

Pre-Visit Checklist for **Bishop Diane Jardine Bruce** 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: 10:30 a.m.\* (This is ½ hour before the **Primary 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: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Contact person: \_\_\_\_\_

Cell No. \_\_\_\_\_

Telephone: \_\_\_\_\_

FAX: \_\_\_\_\_

E-mail address: \_\_\_\_\_

The Primary Service time: \_\_\_\_\_

Occasion: \_\_\_\_\_

Vestment color: \_\_\_\_\_

**Bishop Bruce will bring her own vestments.**

Presiding and preaching: The Right Reverend Diane Jardine Bruce

List clergy assisting: \_\_\_\_\_

**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?) \_\_\_\_\_ If alternative prayers

*Sursum Corda*: Spoken \_\_\_\_\_ or Sung \_\_\_\_\_ are used, please

Proper Preface: \_\_\_\_\_ attach a copy.

Eucharistic Prayer (which Form of the Prayer?) see attached

Lord's Prayer: Traditional \_\_\_\_\_ or Contemporary \_\_\_\_\_

**REMINDER:**

Please complete the Confirmation Participation List after the visit and mail it to the Cathedral Center.

Baptisms? No \_\_\_ or Yes \_\_\_ How many people? \_\_\_

Confirmations? No \_\_\_\_\_ or Yes \_\_\_\_\_ How many people? \_\_\_\_\_

Receptions? No \_\_\_\_\_ or Yes \_\_\_\_\_ How many people? \_\_\_\_\_

**Reaffirmations?** No \_\_\_ or Yes \_\_\_ How many people? \_\_\_\_\_

Senior Warden is: \_\_\_\_\_ Junior Warden is: \_\_\_\_\_

Please tell us about events AFTER THE SERVICE or ask questions on the reverse side. →