



2020 CUSTOMARY FOR EPISCOPAL VISITATIONS

THE REV. DR. BONNIE A. PERRY – BISHOP-ELECT

Dear Friends,

Enclosed you will find my schedule of Sunday morning visits for this first year of our ministry together. If your congregation is not slated for a Sunday morning visit in 2020, please contact Beth Rowley at browley@edomi.org to schedule an evening gathering during the week. My goal is to spend significant time with every one of our worshipping communities in my first year in Michigan. I am looking forward to getting to know you and the faith communities in which you serve and lead.

Being new to our diocese I have much to learn. I am finding my time in our communities of faith, be it on Sunday morning or during the week to be an extraordinarily fulfilling way of gaining a sense of the depth and richness of our congregations. In my visits, I'm also getting a sense of our fears and anxieties that may hinder our abilities to connect with our neighbors beyond our sanctuary walls. Knowing our strengths and acknowledging our fears will enable us to create realistic ways for us to live our essential promise to "love the Lord our God with all our hearts, all our minds and our souls and to love our neighbors as ourselves."

PRIOR TO OUR TIME TOGETHER ON A SUNDAY VISIT

Please send a bulletin for the service(s) and a completed visitation sheet to my office at least two weeks ahead of time. The week of the visit I'll give the person in charge of the congregation a call so that we might speak in person about what might be most helpful for you in the course of my time with you. I'd also love to speak with one or two active lay people in your congregation. I love hearing directly the stories of parishioners. I find conversations with both ordained and lay leaders give me much more context in which to set my sermons.

SUNDAY MORNINGS

WORSHIP

Since I'd like our time together to be as typical as possible, please do not rearrange your Sunday morning worship schedule for me. I will preach and preside at **all** of your regularly scheduled Sunday morning worship services. If you also have a Sunday afternoon/evening service, please let my office know well ahead of time (at least two months) and I'll do what I can to arrange my schedule to be with you for that as well. Most weekends I am not available for Saturday evening services.

FORUMS

If you have an adult forum, I'd be delighted to teach or present, and in these early days of our ministry together, I'd particularly welcome a session where I might hear from the people of the congregation and answer any questions that they might pose.

FOOD

Ours is a faith tradition centered around breaking bread together. I'm happy to be a part of your typical coffee hour, a congregational wide gathering celebrating those who may have been baptized, confirmed or received that morning, or even a meal with the leadership of your community. Please know there is no need to make extra-ordinary arrangements because I am with you. If however, my presence, would be a good excuse to have a party then I am happy to be the impetus for any form of celebration.

MEETING WITH THE LEADERSHIP AND REVIEWING RECORDS

At each of my Sundays with your community of faith, I want to meet with the leaders of your community: vestry, bishop's committees, wardens, ministry teams, clergy. I envision a focused hour in which we discuss:

- Your surrounding community,
- Your ministries,
- Your successes over the past years,
- The upcoming or persisting challenges,
- Where you hear God calling you to go in the next two years and
- How you are involving the larger worshipping community and surrounding neighborhood in your future ministries, and
- Finally, I very much want to know how I and our diocesan staff can be of assistance to you in fulfilling the ministries God is now calling you to create and to do.

I'd also like to review your congregational registers, your most recent financials, and the most current annual report. Feel free to send or email my office all of these documents ahead of time.

MINISTRY TEAMS AND CLERGY

If you would like, I'd be delighted after time with the congregation and the congregational leadership, to take you and your ministry team and spouses out to eat. (If our time together in the morning has included a meal then its also appropriate to have just coffee or tea together for some more intimate conversation.) I'm also happy to spend this time or time at a later date to reflect on our morning together and to exchange impressions.

LASTLY

If you have any questions please do not hesitate to call me on my cell phone 773-315-9028 or to send me or my assistant, Beth Rowley, an e-mail. I'm very much looking forward to getting to know you and your faith community.

All my best,

The Rev. Dr. Bonnie A. Perry
Bishop-Elect

P.S. I've attached below some technical information that may assist you as your create your service bulletins.

THE FINE PRINT:

The Proper of the Day will be used, including all three readings and Psalm. I will preach using the Revised Common Lectionary (RCL) as approved by General Convention 2006. As provided by General Convention, full transition to the RCL should have taken place. Whenever there are choices among the readings, and this is especially the case in Easter season, we need to agree ahead of time what will be read.

The various orders of ministry should take their respective parts in the service. The first two readings should be read by a layperson. So should the psalm, if it is not sung. A deacon or layperson should lead the prayers. A deacon, whenever present, should read the gospel, invite the confession of sin, prepare the table, and give the dismissal. *If there is no deacon, then an assisting priest should read the gospel, prepare the table and dismiss the people; I will (as celebrant) invite the confession of sin.*

When available, a deacon will assist me in the liturgy, especially to hold the book, miter, and pastoral staff, as needed. In the absence of a deacon, an acolyte or assisting priest can take these duties. I am not overly fussy about such matters, and the basic rule is that a deacon or other assistant stands ready to hold whatever I hand over!

If there are no baptisms, the Renewal of Baptismal Vows (BCP, page 292) **may** be used in place of the Nicene Creed; however, this is **not** a requirement.

One of the clergy, or else a warden, should make necessary announcements.

Deacons and priests should join me at the table for the Eucharistic prayer, and other ministers of communion should be close by also. Please let me know beforehand: 1) which Eucharistic prayer to use; 2) which version of the Lord's Prayer (traditional or contemporary) is customary; and 3) if Rite I, whether to include the Prayer of Humble Access. Of course, I will be grateful to know other liturgical choices your community makes, and I will do my best to honor them.

Any liturgical expectations you have for me besides baptism, confirmation and Eucharist – blessings of one sort or another, or a healing service, for example – I am happy to entertain, but I need to know about these ahead of time.

Vestment colors should be seasonal.

I always prefer the use of loaf bread (or else the very large hosts) for the Eucharist, along with a single chalice on the table (and one flagon as necessary), the rubrical intent of the Prayer Book rites. **However, if "real bread" is not your custom, please do not go to great lengths to suddenly provide such an option.** On high Holy days, such as Baptisms, Confirmations, weddings, funerals, All Saints' Day, Easter, Pentecost and Christmas, I am happy to use chilled champagne in the place of wine. Also, the communion of the people should be from the elements consecrated at the Eucharist and not from the reserved sacrament. If the elements are depleted, additional bread or wine may be consecrated as needed.

BAPTISM/CONFIRMATION

Our Prayer Book names the bishop's visitation among the five occasions especially fitting for baptism, and I want to honor that norm in the congregations of this Diocese. Following the Prayer Book's shape of the rite and ancient practice, I want to preside over the rite, sharing its administration with all the orders present. So, I will ask for the presentations of those to be baptized and make the various queries of the candidates, sponsors, and congregation. I will also bless the baptismal oil (if needed) and the water. And I will anoint the newly baptized and offer the postbaptismal prayers. A deacon or layperson

should lead the Prayers for the Candidate(s). A priest or deacon should administer the water rite. In this fashion, all the orders take a share. For its rich symbolic value, I encourage the use of chrism at baptism, and I am happy to consecrate it during our time together. Please let me know ahead of time. If there are baptisms, the consecration comes before the blessing of the water. If there are no baptisms, the consecration of baptismal oil comes after the post communion prayer. The practice of making chrism available at a diocesan liturgy will continue.

When there are baptisms and confirmations, after the sermon is finished, we will continue with the examination of the candidates. Sometimes it is helpful to insert a hymn in this part of the service as the candidates are making their way to the chancel steps or wherever we determine the examination will take place so that it may be best seen by all in the sanctuary. **There is no need to move a chair or stool to the steps, as I will stand throughout the examination and confirmation.** When there are no baptisms or confirmations, I'll return to the presider's chair and continue the service with the Renewal of Baptismal Vows or the Creed, after which the person appointed reads the Prayers of the People.

When there is a baptism, I'll read the Thanksgiving over the water; **the priest administers the water of baptism.** As each candidate is baptized, I'll seal each candidate with Chrism. **IN THE CASE OF AN ADULT, THIS SUFFICES FOR CONFIRMATION AS WELL.** (That person should not be presented again, but should be given a confirmation certificate as well as a baptismal certificate.) After welcoming those baptized, they may return to their seats and the other candidates for confirmation, reception and reaffirmation then come before me one at a time for the laying on of hands (some type of card or name tag with first and middle names would be helpful. Exact directions for this portion of the liturgy should be discussed in advance). When all have been presented the peace is then exchanged. ***Prayers of the People are omitted.***

When there is no baptism, BUT THERE IS CONFIRMATION, RECEPTION OR REAFFIRMATIONS, use the liturgy that begins on page 413 in the Book of Common Prayer.

Certificates for Confirmation and Reception, signed by me, may be requested from my office, and will be sent to you in advance (or, if you have certificates you customarily use, these may be sent to me **in advance** to be signed).

THE LOOSE OFFERING

The loose offering for the day is designated for The Bishop's Fund. It is helpful if a note to this effect is included in the bulletin inviting the people to be generous. If people wish to write checks, they may be made out to The Episcopal Diocese of Michigan and note in the Memo Line, "Bishops Fund". Checks made payable to the congregation should be retained by the congregation.

PERSONAL INFORMATION

Susan Harlow sometimes comes with me for Sunday visitations. If she's coming with me I'll let you know ahead of time. Susan is an ordained United Church of Christ minister and currently pastors a small church in Chicago, so until June of 2020 she will only be in Detroit one Sunday a month. Since most people may not know her, it would be lovely if someone could be available to meet and greet Susan and introduce her to some of the community.

Questions regarding the customary can be directed to
Beth Rowley: 313/833-4435 or browley@edomi.org

Bishop-Elect Bonnie A. Perry

Sunday Visitation Schedule

2020

DATE	LOCATION
January 19, 2020	All Saints', Brooklyn (AM)
January 19, 2020	Canterbury House U of M, Ann Arbor (PM)
February 16, 2020	St. Michael & All Angels, Cambridge Junction
February 20, 2020	Canterbury House MSU, East Lansing (PM)
February 23, 2020	Grace Church, Detroit
March 8, 2020	St. Luke's, Ferndale
March 15, 2020	St. Michael & All Angels, Lincoln Park
March 22, 2020	Church of the Incarnation, Ann Arbor
March 29, 2020	St. George's, Milford
May 3, 2020	St. Aidan's, Michigan Center
May 10, 2020	Grace Church, Southgate
May 17, 2020	St. Mary's-in-the-Hills, Lake Orion
May 31, 2020	Christ Church, Grosse Pointe
June 14, 2020	Christ Church/Mother of the Savior, Dearborn
June 28, 2020	St. Paul's, Romeo
September 13, 2020	Holy Faith, Saline
September 20, 2020	Cathedral Church of St. Paul, Detroit
September 27, 2020	Christ the King, Taylor
October 4, 2020	St. Clement's, Inkster
October 11, 2020	St. Augustine, Mason
October 18, 2020	Nativity, Bloomfield Twp.
October 25, 2020	Grace, Mt. Clemens
November 1, 2020	All Saints', Detroit
November 8, 2020	St. Matthew/St. Joseph, Detroit
November 15, 2020	Church of the Resurrection, Ecorse
November 22, 2020	Christ Church, Adrian
December 6, 2020	Christ United, DeWitt
December 13, 2020	St. James', Birmingham
December 20, 2020	Trinity, Belleville



EPISCOPAL VISITATION FORM – 2020

► Complete and return this form **TWO WEEKS PRIOR** to the visitation date.

► Provide copy of service bulletin at least two weeks prior to the visitation date (draft by mail, fax, or e-mail is acceptable)

1. Congregation: _____

2. Location: _____

3. Date of visitation: _____

4. Susan Harlow will be greeted by: _____

5. Time of services: Time _____ Rite _____

Time _____ Rite _____

Time _____ Rite _____

6. Proper of the Day to be used. If there are choices for the day, indicate which will be used (choices require approval by the Bishop). **List readings:**

1st Lesson _____

Psalm _____

2nd Lesson _____

Gospel _____

7. Eucharistic Prayer: _____

9. Lord's Prayer: ☐ traditional ☐ contemporary

10. Prayer of Humble Access (Rite I only): ☐ YES ☐ NO

11. Will there be anything special in the liturgy (dedications, blessings, etc.)? ☐ YES ☐ NO

IF YES, describe:

12. Will there be any baptisms/confirmations/receptions, etc? ☐ YES ☐ NO

If YES, how many of each certificate do you need? _____

13. If there are baptisms, do you want me to bless the baptismal oil: ☐ YES ☐ NO

14. If there are no baptisms, do you want me to bless the baptismal oil: ☐ YES ☐ NO

OFFICE USE ONLY SCHEDULE

TIME **WHAT**

_____ Liturgy

_____ Teaching

_____ Reception

_____ Meeting

_____ Lunch

Other: _____

15. What teaching would you like the Bishop to do?

What time? _____ Potential Topics include:

ADULT FORUM TOPICS

- | | |
|--|--|
| <input type="checkbox"/> Dynamic Liturgy | <input type="checkbox"/> Mission objectives in the diocese |
| <input type="checkbox"/> Governance of Episcopal Church USA | <input type="checkbox"/> Open question and answer session |
| <input type="checkbox"/> Spirituality Beyond our Church Doors | <input type="checkbox"/> Other (describe): |
| <input type="checkbox"/> Encountering and reconciling differing opinions | |
| <input type="checkbox"/> Basic Building Blocks of Congregational Development | |
| <input type="checkbox"/> General Convention Matters | |
| <input type="checkbox"/> State of Episcopal Church USA | |

YOUNG CHILDREN OR YOUTH GROUP CLASS TOPIC (describe):

16. Will there be a reception? ☐ YES ☐ NO

IF YES, what time: _____ Notes: _____

17. Will there be a meal? ☐ YES ☐ NO

IF YES, what time: _____ Notes: _____

18. At what time will the Vestry or Bishop's Committee meet? _____

What issues will be discussed?

19. Names and phone numbers for three involved lay people who can provide history and background for your faith community.

Name _____ Phone _____

Name _____ Phone _____

Name _____ Phone _____

20. Is there anything else you would like the Bishop to know prior to her visitation?

21. Does the priest wish to have lunch with the Bishop on day of visitation? ☐ YES ☐ NO

IF YES, will clergy companion and family attend the lunch? ☐ YES ☐ NO

IF YES, please make arrangements at a restaurant in your area.

IF NO, contact the Bishop's office to arrange an appointment to meet with the bishop.

22. What is the average Sunday attendance for: Last 12 months _____ –OR– Year to date _____

This form completed by _____ Date _____

Return form to:
The Office of the Bishop
Diocese of Michigan
4800 Woodward Avenue,
Detroit, MI 48201
FAX: 313 831-2155 or
browley@edomi.org



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