



*Diocese of the*  
**MID-ATLANTIC**  
Anglican Church in North America

### Checklist for Bishop's Visit

**At the time the visit is scheduled:** indicate the desired duration of the visit (i.e. Friday evening through Sunday morning, Saturday and Sunday, Sunday morning only, etc.). If your plans should change, please contact the Bishop's office immediately.

**One month prior to the visit:** please submit the "Bishop's Visit Information Form." Follow up with details on any changes, as needed. Please send the Bishop a draft of the order of service. This does not need to be the final, polished version; it does not need to include the specific hymns or songs to be sung. The Bishop's visit includes the Holy Eucharist with the Bishop as preacher and celebrant. Baptism and Confirmation/ Reception/Reaffirmation are included when there are candidates who have been prepared. Most of our churches use the Anglican Church in North America's Book of Common Prayer 2019. If you use a different liturgy or would like to make any changes in the Prayer Book service, please check with the Bishop in advance.

**Confirmation certificates:** The Diocesan office has certificates for Confirmation, Reception and Reaffirmation of Baptismal Vows. You can submit the full name of each candidate, indicating Confirmation, Reception or Reaffirmation, and the Diocesan office will print the certificates for you. If the names are submitted at least one week in advance, the Bishop will bring the completed certificates with him on the visit; otherwise, they will be mailed to you after the visit.

#### During the visit:

- Provide time for the Bishop to sign certificates or Prayer Books that you are giving to the candidates.
- During the visit or during an appointment at another time, plan to spend time giving the Bishop a report on you personally, and on the congregation, its life and growth in Christ, the challenges and opportunities before you, etc.
- Whether or not your congregation uses nametags on Sunday morning, the Bishop would greatly appreciate your providing nametags for everyone at dinners, teaching days, meetings, etc. to help him and Meg get to know people better.
- It is helpful to have someone appointed to assist the Bishop on Sunday morning, showing him where he needs to be and when, etc.
- The Bishop asks to meet with the Vestry at least every other year. This does not have to be during his visit. It should include time to discuss the church's life and ministry and not be just a fellowship event.

**Finances:** There is no need or expectation for any payment or offering or gift connected with the Bishop's visit. The Diocesan budget covers his travel. The visit is part of his ministry to the parish and should not be paid as if he were supply clergy or a visiting preacher. If there is a desire to make an offering in thanksgiving for his ministry, it can be designated for his Benevolence Fund (the name preferred over "Discretionary Fund") to enable him to assist individuals and ministries in need. Checks should be made payable to "Diocese of the Mid-Atlantic" (NEVER to him personally) and marked "Benevolence Fund."