



## Appendix B | Episcopal Visitation Information Form

Please complete and return this form no later than 4 weeks prior to visitation to (email) [alisk@thediocese.net](mailto:alisk@thediocese.net) or (mail) 110 W. Franklin St., Richmond, VA 23220.

Bishop \_\_\_\_\_ will be visiting \_\_\_\_\_  
visiting bishop church name  
in \_\_\_\_\_ on \_\_\_\_\_.  
location date

Service time: \_\_\_\_\_ Bishop's requested time of arrival: \_\_\_\_\_

### Contact Information

Rector/Vicar/PIC/Lay Pastoral Leader: \_\_\_\_\_

Email: \_\_\_\_\_ Cell: \_\_\_\_\_ Office: \_\_\_\_\_

Church street address (including zip code):  
\_\_\_\_\_  
\_\_\_\_\_

Include helpful driving directions if necessary:  
\_\_\_\_\_  
\_\_\_\_\_

Mailing address (if different):  
\_\_\_\_\_  
\_\_\_\_\_

Parish office contact and information:  
\_\_\_\_\_

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



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### Worship Service

Service Time\*: \_\_\_\_\_ Color of the Day: \_\_\_\_\_

Holy Eucharist: \_\_\_\_\_ Rite I \_\_\_\_\_ Rite II Bishop to Chant Liturgy? \* Yes No

RCL Readings (the Revised Common Lectionary is the required lectionary for usage)

Hebrew Scriptures: \_\_\_\_\_ Psalm: \_\_\_\_\_

Epistle: \_\_\_\_\_ Gospel: \_\_\_\_\_

Will these lessons be read at all the services? Yes/No If No, explain:

\_\_\_\_\_

Are children present during any or all of the worship service: Yes No

Please describe their routine and involvement:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will the service include Baptism, Confirmation, Reception, or Reaffirmation of  
Baptismal Vows? Yes No

Approximate numbers: *(The host congregation will provide baptismal certificates for infants and children. All other certificates will be mailed in advance based upon the provided approximate numbers.)*

Baptismal Candidates: \_\_\_\_\_  
infants children adults

Candidates for: \_\_\_\_\_  
confirmation reception reaffirmation

NOTE: Please fully complete the *Expected Rites to be Performed During Episcopal Visitation* information sheet (Appendix C) and return it to the Bishop's Office with this form. If there are receptions, pay special attention that all requested information is provided.



\*Please note that Sunday visitations are generally limited to a single service between 9am and 3pm. Requests for multiple service times need to be made no later than 1 month prior to the visitation.

\*Please note that chanting the liturgy is within the discretion of the visiting bishop.

### **Proposed Schedule for the Bishop's Time with the Congregation/Community**

Include 30-60 minutes before the service for the bishop to meet with candidates and their sponsors and parents/caregivers (if applicable), sign certificates/prayers books (if applicable), and review the parish registers. Also note 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.). Bishops often have more time after the service than prior, therefore post-service options are encouraged. Bishop Stevenson particularly encourages a parish forum after the service.

Proposed schedule/activities:

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### **What Else?**

For what is the congregation/community known in the surrounding community?

What particular joys and challenges has the congregation/community experienced in the past year?

If sacramental rites are to be performed, please share what preparation the candidates and any parents/caregivers/godparents/sponsors have undergone.



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

Name & Email: \_\_\_\_\_ Date: \_\_\_\_\_