

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? _____
- The Bishop likes the opportunity to have a brief chat with Vestry when she visits. Is this a good time?
- 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) 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: _____