

**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 ½ 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 Katharine Jefferts Schori

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

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 the office of Bishop Taylor.**

**Please ask someone to assist Bishop Jefferts Schori with her equipment when she arrives.**

**Name of Chaplain:** \_\_\_\_\_

**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 Taylor's office 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 →**