

Pre-Visit Checklist for **Bishop John Harvey Taylor** 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 →