

Note: The Bishop would like you to know Loose Plate Offerings from his visitations will be used as seed money for any possible 'Episcopal Charities' serving our Diocese

**DIOCESE OF WESTERN MASSACHUSETTS
CHECKLIST FOR EPISCOPAL VISITATION**

TO: _____
FROM: BISHOP DOUGLAS J. FISHER
RE: VISITATION CHECKLIST

*NOTE: **Please return promptly.** If your plans are still incomplete upon receipt of this form, please fill out as much as possible providing final details later.*

Place: _____
Date: _____ **Service Time:** _____

Please check or fill in information below:

<input type="checkbox"/>	To celebrate and preach only	<input type="checkbox"/>	Probable number of confirmands under 16	<input type="checkbox"/>	Probable number of confirmands over 16
<input type="checkbox"/>	To celebrate, preach, and confirm	<input type="checkbox"/>	Probable number to be received	<input type="checkbox"/>	Probable number to be reaffirmed
<input type="checkbox"/> Pre-Visit Meeting					

NOTE: If the service is to include confirmations/receptions/baptisms, the Bishop's office will send signed certificates and the Report of Persons Confirmed/Received. Kindly return the report after the service. Bishop Fisher always carries additional certificates with him if you find you need more before the service.

<input type="checkbox"/>	The sacrament of Holy Baptism will also be administered	<input type="checkbox"/>	Probable number of children	<input type="checkbox"/>	Probable number of adults
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NOTE: At baptism, the bishop will normally preside and bless the water with a local ordained minister pouring the water, baptizing, and chrismating the candidates

Please specify if a special occasion, dedication, or blessing is being observed:

Note: If the visitation includes confirmation/reception/reaffirmation, the liturgical color will normally be red or white.

The Bishop will use the Revised Common Lectionary. On the Lord's Day, Propers of the day take precedence, except on Patronal festivals or dedications. As the RCL sometimes offers two choices of Lessons, **PLEASE WRITE BELOW PROPERS YOU CHOOSE TO USE:**

1 st reading: _____ <i>Chapter:verses</i>	Psalm: _____ <i>Chapter:verses</i>
Epistle: _____ <i>Chapter:verses</i>	Gospel: _____ <i>Chapter:verses</i>

Please describe plans for the portion of the visitation following the service:

Is there anything else about the parish's current life the Bishop should know as he prepares for this visitation?

Please check below the option to have the Communications Director issue a local press release about Bishop

Fisher's visitation to your parish:

_____ Yes, we'd like a press release sent to our local paper in advance of Bishop Fisher's visit.

_____ Name of Local Paper:

_____ No, we will promote Bishop's visit ourselves.

NOTES FROM THE BISHOP REGARDING VISITATIONS

It is important that I spend time with your confirmands and with the leaders of the parish; i.e., vestry members and any others you wish to include in the leadership circle of your parish.

1. The week before your parish visitation, one of my canons and I would like to meet with you in my office to go over life in the parish. My Executive Assistant, Jill Senecal, will call you to arrange a time.
2. Meeting with the confirmands will take place one hour before worship.
3. I would like to spend time meeting with the vestry and parish leaders after the service. (If you have a coffee hour, I will attend that briefly and then meet with the vestry.) If there are particular issues or topics that you believe would be helpful for us to address, please let me know. I want to support you and your leadership as you seek to live the unique ministry God has given you at this time in the life of your congregation.
4. If you are aware of road blocks due to bridge work, road repairs, please advise Jill ahead of time to help me be on time. If parking is a challenge, it would be helpful if a parking place could be designated for me on the Sunday of my visitation.

Please let Jill Senecal, my Executive Assistant, know if there is any way in which we can be of help with any scheduling concerns.