

Bishop's Visit/Celebrant Checklist for a Deacon

(to be used as talking points for the deacon and bishop/celebrants)

General

Date: _____ Deacon assigned: _____
Deacon phone number: _____ Deacon email: _____
Church: _____ Email: _____
Location: _____ Phone number: _____
Priest: _____ Additional clergy: _____
Service time(s): _____ Liturgical color: _____
Vestments: _____ Who supplies vestments: _____
Special traditions or practices (children/acolytes): _____

For a bishop's visitation, the deacon will attend to the bishop's needs and coordinate with the bishop prior concerning special requests or instructions during the service.

Liturgy of the Word

Gospel reading: _____
Prayers of the People? Y or N Led by: _____
Prayers for candidates? Y or N Led by: _____
Prayer of Confession? Y or N Invitation led by deacon: Y or N

Eucharist

Preparation of the Table:

Offertory instructions: _____ (how bread is prepared/reserve location)
Ablution(s) instructions: _____
Distribution of Communion: _____ Number of stations: ____ Servers: _____
Distribution of wine: Common cup Intinction Mini-cups: _____
Ablution (Clearing) of Table: _____
Dismissal: Before ____ or After ____ the Recessional From where: _____

A visiting deacon will also be available after the service to speak with individuals who are interested in the diaconate, as well as the discernment and ordination process in this diocese.