



DIOCESE *of*
CHRIST *our* **HOPE**

Customary for Episcopal Visits

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Rt. Rev. Dr. Quigg Lawrence
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Last Updated 12.17.25

Preface

Throughout Anglican Church history, it has been customary for the local church to receive an annual visit from the bishop of their diocese. The purpose of these visits is primarily pastoral and relational – a time when the bishop, clergy, and congregation can come together around the spiritual and strategic needs of each church community.

We consider it a great privilege and blessing to visit your church each year. This is a highlight of our ministry – central to our desire to serve our clergy and churches – and we pray that it will be a highlight of your year as well. Full participation by all or most of the lay leaders, clergy and spouses, and ministry staff is **optimal**. Please plan ahead with your team to make the most of the visit!

To that end, we will proactively plan these visits with plenty of lead time. Please read this customary carefully and begin to frame your expectations and desires for the episcopal visit.

Your point of contact for episcopal visits is Canon to the Ordinary, Ben Bowman (bbowman@adhope.org). Please direct all episcopal visit questions and plans to him.

We look forward to visiting you!

Bishops Alan, Steve, Quigg, and Paul

Overview of Episcopal Visits

The rector and his staff are responsible for coordinating all required episcopal visit activities with Canon Ben Bowman. These include the following:

- Dinner with the rector/vicar and his wife (if married)
- Meeting with vestry (lay leadership team)
- Meeting with confirmands (if there will be confirmations)
- Group meeting with all clergy and/or staff
- Licensing or commissioning of Lay Catechists and Lay Church Planters.
- The bishop to preach and confirm

Each church's annual Episcopal Visits is reserved for the activities described above, with a special focus on confirmations. Therefore, other activities that warrant the ministry of a bishop, such as rector installations, building dedications, etc. are scheduled as additional visits through Canon Ben Bowman.

Please Note: All ordinations take place at Deanery Retreats, or one of the three annual Cathedral Ordinations. Ordinations will only take place at your local church should you request that of the diocese. In those cases, the travel and lodging costs of special ordination visits will be covered by the local church in question. In addition, an honorarium of \$250 will be paid to the visiting bishop.

Liturgical Instructions

Standard Holy Eucharist

- At the discretion of the rector, the Bishop will preach from the appointed lectionary texts or participate in a sermon series.
- We will accommodate local liturgical customs, but it is important that you walk through the Sunday liturgy in advance with Canon Ben and review any local sensibilities.
- The Diocese will utilize either of the two Eucharistic texts from the ACNA 2019 BCP:
 - ACNA (Anglican Standard Text)
 - ACNA (Renewed Ancient Text)
 - Please use either of the above liturgies as they are composed, without alteration, and in accordance with the rubrics.
- Where there is a Deacon, the Deacon is to prepare the altar, read the Gospel, and assist with Holy Communion. If there is no Deacon, the Priest will do so.

- Whenever possible, the church should provide a chaplain to assist the bishop during any services.
 - For questions on the role of a chaplain, please contact Canon Ashley Davis (adavis@adhope.org).
- The liturgical color used should reflect the Rite being administered—red for confirmation, or the designated color of the liturgical season for the celebration of the Eucharist. The liturgical color for major feast days always supplants the color for confirmation.
- Vesting instructions
 - In general, clergy may vest according to their local custom.
 - At minimum, the bishop will wear a purple clergy shirt, collar, and a red stole during episcopal activities (celebrating, confirmations, etc).
 - A bishop may be requested to vest with cope and miter or rochet and chimere, according to the preference of the local church.

Confirmation, Reception, and Reaffirmation

We require all churches to prepare your people to be confirmed, received, or reaffirmed as part of your regular program of adult and youth discipleship. An annual confirmation service is an essential and life-giving opportunity to bring together intentional discipleship and episcopal ministry in the parish. The process of discipling people toward confirmation, capped by a time of prayer and conversation with the Bishop and a confirmation service the next day is a spiritual highlight in the life of the whole church. Since confirmation is the culmination of a process of weeks, or months, of Bible study, prayer, and personal discipleship, confirmation weekends require long-range preparation.

- The Diocese will utilize either of the following two confirmation rites from the ACNA 2019 BCP:
 - ACNA Confirmation Rite (2019 BCP, pg. 175)
 - [ACNA Confirmation Rite \(alt. DCOH\)](#)
 - Please use either of the above liturgies as they are composed, without alteration, and in accordance with the rubrics.
 - Please send Canon Ben Bowman a draft of your service with the full liturgy **two or more weeks ahead of time.**

Planning and Preparation

Six Weeks Prior to the Episcopal Visit

- Begin outlining a schedule for your visit according to the standard items for episcopal visits listed above.

One Month Prior to the Episcopal Visit

- Send a draft schedule to Canon Ben that includes:
 - Arrival and departure details
 - Meeting details:
 - Attendees (clergy, staff, vestry, lay leaders, etc.)
 - Times
 - Locations/addresses
 - Contact information for meeting attendees and other relevant people
 - If you will be having confirmations, a meeting with all confirmands and the Bishop is required. Though they will all meet together at once, please plan the length of the meeting by calculating 10 minutes/confirmand, with a minimum of 45 minutes and a maximum of 2 hours.
 - Canon Ben will finalize the schedule with the Bishop and contact you with confirmation or any changes that need to be made.
- Send the texts for the service/s to Canon Ben Bowman.
- Prepare the following items:
 - If Confirmation Certificates are desired, you can download them under "Resources" on the diocesan website (www.adhope.org).
 - Are there any particular topics of conversation you would like to discuss with the Bishop while he is visiting? Is there anything else the Bishop should know ahead of time to prepare for the visit?
 - Please arrange for a volunteer photographer to take photos of the bishop's visit. These can include both candid and posed photos of group meetings, worship services, potlucks, etc. After the visit, please have these photos shared with the diocesan Director of Communications, Caroline Bush (communications@adhope.org).
 - Please arrange for the bishop's sermon to be audio recorded and shared with the diocesan Director of Communications.

Two Weeks Prior to the Episcopal Visit

- If there will be confirmations, send a draft of the full liturgy to Canon Ben for review.
- Contact Canon Ben with any final questions or clarifications.

Financial Request

Bishop's Discretionary Fund Donation (Optional)

- The diocese has a Bishop's Discretionary Fund, the purpose of which is to offer financial assistance for various diocesan projects and needs at the discretion of the Bishop. Please consider donating to the Bishop's Discretionary Fund.
 - Donate Online: <https://adhope.org/about-us/give/>
 - Please make checks payable to **Diocese of Christ Our Hope** with **Bishop's Discretionary Fund** in the memo.
 - Mail to: **5574 Garden Village Way D300, Greensboro, NC 27410**