

**Guidelines for Episcopal Visitations**  
**The Rt. Rev. Barry R. Howe**

**General Considerations**

1. Please complete the accompanying Visitation Checklist Form and return it by fax or mail to the Diocesan Office no later than two weeks before the scheduled visitation.
2. I am flexible concerning meetings with vestry and leaders, teaching or responding to questions at Education hours, and potluck luncheons with the congregation. But this flexibility is sometimes compromised by other calendar events in the Diocese. It is therefore important to let your desires be known as soon as possible.
3. Unless there is a conflict with her schedule, Mary will accompany me on all visitations and will participate in the planned activities surrounding the visit.
4. When I am asked and have agreed to be at more than one service on a Sunday morning, plans should be made to accommodate Mary so that her attendance need only be at the main service.
5. When overnight accommodations are necessary, we will stay in a motel or bed-and-breakfast facility. In most cases, home in Kansas City and the apartment in Springfield are within good driving ranges for Sunday mornings. Accommodations can be coordinated through my office.

**Liturgical Considerations**

1. Unless otherwise planned in consultation with my office, the psalms and lessons used will be those appointed in the Eucharistic Lectionaries. Feasts of Our Lord that take precedence over other appointed propers on Sunday are to be observed. (See page 16 in the BCP).
2. The normal liturgical color or array for the season or festival shall be used.
3. When there are baptisms, I am happy to be the one who administers baptism. However, I am also happy to have the local clergy administer baptism. Families often want the one who has prepared them for baptism, and who will continue to be their spiritual leader within the community, to administer baptism. In all cases, I shall administer the Oil of Chrism with the accompanying sealing of the Holy Spirit.
4. At the time of confirmations, receptions, and reaffirmations, a clergy person or catechist should be at my side, giving me the first name of each candidate as he/she comes forward. It is also very appropriate for sponsors to accompany each candidate and to stand on each side of him/her, laying their hands on the candidate's shoulders.
5. A deacon or assigned lay person should always be appointed to lead the Prayers for the candidates.
6. There is no use of oil at confirmations, receptions, or reaffirmations.
7. Unless otherwise planned in consultation with my office, I shall be the preacher.

**I SEEK TO BE FLEXIBLE IN LITURGICAL LEADERSHIP, AND I EXPECT THAT YOU WILL SHARE WITH ME THE USUAL CUSTOMARY OF YOUR WORSHIP. HOWEVER, I WILL ALWAYS RESERVE THE RIGHT TO DO OR NOT TO DO WHAT I BELIEVE TO BE APPROPRIATE OR INAPPROPRIATE LITURGICAL PRACTICES.**