

Episcopal Visitation Information Form

Thank you for providing thorough information so that the Bishop can plan accordingly. Please complete this form and return it **no later than 3-4 weeks before the visitation** to (email) alisk@thediocese.net or bishopsoffice@thediocese.net or (mail) 110 West Franklin Street, Richmond, Virginia 23220.

Bishop _____ will be visiting _____
Visiting Bishop *church name*

in _____ on _____
location *date*

Contact Information

Rector/Vicar/Priest-in-Charge/Lay Pastoral Leader: _____

Email: _____ Cell Phone: _____ Church Phone: _____

Church street address, including Zip code (for GPS): _____

(or include directions if necessary) _____

Mailing address (if different): _____

[Please include ZIP code]

Parish Office Contact & Info: _____

Please list the names and titles of all clergy serving (and their spouses, if applicable), as well as the names and contact information (email address & phone number) of the Sr. & Jr. Warden and Treasurer.

Worship Service

Sunday Service Time(s) (must be between 9:00 a.m. and 3:00 p.m.): _____

Weekday Service days/times: _____

What Readings will be included in the service? _____

Are children present during all or part of the worship service? Yes or No

Please describe their routine and involvement.

Will there be baptism, confirmation, reception, or reaffirmation of baptismal vows? Yes or No

*Numbers are totals for all services and can be approximate. Certificates will be mailed in advance. The church provides baptism certificates for infants and children.

Baptismal Candidates: _____
Infants *Children* *Adults*

Candidates for

Confirmation: _____ Receptions*: _____ Reaffirmations: _____

*Please list on separate sheet the previous denominations of those being received.

Proposed Schedule for the Bishop's Time with the Parish

Include time before the service to meet with candidates, sign certificates/prayer books (if necessary) and review the parish registers. Also note any other activities, before or after the service, to which you would like to invite the bishop (e.g., vestry meeting, search committee meeting, reception/luncheon, Sunday school visit, adult education time, special event, etc.).

Bishop's requested arrival time: _____

What Else?

How has the church adapted to worshipping and programming during the pandemic and how has the congregation responded? What do you hope to keep from this time and what do you anticipate leaving behind?

Besides the pandemic, what particular joys and challenges has the congregation experienced in the past year?

Is there anything else that would be helpful for the bishop to know to prepare for the visit?

Name: _____ **Date:** _____

Email: _____