



## **LITURGY AND EPISCOPAL VISITATION**

### **CUSTOMARY FOR BISHOP'S VISITATION**

#### **The What and the Why of a Customary**

**WE HAVE REVISED THIS ITERATION OF THE CUSTOMARY TO ADAPT IN THE AGE OF COVID.**

A customary provides a process, a pathway, for us to make an Episcopal visitation an opportunity to celebrate your congregation's mission and ministry. Hopefully it informs you of my preferences for the visitation and all of its elements, so we know what to prepare, how to prepare, and what to expect. It has more than just a practical side to it. It enables all of us to fully participate in the day, the worship and whatever else we plan. Getting all of this taken care of well before my arrival should make it more relaxing for all of us and allow us to be open to what the Spirit is doing, rather than wondering about the details of what happens and when. So, I ask you to please plan for our time together carefully. Let us celebrate joy in Christ, as a way of life in and through our worship and witness together. Let us journey deeper in our stewardship, leadership and relationship.

With affection, +Prince

### **Scheduling**

The scheduling of visitations will be coordinated by the Rector/PIC (or Wardens in absence of a rector) and the Bishop's Office. As a general rule, I do not return to a parish for a regular pastoral visitation until all other parishes have been visited.

Visitations are scheduled with the following priorities:

- the length of time since the last Episcopal visitation, preferably annually.
- the need to schedule Episcopal rites: major parish anniversaries, dedication of new buildings, groundbreaking, etc., which can be scheduled on days other than Sunday.
- recognizing/commissioning of first responders, community leaders, lay leaders including sextons and other administrative staff, and address particular pastoral needs of the parish
- the celebration of a patron saint or other significant event in the life of the parish.

You may request upcoming dates, but normally we will not make final commitments more than six months in advance. Even with great care given to my visitation schedule, there will still be some need for flexibility. There will be parish emergencies, personal illness, travel delays, and a host of other things that may require last minute rescheduling. It is my commitment that such changes will be kept to a minimum. I am open to having visits on a weeknight or Saturday.

## **Procedures**

Since it is an annual visit, I will preach at each visitation. I would like the Rector/PIC to lead the liturgy of the Word during my visitation. Also, I would like you to discern a celebration of missional practices, dedication of new initiatives, commissioning of lay leaders, community-centered celebrations, or such, as part of the official Episcopal visit. Let us use the Baptismal Covenant in place of the Nicene Creed.

## **Vestments**

Please indicate, during the planning phase, if your preference is for me to wear rochet and chimere, or chasuble and miter for my visit.

## **Liturgy**

I prefer to use the Revised Common Lectionary. I encourage keeping readings to just two, or just the Gospel and a truncated service length of time to under an hour. Please let me know ahead of time if you would like me to preach a children's sermon. I invite you to sustain the rhythm of Eucharistic Prayer you are using for the season.

## **Baptism**

If baptism is scheduled I would prefer that the priest, when present, do the actual baptism. I am happy to do the chrismation.

## **Announcements**

Announcements should be made by the Rector or Vicar at the time usually set apart for the same. Generally the Bishop will have brought his or her greetings as part of the sermon.

## **Holy Eucharist**

Please be mindful that as host, I prefer to receive communion after everyone else in the congregation. Due to COVID-19 and in love for our community and neighbors, we aim to joyfully celebrate the Eucharist with the following policy recommendation for the Common Cup from the Eucharistic Theology Task Force that was sent to our congregations Lent 2022. We are not in a position to prescribe precisely the means of distributing the blood of Christ; our recommendation put forth by the task force are as follows:

1. Using a common chalice, when properly wiped with a clean purificator between each communicant.
2. Intinction by the celebrant or Eucharistic minister who has washed their hands appropriately, placed into the hand of the communicant. Intinction by the communicant should not be allowed.
3. Individual cups filled from a common flagon, when handled reverently and emptied and cleaned properly, may be permitted.

### **Additional Procedures for Visitation**

In preparation for my visitation, I prefer to have a telephone/zoom conversation with the priest, or warden, **two weeks prior to a scheduled visitation** in order to plan the broad outline. Please contact my executive assistant to make an appointment. Angela Krueger for Eastern Michigan, (877) 752-6020. Catherine Cameron-Heldt for Western Michigan, (616) 319-2006.

- Kindly email/mail me your latest Mutual Ministry Review summary prior to the telephone or face-to-face conversation.
- Kindly let me know if there is anything significant that I should be aware of, or something specific you'd wish me to address during my visit.
- Kindly contact the Executive Assistant for any needed certificates that can be prepared in advance of my visit.
- Kindly email names of your parish leadership, those in diocesan leadership, or anyone to specifically acknowledge on the day of my visit, with a copy to my executive assistant.
- Kindly send me an electronic copy of the liturgy.
- Kindly send an electronic copy of the liturgy and the Episcopal Visitation Information Sheet to my executive assistant early in the week for my review.

We invite the parish treasurer to send the unpledged offering on the day of my visit as a check, made payable to the appropriate diocesan office of the Bishop's visitation. Please put *Bishop Special Need Fund* for Western Michigan in the memo section of the check. For the Diocese of Eastern Michigan, please put *Bishop's Discretionary Fund* in the memo section of the check. The Bishop's Funds get audited annually.

During my visit, I wish to meet with clergy and vestry for about thirty minutes. Please set up a time for this meeting prior to the visitation with my executive assistant. You are welcome to invite members of your congregation who are elected officials, delegates and those serving in the diocese in some capacity to the meeting. At the vestry meeting, I would like to discuss how your parish is working on its goals in the areas of congregational development, mission, evangelism and creation care.

### **Hospitality**

We will follow the Corona Virus directives for Eastern and Western Michigan that are in place at the time of the visitation, to decide if Coffee Hour is an option at the time of the visitation. These directives can be found at: [eastmich.org/coronavirus](http://eastmich.org/coronavirus) or [edwm.org/coronavirus](http://edwm.org/coronavirus)

### **Parking**

Please have a spot reserved for the Bishop near the entrance to the church complex. It is also helpful to have someone available to greet the Bishop and to assist with carrying vestments, staff and other materials related to the visit.

### **Episcopal Visitation Information Sheet**

Please return the Visitation Information Sheet below to the appropriate diocesan office ***one month prior to your scheduled visitation.***

# Episcopal Visitation Information Sheet

*Return to Diocesan Office:*

Angela Krueger, Diocese of Eastern Michigan  
124 N. Fayette St.  
Saginaw, MI 48602  
(877) 752-6020  
[akrueger@eastmich.org](mailto:akrueger@eastmich.org)

Catherine Cameron-Heldt, Diocese of Western Michigan  
1815 Hall St. S.E.  
Suite 200  
Grand Rapids, MI 49506  
(616) 319-2006.  
[ccameron@edwm.org](mailto:ccameron@edwm.org)

1. Date of Visitation:

2. Name of Congregation:

- Name of Rector/Vicar/Senior Warden:

3. Contact numbers:

- Church: (include area code):
- Rector/Vicar Home: (include area code):
- Cell (include area code):

4. Where should the Bishop park his vehicle and what entrance should the Bishop use.

5. Schedule of the Day (generally between 9:00am and 3:00pm) Please list all scheduled activities including services, educational hours, vestry meeting, etc.

Service or Activity Time Notes:

- 
- 
-

6. Liturgy: *Please check the appropriate entry and include an approximate number of persons anticipated for the sacrament.*

Time of service:

Holy Eucharist with baptism:

Baptism:

Other:

Time of service:

Holy Eucharist only:

Baptism Number to be baptized:

Other:

7. Other liturgical notes: *Include information on dedications, blessings, or other special liturgical aspects of the services.*

8. Propers of the Day: *The Bishop prefers that the Revised Common Lectionary (Episcopal version) is used.*

9. Comments or areas for discussion with the Bishop:

Name of person submitting form:

Date: