

EPISCOPAL VISITATION OVERVIEW and CHECKLIST

Required 2 Weeks Prior to the Visitation

- 1) **Safe Church Audit** – Your audit must be completed by the vestry/bishop’s committee and returned to the bishop’s office. During the visitation the bishop will be prepared to discuss any concerns or needs arising from the audit.
- 2) **Liturgical Bulletin** – A copy of the liturgical must be sent to Fr. Michael Delaney, Diocesan Liturgical Coordinator at mdelaney@incarnationgc.org or mail to 36 Cathedral Ave., Garden City, New York 11530.
- 3) **Bishop’s Signature** - The bishop is happy to accommodate requests for his signature on confirmation certificates, bibles, Prayer Books etc. You are responsible for couriering the materials to be signed.

Conversation with the Bishop Prior to the Visitation:

If there is a particular pastoral situation brewing or a mission plan you have in mind that would be helpful for the bishop to know about ahead of time, please schedule a time to chat by phone prior to the visitation.

The Day of the Visitation

Please have the following available for the bishop’s review: sacramental and worship registers.

Holy Eucharist Rite II is to be used for the liturgy

The liturgical color for the propers of the Sunday should be used unless otherwise designated.

Chrism needs to be available for baptism/confirmation.

Please be prepared to offer the bishop a thorough tour of your property and facilities.

The open plate offering is to be offered for the *Bishop’s Discretionary Fund*.

Please reserve two parking spots: one for the bishop and one for the assisting deacon.