

MEMO: To Clergy of the Episcopal Diocese of Florida
FROM: Vickie A. Haskew, Executive Assistant to the Bishop
RE: 2019 Episcopal Visits and Services of Confirmation
DATE: November 1, 2018

The following information is intended for all clergy and staff regarding an Episcopal visit by a Bishop to your parish, mission or other faith community. While information here relates to a visit for confirmations, there are other general guidelines which should be adhered to, as well.

1. The Bishop's visitation schedule for the upcoming year is finalized each Fall and e-mailed to the clergy and the parish offices and posted on the Diocesan website at www.diocesefl.org. You will find a copy attached to this memo, as well.
2. Some parishes receive an annual visit while others receive a visit on either odd or even years. The size of a congregation usually determines this.
3. Visits will be scheduled by the Diocesan office as far in advance of the date of visitation as possible. Every effort will be made to accommodate special requests regarding dates and timing, but clergy should always be mindful that the Bishop's schedule is set months, and sometimes as much as a year in advance. We must hear from you early about any special requests. Should more than one parish ask for the same date, these will be decided on a first come-first served basis by the date the request was received.
4. Visits are scheduled on Sundays and, under some circumstances, on weeknights. To request a visit or change the date of a planned visit, please contact me at 904.356.1328, ext. 14, or vhaskew@diocesefl.org.
5. Visits to congregations behind bars are scheduled as needed and requested.
6. Every parish will have a *minimum* of one visit by a Bishop in a three-year period.
7. Generally, the Bishop will attend one service per visitation. In addition, he will meet with confirmands prior to the visit, *if desired*. He will attend a reception following the service and, when requested, or when he feels it to be necessary, will meet with the vestry or mission board.
8. During the visit, the Bishop is the celebrant for Holy Eucharist and preacher, and performs confirmations, and/or baptisms. These matters should be discussed with the Bishop in advance. He also examines the parish records and meets with the vestry or mission board, *as needed and requested*.
9. The liturgical color for confirmations will always be **red**, unless the Bishop has granted permission for another color in advance.
10. The liturgical color for non-confirmation visits will always be the color for the season unless permission has been granted by the Bishop to do otherwise.
11. The Lessons and Propers will be the Propers assigned for the day by the Revised Common Lectionary unless permission otherwise has been granted by the Bishop.
12. For visits by Bishop Howard: A complete draft of the service leaflet for visitation and the information sheet should be emailed to me at vhaskew@diocesefl.org and copied to Bishop Howard jhoward@diocesefl.org no later than ***Tuesday prior to the visit*** or mailed to: The Rt. Rev. Samuel Johnson Howard, Diocese of Florida, 325 N Market Street, Jacksonville, FL 32202.
13. For visits by Bishop Henderson, please email a draft of the service leaflet and the information sheet to Dusc@aol.com or mail them to his home: The Rt. Rev. Dorsey F. Henderson, 965 Fairview Avenue, Mt. Dora, FL 32757 and **copy me**. Bishop Henderson's phone number is 803.315.1438. Please contact him with plans and/or questions concerning his visit.

14. It is the responsibility of the parish to provide confirmation and baptism certificates for their parishioners. If the numbers of confirmands warrants it, please send certificates, Bibles or Books of Common Prayer at least one week in advance to the visiting Bishop to sign using the appropriate addresses listed above on lines 12 or 13. Where there are ten or fewer confirmands, the Bishop will usually be able to sign documents and books after arriving on Sunday morning.
15. If a candidate needs to be confirmed at a church other than his/her own, it is up to his/her priest to make the arrangements, provide certificates and record the confirmation in the parish register where the confirmand regularly worships.
16. Please make sure that a parking spot is reserved for the Bishop.
17. Please make sure that the Bishop has a **chaplain**. Specific duties include:
 - Greet the Bishop and assist with books and luggage.
 - Help the Bishop unpack and get vested.
 - Assist with crozier and secure it in the stand.
 - Assist with miter. After opening Collect, place miter on altar on the left side with lappets hanging over the front of the altar.
 - Assist the Bishop with books, papers, service bulletin, etc.
 - Make sure the Bishop has his miter on his head and crozier in his hand after closing prayer and before the final blessing.
 - Assist Bishop in getting everything back to the vesting room, help pack, and return everything to the car.
 - Direct the Bishop to any additional functions after the service.
18. Readable and clear nametags should be worn by all confirmands and those being received or reaffirming their faith.
19. If there are more than six (6) people to be confirmed, received or reaffirmed:
 - The confirmands will assemble at the altar rail kneeling.
 - Those to be received or reaffirmed will stand.
 - The Bishop will walk from candidate to candidate at the rail.
20. If there are less than six to be confirmed, received or reaffirmed, the candidates may either be arranged kneeling or standing at the rail or may be instructed to come forward and kneel before the Bishop.
21. A reasonable number of family members/friends/sponsors may accompany each confirmand at the rail.
22. The loose plate offering, including checks collected during the service should be made out to: The Episcopal Diocese of Florida with notation: *Bishop's Discretionary Fund* and mailed to The Diocese of Florida, 325 N Market Street, Jacksonville, FL 32202.
23. Forms for a Bishop's visit are attached and can also be found on the diocesan website at www.diocesefl.org.
24. Please complete the baptism and confirmation forms *immediately following* the service and mail to the Diocesan office or fax to 904.353.8569. Please use the baptism form for baptisms performed by a Bishop. If there are no baptisms or confirmations, please write the name of the church, the date, mark no baptisms or confirmations and return to me for the Bishop's annual report.

Thank you for your patience and help with visitation matters. If you have any questions, I am happy to answer them at 904.356.1328 or vhaskew@diocesefl.org.

Bishops' 2019 Visitation Schedule by City

LOCATION/CHURCH	BISHOP	DATE	VISIT TYPE
Carrabelle, Ascension	HOWARD	11/13	ODD
Cedar Key, Christ Church			EVEN
Chiefland, St. Alban's			EVEN
Crescent City, Holy Comforter	HENDERSON	5/26	ODD
Federal Point, St. Paul's			EVEN
Fernandina Beach, St. Peter's **	HENDERSON	4/7	ANNUAL
Gainesville, Holy Trinity	HENDERSON	11/3	ANNUAL
Gainesville, Incarnation (UF)	HOWARD	1/13 PM	ANNUAL
Green Cove Springs, St. Mary's			EVEN
Hawthorne, Holy Communion	HENDERSON	2/10	ODD
High Springs, St. Bartholomew's			EVEN
Hilliard, Bethany	HOWARD	3/17	ODD
Interlachen, St. Andrew's			EVEN
Jacksonville, All Saints	HENDERSON	10/13	ANNUAL
Jacksonville, Christ Church, San Pablo	HOWARD	3/31	ODD
Jacksonville, Church Without Walls	HOWARD	2/24	ODD
Jacksonville, Good Shepherd			EVEN
Jacksonville, Our Saviour	HOWARD	5/12	ANNUAL
Jacksonville, Redeemer	HENDERSON	5/12	ANNUAL
Jacksonville, Resurrection			EVEN
Jacksonville, St. Andrew's	HENDERSON	6/16	ODD
Jacksonville, St. Catherine's			EVEN
Jacksonville, St. Elizabeth's			EVEN
Jacksonville, St. Gabriel's			EVEN
Jacksonville, St. George	HENDERSON	6/23	ODD
Jacksonville, St. John's Cathedral (Easter)	HOWARD	4/21	ANNUAL
Jacksonville, St. John's Cathedral (Pentecost)	HOWARD	6/9	ANNUAL
Jacksonville, St. Luke's/San Lucas			EVEN
Jacksonville, St. Mark's **	HOWARD	3/3	ANNUAL
Jacksonville, St. Mary's Mission			EVEN
Jacksonville, St. Paul's			EVEN
Jacksonville, St. Peter's			EVEN
Jacksonville, St. Phillip's	HENDERSON	10/6	ANNUAL
Jacksonville, San Jose	HENDERSON	2/24	ANNUAL
Jacksonville Beach, St. Paul's By the Sea	HENDERSON	10/27	ANNUAL
Lake City, St. James	HENDERSON	9/29	ANNUAL
Live Oak, St. Luke's	HENDERSON	1/13	ANNUAL
Madison, St. Mary's	HENDERSON	3/3	ODD
Melrose, Trinity			EVEN
Micanopy, Mediator			EVEN
Monticello, Christ Church	HOWARD	2/10	ODD
Newberry, St. Joseph's	HENDERSON	3/17	ODD
Orange Park, Grace	HOWARD	4/7	ANNUAL
Palatka, St. Mark's & St. Mary's (at St. Mark's)	HOWARD	11/17	ANNUAL

Palm Coast, St. Thomas			EVEN
Perry, St. James w/St. Matthew, Mayo	HOWARD	7/14	ODD
Ponte Vedra Beach, Christ Church	HOWARD HOWARD	3/24 4/30pm	PREACH ANNUAL
Ponte Vedra Beach, San Francisco del Campo (combined)	HENDERSON	12/1	ODD
Ponte Vedra Beach, St. Francis in the Field (combined)	HENDERSON	12/1	ODD
Quincy, St. Paul's			EVEN
St. Augustine, St. Cyprian's	HENDERSON	7/7	ODD
St. Augustine, Trinity	HENDERSON	11/17	ANNUAL
St. Johns, St. Patrick's	HOWARD	4/28	ODD
Starke, St. Mark's			EVEN
Tallahassee, Advent			EVEN
Tallahassee, Grace Mission	HENDERSON	9/8	ANNUAL
Tallahassee, Holy Comforter	HOWARD	10/20	ANNUAL
Tallahassee, Resurrection Chapel (RUGE@FSU)	HOWARD	12/15	ANNUAL
Tallahassee, St. John's **	HENDERSON	4/18	ANNUAL
Tallahassee, St. Michael & All Angels			EVEN
Welaka, Emmanuel	HOWARD	6/30	ODD
Williston, St. Barnabas			EVEN
CONGREGATIONS BEHIND BARS (per special request)			
Apalachee Region			
Community of St. Paul, Liberty CI, Bristol			
Christ's Church, Wakulla CI, Crawfordville			
Christ's Church, Wakulla CI Annex, Crawfordville			
Christ's Church, Gadsden Re-entry Facility, Havana			
Ministry at Gadsden CF, Gretna (Women's)			
Community of the Resurrection, Franklin CI, Carrabelle			
Jefferson CI, Monticello (Alpha)			
River Region			
Community of Transformation, St. Johns Co. Detention Center, St. Augustine			
Santa Fe Region			
All Souls Chapel, Union CI, Raiford			
Community of St. Dismas, Baker CI, Sanderson			
Brotherhood of St. Philip, Sewanee CI, Live Oak			
Brotherhood of St. Philip, Sewanee CI, Annex, Live Oak			
Ministry of Florida State Prison, Raiford			
St. Columba's, Columbia CI, Lake City			
St. Columba's, Columbia CI, Annex, Lake City			

**Denotes special requests

The Rt. Rev. Samuel Johnson Howard (904) 356-1328
325 N Market St., Jacksonville, FL 32202

jhoward@diocesefl.org

The Rt. Rev. Dorsey F. Henderson, Jr. (803) 315-1438
965 Fairview Avenue, Mt Dora, FL 32757

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