



Episcopal Diocese

— OF CENTRAL FLORIDA —

Bishop Holcomb Episcopal Visitation Customary

Liturgy

- Rite I or Rite II from 1979 BCP.
- Bishop Holcomb defaults to the liturgical customs of the congregation. Please indicate if you are requesting that he chants. If so, it will be simple tone. If it is the custom of the congregation to use incense, then it should plan to for the bishop's visit.
- Bishop Holcomb defaults to the readings as appointed in the lectionary for the date of the visitation. If requested, the readings from "At Confirmation" on page 928 of the BCP may be used.
- Please inform the Bishop's Office of which Eucharistic Prayer will be used.
- If there will be baptism as part of the service, refer to Bishop Holcomb's "Confirmations, Reception, and Reaffirmation" document.

Vestments

- Bishop Holcomb defaults to chasuble, and mitre and crozier unless rochet, chimere and stole are requested.
- Bishop Holcomb can bring his own chasuble. His preference is to wear a chasuble of the congregation if the Rector/Priest in Charge/Vicar approves.
- No vestment changes during the service, i.e. Bishop Holcomb does not change from cope to chasuble during the Offertory and from the chasuble back to the cope after communion distribution.
- For the liturgical color of the day, Bishop Holcomb's preference is to use the color of the season. Confirmations may be done in the color of the season or red. If there will be a baptism, the color is white.

Sermon

- If the church typically delivers a children's sermon, then the clergy of the church will deliver it.

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Confirmations, Receptions and Reaffirmations

- Rehearsal with candidates 30-45 minutes prior to the service. Bishop Holcomb or Archdeacon Julie Altenbach will lead this rehearsal.
- The confirmation liturgy begins on page 413 of *The Book of Common Prayer*.
- No chair in front of the altar for the bishop during confirmations. Instead, Bishop Holcomb stands and prefers for candidates to kneel in front of him on a prie dieu or at the Altar rail. If there is not a kneeling option, candidates will be asked to stand in front of him.
- Confirmation candidates are asked to decide for themselves between the "strengthen" and "defend" prayers (BCP p. 418)
- Please create index cards for candidates with their first name, a note indicating whether the candidate is being confirmed, received or reaffirmed and, in cases of confirmation, an indication of "strengthen" or "defend" prayer selection.
- Sponsors, Godparents and/or family members are invited to accompany candidates forward.
- If printing a bulletin with all liturgy included, please insert both the "strengthen" and "defend" confirmation prayers.
- If printing a bulletin with all liturgy included, please insert the prayer for reaffirmation (BCP p. 419) even if there are no candidates for reaffirmation. The bishop typically invites parishioners to come forward for impromptu reaffirmation.
- Confirmation and/or reception cards pre-signed by Bishop Holcomb will be mailed to the church office. Please indicate how many cards and which type of card are needed.
- The congregation is welcome to create reaffirmation certificates which the bishop will sign onsite on the day of the visitation or they can be mailed to the Diocesan Office for signature pre- or post-visitation.
- After the visitation has taken place, please complete the ["List of Persons Confirmed, Received and Reaffirmed"](#) and return it to the Bishop's Office for diocesan records.

Crozier/Mitre/Bishop's Acolyte

- Typically, Archdeacon Altenbach accompanies Bishop Holcomb at episcopal visitations. She is available to vest, process, sit in the Altar Party and serve as the Bishop's Acolyte. Alternatively, Archdeacon Altenbach is prepared to have no official role. Her primary purpose is to assist with the candidate rehearsal prior to the service and be an extra set of hands.
- If someone from the congregation is assigned to serve as the Bishop's Acolyte then Archdeacon Altenbach will be happy to give a tutorial to the Bishop's Acolyte about

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where to place crozier and mitre and at what points in the service those items are presented or received.

- The bishop travels with a crozier stand.

Confirmation and Reception Candidates from Other Congregations

- Since Bishop Holcomb is averaging a visit to every congregation approximately every 2-1/2 years, he encourages churches to review his visitation schedule to identify nearby churches where candidates who are ready for confirmation and/or reception sooner can attend a visitation service at another church.
- Bishop Holcomb is grateful to churches for welcoming these guest candidates into their parish family on the day of his visitation.
- Please notify the Bishop's Office (anorthern@cfdiocese.org) when contacted by another church requesting participation in the bishop's visitation. The Bishop's Office will coordinate pre-signed confirmation and/or reception cards and a "[List of Persons Confirmed, Received and Reaffirmed](#)" form with the visiting church.
- Invite guest candidates and their presenters to the rehearsal prior to service and confirm the service start time, church address, parking information and any other details you would want a first-time visitor to your church to know.
- Please create index cards for guest candidates with their first name and a note indicating whether the candidate is being confirmed, received or reaffirmed. For guest candidates being confirmed, they can make their "strengthen" or "defend" selection during the pre-service rehearsal and then write it on their index card.
- It is appreciated if guest candidate names are printed along with other candidate names in the bulletin.
- Invite guest candidates and their presenters to any reception/luncheon following the service.

Other Planning Notes

- Bishop Holcomb will preach and preside at one service. Exceptions should be submitted to the Bishop's Office (anorthern@cfdiocese.org).
- No activity on the Saturday evening prior to the visitation but Bishop Holcomb is happy to remain after the visitation service for the duration of a reception/luncheon.
- Bishop Holcomb's family does not typically accompany him at episcopal visitations.
- A reserved parking spot for the bishop is appreciated.
- A water at the bishop's chair is also appreciated.
- Bishop Holcomb travels with his own over the ear microphone.

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- In lieu of making remarks during the Announcements, Bishop Holcomb will say a few words of recognition and encouragement prior to the start of his sermon. If there are any specific people or special events to mention in these talking points, please email bullet points to anorthern@cfdiocese.org.
- If blessings for birthdays, anniversaries, travel, etc. are typically given, Bishop Holcomb prefers that the clergy of the congregation offer them.
- If Bishop Holcomb will be asked to bless new structures, memorial gardens, etc., the clergy will need to provide the liturgy to be used, allowing time for the bishop to proof it in advance. The congregation will also need to provide holy water and aspergillum if they are to be used.
- Bishop Holcomb is happy to be a part of photographs with confirmation, reception, reaffirmation and baptism candidates, clergy and candidate families. It usually works best for photos to be taken after the service. The Rector/Priest in Charge/Vicar should make photo arrangements and announce those plans prior to the start of the service.
- Bishop Holcomb requests the opportunity to preview a draft of the service bulletin prior to its print or a link to the service Power Point prior to its posting.
- If available, please email a video link to a typical Eucharist service at the congregation for the bishop's review prior to the visit (anorthern@cfdiocese.org). Watching the service video will allow Bishop Holcomb to keep the congregation's customs as much as possible.
- Loose plate offering goes to the Bishop's Discretionary Fund. Please send a check payable to "Diocese of Central Florida" with "Bishop's Discretionary Fund" in the memo line and mail the check to the Diocesan Office (Attn: Finance, 1017 E. Robinson St., Orlando, FL 32801).