

## Protocol for a Bishop's Visit

1. Canons state that a Bishop must visit each congregation at least once in a three year period. During the Episcopal visit, the Bishop is the celebrant for Holy Eucharist, preaches, performs confirmations and/or baptisms, examines the parish records and meets with the vestry or mission board, *if needed*.
2. Visits are scheduled by Vickie Haskew, Executive Assistant to the Bishop, at (904)356-1328, ext. 14 or toll-free (888)763-2602 or by e-mail at [vhaskew@diocesefl.org](mailto:vhaskew@diocesefl.org). She is pleased to receive special requests. Our bishops' schedules are prepared so that each congregation receives a visit at least every other year. Special requests for a visit on a particular day are subject to the bishops' availability and scheduled on a first come, first served basis. Bishops will make Episcopal visits on Sundays and during the week.
3. The Rt. Rev. Charles L. Keyser will assist Bishop Howard with Episcopal visits and other official duties. Biographies of both bishops are on the website at [www.diocesefl.org](http://www.diocesefl.org).
4. All forms can be found on the diocesan website at [www.diocesefl.org](http://www.diocesefl.org). Please fax a copy of your proposed service bulletin and the *information sheet* to our office at (904) 353-8569 **five days prior to a weeknight or Sunday visit**. If mailed, address it to: The Episcopal Diocese of Florida, 325 N. Market Street, Jacksonville, FL 32202, Attention: Vickie Haskew.
5. The loose plate offering including checks collected during the service should be made out to: The Episcopal Diocese of Florida notated: *Bishop's discretionary fund* and mailed to the address above. This is not as an honorarium, but provides funding for pastoral needs throughout the Diocese.
6. Please place the chair centrally in the sanctuary from the beginning of the service through the offering of the peace. The Bishop will perform confirmations seated.
7. The propers of the day as set forth in the Revised Common Lectionary will be used.
8. The Bishop will wear red for confirmations. If there are no confirmations, he may choose a different color (usually seasonally).
9. Please complete the baptism and confirmation forms immediately *following* the service and fax or mail to Vickie at the diocesan office. Please use the baptism form for *baptisms performed only by the bishop*. If there are no baptisms or confirmations, please put the name of the church, the date, mark *no baptisms or confirmations*, and return to the diocesan office for our records.
10. Please make sure you have a parking spot available for the bishop and someone to assist him when he arrives.
11. It is the responsibility of the parish to provide confirmation and baptism certificates for their parishioners.
12. If a person needs to be confirmed at a church other than their own, it is up to their priest to make the arrangements, provide certificates and record them in the parish register where the person is a parishioner.