

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: _____

- The Diocese's office will have 2 Assisting Bishops. The Rt. Rev. Scott Benhase and The Rt. Rev. Chip Stokes. Bishop Benhase cell is (912) 655-5974, e-mail address: scottgax@gmail.com, and his mailing address is 2009 Englewood Ave Durham, NC 27705. Bishop Stokes cell is (561) 308-9841, e-mail address: chipper141@aol.com, and his mailing address is 62 Tilden Ct. St. Augustine, FL 32092.
- *Please email, mail, or fax this completed form to Deanna Peck along with your service bulletin on the Tuesday prior to the Sunday visit for the Bishop's review.* Note: For visits with Bishop Benhase, please send a copy to both Deanna at dpeck@diocesefl.org and Bishop Benhase at scottgax@gmail.com. For visits with Bishop Stokes, please send a copy to both Deanna at dpeck@diocesefl.org and to Bishop Stokes at chipper141@aol.com.
- Please advise either 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, either Bishop will sign BCPs when he visits a church.
- 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 Deanna by email: dpeck@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 Deanna at the email or phone number above.

Updated: 1-2-2024