

2024 VISITATION CUSTOMARY FOR BISHOP JACOB W. OWENSBY

Schedule of services: Bishop Owensby is looking forward to his forthcoming visit. To facilitate this, his office should receive the enclosed form back a minimum of ten days prior to the scheduled visit to the parish/mission/mission station. The bishop will be the celebrant and preacher at the main service and prefers to have the services combined into one main service when practical. If there should be an earlier service, the clergy in charge should take that service.

Meeting with Congregational Leaders:

Bishop Owensby will chair a meeting with the Vestry or Mission Council following the main service to discuss evangelism and stewardship planning **during even years only**. If a reception is scheduled, please arrange this meeting immediately following. The agenda for that meeting is as follows:

Agenda for Vestry/Mission Council Meeting with Bishop

1. Introductions
2. Budget Report (including prior year comparison, reserves, YTD, diocesan asking)
3. Discuss Congregation's Stewardship Program
4. Discuss Congregation's Evangelism Program

Confirmation and Church Furniture: Please leave chancel furniture in its customary place. In other words, do **not** put the bishop's chair in the front. The bishop will sit in the usual celebrant's chair and confirm standing.

Meeting with Candidates: Bishop Owensby desires to have at least 30 minutes with those to be confirmed or received prior to the service. When scheduling this be mindful of the need to prepare for the service itself and leave at least a 15-minute buffer between the end of this meeting and the beginning of worship

Distribution of Communion: Bishop Owensby and clergy in the altar party will administer Communion. Licensed Eucharistic ministers will assist only in the absence of sufficient clergy.

Role of Deacon: If a deacon is present and participating, this person should perform all of the prescribed diaconal functions and assist with the administration of communion. Deacons always stand to the right of the Bishop at the Altar.

Bishop's Chaplain: You may assign someone to serve as Chaplain to the Bishop at the primary liturgy if desired. A chaplain is not needed in most spaces.

Liturgical custom: At Baptism and Confirmation, the Gloria and the Prayers of the People are to be omitted. During the Green seasons, the color is changed to white if there is a baptism or a baptism and a confirmation. During the Green seasons, the color changes to red if there is confirmation and no baptism. If there is neither a baptism nor a confirmation during the Green season, stay with the seasonal color. Stay with White, Purple, or Blue during the appropriate season in all cases. Always use the Propers appointed for that day. Do **not** move the Propers for a patron saint. Use the Proper Preface for the day, not the Preface for Baptism.

Name tags: Please write the Christian name [only] of each candidate in clear, block letters on their name tag. Nametags should be worn on the RIGHT side of the candidate, and easily visible. In the lower right-hand corner of the nametag, please designate with a single letter as follows: C = Confirmation; R = Reception; and A = Reaffirmation.

Parking: Please reserve and mark a parking space for the bishop. He will arrive at least an hour prior to the worship service. Please make someone available to greet him upon arrival.

Parish registers: Please have all the parish registers ready for the canonically required inspection by the bishop. This will include the service register, baptism, confirmation, communicant, marriage and burial records.

Return reports: A report form will be sent to you shortly after the bishop's visitation. Please complete the form and return it to Holly Davis. It is a canonical requirement that all individuals receiving confirmation, reception, or reaffirmation be recorded.

The Bishop's Ministry Fund: The undesignated loose offering for the day should be remitted to the Bishop's Ministry Fund and be sent to the attention of his office after the visitation. Do not give the offering to the bishop to return to the office. Please mail a check to the diocesan office at P.O. Box 4330, Pineville, LA 71361.

Note: Bishop Owensby will be pleased to inscribe Prayer Books and Bibles and asks that he be advised of this upon his arrival. He is also willing to participate in the taking of pictures should this be desired. He suggests a group picture for inclusion in the diocesan e-newsletter be taken immediately following the service if one is desired. Please send photos to Diocesan Communications Officer, Thomas Stodghill, at thomas@epiwla.org.

For additional information, please visit <https://epiwla.org/bishops-visitations/>. For questions, please do not hesitate to contact Holly Davis at holly@epiwla.org. Thank you.

4/8/2024