

[Date]

[Clergy in Charge]

[Senior Warden]

[Congregation Name]

[Congregation Address]

[Congregation City & State]

Dear [Clergy] and [Senior Warden],

Episcopal Visitations are one of the most important parts of my ministry with you. The visitation is an outward and visible sign of the unity of the church (local and global), and a particular opportunity to encourage, strengthen, and challenge the congregation's missional engagement in its local context as well as more globally. I am scheduled to be with you and the people of [congregation name] for an Episcopal Visit on **Sunday morning, [date of visitation]**.

To assure that the visitation is a creative and constructive experience, Bobbi Hoff will arrange a telephone call with you two to three weeks before the visitation. Before the phone call, I ask that you send the pertinent liturgical details noted in the Customary, the proposed service bulletins for the day of the visitation, including the names (and ages) of candidates for baptism, confirmation, reception, and reaffirmation. I would also like a brief summary of particular concerns, issues, or events in the life of the congregation and the surrounding community.

In our phone conversation, we will review the details of the services, the overall schedule, and what you would like me to do when I am with you. In addition to presiding and preaching at all services, I am more than happy to lead adult education, participate in a service project or missional opportunity, and/or meet with your Vestry. Because the day of visitation is limited, I am also willing to come and meet with confirmands and/or the Vestry, or participate in another church ministry or function at a time before the visitation. This can be scheduled in advance with Bobbi.

Archdeacon Bob Nelson is now scheduling deacons to participate in Episcopal Visitations. Please count on a deacon being involved in the liturgy. One of the purposes of the deacon's presence is to teach about diaconal ministry in hopes of further identifying those called to that ministry. I encourage you to intentionally connect the deacon serving with those in your congregation whom you sense may have a call to the diaconate.

Finally, please remember that the canons of our diocese dictate that the loose offering that day is for the Bishop's Discretionary Pastoral Needs Fund. I would ask that you note this both in your bulletins and in the spoken announcements for each service.

I look forward to meeting you and those with whom you serve. I am

Your servant in Christ,

The Rt. Rev. Katharine Jefferts Schori
Assisting Bishop of San Diego