

Information Needed for All Visits by a Bishop

Date of Event: _____ Time of service(s) _____

Church: _____ City: _____

Street address of event: _____

Mailing address (if different): _____

Contact's name and title: _____ Rector's spouse _____

Contact's home phone: _____ Contact's cell phone: _____

Church's phone number: _____ Fax: _____

Contact's e-mail address: _____

Propers for Liturgy & Lessons (*Propers for the Day, or on weeknight visits, Propers for the preceding Sunday*):

Official acts:

- a. Number of confirmations: _____ b. Number of receptions: _____
c. Number of reaffirmations: _____ d. Number of baptisms: _____

- *Please email, mail, or fax this completed form to Vickie Haskew along with your service bulletin on the Tuesday prior to the Sunday visit for the Bishop's review.*
- Please advise the Bishop of any issues or special concerns prior to the visit.
- Please note that it is the responsibility of the home parish to provide certificates for their members when they are being confirmed at their home parish or elsewhere. All confirmations and baptisms should be recorded in their home parish register. If you plan to give a number of Books of Common Prayer, please bring them to our office so Bishop Howard can sign them before he arrives for the visit.
- The tradition of this diocese for confirmation visits is that the free plate offering will go to the Diocese of Florida, 325 N Market Street, Jacksonville, FL 32202, earmarked Bishop's Discretionary Fund.
- After the service, please send in your completed copies of the baptism and confirmation forms. If there are NO baptisms or confirmations, please complete the top of the form, write NONE in the body, and return to Vickie by email: vhaskew@diocesefl.org or fax: (904) 353-8569. For questions, please call (904) 356-1328, ext. 14.

Institutions and Other Special Events

- Please complete as much of this form as is pertinent for the Bishop's visit. For more information contact Vickie at the email or phone number above.