**Bishop’s Visit Information Form**

Please complete this form and return it to Wendy Pierson by email, wpierson@ontario.anglican.ca or by mail, Anglican Diocese of Ontario, PO Box 490 Kingston Main, Kingston, ON, K7L 4W5 or by fax, 613-547-3745. Please note, it is customary for the Bishop to preach and preside at worship services where he is present.

Church & Location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Calendar Date of Visit:

Church Year Date of Visit:

 (If applicable, e.g. 5th Sunday in Easter)

Liturgical Colour (if applicable):

Is a chasuble in the liturgical colour of the day available for the Bishop’s use? 🞏 YES 🞏 NO

Liturgical dress recommended for clergy (if applicable):

Time and expected duration of visit:

Readings, if different from Revised Common Lectionary (RCL) or if options available in RCL:

Which translation of the Bible does your church typically use (e.g. NRSV, NIV)?

Type and Time of Service(s):

🞏 BAS Holy Eucharist 🞏 BCP Holy Communion

🞏 BAS Morning Prayer 🞏 BCP Morning Prayer

🞏 BAS Evening Prayer 🞏 BCP Evening Prayer

🞏 Other (Specify)

What parts of the service are sung?

 Music setting:

 Recommended rehearsal time with organist/choir:

 Organist Contact information:

What other events or activities planned for the visit (e.g., parish dinner, teaching day, post-worship reception, etc.)?

Will the Bishop be asked to say the Blessing over a meal? 🞏 YES 🞏 NO

**Occasion of Visit**:

🞏 Confirmation [Submit Confirmation Form found under Clergy Resources on Diocesan Webpage or at the following link, [Confirmation Form](file:///C%3A%5CUsers%5CTrish%5CDocuments%5CDioWorship%5CConfirmation%20Form%20Link). This form to be duly filled in and sent to the Bishop’s Office at least 10 days before the Confirmation takes place.]

🞏 Baptism [Submit separate list with names of baptismal candidates and sponsors and any special remarks at least 10 days before Baptism takes place]

🞏 Other (Specify):

 (e.g. Parish Anniversary, Retreat Day)

Additional information or remarks:

**Checklist for Bishop’s Visit**

**One month before visit:**

🞏 Submit Bishop’s Visit Information Form. Complete as much information as available and highlight any items to be confirmed or revisited.

**Two weeks before visit:**

🞏 Submit Confirmation form if applicable in order for staff to prepare confirmation certificate(s)

🞏 Submit draft bulletin or order of service by email to the Bishop and Wendy

**During the Visit:**

🞏 Assign someone to greet the Bishop and direct him to a designated parking spot. Assigned greeter should also provide the Bishop with a final copy of the bulletin and directions to the Vestry/Sacristy, washrooms, etc. If possible, have a separate space for the Bishop to vest and prepare, with access to drinking water and a washroom.

🞏 Advise the Bishop of any changes to the liturgy or other activities.

🞏 Assign someone to brief the Bishop on microphones or other technology being during his visit.

🞏 Have the Vestry Book and other Registers available.

🞏 If possible, assign someone to serve as the Bishop’s assistant during the liturgy. Provide someone to assist with the setting of the altar if the Bishop is presiding.

🞏 Provide a glass of water near the altar or pulpit.

🞏 Encourage congregation members to enjoy the company of the Bishop during his visit, and not engage him in business that should be done in other forums.

Form submitted by:

Name: Phone:

Email: Incumbent’s Signature: