



**Diocese of Pittsburgh**  
*Grounded in Christ, Growing Anew*

## Episcopal Visitation Planning Form

***Submit this form two weeks prior to your visitation by filling it out online or by mailing it to Episcopal Diocese of Pittsburgh, 325 Oliver Avenue, Suite 300, Pittsburgh, PA 15222 or by email to [arath@episcopalpgh.org](mailto:arath@episcopalpgh.org)***

***Request for financial information is on page two of this form.***

Parish name, location: \_\_\_\_\_

Date of Visitation: \_\_\_\_\_  
  *Day of week*    *Month*    *Date*    *Year*

Clergy Name: \_\_\_\_\_ Cell phone \_\_\_\_\_  
*(Make sure phone is turned on Sunday morning)*

Sr. Warden Name: \_\_\_\_\_ Cell phone \_\_\_\_\_  
*(Make sure phone is turned on Sunday morning)*

Availability of parking: \_\_\_\_\_

**\*Note:** unless otherwise requested, the Bishop plans to arrive 15 to 30 minutes before the service(s).

Service time(s): \_\_\_\_\_

Purpose of Visitation:      Confirmation              Reception              Reaffirmation              Baptism  
  Dedication / Blessing (of what?): \_\_\_\_\_  
  Anniversary Celebration (of what?): \_\_\_\_\_

**\*Note:** The Bishop would like to meet with the candidates for Confirmation, Reception, and Reaffirmation before the service begins (1/2 hour to 45 minutes before).

1st Lesson \_\_\_\_\_ 2nd Lesson \_\_\_\_\_

Psalm \_\_\_\_\_ Gospel \_\_\_\_\_

**\*Note:** The Bishop will adhere to the **liturgical color of the day**.  
Please provide a draft of your service bulletin as soon as possible before the visitation.

Is there anything that the Bishop should emphasize during a post-service discussion?

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Please indicate number of each:

Confirmations \_\_\_\_\_ Receptions \_\_\_\_\_ Acolytes to be honored \_\_\_\_\_  
Reaffirmations \_\_\_\_\_ Baptisms \_\_\_\_\_

*\*Note: Personalized certificates will be provided for confirmations, receptions, and acolytes.*

Please provide full names, print clearly, and indicate if confirmation, reception or acolyte etc.:

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Fellowship event(s) (describe): \_\_\_\_\_

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Other special requests/desires: \_\_\_\_\_

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**PLEASE NOTE:** Canon law requires the Bishop to review the finances of each parish in the diocese. The Bishop will do such a review, which is of a general nature, in conjunction with her annual visitation.

**The Diocese now uses financial dashboards that provide current and historical financial information on each parish. Therefore, there is no need to submit financial statements to the Diocese prior to your visitation.**

**Please continue to submit the following pledge information to Rebecca Steiner, Senior Accountant & Treasurer, no later than the Tuesday before the visit:**

- Number of total pledges and number of pledges (using largest pledges) making up 75% of total budget

**Pledge information can be submitted by email to [rsteiner@episcopalpgh.org](mailto:rsteiner@episcopalpgh.org) or by mail to Episcopal Diocese of Pittsburgh, 325 Oliver Avenue, Suite 300, Pittsburgh, PA 15222.**