

# Visitation Fact Sheet

Church \_\_\_\_\_

City \_\_\_\_\_

Date/Time of Visitation \_\_\_\_\_

1. Time of service: \_\_\_\_\_
2. Is there a time/place to meet with Vestry/Mission Committee? \_\_\_\_\_  
*(If unable to schedule a meeting with church leadership on day of visitation, please contact the diocesan office to discuss other option)*
3. Please describe plans, both before and following the service, and/or any special requests.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Official Acts:
  - a) Number of Confirmations: \_\_\_\_\_
  - b) Number of Receptions: \_\_\_\_\_
  - c) Number of Reaffirmations: \_\_\_\_\_
  - d) Number of Baptisms: \_\_\_\_\_
  - e) Other: \_\_\_\_\_
5. Propers for Liturgy (*typically Propers for the Day*): \_\_\_\_\_  
\_\_\_\_\_
6. Liturgical colors (*White for Baptism; if not Baptism, typically, Color for the Day*): \_\_\_\_\_  
\_\_\_\_\_
7. Contact person (*with phone number*): \_\_\_\_\_
8. Other information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Send a roster of the current vestry or mission committee to Peggy Jones one week prior to the visitation. If there will be an event with the vestry or mission committee, please use nametags.
10. Send a BRIEF state of the church paragraph to Peggy Jones ([pjones@dioms.org](mailto:pjones@dioms.org)) one week prior to the visit.