

Pre-Visit Checklist for Bishop Catherine Roskam Visitation date: _____

This Episcopal Visitation will be canceled if the Rector, Vicar or Priest-in-Charge of the Congregation is not present for the visitation.

Arrival time and Examination of Records: _____ (This will be 1/2 hour before the service begins.)

→ **Please have your register books out and open for examination.**

Has your Parochial Report been submitted? Yes _____ No _____ (Deadline = March 1)

Has an Audit been completed this year? Yes _____ No _____ (Deadline = September 1)

Is your MSF Pledge current? Yes _____ No _____

Church name: _____ City: _____

Contact person: _____

Telephone: (____) _____ FAX: (____) _____ E-mail address: _____

Primary service time: _____

Occasion: _____

Vestment color: _____

Presiding and preaching: The Right Reverend Catherine Roskam

List clergy assisting: _____

Please also choose a young person to stand at the altar with Bishop Roskam. Name of young person: _____

Please remember the loose offering from an Episcopal Visitation is designated for the bishop's discretionary fund. Make your check payable to *Bishop's Discretionary Fund* and mail it to Bishop Roskam.

Even if there are to be Confirmations and/or Baptisms, please use the *Lessons for the Day*.

Service details: Rite I _____ Rite II _____ Collect: BCP page _____

Readings 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 _____

REMINDER:
Send a copy of your current newsletter to Bishop Roskam two weeks prior to this visit.

Baptisms? No _____ or Yes _____ How many people? _____

Confirmations? No _____ or Yes _____ How many people? _____

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

Vestry meeting? No Yes - Time _____ Parish meeting? No Yes - Time _____

To provide information about events or to make comments or ask questions, please use the reverse →