CHECKLIST FOR BISHOP VISITATIONS

CHURCH NAME ____________________________

ADDRESS _______________________________________

DATE OF VISIT ______________________________

CONTACT PERSON PHONE ________________________

The norm is for the Bishop to preside and preach over ONE COMBINED SERVICE and lead one Bishop’s forum. The attendance of children, youth and young adults in this forum is highly encouraged.

➢ Fill-in the required information on this form and email to bishopsassistant@episcopalatlanta.org

1) Check only the events scheduled for the bishop's visitation.

___ Service(s):
   Time ______
   Rite ______
___ Confirmation
   How many? ______
   Which service? ______
___ Baptism
   How many? ______
   Which service? ______
___ Bishop’s Forum
   Time ______
   Who will attend _____________________________________________________________
   Topic(s) _________________________________________________________________
___ Coffee Hour or Reception
   Time ______
___ Lunch if planned
   Time ______
   Attendees _____________________________
___ Special events if planned
   Groundbreaking, Dedications, etc. _____________________________________________

2) Readings from the Revised Common Lectionary
   The parish leader chooses the readings.

   Old Testament Reading __________________________________________________________

   New Testament Reading _________________________________________________________

   Psalm _________________________________________________________________

   Gospel Reading _____________________________________________________________

3) The parish will provide a chasuble and stole for the Bishop. Yes ____  No ____
Send the service bulletin one week before the service to bishopsassistant@episcopalatlanta.org. The Bishop uses this information to prepare his sermon for the visitation. Please remind the congregation in the service bulletin and during announcement time that the non-designated offering on the occasion of the Bishop's visitation goes to the Bishop's Discretionary Fund for support of emergencies and non-budgeted ministries that arise in the course of the year. In the week following the service, have a check (no cash) sent to the Bishop's office, made out to the Bishop's Discretionary Fund.

Should you have any questions or concerns, please email bishopsassistant@episcopalatlanta.org or call 404-601-5340.

Thank you, in advance, for your assistance.