

## **The Episcopal Diocese of Hawai'i Guidelines for the Bishop's Visitation**

The following guidelines are designed to aid in planning and preparing for the Bishop's Visitation.

For Sunday Visitations, Bishop Fitzpatrick can be available from Saturday noon through Sunday evening. Please note that Visitation-related events (ex: meetings with church leadership, review of records, etc) may be scheduled anytime prior to the Visitation.

### **Planning for the Visitation**

- **Liturgies other than Sunday Morning:** It is essential that the Bishop's Executive Assistant be contacted as far in advance of the Visitation as possible if there is any hope for the Visitation to include liturgies other than Sunday morning.
- **Visitation Information Form:** To aid in planning for Visitation scheduling and logistics, please complete and submit the Visitation Information Form at least 60 days in advance. Make sure to describe any expectations and objectives for the Bishop's Visitation on the form.
- **Document Review Checklist:** Begin reviewing the Document Review checklist and send in those documents required two weeks in advance of the Visitation. Prepare those documents that will be reviewed at the Visitation so that they will be readily available.
- **Neighbor Island Visitations:** Housing and ground transportation arrangements should be coordinated at least 2-3 months prior to the visit.
- **Meetings:** Please make sure to provide time for opportunities for personal interaction between the Bishop and members of the congregation. Members should have the opportunity to meet with the Bishop to share mutual concerns about the ministry of the congregation and the Diocese. Adequate time should be provided to discuss mission and ministry priorities as related to congregational and diocesan programs and resources. In addition to any coffee hour/reception, the following activities should be part of the Visitation (note that they do not necessarily need to be scheduled for the Visitation day):
  - Meeting with Vestry/Bishop's Committee and other leaders of the congregation
  - Meeting with the clergy and time with the clergy and family
  - If applicable, a meeting with candidates for baptism any sponsors. And, if planned for reasons of pastoral necessity, the candidates for confirmation, reception, and/or reaffirmation – see the Bishop's Customary for explanation
  - Optional meetings during the Visitation may include:
    - Meeting with Sunday School students and/or youth
    - Adult forum or teaching opportunity for the Bishop
    - Visit to a nursing care facility or hospital where a member is confined
    - A meeting with the staff of the congregation
- **One Week in Advance:** The bulletin and any changes to the schedule should be sent to the Bishop one week prior to the visit.

### **The Visitation**

- **Service Times:** The Visitation need not be disruptive to the life of the congregation and its worship schedule. The Bishop will attend all regularly scheduled Sunday morning services or a single service as best meets the needs of the congregation.

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- **Preside and Preach:** The Bishop will preside and preach as provided for in The Book of Common Prayer (BCP) or in Enriching Our Worship (EOW). Please only use the following Eucharist Prayers: BCP Rite I, Prayer 2; BCP Rite II, Prayers A or B; or EOW: Prayer 2).
- **Propers:** On Sundays, the Propers from the Revised Common Lectionary appointed for the day shall be used unless special arrangements have been made with the Bishop in advance. Otherwise, the Propers for the appointed Feast Day or from the Daily Office shall be used.
- **Bishop's Pastoral Fund Envelopes:** To fulfill the requirements of **Diocesan Canon 40.2**, please use the Bishop's Pastoral Fund envelopes during the Bishop's Visitation. They should be inserted in the bulletins or, if bulletins are not used, provided in every pew. *Please note: the church should deposit these funds in their account and send a single check payable to "The Episcopal Church in Hawai'i" (memo: Bishop's Pastoral Fund) within 2 weeks after the Visitation. Envelopes should not be given to the Bishop and should not be mailed to the Office of the Bishop (with the exception of any checks that were made payable directly to "The Episcopal Church in Hawai'i" – these may be sent to the Office of the Bishop along with the check from the church).*
- **Signing Registers:** The Bishop will sign any Baptismal, Confirmation, and Service registers at the conclusion of the service(s).
- **Review of Records:** During the review of records, the Bishop will check for the documents as described in the Visitation Checklist. Please have them readily available.

### After the Visitation

- **Bishop's Pastoral Fund Envelopes:** As mentioned above, the church should deposit these funds in their account and send a single check payable to "The Episcopal Church in Hawai'i" (memo: Bishop's Pastoral Fund) within 2 weeks after the Visitation. Envelopes should not be given to the Bishop and should not be mailed to the Office of the Bishop (with the exception of any checks that were made payable directly to "The Episcopal Church in Hawai'i" – these may be sent to the Office of the Bishop along with the check from the church).

### Sending in Forms and Documents

Forms and documents that are to be sent to the Office of the Bishop can be sent by either:

- **E-mail:** [desposito@episcopalhawaii.org](mailto:desposito@episcopalhawaii.org)
- **Postal Service:**  
The Rt. Rev. Robert Fitzpatrick  
The Episcopal Diocese of Hawai'i  
229 Queen Emma Square  
Honolulu, HI 96813-2304

### Additional Questions?

If you have questions about a Visitation, please contact the Bishop's Executive Assistant, Denise Esposito, at [desposito@episcopalhawaii.org](mailto:desposito@episcopalhawaii.org) or 808-536-7776, ext. 302.