



## *Bishop's Visitation Customary* *Diocese of Olympia*

### VISITATION CHECKLIST

#### **1 Month Before the Visitation Send:**

- Planning form filled-out completely
- Bulletin/Order of Service
- Agenda/Schedule for the day
- 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

#### **Separate document with four readings in full:**

- Lesson 1
- Epistle
- Psalm
- Gospel

#### **During the Visitation 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 Safe Church, Safe Communities and background checks

#### **Within 14 days After the Visit, Complete and Send:**

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

**Send Materials**

**Attn: Tonja May**

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