



Episcopal Visitation Notification

Church Name: _____

City: _____ State: _____ Zip Code: _____

Name of Bishop Visiting: _____ Date of Visitation: _____

Clergy Name: _____ Cell phone number: _____
(number should be turned on – Sunday morning)

Sr. Wardens Name: _____ Cell phone number: _____
(number should be turned on – Sunday morning)



This form is for the Rector / Vicar of the congregation to complete and return to the Office of the Bishop at least two weeks prior to the Bishop's Visitation. Please contact Wendy wmartucci@episcopalswfl.org in the Bishop's Office with any questions. The Bishop is looking forward to spending this time with you and your congregation.

1. What are the **time(s)** of the service(s) _____

2. What **Lessons** are being used _____ **Music** _____

3. What are the vestments and **color** for the day: _____

4. Will there be **Confirmations/ Receptions / Reaffirmations**: YES _____ NO _____

4a. If yes, how many (we will send you by mail certificates to be completed for each individual. The Bishop will sign these when he arrives.)

Confirmations _____ **Receptions** _____ **Reaffirmations** _____

5. Will there be **Baptisms**: YES _____ NO _____ If yes, how many _____

6. Would you like us to provide **envelopes** for the Bishop's Discretionary collection? YES _____ if Yes how many _____ NO _____

7. Will the Bishop be meeting with members of the **Vestry**? YES _____ NO _____

7a. If yes, what is the time frame and nature of this meeting? Time Frame: _____

Nature of Meeting: _____

8. What **other activities** are planned for the visitation: (i.e. meeting with Adult forum, Sr./Jr. Wardens, lunch, visiting Sunday School, etc.)

9. Are there any **special concerns** specific to your congregation for the Bishops attention:

10. Are there any specific **parking instructions** for the Bishop: _____

11. A copy of the **Bulletin for the Visitation** should be faxed 941.556.0321 or scanned by electronic copy to Wendy, in the Office of the Bishop, wmartucci@episcopalswfl.org no later than the **Tuesday** prior to the Bishop's visit with you.

Any additional questions, comments, or concerns?

*For reference, please consult the Diocesan Policy Manual: Guidelines for Episcopal Visitations.