



# The Episcopal Church in the Diocese of Northwest Texas Visitation Planning Checklist

*The Rector (Vicar or Warden) is asked to complete this form and return it to the  
Bishop to arrive no later than two weeks prior to the visitation.*

**Church/City:**

Church phone number:

Rector/Vicar phone number:

Senior Warden Name:

Senior Warden phone number:

**DATE OF VISITATION:**

Service Time:

other service times:

The liturgical color will be:

Who will be the Bishop's Chaplain?

Baptism                    # of Candidates

Confirmation            # of Candidates

Reception/Other        # of Candidates

**PROPER:** (do not leave blank - different congregations use different forms of the Lectionary)

Collect

Psalm

1<sup>st</sup> Lesson

2<sup>nd</sup> Lesson

Gospel

Lodging Information (the diocese will make arrangements and bill the church)

Hotel

Address

Conf. #

Telephone

When and where will the Bishop meet with the Vestry/Bishop's Committee?

Will the bishop be speaking to Sunday School? Other groups? When and where?

Will the Bishop have an opportunity to visit with the confirmands, baptismal candidates and/or sponsors?

Will the Bishop have an opportunity to visit privately with the clergy? When and where?

Will there be a reception? When and where?

Will there be any other social gatherings you would like the Bishop to attend? Please indicate any times and places where the Bishop might be asked to offer a blessing or "say a few words."

Please indicate any other information you would like the Bishop to have in anticipation of the visitation: