



Bishop's Visitation Customary
Diocese of Olympia 2017

VISITATION CHECKLIST

30 Days Before the Visit Send:

- Planning form filled-out completely
- Bulletin
- Agenda (if applicable)
- Confirmand and Reception letters (if applicable)
- Any specific needs, instructions or information
- Contact information for the day of the visit
- Full description of events, times, and activities

Four readings in full:

- Lesson 1
- Epistle
- Psalm
- Gospel

During the Visit Present:

- Bishop's discretionary fund envelopes inserted into bulletins
- The parish register and service record for review by the bishop
- Personnel files to verify completion of Safeguarding God's Children and background checks

Within 14 days After the Visit, Complete and Send:

- A check made out to the Bishop's Discretionary Fund, Thank you
- Confirmation record form can be completed electronically and emailed or sent via regular mail.

Send Materials Attn: April Caballero

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