



Diocese of the
MID-ATLANTIC
Anglican Church in North America

Bishop's Visit Information Form

Please complete this form and return it to Lynn Milograno by email, lynn.milograno@anglicandoma.org, or by fax to 703-590-3269 or by mail to 14851 Gideon Drive, Woodbridge, VA 22192.

Bishop Guernsey will be visiting _____ on _____.
(Name of Church) (Dates)

We would like Bishop Guernsey and his wife, Meg, to arrive on
_____ at _____ at _____.
(Date) (Time) (Location)

If the Guernseys will be staying overnight in private home, what are the names and address of their hosts?

Names Address

1. What other events or activities planned for the visit (e.g., parish dinner, teaching day, meal with clergy and spouse, dinner for Vestry and spouses, Sunday morning class or forum, after worship reception, etc.)?

2. Time of service(s) (and day if other than Sunday) _____

3. At which service(s) will the Bishop preach? _____

4. At which service(s) will the Bishop celebrate? _____

5. Will there be confirmation, reception, or reaffirmation? Yes No At which service(s): _____

6. Will there be Baptisms? Yes No At which service(s): _____

7. Are there candidates from any other church participating? _____

8. What translation of the Bible are you using? ESV NIV Other _____

9. Which lectionary are you using? BCP RCL Other (if so, list readings): _____

10. The Bishop vests in rochet and chimere unless requested to vest differently according to parish tradition. If you have such a request, please explain: _____

11. What will the liturgical color(s) be for the service(s)? _____

12. Additional information:

Form sent by _____
Name Phone Email



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Checklist for Bishop's Visit

At the time the visit is scheduled: indicate the desired duration of the visit (i.e. Friday evening through Sunday morning, Saturday and Sunday, Sunday morning only, etc.). If your plans should change, please contact the Bishop's office immediately.

One month prior to the visit: please submit the "Bishop's Visit Information Form." Follow up with details on any changes, as needed. Please send the Bishop a draft of the order of service. This does not need to be the final, polished version; it does not need to include the specific hymns or songs to be sung. The Bishop's visit includes the Holy Eucharist with the Bishop as preacher and celebrant. Baptism and Confirmation/Reception/Reaffirmation are included when there are candidates who have been prepared. Most of our churches use the 1979 Book of Common Prayer. If you use a different liturgy or would like to make any changes in the Prayer Book service, please check with the Bishop in advance.

Confirmation certificates: The Diocesan office has certificates for Confirmation, Reception and Reaffirmation of Baptismal Vows. You can submit the full name of each candidate, indicating Confirmation, Reception or Reaffirmation, and the Diocesan office will print the certificates for you. If the names are submitted at least one week in advance, the Bishop will bring the completed certificates with him on the visit; otherwise, they will be mailed to you after the visit.

During the visit:

- Provide time for the Bishop to sign certificates or Prayer Books that you are giving to the candidates.
- During the visit or during an appointment at another time, plan to spend time giving the Bishop a report on you personally, and on the congregation, its life and growth in Christ, the challenges and opportunities before you, etc.
- Whether or not your congregation uses nametags on Sunday morning, the Bishop would greatly appreciate your providing nametags for everyone at dinners, teaching days, meetings, etc. to help him and Meg get to know people better.
- It is helpful to have someone appointed to assist the Bishop on Sunday morning, showing him where he needs to be and when, etc.

Finances: There is no need or expectation for any payment or offering or gift connected with the Bishop's visit. The Diocesan budget covers his travel. The visit is part of his ministry to the parish and should not be paid as if he were supply clergy or a visiting preacher. If there is a desire to make an offering in thanksgiving for his ministry, it can be designated for his Benevolence Fund (the name preferred over "Discretionary Fund") to enable him to assist individuals and ministries in need. Checks should be made payable to "Diocese of the Mid-Atlantic" (NEVER to him personally) and marked "Benevolence Fund."