

THE SHEPHERD'S CANONICAL VISITATION FORM

Office of the Diocese of Quincy
The Right Reverend Keith L. Ackerman, SSC

**(PLEASE COMPLETE THIS FORM AND RETURN IT WITH A COPY OF THE
BULLETIN BY THE THURSDAY BEFORE THE VISITATION)**

Name of Church _____

Name of Clergy _____

Date of Visitation _____

Time of Liturgies _____

Will The Bishop be speaking with a Christian Education Class?

_____ Yes _____ No

a) If "Yes", at what time? _____

b) If "Yes", is there a particular subject which you would like The Bishop to address?

Will there be a Reception? _____ Yes _____ No

a) If "Yes", at what time? _____

b) If "Yes", where? _____

Will The Bishop be meeting with your Vestry or Bishop's Committee?

a) If "Yes" at what time? _____

b) If "Yes", where? _____

The Bishop should meet you

_____ in the Sacristy _____ in your office _____ other (Explain)

He will vest:

_____ in the sacristy _____ in your office _____ other (Explain)

8) Where should he park? _____

- 9) Who will meet the Bishop and assist him in carrying in his things?

- 10) Will there be a Solemn Reception of The Bishop at the door of the Church?
____ Yes ____ No
- 1) The Mass will be:
____ Rite I
____ Rite II
____ Other (Explain) _____
- 2) The Proper will be
____ Of the Day
____ Other (Explain) _____
- 3) The color will be _____
- a). Do you have a Cope which will fit the Bishop ____ Yes ____ No
b). Do you have a Chasuble which will fit the Bishop? ____ Yes ____ No
- 4) The Liturgy of the Word is celebrated from:
____ The Bishop's Throne
____ A Faldstool
____ The Altar
____ Other (Explain) _____
- 5) Who will be the Chaplain to assist the Bishop with his Crosier and Mitre and Books?

- 6) There will be:
- | | How Many | Age(s) |
|--------------------|----------|--------|
| ____ Baptism | _____ | _____ |
| ____ Confirmation | _____ | _____ |
| ____ Reception | _____ | _____ |
| ____ Reaffirmation | _____ | _____ |
- 7) Elevations at the Words of Institution are done as follows:
____ Genuflect, Elevate, Genuflect
____ Elevate and Genuflect

- 8) The Bishop will sing:
- Opening Acclamation
 - Opening of Gloria
 - Collect
 - Opening of Creed
 - Concluding Collect of Prayers of the People
 - Sursum Corda
 - Concluding Doxology
 - Introduction to Lord's Prayer
 - Fraction Anthem
 - Presentation of Gifts
 - Pontifical Blessing
 - Dismissal
- 9) The Bishop will preach from:
- Pulpit
 - Ex Cathedra
 - Center of Aisle
- 10) Incense will be used Yes No
- a. If "Yes", at...
- Introit
 - Gospel
 - Offertory
 - Procession out
 - Other (Explain) _____
- 11) Are there any Liturgical elements used which are not found in the Liturgy as presented in The Book of Common Prayer?
- Yes No
- If yes, please list: _____

12) Please list any additional liturgies, Sacraments, or Devotions which the Bishop will celebrate or lead.

Angelus

Asperges

Devotions at a Shrine

Rosary

Benediction

Presentation of Award

Installation of Officers

Other (Explain) _____

13) We need Bishop's Discretionary Fund Envelopes Yes No

If "Yes", how many? _____ envelopes.

1) Is there a particular issue that you would like to have The Bishop address either in the Sermon or in a Vestry/Bishop's Committee meeting?

If "Yes", what is the subject? _____

2) Please attach your:

Vision Statement

Mission Statement

Evangelism Plan

Long Range Plan Report

3) Please attach a sheet (a one-page summary rather than individual responses) that is a result of a meeting with your Vestry or Bishop's Committee which answers the following:

a). Our dreams for our parish/ mission are:

1. In terms of outreach

2. In of evangelism

3. In terms of education

b). Our greatest joy since last year's visit:

c). Our greatest disappointment since last year's visit.