



**EPISCOPAL  
DIOCESE OF PENNSYLVANIA**

240 South Fourth Street · Philadelphia, Pennsylvania 19106  
(215) 627-6434, ext 138 · Fax: (215) 627-7550 · [www.diopa.org](http://www.diopa.org)

**EPISCOPAL VISITATION CHECKLIST  
DIOCESE OF PENNSYLVANIA**

The Bishop's Office will call twelve weeks prior to the date of the visitation in order to make separate appointments for all active clergy on your staff to meet with the bishop for the purposes of talking together about your ministries. If you are in charge of the congregation, please bring to the meeting the following needed for the visitation:

- ( ) The names and ages of candidates for baptism, confirmation, reception, and reaffirmation, and the names of their parents and sponsors
- ( ) The names, addresses, telephone numbers, and email addresses of your clergy, wardens, vestry members, stewardship chairs, youth ministers, parish administrators and secretaries, and other staff and key leaders
- ( ) The names of all members of your staff (clergy, assistants, parish administrator, sexton, youth minister, Christian education director, etc.)
- ( ) The names of any parishioners who have served in the past or are at present serving in the diocese
- ( ) A copy of your latest Annual Report (including budget)
- ( ) A copy of your strategic plan
- ( ) Any music for the Opening Salutation, Collect of the Day, *Sursum Corda*, Proper Preface, Memorial Acclamation, Doxology concluding the Eucharist Prayer, introducing the Lord's Prayer, or the Fraction Anthem, which the Bishop will be expected to sing during the liturgy.
- ( ) The proposed order of service for the liturgy on the day of the visitation
- ( ) The proposed schedule for the visitation