

## DIOCESE OF VIRGINIA

## VISITATION CHECKLIST

### At least three weeks prior to Visitation:

- Return the completed *Episcopal Visitation Information Form* to the Bishop's office.
  - Be sure to outline the time schedule for the visit, especially the time(s) of the service(s) at which you wish the Bishop to preside.
    - Plan to provide time apart from any reception for the signing of certificates and/or Prayer Books OR send bookplates for the Bishop to sign in advance at least three weeks prior to the visitation.
  - If your visit is scheduled during the season of Pentecost, please indicate which Track will be used for the lessons.
  - After you return the form you will be sent appropriate certificates (adult baptism/ confirmation/ reception/ reaffirmation) and youth mission vouchers from the Bishop's office. (*Note that infant/child baptism and Godparent certificates should come from the parish and not the diocese.*) Please check to ensure the right quantity and type of certificate(s) you requested have been received; if not, contact the Bishop's office.
- Make arrangements with the Bishop's office for a pre-visit conversation with the visiting bishop.

### Two weeks prior to Visitation:

- Prepare the Order of Service.
  - The Bishop's visitation always includes the Holy Eucharist with the Bishop as celebrant and preacher. Baptism and/or confirmation are within the context of the Eucharist.
  - When there is no confirmation or baptism, the service should include The Renewal of Baptismal Vows on page 292 of the Book of Common Prayer in place of the Nicene Creed.
  - The Propers of the Day are used for Sunday visits.
- Send the Bishop's office a draft of the bulletin no later than Monday before the visit, preferably sooner. The Bishop's office will be in touch with you if there are any suggestions for revisions or to give approval.

### Date of Visitation:

- Provide a marked parking space for the bishop, if convenient. Send directions to the space to the Bishop's office.
- Have the Parish Registers available for review and be prepared "to give the Bishop information on the state of the congregation, spiritual and temporal," as the canons require.
- Remind the congregation that the loose offering received is for the Bishop's Discretionary Fund.

### Within two week after the Visitation:

- Return the "Rites Performed" visitation reporting form to the Bishop's Office, even if no Rites were performed.
- Send a check for the loose offering **payable to the Diocese of Virginia** with a note on the check specifying the name of the bishop who visited and the date of the visitation and send to the address below. (*Please note that the honoraria and travel expenses for visiting bishops are paid by the Diocese.*)

### Contact for questions or further information and return forms to:

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