

Visitation Customary *Bishop Nedi Rivera*

This customary is designed to help you plan for the visit of the Bishop. If any of this is unclear or if you would like to adjust these in any way please do not hesitate to call the Diocesan Office. Bishop Rivera basically wants you to utilize her in a way that is best for you so do not hesitate to ask.

Her time with you

Generally, Bishop Rivera would like to be with you for Sunday visitations. She would like to be with you for whatever your full Sunday worship schedule entails, whether that is one or more services. If you regularly have Saturday or Sunday evening services as well as Sunday morning, please let her know. Whatever you would like her to do during that time, she will do everything in her power to accommodate. Please be in contact with the Diocesan Office as soon as possible.

Meeting with the Vestry

The Bishop expects a meeting with the Vestry which would include vision, mission, and goals for the congregation. Please also review your challenges and accomplishments. This would be a time to also ask any questions of the Bishop from the congregation's standpoint and to ask for ways the Diocese could be more helpful to you in accomplishing your mission.

Liturgical Readings and Colors

The readings should always be those appointed for the day. If none are appointed, please discuss with the Bishop two weeks before the visitation. For confirmation the color should be seasonal; for baptism with confirmation, the color should be white; for visitation by the Bishop without either baptism or confirmation, the color should be that of the season. For ordinations, the color is red.

She would prefer to wear the congregation's stole and chasuble if available.

Participants in the Liturgy

If there is a **Deacon** in the parish, the Deacon is to read the Gospel, prepare the Table at the Offertory, and assist with the ministration of the table at Communion. If there is no Deacon, the parish priest will read the Gospel and set the Table. The **Rector/Vicar** will make the announcements, if any, stand to the left of the bishop at the altar and assist with the ministration of Communion.

The usual pattern of involving the **Laity** in reading the Hebrew Scriptures, the Epistle, the Psalm, and the Prayers of the People should be followed. When there are Baptism(s), Confirmation(s), and/or Reaffirmation(s), the Prayers of the People are replaced by the Prayers for the Candidates (*BCP*, p. 304f.). The assigned reader should take the petitions, identified by "*Leader*".

It is the intent of the Book of Common Prayer that the Prayers of the People will be created by the parish, but they may be from the *Book of Common Prayer (1979)* or any other authorized supplemental liturgical resource of the Episcopal Church. When creating your own Prayers of

the People in Rite I or II (which you are encouraged to do), please make sure that the areas listed in the rubric on p. 359 of the Prayer Book are included.

When the Offerings are brought forward, the alms are to be left on the Altar until the Altar is cleared following Communion. Please make sure your acolyte knows this so that s/he will not be surprised or confused.

Order of Service

Please send a fax or email a draft of your Order of Service two weeks in advance to Bishop Nedi Rivera at fax number 541-296-0939 or nrivera@episdioeo.org . Please cc Diane Adams, Executive Secretary to the Bishop, dadams@episdioeo.org , on all correspondence. The Bishop assumes that the RCL (Episcopal) will be used, and it is best to send the actual readings for the day as well.

Discretionary Fund Check

The loose plate collection and other gifts so designated are given to the Bishop's Discretionary Fund. This Fund allows the Bishop to give assistance to those in need, especially among the clergy, their families, and people of the Diocese. Donations given on the day of the visitation are to be counted and recorded at the parish. Special envelopes are available from the Diocesan Office and will be sent with your Visitation packet unless you request that they not be sent. Checks made payable to the Episcopal Diocese of Eastern Oregon, memo: Bishop's Discretionary Fund may be sent directly to the Diocesan Office along with the check from the parish for any plate offering or other donations . PLEASE DO NOT GIVE ANY MONEY OR CHECKS DIRECTLY TO THE BISHOP AT HER VISITATION. All donations are to be MAILED to the Diocesan Office.

Confirmation Record Form

If there are confirmations, receptions, or reaffirmations during the visitation please request the appropriate form from the diocesan office.

Meeting with those to be Confirmed and Received

Bishop Rivera would very much like to meet with those to be Confirmed, Received, those reaffirming their faith for at least 15 minutes. This should be planned so that at least 15 minutes is available for preparation before the service.

Signing Prayer Books and certificates

If you desire that the Bishop sign Prayer Books and certificates please have these ready and available before the service if at all possible or planned into the schedule for the remainder of the day.

Registers

Please have available your Parish Registers for inspection during my Visitation. This is in compliance with Title III.24.4.(b).

Questions and additional information

Please call the Bishop's office at 541-298-4477 and speak with Diane Adams who will be happy to assist you.

Bishops' Visitation Planning Form

Date of Visit:

Church:

Contact:(Please give phone and email)

Agenda for the Day: (Be as specific as possible, times, events, preside, preach, what you would like me to do)

Readings for the day: If possible send the entire set of readings you intend to use in the translation you choose to use.

A contact number that will be answered for that day would be helpful. Also, sending the physical address on this form will be helpful.

Are there any issues, challenges, special recognitions, dedications, or celebrations for the day that I should know about?

If you have a special request for vestments for the day please let me know here as well. Be specific! What color will be used? She would prefer to wear the congregation's stole and chasuble if you have them.

If you do have confirmations, receptions, or reaffirmations please indicate how many of each in the space below and request the form which will need to be completed for each person and returned as soon as possible after the visitation.

Guidelines for Bishop Chaplain's

The Bishop's goal is to have a deacon to serve with them at any visitation; however this may sometimes not be possible. When it is not, having a Bishop's Chaplain assigned will be even more crucial. If there is no Deacon, it is a good practice to assign a person to act as the Bishop's Chaplain during her visit.

Assignment of a bishop's chaplain for the service is done as a courtesy to the bishop, in order to make it easy for the bishop to focus on the liturgy and the congregation, without having to worry about local variations in liturgical custom, and as an aid in juggling books, miter, crosier and pew sheets. The chaplain processes immediately before the bishop.

The Bishop and Rector/Vicar will outline the chaplain's duties and review the order of service in advance, so that the chaplain will be more confident in the assistance to be given to the bishop.

The chaplain may assist the Rector/Vicar and others in greeting the bishop upon arrival, taking the bishop's equipment to the sacristy or other room appointed, making certain that there are prayer book/hymnal at the bishop's seat, and providing whatever books/service leaflets are necessary for the entrance procession ready in (the sacristy).

In its most basic explanation, the Bishop's Chaplain becomes extra hands for the Bishop in accomplishing the various liturgical functions. We thank you for providing this very important assistance.