

DATE

PIC, RECTOR, SW
CHURCH ADDRESS

Dear NAME,

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 **Church** for an Episcopal Visit on **Sunday morning, DATE**.

To assure that the visitation is a creative and constructive experience, Keren Mondaca will arrange a telephone call with you two to three weeks before the visitation. Before the phone call, I ask that you complete the worksheet found at [\[link\]](#). I also ask you to have a discussion of the questions on the enclosed Vestry Preparation Questionnaire at the vestry or bishop's committee meeting before my visitation. When I meet with your vestry (and search committee, if you are in a clergy transition) during my visitation, I will discuss these questions with you.

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, give a short children's homily, or do other activities upon request. I would like to meet with candidates for baptism, confirmation, reception, and reaffirmation for a few minutes before the main service. I would also like to meet with your vestry (and search committee, if applicable) during my visitation. If you customarily have a worship service in Spanish, I will be happy to preside in Spanish. I will preach in English, so if Spanish interpretation is desired, please provide an interpreter from the congregation.

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. Susan Brown Snook
Bishop of San Diego