

## 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](mailto:archbishop@vancouver.anglican.ca), with a copy to [bsiksay@vancouver.anglican.ca](mailto: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 Time:** \_\_\_\_\_

**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:** \_\_\_\_\_

**1<sup>st</sup> Reading:** \_\_\_\_\_

**Psalm:** \_\_\_\_\_

**2<sup>nd</sup> Reading:** \_\_\_\_\_

**Gospel:** \_\_\_\_\_

**Eucharistic Prayer:** \_\_\_\_\_ **Said or sung:** \_\_\_\_\_

**Agenda for the Day:**

I'm happy to preach and preside at your main service (I am not able to do early services as of September 2019). 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.

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**Other Issues or Additional Details:**

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

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**Children's Time:**

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

**Archiepiscopal Acts:**

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

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**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: \_\_\_\_\_

**Archiepiscopal Blessing:**

Please print the Archiepiscopal 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](mailto:rmurray@vancouver.anglican.ca)

**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](mailto:dfenton@vancouver.anglican.ca) or 604-684-6306 ext 216.

**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, 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](mailto:archbishop@vancouver.anglican.ca) and [bsiksay@vancouver.anglican.ca](mailto:bsiksay@vancouver.anglican.ca) .*

Revised, April 2019