



EPISCOPAL VISITATIONS in the DIOCESE OF CENTRAL PENNSYLVANIA

Visitations to parishes will be scheduled on a 2-year rotational cycle. (The schedule has been revised beginning September 2023.) The schedule will be published every 2 years. The list will be posted and kept updated on the diocesan website: www.diocesecpa.org

PLANNING THE VISITATION:

The attached worksheet (Visitation Worksheet) should be submitted to the Bishop's office no less than 1 month in advance of the visit. This worksheet will offer a proposed list of activities for the visitation period

Please call the Bishop's office a month in advance (when the worksheet is submitted) to schedule a meeting (in zoom or in person) for the Bishop and clergy person or lay- minister-in-charge to discuss the life of the parish and the ministry of her leaders.

Ideally, the visitation will primarily surround worship on Sunday. If there are 2 services on a Sunday (e.g. 8:00 and 10:00) the bishop will preach and preside at both services or, alternatively, a single combined service can be arranged. If the parish generally holds a service on Saturday evening, *and the Bishop's calendar allows*, she will be happy to participate in that as well. *The Bishop's visitation to your parish may include an additional service on Saturday evening elsewhere in the Convocation for the purposes of Regional Confirmation.*

If the visitation site is more than 2 hours from Harrisburg the Bishop will arrange for her own local accommodations at cost to the Bishop's Ministry Expenses budget, not the individual parish.

During the visitation, the clergy person or lay minister in charge will present the parish registers to the Bishop for her review.

The Bishop would like to have time set aside during the coffee hour/reception after the service for conversation with the congregation and an opportunity to greet parishioners.

The visitation *must* include meeting with the Clergy, Wardens and Vestry. Many parishes find that a meeting following the Sunday service and reception is ideal. The Bishop is also available to meet with vestries on a weeknight via zoom if that is preferable. Please indicate this when submitting the visitation worksheet. The meeting with Clergy, Wardens and Vestry will be a special meeting to discuss parish life and mission, not a regular vestry meeting.

Visitations will conclude by 2 PM on Sunday afternoons in order for the Bishop to secure her Sabbath and family time.

THE SERVICE:

Confirmations, receptions and reaffirmations will be a part of visitations in each parish with advance notice and will follow the protocol and guidelines for confirmation, reception and reaffirmation in our diocese. The Customary for Confirmations is attached with this document and is available on the Diocesan website. In addition to celebrating the rite of Confirmation in each parish at their biennial visitation, the Bishop will also hold a Regional Confirmation service in each Convocation once per year on a Saturday evening. Those with

candidates for Confirmation, Reception and Reaffirmation for whom the biennial visit and/or the Regional Confirmation do not accommodate their formation schedule are also invited with advance notice to join neighboring parishes for their biennial visitation and Confirmation, Reception and Reaffirmation services.

In the absence of confirmations and receptions, a renewal of baptismal vows will take place at the time of the episcopal visitation. Baptisms are recommended to take place on Feast days. If a baptism is scheduled with the Bishop is present, she will share the administration of the sacrament with the resident clergy-person.

Unless planned otherwise, the Bishop will preach and preside at all services during a visitation.

Bishop Scanlan will preside over a said or sung/chanted Eucharist, as is the parish custom.

The Bishop will wear the parish stole and chasuble (in the appropriate seasonal color) for services.

Altar and hangings are to be in the color of the season, or white or red for confirmation/baptism.

The loose plate offering on the day of the episcopal visitation will be for the Bishop's Discretionary Fund and submitted by cheque to: Bishop's Discretionary Fund, The Episcopal Diocese of Central PA 101 Pine St. Harrisburg, PA 17101. Please announce this custom at the time of the announcements or in the bulletin.



Confirmation Customary **The Rt. Rev. Audrey C. Scanlan (Updated July 2022)**

Preparation of Candidates

Candidates will be well prepared for their Confirmation/Reception/Reaffirmation with a working understanding of the sweep of the salvation story; an overview of the history, theology and ecclesiology of the Anglican tradition; and an appreciation of the resources for on-going spiritual formation as disciples of Jesus Christ and participants in God's Mission.

Preparation for Confirmation/Reception/Reaffirmation is understood to be an active process that includes participation by the candidate, the parish Rector (or designated Catechist) and the family and/or support system of the candidate.

All forms of preparation will follow Safe Church procedures.

Candidates must be able to demonstrate a willingness to pursue discipleship in Jesus Christ and membership in God's Holy Church.

Candidates may be of any age, keeping in mind that Confirmation is the liturgical event by which one makes a "mature affirmation of faith."

Administrative Procedure

Four (4) weeks in advance, the Confirmation/Reception/Reaffirmation form will be completed listing the names, dates of baptism, etc. of the candidates and sent to the Bishop's office in order to return the appropriate number of certificates. A copy of the form is attached with this Customary and will be available on the diocesan website.

The Confirmations/Receptions/Reaffirmations will be duly recorded in the parish register of the church.

In addition to celebrating the rite of Confirmation in each parish at their biennial visitation, the Bishop will also hold a Regional Confirmation service in each Convocation once per year on a Saturday evening. Those with candidates for Confirmation, Reception and Reaffirmation for whom the biennial visit and/or the Regional Confirmation do not accommodate their formation schedule are also invited with advance notice to join neighboring parishes for their biennial visitation and Confirmation, Reception and Reaffirmation services.

No other bishop other than the Bishop Diocesan may perform Confirmations/Receptions/ Reaffirmations in the parishes of the Diocese of Central Pennsylvania without advance permission from the Bishop's office.

Before the Service

A meeting of the Candidates and the Bishop in advance of the service is requested in order to review the liturgy and make each other's acquaintance.

If there are gift books to be signed by the Bishop, they will be presented before the service or at the reception.

The Liturgy

- The Bishop is the customary Officiant, Preacher and Celebrant at services of Confirmation/Reception/Reaffirmation unless decided otherwise in consultation with the Bishop.
- BCP pg. 322: "It is appropriate that the other priests present stand with the celebrant at the Altar, and join in the consecration of the gifts. . . ." Thus, priests should be vested and, at the Great Thanksgiving, join the bishop at the altar.
- The Paschal candle will be lighted and displayed in a prominent place.
- The Bishop's Chair- or another suitable chair- will be placed in front of the altar (or in the

logical place for the Confirmation/Reception/Reaffirmation to take place) and will be

removed after the Confirmation/Reception/Reaffirmation, just before the Offertory.

- The service including Confirmation will begin on page 413 of the BCP.
- Following the sermon, the candidates will be presented, examined and prayed for.

Depending on the number of candidates, they may be asked to come forward for the Presentation and Examination or asked to stay in their pews. They should be rehearsed in their responses in the liturgy (BCP pg. 415)

- Prayers for the Candidate are found on BCP pg. 305-6. Please appoint an intercessor to do these.
- Candidates will come forward at the appropriate time and carry an index card with their name printed on it. They may also be invited to say their name out loud for the Bishop.
- The customary posture for Confirmation is kneeling and for Reception and Reaffirmation, standing. If candidates have difficulty kneeling, standing is an acceptable choice.
- Candidates may have family members/mentors assist in laying on of hands if that is the custom of the parish.
- It is the Bishop's preference that a generous amount of silence take place before praying each person's prayer of Confirmation/Reception/Reaffirmation.
- The Prayers of the People, Confession and Nicene Creed are omitted in this service.
- Those who are being Confirmed/Received/Reaffirmed may serve as lectors and/or

oblation bearers at the discretion of the priest.

- The Proper Preface for Baptism is to be used Confirmations/Receptions/Reaffirmations.

Photography

- Photos taken during the liturgy must be without flash and unobtrusive.
- Photos (if desired) with Confirmands/those Received/Reaffirmed will take place directly after the service in the sanctuary.

**DIOCESE OF CENTRAL PENNSYLVANIA
EPISCOPAL VISITATION WORKSHEET 2023-2025**

Please return by _____

CHURCH: _____ DATE OF VISITATION: _____

ADDRESS: _____ PARISH PHONE: _____

CLERGY or LAY PERSON IN CHARGE: _____ CELL: _____

SENIOR WARDEN _____ CELL: _____

SERVICE(s)

TIME(s) OF SERVICE(s) _____ *(the Bishop will arrive 30 minutes before the service)*

Will the service be offered by Zoom or Facebook? YES NO

Will the service be livestreamed? YES NO

Will the service be indoors or outside? INDOORS OUTSIDE

HOLY EUCHARIST: Rite I Rite II Said Chanted

RCL READINGS *(The Revised Common Lectionary is the required lectionary for usage)*

Hebrew Scriptures: _____ Psalm: _____

Epistle: _____ Gospel: _____

PLEASE NOTE NUMBERS: _____ Confirmations _____ Receptions _____ Reaffirmations
(Please complete the Confirmation/Reception/Reaffirmation information sheet and return it to the Bishop's Office with this worksheet)

PROGRAM:

Please indicate the activities that you would like to share with the Bishop during her time with the parish that reflects the ministry of the congregation. The Bishop is available on Sunday until 2 PM.

Any activities other than the worship services should be discussed with the Bishop before finalizing.

THE EPISCOPAL DIOCESE OF CENTRAL PENNSYLVANIA
Church Officers and Vestry Members

Church Name:
Annual Meeting Date

Community:
Today's Date:

<i>Position</i>	<i>Name and Address (with zip code)</i>	<i>Please type or print</i>
Senior Warden	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Other Phone Number: () Email Address:	
Junior Warden	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Other Phone Number: () Email Address:	
Secretary	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Other Phone Number: () Email Address:	
Treasurer	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Other Phone Number: () Email Address:	
ECW Chair	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Other Phone Number: () Email Address:	
Christian Ed.	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Other Phone Number: () Email Address:	
Youth Chair	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Other Phone Number: () Email Address:	
Planned Giving	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Other Phone Number: () Email Address:	

VESTRY MEMBERS

Mr.
Mrs.
Ms.
Other
Phone Number: ()
Email Address:

Mr.
Mrs.
Ms.
Other
Phone Number: ()
Email Address:

Mr.
Mrs.
Ms.
Other
Phone Number: ()
Email Address:

Mr.
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Email Address:

Mr.
Mrs.
Ms.
Other
Phone Number: ()
Email Address:

Please return this form to the Bishop's Office before the scheduled visitation