CHECKLIST FOR BISHOP VISITATIONS

CHURCH NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE OF VISIT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONTACT PERSON PHONE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please note that the norm is for the Bishop to preside and preach over ONE COMBINED service and lead one Bishop’s forum. The attendance of children and young adults in this forum is highly encouraged. Please fill-in the information below, which is required.**

Below list the readings from the Revised Common Lectionary which have been chosen for each service. Please provide a copy of the bulletin prior to the visitation. The Bishop will anticipate wearing a chasuble and stole from the parish unless notified in advance. **Please send the bulletin one week before the service to** [bishopsassistant@episcopalatlanta.org](mailto:bishopsassistant@episcopalatlanta.org)**. Bishop Wright needs this information to prepare his sermon for the visit. Please note; the parish leader chooses the readings.**

If Confirmations or Baptisms are scheduled, please download the form from the diocesan website under Parish Support - Bishop’s Office Resources. Please complete the form and mail/email it to the office after the Bishop’s visit.  This data will be entered into the diocesan records.

Please remind your congregation in the service bulletin and during announcement time that the non-designated offering on the occasion of the Bishop's visit goes to the Bishop's Discretionary Fund. Please have a check (no cash) sent to the Bishop’s office, made out to the Bishop’s Discretionary Fund. This money goes to meet a variety of non-budgeted needs and emergencies in the Diocese.

Check only the events scheduled for the bishop's visitation

\_\_\_\_\_ Service - time \_\_\_\_\_\_, Rite \_\_\_\_\_\_\_

\_\_\_\_\_ Confirmation - How many? \_\_\_\_, which service? \_\_\_\_\_\_\_\_

\_\_\_\_\_ Baptism - How many? \_\_\_\_, which service? \_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Bishop’s Forum - time \_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Reception - time \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ Lunch with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Other special events: groundbreaking, dedications, etc. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Old Testament reading | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| New Testament reading | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Psalm | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Gospel reading | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Please send the completed form via email to [bishopsassistant@episcopalatlanta.org](mailto:bishopsassistant@episcopalatlanta.org). Should you have any questions or concerns, please contact Bishop’s Executive Assistant at the above-mentioned email or via phone at 404-601-5340.

Thank you, in advance, for your assistance.