

ARCHBISHOP'S VISIT TO PARISHES

This form is designed to assist parishes in preparing for a visit from the Archbishop and to provide the Archbishop with pertinent information regarding her visit. If you have any questions regarding the content, please contact the Synod Office.

PARISH _____

INCUMBENT _____ WARDENS _____

EMERGENCY CONTACTS: Please provide names and telephone numbers (cells) for two individuals who the Archbishop might contact should there be a change in her travel plans the day of the proposed visit.

DATE OF VISIT _____ SERVICE TIME _____

(yr/m/d) If there is a second service on a Sunday morning, the Archbishop is happy to attend.

SPECIAL CELEBRATION (i.e. Confirmation, Baptism, Anniversary, other)

If a confirmation is planned, names of candidates, birth dates and baptism dates must be submitted to Liz Hamel, Administrative Assistant, at least 3 weeks prior to the service. The Archbishop would like to meet with the candidates prior to the service for one hour. When and where will this happen if applicable?

REHEARSAL DATE AND TIME (if service is a Confirmation or Ordination) _____

READINGS: _____

BAS BCP POSTURE DURING EUCHARISTIC PRAYER: _____

BISHOP'S CHAPLAIN: _____ LITURGICAL COLOUR: _____

IS THERE A CHILDREN'S TIME? WOULD YOU LIKE THE ARCHBISHOP TO SPEAK TO THE CHILDREN AT THIS TIME?

PLANS FOLLOWING THE SERVICE (i.e. is there a reception, coffee hour, luncheon, etc. The Archbishop would welcome an opportunity to meet with some of the following for a brief "get to know you" chat: the Wardens/Board Members/Small Faith Group/New Christians.)

ANYTHING ELSE THE ARCHBISHOP SHOULD BE AWARE OF FOR HER VISIT? (i.e. are there washroom facilities onsite; is there an area for her to "freshen up" after travelling in preparation for the service)

NOTE: ANY OPEN OFFERINGS RECEIVED DURING THE ARCHBISHOP'S VISIT SHOULD BE GIVEN TO THE ARCHBISHOP'S DISCRETIONARY FUND FOLLOWING HER VISIT.

Please e-mail the Order of Service for special celebrations to the Synod Office ahead of time for review.
(bishop@dioceseofalgoma.com and adminassistant@dioceseofalgoma.com)