

Pre-Visit Checklist for Bishop Antonio Gallardo

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 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 John Harvey Taylor

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 Taylor with his equipment when he 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 →