



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 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
- ☐ Confirmation record form can be completed electronically and emailed or sent via regular mail

Send Materials
Attn: Michael Seewer
Via email: exec-asst@ecww.org
Mail: 1551 Tenth Ave East, Seattle WA 98102