

Bishop's Visit Information Form

Name of Parish: \_\_\_\_\_ Date of visit: \_\_\_\_\_

Time of Service: \_\_\_\_\_ Location: \_\_\_\_\_

Please fill out one form for each service if the Bishop is visiting at multiple services

After you have booked a date for Bishop Jane to visit your parish, please provide the following information in order to assist the Bishop to prepare for her visit. Please note that the Bishop prefers to both preach and preside when she visits, unless she has specifically mentioned otherwise.

- The service will be from: \_\_\_\_\_ BCP \_\_\_\_\_ BAS (p185/p230, circle one)
- The service will also include: baptism of \_\_\_\_\_ (#) candidates aged: \_\_\_\_\_  
confirmation of \_\_\_\_\_ (#) candidates aged: \_\_\_\_\_  
*(please supply names and addresses on following page)*  
reception of \_\_\_\_\_ (#) candidates aged: \_\_\_\_\_
- The liturgical parts of the service are: \_\_\_\_\_ spoken \_\_\_\_\_ sung
- What colour of vestments should be worn?: \_\_\_\_\_
- Who will be the Bishop's chaplain? \_\_\_\_\_
- Is the Sursum Corda and preface sung? \_\_\_\_\_ Yes \_\_\_\_\_ No
- Which Eucharistic prayer? \_\_\_\_\_
- Propers to be read: First/Old Testament Reading: \_\_\_\_\_  
Psalm: \_\_\_\_\_  
Second Reading: \_\_\_\_\_  
Gospel: \_\_\_\_\_
- Is the psalm said or sung? \_\_\_\_\_
- Who leads the psalm? \_\_\_\_\_
- Will there be a lay person to lead the prayers of the people? \_\_\_\_\_ Yes \_\_\_\_\_ No
- Who will set the altar at the time of the Eucharist? \_\_\_\_\_
- Are there servers? \_\_\_\_\_ Yes \_\_\_\_\_ No
- Is there a gathering after the service? \_\_\_\_\_ What type of gathering? \_\_\_\_\_
- Do you wish for an opportunity for Bishop Jane to meet with the Vestry?  
\_\_\_\_\_ Yes \_\_\_\_\_ No
- If so, at what time? \_\_\_\_\_
- Is there a young woman (aged 12 – 17) in the parish who is involved in volunteering and lay ministry who should receive an honorary ACW pin? If so, name: \_\_\_\_\_
- Are there any other dedications or details of the visit that the bishop should be aware of?

Please send this form to the Synod office at least one week prior to the service, and please send a copy of the bulletin to the Synod Office by fax (780-439-6549) or e-mail ([sarahkemp@edmonton.anglican.ca](mailto:sarahkemp@edmonton.anglican.ca)) by the Thursday prior to the Bishop's visit to your parish.

Thank you

Please supply the names and addresses of those being confirmed:

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-mail (if you have it): \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-mail (if you have it): \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-mail (if you have it): \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-mail (if you have it): \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-mail (if you have it): \_\_\_\_\_

Phone: \_\_\_\_\_