

CUSTOMARY FOR AN EPISCOPAL VISIT BY THE DIOCESAN BISHOP

1. The Rector or Vicar shall please contact the bishop's secretary for an appointment at least two weeks prior to the scheduled visitation for a conversation, either in person or on the phone.
2. The bishop is willing to accommodate the request of the Rector or Vicar to serve at more than one service if that is needed. One combined service is fine as well. However, the bishop would like to limit the service of confirmation and/or baptism to one service that day.
3. Once an agreed upon schedule is determined, a copy of the service leaflet(s) should be sent to the bishop's office at least one week in advance. Please include as well a list of the names and responsibilities of your current vestry and any staff.
4. Loose cash offerings and checks so designated should go to the Bishop's Discretionary Fund. Please instruct your Treasurer to make the check out to the "Bishop's Discretionary Fund" and mail to the Diocesan office in a timely manner.
5. Typically the bishop and his wife will travel together for most Episcopal visits. Also, if the bishop comes to the early service away from the Orlando area, he would like to come the night before. Recommendations for a place to stay would be appreciated. The parish is under no obligation to cover the cost of a hotel room. Regardless of the location the bishop and his wife would like to take the Rector/Vicar and spouse (if there is one and is available) out to dinner as their guests. Recommendations for a restaurant are appreciated. Please let the bishop's office know if reservations are required and the bishop's office will make them.
6. The bishop will preach and preside at the Holy Eucharist at all services he attends. Either Rite I or Rite II is acceptable, according to the custom of the parish.
7. The RCL Propers of the Day will be used. The NRSV will be used for readings.
8. Where there is a deacon, the deacon is to prepare the altar, read the Gospel, and assist with Holy Communion. If not, the priest will do so.
9. While the bishop will do all that he can to accommodate local liturgical customs these items must be worked out in advance. One item of note: while the bishop is not opposed to the use of incense, the bishop is somewhat sensitive to too much incense. It has an adverse affect on his speaking and singing.
10. The bishop will confirm seated. If there is a bishop's chair present, that will be used. If not, any chair appropriate to the occasion will be fine.
11. Others are invited to join the bishop in the laying on of hands. For confirmation, the bishop will lay on hands, anoint with oil, and give a gentle "slap" on the cheek of each candidate. The bishop will pray with each person presented regardless of the designation.
12. Having someone present to hold the bishop's Prayer Book during the administration of baptism, reception, reaffirmation, and confirmation is very helpful.
13. Each candidate will have a card with his/her name printed clearly on it for the bishop to see along with the appropriate designation: Confirmation, Reception, Reaffirmation.
14. The bishop would like to meet all the candidates at least 30 minutes prior to the service.
15. The bishop is happy to be available to meet and greet parishioners, spend time with the vestry, and/or do a Question and Answer forum during his visit.
16. The bishop would be happy to continue the custom of one of the candidates for Confirmation or Baptism bearing witness to the congregation, but that is not required.
17. The liturgical color used should reflect the Rite being administered – Red for confirmation, White for baptism, or the designated color of the liturgical season for the celebration of the Holy Eucharist. The bishop is willing to vest either in Rochet, Chimere and Stole or Cope, Mitre, Chausable and Stole according to the custom of the Parish. The liturgical color for major feast days always supplants the color for confirmation.