



## THE EPISCOPAL DIOCESE OF SAN JOAQUIN PRE-VISITATION INFORMATION CHECK LIST

### Date of Visitation:

Church:                      Contact Person:                      Mobile Phone:

Address:

Saturday Schedule:

Time:                      Place:

Expectations:

Overnight Accommodation:

Sunday Schedule: **(The Bishop will preside and preach at the principal service.)**

The Principal Service time:

Occasion:

Vestment color:

**Bishop David prefers to wear the parish or mission vestments (Stole AND Chasuble) if possible.**

**Please note if Bishop David if to bring his own Vestments Yes                      No**

List clergy assisting:

**Even if there are to be Confirmations and/or 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 page

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 Confirmations and/or Receptions? If so, please have the appropriate form ready for the Bishop's signature. Enclosed is the Confirmation Record Sheet that should be filled out for our records.

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 Bishop do to support and affirm you and the ministry, of the congregation?

Do you need "Bishop's Discretionary Fund" envelopes?

Yes  No  If yes, how many?

Senior Warden is : Junior/People's Warden is:

Please list below all plans for the day, including such events as pot lucks, youth events, meeting with the Vestry, etc. (If planning food events, Bishop David does not have any food restrictions)

**Please remember:**

1. Envelopes are provided for the Episcopal Visitation designated for the Bishop's Discretionary Fund. Make your check(s) payable to the **Bishops Discretionary Fund** and **MAIL** it to the Diocesan Office. 1528 Oakdale Road, Modesto, CA 95355. Please do not ask the Bishop to take them to the Diocesan Office.
2. Please include a **map or clear directions** to any meeting sites. (if applicable)
3. Please **include confirmation form** is applicable
4. Please include or mail copy of your **latest newsletter** to Bishop David.