

**The Anglican Diocese of the Great Lakes**

Visitation Information Sheet

**Complete the following information sheet.** Please complete the following form and return to the Bishop's office via email ([aorchard@adgl.us](mailto:aorchard@adgl.us)) along with a copy of the Service Bulletin by Thursday NOON before the Bishop's visit.

**Church Building/Location Information**

Date of Visitation: Service Time:

Name of Church: Church Phone:

Street Address of where church meets:

Where should the Bishop park?

Who will meet the Bishop to assist him?

Where will the Bishop Vest?

**Clergy Information**

Name of Rector/Vicar: Spouse:

Rector/Vicar Cell Phone:

Name(s) of other Clergy: Spouse:

Other Clergy Cell Phone:

**Visitation/Service Information**

There will be: Baptism Confirmation Reception Reaffirmation

*If there are no Baptisms, Confirmations, or Receptions, please include a renewal of Baptism Vows in the liturgy.*

Is there a special celebration occurring with this visitation? Yes No

If yes, please describe:

Which Eucharist will be used?

Which lessons are being used?

The color will be: What vestments do you prefer the Bishop wear?

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Chaplain to assist Bishop with crozier, books, etc…:

Incense will be used: Yes No Gospel Offertory Other

Is there a particular issue you'd like the Bishop to address in his sermon or at the announcements?

Please explain:

Will there be a meeting with the leadership during this visitation? Yes No

When: Where: With Whom:

Will the Bishop be speaking to a Christian education class? Yes No

If Yes, what time?

Is there a particular subject you would like the Bishop to address?

Will there be a reception after the service? Yes No

If yes, is this a full meal reception? Yes No

Will the bishop be joining anyone for lunch after the service? Yes No

If yes, who?

Will your offering be sent online via https://www.adgl.us/give \_\_\_\_\_\_ or a check sent via USPS \_\_\_\_\_