

BISHOP DUNCAN-PROBE'S VISITATION CUSTOMARY

I want to be supportive of you and your ministry and a conversation prior to the visitation will be helpful in that regard. If calendars permit, this can be over a meal or at a time and location that is convenient to both of us. Please contact my assistant, Kathleen McDaniel, to make arrangements. If a meeting cannot be arranged, a phone call prior to the visit will suffice for planning the visitation and we will have a more in-depth conversation following the visitation.

I would like to accomplish the following at my Episcopal visitations:

1. Worship with you and your congregation by presiding at the Eucharist, preaching, and offering pastoral offices at both services if there are two (unless there are special circumstances, I prefer not to do Saturday services);
2. Encourage your shared ministry by spending time with you and your congregation.
3. Meet briefly with the wardens and vestry.

SPECIAL NOTES:

- When formally listed in the bulletin my full name and title are used (i.e. Officiant: The Rt. Rev. Dr. DeDe Duncan-Probe. When indicating 'Preacher' a less formal version may be used (i.e. Preacher: Bishop or Bishop Duncan-Probe).
- Please send a draft copy of the service bulletin at least two weeks prior to the visitation. It should contain the specifics of the service (order, lessons, music, etc.).
- **Parking:** Your hospitality is appreciated in letting me know where best to park when I arrive. Signage for a specific space is especially helpful.

THE SERVICE

1. There is no need to prepare a binder for my use at the altar as I prefer to use the Altar Book and a copy of the service bulletin.
2. I will arrive approximately 30 minutes before the first scheduled service or 45 minutes if meeting with confirmation candidates. During this time I will inspect the parish records, sign the confirmation certificates and/or any books to be given to the members of the class.
3. If more than one parish is represented for an official visitation, please bring the parish records of each parish for review and signature.
4. Vestments colors: white if there is to be a baptism, red if confirmations, receptions and affirmations without baptisms, or the color of the season if there are no pastoral offices.

5. Use the lectionary appropriate for the Sunday (all three lessons and the appointed Psalm). If it is a weekday service, use the lessons from the previous Sunday unless it is a feast day.
6. If there is a baptism, the local clergy are encouraged to officiate; I will also baptize if preferred.
7. At the discretion of the local clergy or leadership, the Baptismal Covenant may be used in place of the Creed if there are no confirmations or baptisms.
8. For pastoral offices, the Prayers of the People may be combined with the Prayers Over the Candidates or omitted if preferred.
9. The confession/absolution are omitted when there is either a baptism or confirmation.
10. If a deacon is not present, the rector or clergy in charge will read the gospel, prepare and clear the table, and give the dismissal. The local priest is invited to offer the announcements as preferred.
11. I use the Invitation to Communion from the Iona Community:

Invitation to Communion

This altar is not ours, it is the Lord's. So come to this altar you who have much faith, and you who would like to have more. You who have been here often and you who have not been here for a long time. You who have tried to follow Jesus and you who have failed. Come. It is Christ who invites us to meet him here.

Adapted from The Iona Community, Iona Abbey Worship Book, (Glasgow, UK: Wild Goose Publications, 2001), 53.

12. The local priest and clergy are invited to con-celebrate with me and assist in the administration of the sacraments.
13. I preach from an outline. If there is a desire to publish the sermon, please feel free to make arrangements to have it audio taped during the service.
14. I prefer to sing the Eucharistic Prayer (Sursum Corda, Preface and Doxology).
15. Please have a glass of water near the pulpit area.
16. In any liturgy when the baptismal vows are said, the Pascal candle may be lit.
17. Remaining wine will not be consumed at the altar but placed on the credence table.

CONFIRMATIONS/RECEPTIONS

For confirmation, a candidate is expected to be old enough to make an adult affirmation of faith, typically of high school age or older. It is important that each confirmand complete sufficient preparation to make a mature, personal confirmation of his/her baptismal vows. I affirm the clergy person's pastoral sensitivity concerning the readiness of each individual.

1. I like to meet with those being confirmed, received or reaffirmed prior to the service. Depending on the number involved, I would like 30-45 minutes prior to the service for

conversation and prayer with the class. Please be sure your candidates are prepared to arrive early; the local priest may attend if desired.

- a. This meeting is an opportunity for the candidates and me to share some of the spiritual journey that has led to their preparation for a pastoral office and to review any last minute details concerning specifics of the service. We will then share a time of prayer before going into the service.
2. Please print the names of each of those being baptized, confirmed, received, or reaffirmed in the bulletin.
3. Signed certificates (confirmation, reception, reaffirmation, etc.) are available from my office. Please contact Kathleen McDaniel when you know how many you will need.
4. I baptize by name so for each person a name tag or card is necessary. Please use the individual's preferred name, without a surname.
5. I would like the confirmation class to be part of the processional, walking behind the choir and before the clergy, then moving into reserved seating in the front row/pews. They need not recess.
6. A Bishop's Chair is not needed. I will confirm from a standing position in the most visible place in the Church (usually the chancel steps) with the candidates standing as well.
7. Be sure candidates are well rehearsed with the vows they are to make so they are prepared to respond loudly and distinctly.

PHOTOGRAPHY/VIDEOGRAPHY

1. No photos/videos are to be taken during the service, apart from photographers/videographers designated in advance by the parish leaders. In the bulletin please state that a photographer/videographer has been engaged and that individuals are encouraged to fully engage in worship and refrain from taking photos or videos during the service. Please make the photos and videos available to the congregation.
2. Please inform the Bishop in advance if photographer(s)/videographer(s) will be present during the service or in meetings.
3. Photographers and videographers must be instructed to avoid all camera noises and maintain a low-profile to avoid any distraction from worship.
4. Designated photographer(s)/videographer(s) must be introduced to the Bishop prior to the service.
5. After the service the Bishop will pose for photographs with clergy, wardens, confirmands, families, etc.
6. Designated photographer(s)/videographer(s) must abide by the guidelines below.
7. Please submit 2-3 photos to messenger@cnyepiscopal.org by Tuesday to share the visitation with the rest of the Diocese!

PHOTOGRAPHY/VIDEOGRAPHY GUIDELINES

1. Please instruct your designated photographer(s)/videographer(s) to be discreet, avoid blocking anyone's view, and avoid creating any distraction (i.e. no loudly clicking shutters, no beeps, no flash, use zoom lens where possible) during the service.
2. After the service the bishop will pose for photographs with clergy, wardens, confirmands/receptions and families, etc. Members of the congregation may take photos during this time. It can be helpful to give the photographer a quick list of posed photos in advance, and designate someone to round people up for photos.

GENERAL COMMENTS

1. I welcome the opportunity to spend time with the members of the congregation at large, any adult and/or youth class, or any combination thereof. It is not necessary to arrange for a specific meeting or public forum, although I am happy to participate if one is scheduled.
2. Diocesan Canon XXVI states, "At the Episcopal Visitations, each parish shall take an offering, which shall be given to and used at the discretion of the Bishop." **It is customary, however, if a separate offering is not taken, that the loose collection of the visitation Sunday be designated for the Bishop's discretionary fund. This should be noted in the bulletin and stated during announcements.**

If you have questions regarding these guidelines or any other aspect of the visitation, please do not hesitate to contact my assistant, Kathleen, at:

Phone: 315-474-6596

E-mail: kmcdaniel@cnyepiscopal.org