  - + Dalmatic
  - + On certain occasions the Dalmatic may be optional
- ✕ Deacons, as with Priests, must be licensed by the Bishop to preach.
- ✕ Normal functions of the Deacon in the Eucharist
  - † Processes in with the Gospel Book
  - † Stands to the right of the Celebrant
  - † Proclaim the Gospel
  - † Read the Prayers of the People
  - † Give the Invitation to Confession
  - † Set the Altar for Communion
  - † Censes the Celebrant
  - † Administer the Chalice at Communion
  - † Perform the Ablutions with the Acolytes
  - † Give the dismissal
- ✕ Deacons and Communion from the Reserved Sacrament
  - † Deacons will regularly take Communion from the Reserved Sacrament to the sick and shut-in.
  - † While it is not to be desired as a long-term solution, Deacons may, with the Bishop's approval, officiate on Sundays using the Liturgy of the Word, and offering Communion from the Reserved Sacrament.
  - † When a deacon supplies in a parish or mission, it is expected that he/she will be paid according to the Diocesan Standard for Supply.
- ✕ Deacons may, with the Bishop's permission, baptize
- ✕ Deacons may, with the Bishop's permission, officiate at, and give necessary blessings at weddings
- ✕ Deacons may officiate at the Burial of the Dead without the Bishop's permission.

## V. Matters Pertaining to the Laity

- ✠ While it is understood that we live in a fallen world, the expectation is that the laity of this Diocese will live their lives bearing witness to Christ according to the promises made in the Baptismal Covenant.
- ✠ Membership in the Church
  - ✘ Baptism in the Name of the Father, Son and Holy Spirit is the essential rite of initiation into the Church
  - ✘ A Baptized Communicant in good Standing is one:
    - † Who has been Baptized.
    - † Whose name is duly recorded in the Parish Register where they attend.
    - † Who has regularly -- at least monthly, unless for good cause prevented -- for the previous year been faithful in corporate worship.
    - † Who has been faithful, according to his/her stage in life, in working, praying, and giving for the spread of the Kingdom of God.
  - ✘ An Adult Confirmed Communicant in Good Standing is one who, in addition to the above,
    - † Has also been duly Confirmed or Received by a Bishop in the Anglican Communion.
    - † Is over the age of 16.
  - ✘ It is appropriate for those whose attendance has lapsed for an extended period of time to be received back into communion with the Bishop following a period of regular attendance, discernment and instruction.
- ✠ Admission of Children to Holy Communion
  - ✘ Admission to Communion is given at the sacrament of Baptism
  - ✘ Those Baptized as infants, as full members of the Body of Christ, may begin receiving Communion at any time that they desire, and their parents deem it appropriate.
    - † As with adults, small children should receive Communion in the context of their participation with parents and other family in the regular liturgy of the church.
    - † It is appropriate that children, and those Baptized as adults, receive instruction before receiving Communion to allow them an understanding of the Sacrament. It is to be understood, however, that this is a mystery that will never be fully understood.
  - ✘ Pastoral sensitivity is important in this matter.
    - † Communion should never be forced on anyone
    - † It is inappropriate to refuse Communion to any child who is reaching out for communion with God in Christ.
    - † The position of parents should always be respected in this matter.

✠ Licensed Lay Ministries

- ✘ The Diocese will establish training programs for the various lay ministries.
- ✘ All persons carrying out these ministries will be Confirmed Communicants in Good Standing in their Congregations according to Canon 10.4.1 of the Diocesan Canons.
- ✘ All persons carrying out these ministries will have completed the Diocesan Sexual Misconduct Prevention training.
- ✘ Lay Ministers will be commissioned and licensed by the Bishop at the annual Commissioning Liturgy.
- ✘ Lector
  - † Licensed to read the Scriptures prior to the Gospel at the Eucharist on Sundays and Major Feasts
  - † Trained at the local level in proper level, pace, and pronunciation of Biblical Names.
- ✘ Lay Reader
  - † Licensed to Publicly Officiate at services of the Daily Office
  - † Also qualified Lector
  - † Trained in the use of the Lectionary and rubrics applying to the services of the Daily Office
- ✘ Lay Eucharistic Minister
  - † Licensed to assist in distributing Communion (usually the Chalice).
  - † Also qualified Lay Reader
  - † Trained at the Diocesan or local level in the skills unique to handling the Blessed Sacrament.
- ✘ Lay Eucharistic Visitor
  - † Licensed to assist in taking Communion to the sick and shut-in in congregations where there are greater needs than clergy can reasonably meet.
  - † Also qualified Lay Eucharistic Minister
  - † Trained at the Diocesan and local level in the proper handling of the Blessed Sacrament and pastoral care.

## VI Diocesan Liturgies

- † All Liturgies at which the bishop is present are Diocesan Liturgies.
- † Clergy are expected to wear Choir Dress for Diocesan Liturgies unless otherwise instructed.
- † Bishop's Canonical Visitation
  - ✘ As he is the Chief Pastor of every congregation in the Diocese, the Bishop is never a visitor, or guest. He should, however, be treated with the highest level of hospitality and respect.
  - ✘ The ***Bishop's Canonical Visitation*** form should be submitted, along with a copy of the liturgy for the day to the Diocesan Office at least one week prior to the visitation.
  - ✘ The Church Registers should be set-out for the bishop's canonically required examination.
  - ✘ Bishop's Discretionary Account
    - † Each congregation is to hold a collection for the Bishop's Discretionary Fund on the third Sunday of every month
    - † In addition, there should be an announcement at least one week prior to the bishop's visitation there should be an announcement in the bulletin stating that there will be a special collection taken for this fund at the visitation.
  - ✘ It is appropriate to have someone waiting for the Bishop's arrival to assist him with carrying his bags and any other needs he might have upon arrival.
  - ✘ It will be expected that all priests assigned to a congregation will concelebrate with the bishop at the Mass.
  - ✘ All deacons in a congregation are also expected to vest and participate in the liturgy.
  - ✘ It is appropriate to have a Chaplain assigned to the Bishop during the liturgy.
    - † Preferably a deacon, but may be a priest, or lay person if necessary.
    - † Chaplain's duties
      - + Hold the Bishop's Mitre and Crozier when needed
      - + Hand Mitre and/or Crozier to the Bishop when necessary
      - + The Bishop will normally only use the Crozier at the Entrance, the Reading of the Gospel, and Exit.
  - ✘ It is appropriate that the congregation should host the bishop at a fellowship meal following the Eucharist at which he celebrates.
  - ✘ If the Bishop is to say grace at the meal, it is best that he be escorted to the fellowship hall once he has had the opportunity to remove his vestments.
  - ✘ The Bishop's Chaplain, or Master of Ceremonies should point the Altar Book during the celebration of the Mass.
- † Confirmations, Reception and Reaffirmation
  - ✘ A faldstool, which may or may not be the bishop's throne, from which the Bishop presides, shall be in a central position so that all may see and hear what is being done.
  - ✘ While the Bishop is seated at the faldstool, his chaplain, or the Master of Ceremonies, should stand to his left holding and pointing his copy of the liturgy of the day.
  - ✘ Confirmation
    - † It is appropriate to have sponsor(s), preferably the candidate's Godparents, stand behind the candidate with a hand on his/her shoulder
    - † A "confirmation name" may be selected by the candidate. The candidate will be asked to give this name at the time of Confirmation.

- † The Bishop will lay his hands upon the candidates head while praying, anoint the candidate with Sacred Chrism, and touch the candidate's cheek at the faldstool.
  - + All of this should be explained to the candidate in pre-Confirmation instruction by the presenting priest.
  - + It is appropriate for the candidate to kiss the Bishop's ring following the Confirmation.
- ✘ Reception and Reaffirmation
  - † The Bishop will hold the candidate's right hand, lay hands upon his/her head and pray at the faldstool.
  - † It is appropriate for the candidate to kiss the Bishop's ring following reception/reaffirmation.
- † Ordinations
  - ✘ Ordinations to the Diaconate will take place in the Church which has sponsored the Ordinand, in their home parish, or, in the event of multiple ordinations, the Cathedral should be the site in accordance with ancient tradition, as the Cathedral is the "Bishop's Church."
  - ✘ Ordinations to the priesthood will be held either in the church to which the priest is to be assigned, or in the Cathedral.
  - ✘ Ordination liturgies may be produced by the ordinand in conjunction with the Diocesan Liturgical Committee.
    - † Candidates will lay prostrate during the Litany for Ordinations
    - † Hymns selected should reflect the nature of the occasion.
  - ✘ Participants in the liturgy must be approved by the bishop, or his designate, before the liturgy booklet is produced.
  - ✘ A faldstool, which may or may not be the bishop's throne, from which the Bishop presides, shall be in a central position so that all may see and hear what is being done.
  - ✘ All participants in the liturgy are expected to participate in the rehearsal prior to the liturgy, which will be directed by the Master of Ceremonies who will have previously spoken to the Bishop.
  - ✘ Unblessed symbols of the Office should be placed so that the Bishop may bless them prior to the liturgy. Holy Water should be available along with the symbols for this blessing.
  - ✘ It is expected that Diocesan Clergy will attend ordinations, unless they have been excused by the Bishop.
  - ✘ It is expected that the ordinand's sponsoring parish will host a reception following the Ordination Liturgy.
  - ✘ Ordinations to the Diaconate
    - † The color will be red, unless white is specified by the Bishop
    - † The Bishop will supply a Book of Gospels.
    - † The newly ordained deacon will wear Dalmatic and Stole.
    - † The newly ordained Deacon becomes the Deacon of the Mass following the ordination. In the case that there are multiple ordinations, the Diaconal tasks will be divided at the direction of the Bishop or his designate.
    - † A "Deacon of Honor" will function as the Deacon of the Mass prior to the ordination of the new deacon(s).

✘ Ordinations to the Priesthood

- † The color will be white.
- † At the Consecration of the Priest
  - + Each priest in attendance will take turns laying his right hand on the head of the ordinand, praying a silently.
  - + After laying hands and praying, priests will stand surrounding the ordinand as the Bishop consecrates the new priest.
- † The newly ordained priest will concelebrate with the Bishop at the Mass.
- † The newly ordained priest will give the Blessing before the procession out, and then return to the Altar Rail to give individual blessing, allowing the faithful to kiss the palms of his newly consecrated hands.

✚ The Annual Diocesan Chrism Mass

- ✘ All Diocesan Clergy are expected to be at the Annual Chrism Mass unless excused by the Bishop.
- ✘ All Clergy are expected to vest in White Eucharistic Vestments and process.
- ✘ This Mass, during Holy Week, is the annual opportunity for all clergy to reaffirm their Ordination Vows and Loyalty to the Bishop.
- ✘ At the annual Chrism Mass, all priests in the diocese will concelebrate with the bishop
- ✘ All deacons vested for the Mass will also be at the altar during the consecration.
- ✘ The Fermentum
  - † Is a piece of the Host consecrated by the Bishop at the Chrism Mass.
  - † Each priest should bring a pyx in which to carry the Fermentum back to his church.
  - † Is placed in the chalice at the Maundy Thursday Eucharist to signify unity with the bishop.
  - † Is kept in the Tabernacle of each church until placed in the chalice before the Fraction on Maundy Thursday.
  - † The following announcement should be placed in the Maundy Thursday bulletin or booklet:  
*Tonight, a piece of the consecrated Bread from the Bishop's Eucharist on Holy Tuesday will be placed into the chalice after the Lord's Prayer and before the Fraction. This ancient rite symbolizes unity with our Bishop in the Eucharistic fellowship, which is particularly appropriate on this day when Jesus prayed for the unity of all believers (see John 17).*

✘ The Holy Oils

- † The Oils for Healing (OI), Sacred Chrism (SC) and Catechumens (OC or OS) for the year are also blessed at the Chrism Mass
- † According to ancient custom, only the Sacred Chrism is scented by the bishop as a part of the Rite of Blessing.
- † Each priest or deacon should bring empty oil bottles to the Cathedral for reuse.
- † The Holy Oils should be replaced every year.
  - + Not kept over from year-to-year.
  - + The proper way to dispose of Holy Oils is by burning them.
- † Oil stocks should be kept in an Oil Ambry or other place set aside when not in use.

✠ Celebration of New Ministries

- ✘ Will be scheduled with the Bishop.
- ✘ May be held either in the context of the Mass, or Solemn Evensong at the Bishop's discretion.
- ✘ The Bishop will designate the Rites for the Institution of Rectors into Parishes and Installation of Vicars into Missions
- ✘ The Priest being installed/instituted, in conjunction with the Diocesan Liturgical Committee will prepare the liturgy for the occasion.

✠ At Masses celebrated for Diocesan meetings (i.e. Council or Clergy Days) the bishop will generally expect the rector/vicar/priest-in-charge of the hosting congregation to celebrate and preach.

## VII The Ordo Calendar

### January

- 1 Holy Name
- 2
- 3
- 4
- 5
- 6 The Epiphany
- 7
- 8
- 9 Julia Chester Emery
- 10 William Laud
- 11
- 12 St. Aelred of Rievaulx
- 13 St. Hilary of Poitiers
- 14
- 15 Martin Luther King
- 16 Commemorate Consecration of Bishop Edward H. MacBurney
- 17 St. Antony of Egypt
- 18 Confession of St. Peter
- 19 St. Wulfstan of Worchester
- 20 St. Fabian of Rome
- 21 St. Agnes of Rome
- 22 St. Vincent of Saragossa
- 23 Phillips Brooks
- 24 St. Francis de Sales
- 25 Conversion of St. Paul
- 26 Sts Timothy and Titus
- 27 St. John Chrysostom
- 28 St. Thomas Aquinas
- 29
- 30 Bl. Charles Stuart, K
- 31

February

- 1 St. Brigid of Kildare
- 2 Presentation of Our Lord Jesus Christ  
(Purification / Candlemas)
- 3 St. Anskar of Scandinavia /  
St. Blaise (Blessing of Throats)
- 4 St. Cornelius the Centurion
- 5 The Martyrs of Japan / St. Agatha
- 6 St. Titus
- 7
- 8
- 9
- 10 St. Scholastica
- 11
- 12
- 13 Absolom Jones
- 14 Sts. Cyril and Methodius
- 15 Thomas Bray
- 16
- 17
- 18 Martin Luther
- 19
- 20
- 21 St. Peter Damian
- 22
- 23 St. Polycarp of Smyrna
- 24 St. Matthias
- 25 St. Ethelbert
- 26 The Rt. Revd William L. Essex, RIP
- 27 George Herbert
- 28 St. Oswald of York
- (29)

March

- 1 St. David of Wales
- 2 St. Chad of Lichfield
- 3 John and Charles Wesley
- 4
- 5
- 6
- 7 St. Perpetua and her Companions
- 8 Edward King of Lincoln
- 9 St. Gregory of Nyssa
- 10
- 11
- 12 St. Gregory the Great
- 13
- 14
- 15
- 16
- 17 St. Patrick of Ireland
- 18 St. Cyril of Jerusalem
- 19 St. Joseph
- 20 St. Cuthbert of Lindisfarne
- 21 St. Benedict of Nursia
- 22 James DeKoven
- 23 St. Gregory the Illuminator
- 24
- 25 The Annunciation of Our Lord
- 26
- 27 Charles Henry Brent
- 28
- 29 John Keble
- 30
- 31 John Donne

April

- 1 Frederick Dennison Maurice
- 2 James Lloyd Breck
- 3 St. Richard of Chichester
- 4
- 5
- 6
- 7
- 8 William Augustus Muhlenberg
- 9 William Law/Dietrich Bonhoeffer
- 10
- 11 George Augustus Selwyn
- 12
- 13
- 14
- 15
- 16
- 17
- 18
- 19 St. Alphege of Canterbury
- 20
- 21 St. Anselm of Canterbury
- 22
- 23 St. George
- 24
- 25 St. Mark
- 26 The Rt. Revd Frederick W. Taylor RIP
- 27
- 28
- 29 St. Catherine of Siena
- 30

May

- 1 Sts. Philip and James
- 2 St. Athanasius of Alexandria
- 3
- 4 St. Monnica
- 5 Conversion of St. Augustine
- 6
- 7
- 8 St. Julian of Norwich
- 9 St. Gregory of Nazianzus
- 10
- 11
- 12
- 13
- 14 St. Pachomium
- 15
- 16
- 17
- 18
- 19 St. Dunstan of Canterbury
- 20 St. Alcuin of Tours
- 21
- 22
- 23
- 24 Jackson Kemper
- 25 St. Bede the Venerable
- 26 St. Augustine of Canterbury
- 27
- 28
- 29
- 30
- 31 Visitation of the Blessed Virgin Mary

Note: First open day after Pentecost: First Book of Common Prayer

June

- 1 St. Justin of Rome
- 2 Martyrs of Lyons
- 3 Martyrs of Uganda
- 4
- 5 St. Boniface of Mainz
- 6 St. Norbert of Magdeburg
- 7
- 8 St. William of York
- 9 St. Columba of Iona
- 10 St. Ephrem of Edessa
- 11 St. Barnabas
- 12
- 13 St. Anthony of Padua
- 14 St. Basil the Great
- 15 Evelyn Underhill
- 16 Joseph Butler
- 17
- 18 Bernard Mizeki
- 19
- 20
- 21
- 22 St. Alban of Britain
- 23
- 24 Nativity of St. John the Baptist
- 25
- 26
- 27 St. Cyril of Alexandria
- 28 St. Irenaeus of Lyons
- 29 Sts. Peter and Paul/Commemorate Consecration of Bishop Keith L. Ackerman, Quincy VIII
- 30

Note: Thursday after Trinity Sunday is the feast of Corpus Christi

July

- 1
- 2
- 3
- 4 Independence Day
- 5
- 6 St. Thomas More
- 7
- 8
- 9
- 10
- 11 St. Benedict of Nursia
- 12
- 13
- 14 St. Bonaventure
- 15 St. Swithun of Winchester
- 16
- 17 William White
- 18
- 19 St. Macrina
- 20
- 21
- 22 St. Mary Magdalene
- 23
- 24 St. Thomas A Kempis
- 25 St. James
- 26 Parents of the Blessed Virgin Mary  
Sts. Joachim and Anne
- 27 William Reed Huntington
- 28
- 29 Sts. Mary and Martha of Bethany
- 30 William Wilberforce
- 31 St. Ignatius of Loyola

August

- 1 St. Joseph of Arimathaea
- 2
- 3
- 4 St. Jean M. Vianney
- 5 St. Oswald of Northumbria
- 6 Transfiguration of Our Lord
- 7 John Mason Neale
- 8 St. Dominic
- 9
- 10 St. Laurence of Rome
- 11 St. Clare of Assisi
- 12 St. Hippolytus
- 13 Jeremy Taylor
- 14 Jonathan Myrick Daniels
- 15 St. Mary the Virgin [Assumption/Dormition]
- 16 St. Stephen of Hungary
- 17
- 18 William Porcher Dubose / St. Helena
- 19
- 20 St. Bernard of Clairvaux
- 21
- 22
- 23 St. Rose of Lima
- 24 St. Bartholomew
- 25 St. Louis of France
- 26
- 27 Thomas Gallaudet and Henry Winter Syle
- 28 St. Augustine of Hippo
- 29 Beheading of St. John the Baptist
- 30 Charles Chapman Grafton
- 31 St. Aidan of Lindisfarne

September

- 1 David Pendleton Oakerhater/St. Giles
- 2 Martyrs of New Guinea
- 3 St. Phoebe
- 4 Paul Jones
- 5
- 6
- 7
- 8 Nativity of the Blessed Virgin Mary /  
Commemoration of Consecration of Bishop Donald J. Parsons
- 9 St. Constance and her Companions
- 10 Alexander Crummell
- 11
- 12 John Henry Hobart
- 13 St. Cyprian of Carthage
- 14 Holy Cross Day
- 15
- 16 St. Ninian of Galloway
- 17 St. Hildegard of Bingen/Stigmata of St. Francis  
The Rt. Revd M. Edward Fawcett, RIP
- 18 Edward Bouverie Pusey / Commemoration of the Enthronement of Bishop J. Alberto Morales as  
Quincy IX
- 19 St. Theodore of Tarsus
- 20 Commemoration of Consecration of Bishop Francis William Lickfield
- 21 St. Matthew
- 22 Bishop Philander Chase (first Bishop of Illinois)
- 23
- 24
- 25 St. Sergius of Moscow
- 26 Lancelot Andrewes
- 27 St. Vincent de Paul
- 28
- 29 St. Michael and All Angels
- 30 St. Jerome of Bethlehem

October

- 1 St. Remigius of Rheims
- 2 Holy Guardian Angels
- 3 St. Therese of Lisieux
- 4 St. Francis of Assisi
- 5
- 6 William Tyndale
- 7
- 8 The Rt. Rev. Alexander Burgess, RIP
- 9 Robert Grosseteste
- 10 St. Paulinus of York
- 11
- 12 St. Wilfred
- 13
- 14 St. Teresa of Avila
- 15 Samuel Isaac Joseph Schereschewsky  
Our Lady of Walsingham
- 16
- 17 St. Ignatius of Antioch
- 18 St. Luke
- 19 Henry Martyn
- 20
- 21
- 22
- 23 St. James of Jerusalem
- 24 St. Raphael the Archangel
- 25
- 26 St. Alfred the Great
- 27
- 28 Sts. Simon and Jude
- 29 James Hannington
- 30
- 31 Vigil of All Saints

November

- 1 All Saints Day
- 2 All Faithful Departed (All Souls Day)
- 3 Richard Hooker
- 4
- 5
- 6
- 7 St. Willibrord of Utrecht
- 8 Saints and Martyrs of the Anglican Communion
- 9
- 10 St. Leo the Great
- 11 St. Martin of Tours
- 12 Charles Simeon
- 13
- 14 Consecration of Samuel Seabury
- 15 St. Albert the Great
- 16 St. Margaret of Scotland
- 17 St. Hugh of Lincoln
- 18 St. Hilda of Whitby
- 19 St. Elizabeth of Hungary
- 20 St. Edmund of East Anglia
- 21
- 22 St. Cecilia
- 23 St. Clement of Rome
- 24
- 25 James Otis Sargent Huntington
- 26
- 27
- 28 Kamehameha and Emma of Hawaii
- 29
- 30 St. Andrew

December

- 1 Nicholas Ferrar
- 2 Channing Moore Williams
- 3
- 4 St. John of Damascus
- 5 St. Clement of Alexandria
- 6 St. Nicholas of Myra
- 7 St. Ambrose of Milan
- 8 Conception of the Blessed Virgin Mary
- 9
- 10
- 11
- 12
- 13 St. Lucy
- 14 St. John of the Cross
- 15
- 16
- 17
- 18
- 19
- 20
- 21 St. Thomas
- 22
- 23
- 24
- 25 Nativity of Our Lord Jesus Christ
- 26 St. Stephen
- 27 St. John
- 28 Holy Innocents
- 29 St. Thomas Becket
- 30
- 31 St. Sylvester

## VIII Purpose and Authority of this Document

- ✠ This Customary has been produced to establish policy to govern the Liturgical and Administrative life of this Diocese.
  - ✘ It is published and distributed so that all Congregations and Clergy under the authority of the Bishop of Quincy can be made aware of his policies and procedures, and may therefore be able to conform to them.
  - ✘ It is to be distributed and made available, either in physical or electronic form, in every congregation in this Diocese and to all clergy under its authority.
- ✠ It is also intended to offer clarification regarding the policy of the Ninth Bishop of Quincy in areas where the discretion of the Ordinary of the Diocese is allowed in both Provincial and Diocesan Canons.
- ✠ This document is not to be altered by anyone other than the duly elected Bishop of the Diocese of Quincy or his appointed agent.
- ✠ The policies contained in this Customary go into effect on September 1, 2011 and will remain in effect until altered by the authority of the Ninth Bishop of Quincy or his successors.



The Right Reverend J. Alberto Morales, OSB  
IX Bishop of Quincy



The Very Reverend Frank R. Dunaway, M.D.  
Canon to the Ordinary