

PLANNING FOR A VISITATION

*\*\*\*Please Return Two Weeks before the Visitation Date\*\*\**

If you have questions or concerns, please don’t hesitate to contact Barbara Martin 207.772.1953 x 125 or bmartin@episcopalmaine.org. The space will automatically expand as you type.

Name of Congregation:

Physical Address (for GPS):

Church Phone Number:

Date of Visitation: Time of Service:

Please indicate the ‘type’ of visitation:

* Traditional, in person
* Zoom
* Livestream
* Other

|  |  |  |
| --- | --- | --- |
|  | Name | Phone Number |
| Priest in Charge |  |  |
| Deacon |  |  |
| Chaplain |  |  |
| Emergency Contact |  |  |

If your congregation is more than 2 hours away from Portland, please give us your recommendation for a clean, comfortable place to stay:

**The Bishop’s complete “Customary for Visitations can be found at www.episcopalmaine.org**

**Worship**

Color (check or highlight)

* White: for Baptism
* Red: if a major Sunday feast (ex: Palm Sunday or Pentecost)
* Seasonal
* Festal: for special occasions and celebrations

Readings (Revised Common Lectionary)

First Reading:

 Psalm:

 Second Reading:

 Gospel:

Order of Service (check or highlight)

* Renewal of Baptismal Vows (BCP p.292)
* Nicene Creed
* Baptism
* Confirmation/Reception/Reaffirmation

Holy Eucharist (check or highlight)

* Enriching our Worship
* Book of Common Prayer
* Other (in consultation with the Bishop)

Lord’s Prayer (check or highlight)

* Contemporary
* Traditional

Final Blessing (check or highlight)

* Episcopal Blessing BCP, p. 523
* Other: please describe or send the text.

Will there be participation of Lay Ministers as lectors, intercessor and chalice bearers?

In addition to the service, are there any other special functions planned? For example: blessing of acolytes, prayer shawls or signs? Dedication of new space? Anniversary celebration? or something else? Please list. Are there any special requests?  *(please let Barbara know in advance)*

**Ministry Conversation**

What’s new in your congregation? Where is the congregation’s energy? Around what topics has your most recent conversation revolved? What else would you like the Bishop to know as he prepares for this celebration? Joys? Concerns? Anything at all.

Please list the members of your church leadership and their position:

*Please feel free to arrange the day’s schedule of events as best suits your needs and add additional information about the logistics of the visit as necessary.*

**Before the Visitation**

\_\_\_\_\_\_\_\_\_Visitation Worksheet due to Bishop’s Office ***(2 weeks before visit)***

\_\_\_\_\_\_\_\_\_Draft Order of Worship due to Bishop’s Office ***(1 week before visit)***

\_\_\_\_\_\_\_\_\_Date and Time of pre-visit phone chat with Bishop Brown (coordinate with Cn. Martin)

\_\_\_\_\_\_\_\_\_Date, time and location of vestry meeting (coordinate with Cn. Martin)

**Timeline for the Day of the Visitation *(even if it’s not a traditional in-person event)***

\_\_\_\_\_\_\_\_\_Arrival time

\_\_\_\_\_\_\_\_\_Meet with Chaplain, Confirmands and Sponsors

\_\_\_\_\_\_\_\_\_Service

\_\_\_\_\_\_\_\_\_Reception

\_\_\_\_\_\_\_\_\_Vestry Meeting

\_\_\_\_\_\_\_\_\_Time with Clergy, Spouse/Partner, Family *(It’s often the case everyone is very tired after*

 *all the parts of a Visitation are complete. If you would prefer (pastorally or practically) to visit with the Bishop at another time, at a more relaxed time, please let Barbara know.)*

\_\_\_\_\_\_\_\_\_Departure

\_\_\_\_\_\_\_\_\_Other *(please describe)*

After the Visitation

\_\_\_\_\_\_\_\_\_\_\_ BDF Donation: Please mail to The Episcopal Diocese of Maine, Attn: B. Martin

 Post Office Box 4036, Portland, ME 04101

\_\_\_\_\_\_\_\_\_\_\_ Any updates to “Official Acts” (see link below)

Official Acts ~ online form

*Please enter the information for Official Acts (baptism/confirmation/reception/reaffirmation) on this form:*

<https://episcopalmaine.formstack.com/forms/official_acts>