

## Parish Information for Bishop's Visitation

Date of Event: \_\_\_\_\_ Time of service(s) \_\_\_\_\_

Church: \_\_\_\_\_ City: \_\_\_\_\_

Street address of event: \_\_\_\_\_

Mailing address (if different): \_\_\_\_\_

Contact's name and title: \_\_\_\_\_ Rector's Spouse \_\_\_\_\_

Contact's home phone: \_\_\_\_\_ Contact's cell phone: \_\_\_\_\_

Church's phone number: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact's e-mail address: \_\_\_\_\_

Propers for Liturgy & Lessons (*Propers for the Day, or on weeknight visits, Propers for the preceding Sunday*):

Official acts:

- |                                    |                                |
|------------------------------------|--------------------------------|
| a. Number of confirmations: _____  | b. Number of receptions: _____ |
| c. Number of reaffirmations: _____ | d. Number of baptisms: _____   |

- Please email, mail, or fax this completed form to Vickie Haskew along with your service bulletin on the Tuesday prior to the Sunday visit for the Bishop's review.
- Please advise the Bishop of any issues or special concerns prior to the visit.
- Please note that it is the responsibility of the home parish to provide certificates for their members when they are being confirmed at their home parish or elsewhere. All confirmations and baptisms should be recorded in their home parish register.
- The tradition of this diocese for confirmation visits is that the free plate offering will go to the Diocese of Florida, 325 N Market Street, Jacksonville, FL 32202, earmarked Bishop's Discretionary Fund.
- After the service, please send in your completed copies of the baptism and confirmation forms. If there are NO baptisms or confirmations, please complete the top of the form, write NONE in the body, and return to Vickie by email: [vhaskew@diocesefl.org](mailto:vhaskew@diocesefl.org) or fax: (904) 353-8569. For questions, please call (904) 356-1328, ext. 14.