

# Pre-Visit Checklist for Bishop Edward S. Little II

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 Edward S. Little II

List clergy assisting:

**Please ask someone to assist Bishop Little with his equipment when he arrives.**

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

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.**

**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 THE  
BULLETIN AND 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 →**