



THE
EPISCOPAL DIOCESE
OF LONG ISLAND

BROOKLYN • QUEENS • NASSAU • SUFFOLK

Episcopal Visitation Overview & Checklist

Required: 1 Month Prior to the Visitation

- Safe Church Audit – Your audit must be completed by the vestry/ bishop’s committee and returned to the bishop’s office. During the visitation, the bishop will be prepared to discuss any concerns or needs arising from the audit.
- Liturgical Bulletin – Before you start preparing the liturgy, please be in touch with Fr. Michael Delaney, Liturgy Coordinator, for specific instructions. He can be reached at mdelaney@incarnationgc.org or 516-746-2955. In the meantime, please keep in mind:
 - Holy Eucharist Rite II is to be used for the liturgy;
 - The liturgical color for the Propers of the Sunday should be used unless otherwise designated;
- Bishop’s Signature – We are happy to accommodate requests for signatures on confirmation certificates, bibles, Prayer Books etc. You are responsible for couriering the materials.

Conversation with the Bishop Prior to the Visitation:

If there is a particular pastoral situation brewing, or a mission plan that you have in mind which would be helpful for the bishop to know about ahead of time, please schedule a time to chat by phone prior to the visitation.

The Day of the Visitation

- Please have the sacramental and worship registers available for the bishop’s review;
- Please have Chrism available for baptisms and confirmations;
- Please be prepared to give a thorough tour of all property and facilities;
- The open plate offering is to be offered to the Bishop's Discretionary Fund.
- Please forward checks made payable to the Diocese of Long Island to our Finance Department;
- Please reserve two parking spots: one for the bishop and one for the assisting deacon.