

EPISCOPAL VISITATIONS in the DIOCESE OF CENTRAL PENNSYLVANIA

Visitations to parishes will be scheduled on a 2-year rotational cycle. The schedule will be published every 2 years. The list will be posted and kept updated on the diocesan website: www.diocesecpa.org

PLANNING THE VISITATION:

Bishop Scanlan hopes to spend her time on visitations engaging the life and ministry of the parish. This includes time spent in worship, meeting with clergy and lay leaders, participating in activities for children and youth, adult formation and fellowship, and learning how the church interacts with the community in service and mission. **To that end, each visitation will require significant advance planning on the part of the parish and bishop's office to make the most of the episcopal visitation:**

- At least 2 months in advance of the Bishop's visit, the clergy and lay leaders should discuss what parts of their life and ministry they would like to share with the Bishop. Is there a particular ministry- a feeding program, after-school program, Sunday school class, ecumenical partnership, community gardening program, civic collaboration- that is important to the parish?
- The attached worksheet (Visitation Worksheet) should be submitted to the Bishop's office no less than 1 month in advance of the visit. This worksheet will offer a proposed list of activities for the visitation period. The Bishop will review the worksheet and respond within 2 weeks of the visit to finalize plans for the visitation.
- Ideally, the visitation will include activities on Saturday (the day before the scheduled Sunday visit), Saturday evening and worship on Sunday. If there are 2 services on a Sunday (8:00 and 10:00, eg.) the bishop will preach and preside at both services or, alternatively, a single combined service can be arranged.
- If the visitation site is more than 1.5 hours from Harrisburg (and Saturday activities have been included in the visitation) the Bishop will arrange for her own local accommodations at cost to the Bishop's Ministry Expenses budget, not the individual parish.
- If the mission activities that the parish wants to share with the Bishop take place on a day *other than* Saturday or Sunday, advance arrangements can be made through the Bishop's office for a weekday

appointment - *as her schedule allows*. These activities can be listed on the Visitation Worksheet.

- Part of the visitation must include a (minimum) hour-long meeting with the Clergy, wardens and vestry at a time selected by the parish.
- Visitations will conclude by 2 PM on Sunday afternoons in order for the Bishop to secure her Sabbath and family time.

THE SERVICE:

Confirmations and receptions will be a part of visitations in each parish with advance notice and following the protocol and guidelines for confirmation and reception in our diocese. Look for a letter coming this October to clarify current guidelines. Confirmation and receptions can also take place at one of the scheduled regional confirmations during the calendar year. Inquire of the Bishop's office for dates.

In the absence of confirmations and receptions, a renewal of baptismal vows will take place at the time of the episcopal visitation. Normally, baptisms will not be part of an episcopal visitation. Baptisms may be done on Feast Days during the bishop's visitation, but only with sufficient advance notice.

Unless planned otherwise, the Bishop will preach and preside at all services during a visitation.

Bishop Scanlan will preside over a said or sung eucharist, as is the parish custom.

The Bishop will bring and wear cope and mitre for the opening and closing part of the service and will wear the parish chasuble (in the appropriate seasonal color) for the Liturgy of the Table.

The loose plate offering on the day of the episcopal visitation will be for the Bishop's Discretionary Fund and submitted by cheque to: Bishop's Discretionary Fund, The Episcopal Diocese of Central PA 101 Pine St. Harrisburg, PA 17101

**DIOCESE OF CENTRAL PENNSYLVANIA
EPISCOPAL VISITATION WORKSHEET**

Please submit this form to cpatterson@diocesecpa.org
no less than one month before the scheduled episcopal visitation

CHURCH: _____ Date of Visitation: _____

ADDRESS: _____ PARISH PHONE: _____

RECTOR: _____ CELL PHONE: _____

RECTOR'S SPOUSE or SIGNIFICANT OTHER _____

SERVICE(s)

TIME OF SERVICE(s) _____ *(Bishop will arrive 30 minutes before service)*

HOLY EUCHARIST: _____ Rite I _____ Rite II _____ Said _____ Sung

RCL READINGS *(The Revised Common Lectionary is the required lectionary for usage)*

Hebrew Scriptures: _____ Psalm: _____

Epistle: _____ Gospel: _____

*PLEASE NOTE NUMBERS: _____ Confirmations _____ Receptions
(Please complete the Confirmation/Reception information sheet and return it to the
Bishop's Office with this worksheet)*

PROGRAM:

Please indicate the activities that you would like to share with the Bishop during her time with the parish and local community.

The Bishop is available to visit on Saturday morning through Sunday at 2 PM unless another diocesan event takes precedence. The listing of activities here will be discussed in a phone conversation and finalized with the clergy and/or lay leaders no less than one month before the visitation.

Convocational Visits

On occasion, the Bishop's visitation will coincide with a 3-day Convocational Visit, in which case the clergy of the parish will work with the Convenor of the Convocation to plan the bishop's activities (except for the Sunday morning worship service which shall take place in the parish assigned for visitation that week).

Will this visitation coincide with the annual Convocation 3-day visit of the Bishop?

_____ Yes _____ No