



## The Episcopal Diocese of San Joaquin Canon Pre-Visitation Information Check List

### Date of Visitation:

Church: Contact Person:

Mobile Phone:

Address:

Sunday Schedule:

The Principal Service time:

Occasion:

Vestment color:

List clergy assisting:

**Even if there are to be Baptisms, please use the Lessons for the Day.**

Service details:  Rite I or  Rite II Collect: BCP page

Readings:  RCL or  BCP

Old Testament:

Psalm:

New Testament:

Gospel:

Prayers of the People (which Form of the Prayers?)

*Sursum Corda*:  Spoken or  Sung

Proper Preface: BCP

Eucharistic Prayer (which Form of the Prayer?)

Lord's Prayer:  Traditional or  Contemporary

Are there particular Liturgical traditions in the congregation that should be considered?

Are there particular events or ministries to be celebrated or highlighted in connection with the Visitation? (e.g. Building Drive, Every Member Canvass, etc.)

Are there any dedications to be done at the service?

What can the Canon do to support and affirm you and the ministry, of the congregation?

What are your hopes for the day?

Would you like the Canon to address the congregation during coffee hour, hold Adult Forums, Q&A period? Other?

Do you need "Bishop's Discretionary Fund" envelopes? **(can be used during the Canon's visit)**

Yes  No  If yes, how many?

Senior Warden is:

Junior Warden is:

Please list below all plans for the day, including such events as pot lucks, youth events, meeting with the Vestry/Bishop Committee, etc. (If planning food events, Canon Anna abhors pickles).

**Please remember:**

1. **Envelopes are provided for the Episcopal Visitation designated for the Bishop's Discretionary Fund and can be used during the Canon's visit.** Make your check(s) payable to **The Episcopal Diocese of San Joaquin**, memo **Bishops Discretionary Fund** and **MAIL** it to the Diocesan Office. 1528 Oakdale Road, Modesto, CA 95355. Please do not ask the Canon to take them to the Diocesan Office. **Cash donations received are to be deposited locally and a check written to the Diocese.**
2. Please include a **map or clear directions** to any meeting sites. (if applicable)
3. Please include or mail copy of your **latest newsletter** to Canon Anna.