



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 ___

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- **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 at 404-601-5340.

Thank you, in advance, for your assistance.