

**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 Rt. Rev. William H. Stokes, Bishop Assisting to the Diocese of Florida. Bishop Stokes cell phone number is (561) 308-9841, e-mail address: [wstokes@diocesefl.org](mailto:wstokes@diocesefl.org), and his mailing address is 62 Tilden Ct. St. Augustine, FL 32092.
- ***Please email or mail this completed form to Deanna Peck along with your service bulletin on the Wednesday prior to the Sunday visit for the Bishop's review.*** Note: Please send a copy to both Deanna at [dpeck@diocesefl.org](mailto:dpeck@diocesefl.org) and to Bishop Stokes at [wstokes@diocesefl.org](mailto:wstokes@diocesefl.org).
- Please advise Bishop Stokes 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, he 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](mailto:dpeck@diocesefl.org). For questions, please call (904) 356-1328, ext. 114.***

**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.