

ARCHBISHOP'S VISITATION NOTES FOR PARISHES

In order to assist with my visitation to your parish, please note the following:

Arrival Time and Rehearsal

Please allow time for a walk-through rehearsal of the liturgy.

Preaching and Presiding

I would love to preach and preside at the main service in the parish on the Sunday I visit. Please note that as of September 2019 I am no longer able to participate in early services on Sunday visits.

Readings for the Day

I am a strong proponent of using the Anglican Church of Canada's adaptation of the Revised Common Lectionary. If you wish to deviate from this please ask me in advance of completing the Customary or preparing the liturgy.

Children's Time

I'm happy to lead a time with the children during the service.

Archiepiscopal Acts

I'm also happy to bless or consecrate something at your parish during my visit. Please provide details on the Customary Form, and include your suggested wording for the blessing or consecration as part of Presider's Binder.

Prayers of the People/Companion Diocese

If you are not already doing so, the Archbishop asks you to add the following to your Prayers of the People:

We pray for our companion diocese The Episcopal Diocese of Northern Philippines, The Rt. Rev. Brent Alawas, Bishop, and for our companion parish of _____ (please fill in the name and location of your companion parish).

If required, the name of your companion parish can be obtained from Executive Archdeacon Douglas Fenton at dfenton@vancouver.anglican.ca or 604-684-6306 ext 216.

Deacon

If your parish has a Deacon: I'll expect your Deacon to function as a Deacon in the liturgy (see the following section on the "Role of the Deacon").

If your parish does not have a Deacon: Please contact the Archdeacon for Deacons, to arrange for a Deacon to serve at the primary liturgy during my visit. The Deacon is to function as a Deacon in the liturgy by proclaiming the Gospel, setting the table, and giving the Dismissal. The Deacon should stand with me to my right at the altar.

Please contact the Archdeacon for Deacons, The Venerable Bruce Morris, to arrange for a deacon. He can be reached at 604-740-6408 or bmorris@vancouver.anglican.ca

The Role of the Deacon

The parish's deacon or the deacon who accompanies me on my visitation will be doing the following things in the liturgy:

- Proclaiming the Gospel
- Setting the Table
- Standing on my right during the Eucharistic Prayer and assisting in elevating the Chalice at particular times during and after the Prayer
- Giving the Dismissal
- Other duties as assigned by me.

Rector, Priest-in-Charge, Vicar

During the liturgy the Rector/Priest-in-Charge/Vicar should also stand with me to my left at the altar and assist in the ministration of communion.

Archbishop's Chaplain

Please appoint a senior acolyte/altar server/lay person to act as my Chaplain.

The role of the Archbishop's Chaplain is to assist in the following:

- Help me with vesting before and after the liturgy
- Work with me on the parish's liturgical customs
- Ensure that the Presider's Book is prepared and ready prior to the liturgies
- Hold the crozier (it is held with two hands and the crook facing outward) and pass it to me for the absolution, for the Archeepiscopal blessing, and at other times that I may specify
- Receive and/or pass me the mitre as required
- Following the liturgy, bring the vestry book and registers for me to sign.

Vesting

I will ordinarily be vested in chasuble and mitre for the Eucharist. Please arrange to have a chasuble and stole in the colour of the day available for me to wear.

Archiepiscopal Blessing

Your bulletin for the day should include the Archiepiscopal Blessing in its entirety so that the congregation may fully participate.

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

People: The maker of heaven and earth.

Archbishop: Blest 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 forever.

Archbishop: Amen.

Following the Liturgy

I am also interested in meeting people in the Parish at a reception/luncheon following the liturgy. I do not have any food allergies.

Vestry Book

Please be sure to have your parish Vestry Book ready for me to sign. In addition to my visit, if I blessed or consecrated something during my visit, it should be recorded in your Vestry Book.

Meetings and Programming

During my visitation, I want and expect to meet with the clergy of the parish, with Parish Council and leadership and, at the rector's discretion, with any other relevant parish leaders to hear about and explore:

- a) the leadership's sense of the parish's current state,
- b) the parish's current major goals
- c) the progress the parish seems to be making on those goals.

Areas that I am keenly interested in are

- a) the formational life of the parish to include the prayer and worship life as well as any other things the parish is doing to form Christians of any age,
- b) the trends in average Sunday attendance and giving--what leaders make of these as well as efforts (or not) related to numerical growth
- c) the overall financial picture of the parish
- d) anything else the leadership sees as important to have some exchange with me about.

Please know that what I'm looking for in such a meeting is an honest exchange between leadership and Archbishop about the parish.

It's very helpful for the parish to have an easel flipchart, paper, and markers on hand for any discussions that I lead.

A final word

I'm very excited to spend time with the parish, its clergy and its leaders during my visitation. It's my chance to be connected to the parish to offer my perspective where helpful. I look forward to being with you!

Revised April 2019