

ARCHBISHOP'S VISITATION CUSTOMARY

Thank you for your assistance in arranging my visit to your parish. This form outlines the details of the service and will help me prepare. It would be helpful if you read the Archbishop's Visitation Notes for Parishes prior to working on this form. *Please complete and return this form two weeks prior to my visit to archbishop@vancouver.anglican.ca, with a copy to bsiksay@vancouver.anglican.ca.*

If you have any questions, please call Bill Siksay at 604- 684-6306 ext 228.

Name of Parish, City/Town _____

Date of Visit: _____ **Preferred Arrival Time:** _____

Service Times: _____

Contact Name (who I would call with questions): _____

Contact Phone: _____ **Contact Email:** _____

Worship Address: _____

Directions for Parking: _____

Estimated time to get to location from the Synod Office: _____

Contact Phone Number on Day of Visitation if an emergency arose: _____

Readings for the day

from the Anglican Church of Canada's adaptation of the Revised Common Lectionary:

(Please list the entire set of readings you wish to use)

Day of the church year: _____ **Liturgical Colour of the day:** _____

1st Reading: _____

Psalm: _____

2nd Reading: _____

Gospel: _____

Eucharistic Prayer: _____ **Said or sung:** _____

Agenda for the Day:

I'm happy to preach and preside at all services. Please be as specific as possible as to times, events, activities, meetings etc. What would you like me to do? A regular Sunday morning Eucharist? Confirmation? Other? Reception/Meals? Please arrange time with the parish leadership as part of my visit (it can be short). If you want me to bless/acknowledge something or someone, please draft what you would like that blessing acknowledgement to be.

Other Issues or Additional Details:

Are there any issues, challenges, specific recognitions, dedications, or celebrations I should know about?

Children's Time:

Do you want me to lead a time with children during the service? ____ Yes

Archepiscopal Acts:

Do you want me to bless or consecrate something at your parish when I visit? Please provide details here:

Chasuble and Stole:

Please arrange a chasuble and stole for me to wear in the colour of the day.

_____ Chasuble and stole in the colour of the day have been arranged. (Please check)

Deacon:

If you parish does not have a Deacon, please contact the Archdeacon for Deacons to arrange for one (see Notes for Parishes).

Name of Deacon: _____

Archbishop's Chaplain:

Please arrange for an Archbishop's Chaplain (see Notes for Parishes).

Name of Chaplain: _____

Archepiscopal Blessing:

Please print the Archepiscopal Blessing in its entirety in your bulletin(s) for the day. This enables the people to participate fully.

Archbishop: Our help is in the name of the Lord,

People: The maker of heaven and earth.

Archbishop: Blessed be the name of the Lord,

People: From this time forth for evermore.

Archbishop: The blessing, mercy, and grace of the One Holy and Undivided Trinity, be upon you and remain with you for ever.

People: Amen.

Recording:

If your parish plans to distribute or post to your website an audio or video recording of my visit, or if you plan to livestream it, would you please have those responsible consult Randy Murray, the Diocesan Communications Officer. Randy can be reached at 604-684-6306 ext 223 or rmurray@vancouver.anglican.ca

Presider's Binder:

Please create a single, comprehensive, verbatim Presider's binder for me to use. This binder must contain all the words you want me to say and all congregational responses. Be sure to include the words of the Creed and the Lord's Prayer. The binder must include all the music for the liturgy(ies), all service music, music you may want me to chant, all hymns, and the words for all special blessings and consecrations. *Please email an electronic copy of this Presider's Binder not later than the Wednesday prior to my visit to archbishop@vancouver.anglican.ca and bsiksay@vancouver.anglican.ca .*

Revised, June 2018