



# The Diocese of Utah

## Customary for the Visitation of the Bishop

The Right Reverend Phyllis Spiegel

Effective December 1, 2022

### A NOTE FROM THE BISHOP

As Episcopalians, worship is a primary expression of our life as disciples following Jesus' instruction given at the Last Supper to gather and break bread, giving thanks to our God. This is echoed in the Baptismal Covenant when we dedicate ourselves to "continue in the apostle's teaching, the breaking of bread, and in the prayers." (*BCP 293*) The visitation of the bishop is, in light of these instructions, a normal part of the gathering of God's people and, while an opportunity for great joy, need not be one of undue stress.

My deep desire is for visitations to be a chance of connection and community building between the individual churches and the wider diocese. Structuring the time adjacent to worship with opportunities for meaningful conversation, time for learning, or outreach work, will help us live into our covenantal relationship with one another. If you would like to schedule an outing to celebrate creation, such as a hike, picnic, prayer walk, or an outreach activity, please let my Executive Assistant, [Monica Daly](#), know.

Please remember, it is my great privilege and joy to be with you. It is my work to meet you where you are, and to join in your customs and traditions. If you fly in the face of the rubrics of the BCP or there is something dreadfully off (like when I arrived at my first parish as a new priest and there was a flower arrangement in the baptismal font), we will no doubt enjoy a conversation about why we do what we do. I abhor shame in the church, so relax and know that should something be amiss, I will work with you to understand our traditions and faith practices, knowing you will do the same with me as I learn your context for ministry and mission.

Your servant in Christ,

+Bp. Phyllis

## **TO PREPARE FOR THE VISIT**

Confirm with the bishop's office two weeks in advance which services the bishop will be taking and the times. On Sunday morning she is happy to teach or host a Question and Answer time as desired. **These additional options should be arranged well in advance of the visitation.**

Please send the bulletin draft no later than Wednesday prior to the visitation. It will be returned with comments by Friday morning, or earlier if the bulletin arrives at the first of the week. The preference is for an abbreviated bulletin and the use of the Book of Common Prayer. (More explanation on this is found in the Bishop's Statement on Communion.)

The bishop will serve as the officiant and celebrant, and if children are present will have a Children's Message as a part of the sermon.

The clergy or a Warden is asked to make the announcements.

If there is an acolyte serving, that person will tend to the bishop's mitre and crozier. There need not be a special chaplain for a regular Holy Eucharist unless someone would like to serve in this position. However, at baptisms and confirmations, it is helpful to have a bishop's chaplain. The role can be explained 20 minutes prior to the service.

It is always nice to have a time of fellowship at some point during the morning. Receptions are not expected, but are quite appropriate if celebrating confirmations/baptisms. Simple coffee and tea service, or customary offerings, are sufficient for "regular Sundays". In other words, the bishop appreciates what is offered but has no expectations. The bishop's Executive Assistant will provide a list of the bishop's food allergies if that is helpful.

The bishop will arrive one hour prior to the service, and 45 minutes prior to teaching a class if that is before worship. When the bulletin is sent, please include instructions about parking if there is anything in particular to know.

Out of both tradition and as an act of creation care, the bishop prefers to use the BCP rather than have a full text bulletin. (*See Pastoral Letter on Communion Practices 2023*) The exception to this is in settings where a great number of guests are expected and a full bulletin is an act of hospitality.

### **BAPTISMS AND CONFIRMATIONS**

The form for the reporting of Confirmations will be sent to the parish administrator and should be returned to Monica Daly.

The bishop will apply the chrism at a baptism, but if clergy are present, it is appropriate for the priest to perform the baptism. However, if preferred by the clergy or baptismal families, the bishop will gladly baptize.

In the announcements inviting people to baptism and confirmation, the bishop encourages congregations to include an invitation for those who wish to change their name from the name given to them at baptism. This is referenced in the Policy on Alternate Liturgies. If used, the changing of a name should be placed prior to the baptisms.

If there are confirmations, please use the liturgy in the BCP or from *Confirm Not Conform* if that formation program has been used for formation. (If the latter is used, please be in consultation with the bishop's office a month in advance.) If you are unfamiliar with the Confirmation service layout, the bishop's office can provide a bulletin template.

If there are more than four confirmands, please provide each candidate with an index card that has their preferred first name printed in large letters which they will hold in front of them when they kneel before the bishop. The bishop prefers

to confirm at the rail, but if that is not possible, she will sit in the bishop's chair with the confirmand kneeling on a cushion.

Baptismal and Confirmation certificates are customary and will be signed by the bishop either prior to her visit, if someone wishes to bring them to her office, or on the day of the visitation. She will also sign any BCP's gifted to the confirmands. (The BCP economy edition is particularly appropriate for confirmands.)

The church register needs to be filled out with all of the confirmand entries and put out for the bishop to sign. The service register should also be up to date and available for review.

## **THE HOLY EUCHARIST**

Please see the *Pastoral Letter on Communion Practices 2023* for detailed information regarding the distribution of communion.

It is proper to bless an accurate number of wafers and amount of wine for the size of the day's congregation. The reserved sacrament should be enough to serve the needs for Communion Under Special Circumstances by Lay Eucharistic Visitors (LEV's) or clergy between services of Holy Eucharist. The most efficient way of communicating an accurate count to the celebrant is for the ushers to complete a slip of paper with:

**Date:**

**Number Present:**

**# of Gluten Free (if known)**

*(Congregations are highly encouraged to adopt a method of communicating the count to the deacon/celebrant for all Holy Eucharist services prior to the table being set.)*

As the bishop is highly gluten intolerant, please do not use real bread for visitation Sundays, though wheat wafers are fine. If you do not have GF wafers, the bishop travels with her own supply, but please let her know when she arrives that her own wafer will be needed.

The bishop needs to sign the Service Register, and the Parish Register if there are baptisms/confirmations, and it is helpful for the cleric or some other appointed person to facilitate the signing. The bishop is often engaged in many conversations and does not want to leave without signing in the appropriate places.

The bishop's office is here to serve you so please ask for any directions or assistance needed to facilitate a well ordered and enjoyable visitation.