

VISITATION PROTOCOLS 2009

For the Bishop's Visit

Preparation

- Rectors and Interim Rectors will meet with the Bishop one month prior to the visit, in preparation for the visit. Rectors will make the appointment unless there is no rector, at which time the Warden can make the appointment. These appointments need to be made at least a month prior to the visitation after Clergy Council or at other times at the Diocesan Center as available.
* At this meeting the Bishop will receive a copy of the parish budget with the annual budget and the year to date figures, other parish financial holdings (including endowments and reserve funds) and a copy of the order of service for the day of the visitation.
- Overnight arrangements for the visit are made and paid for by the Bishop's office.

The Visitation itself

- The Bishop will **preach and celebrate** at the primary worship service on Sunday for those visits outlined in the attached schedule. Preaching will be on the RCL, Track 1, lessons assigned for the day. Please contact the Bishop if you intend to observe a patronal feast and use different lessons.
- Liturgical ministers (priests, deacons, lectors, Eucharistic Ministers, ushers, oblation bearers, acolytes, etc.) are assigned according to the proper custom of their order and the custom of the parish.
- The Bishop will wear his own Eucharistic vestments.
- If a baptism is scheduled:
 - The bishop will baptize and chrismate.
 - A parent, sponsor or other person needs to be assigned to read the "Prayers for the Candidates".
 - The bishop will say the prayer for the Gifts of the Spirit (BCP, p. 308)
 - In accord with the Diocesan Guidelines for the Celebration of Christian Initiation, Baptism will include communion of the newly baptized, including infants and young children. Parents need to be instructed in this matter prior to the Baptism.
 - Baptisms will not be part of the liturgy during Lent.
 - The Certificate of Baptism will be from the parish.
- The Bishop would like to offer a teaching on a topic chosen by the Rector/Warden and discussed with the Bishop at the meeting held a month before the visitation.
- The Bishop would like to meet with the Vestry some time while he is there.
- **The loose plate offering is designated for *the Bishop's Special Needs Fund*.** This information should be announced one week prior to the visit and printed in the Sunday bulletin.
- The Rector or Interim Rector is responsible for all birthday and anniversary blessings as well as other traditions held by the hosting parish such as Children's sermons, etc.

For Staff Visit

- The staff are able to function liturgically according to their order. Gennie Callard is licensed to preach; Bill Spaid as a priest, may celebrate and preach.
- The staff will offer a teaching at the forum time on a subject mutually agreed upon by the Rector, Interim Rector and/or Senior Warden and the staff person making the visit.