Parish Visits by the Bishop of Croydon
Preside and Preach

The Bishop is very much looking forward to joining you on this occasion. In order to assist his preparation it would be very helpful if you would complete this form and return it to nadina.bedlow@southwark.anglican.org *at least two weeks prior to the visit*. [For Confirmation / Licensing services please use the attached template. Please send a copy of the final order of Service for the Bishop's attention at least two weeks before the service.]

1.   Place, date and time of services:

Visit to: ....

Date of visit: ....

Time of visit: ....

Person in charge of visit: ....

Contact telephone:... Email: ....

2.   Form of Service: *(Please tick as many boxes as appropriate)*

Eucharist	Common Worship	☐
	BCP	☐
Service of Initiation	eg Baptism/Confirmation	☐
Diocesan Order	eg inauguration of New Ministry	☐
Morning Prayer	CW	☐
	BCP	☐
Evening Prayer	CW	☐
	BCP	☐
Other	eg Carol Service (give details below)	

You are expecting the Bishop to (please tick *as many boxes* as appropriate)

Preside at the Eucharist /Officiate/Conduct	☐
Preach	☐
Other (specify)	☐

3. Preferred vesture for the Bishop

NB If the parish has its own vestments, the bishop will wear those at eucharistic services. If not, or for non-eucharistic services, please specify what would fit best with the service and the tradition of the parish.

Please telephone the Bishop's Personal Assistant on 020 8256 9632 if you have any queries.

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a) Convocation robes ☐
b) Cope ☐
c) Alb and Stole ☐

4. Order of Service – Hymns

- If the text of hymns is to be reproduced in a printed order of service, please ensure relevant authorship and copyright information and acknowledgements are included.
- Please insert your Christian Copyright Licence International (CCLI) number on the order of service to ensure the copying of the texts of hymns and songs is authorised under copyright law.
- Common Worship texts: Please insert at the end of the order of service the appropriate copyright acknowledgement for this material, which is: *Common Worship: Services and Prayers for the Church of England, material from which is included in this service, is copyright © The Archbishops' Council 2000*

5. Readings

Old Testament	
New Testament	
Gospel	
Bible Version	

- On Sundays, Principal Feasts, other Principal Holy Days and Festivals, the readings from the Principal Service of the day in the Revised Common Lectionary are normally used.
- For other occasions, please include suggested readings in the draft order for the bishop's agreement.
- Please indicate which version of the Bible is normally used.

6. If the Bishop is required to sing any part of the liturgy please advise what setting is to be used, and send a copy of the music with this form.

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7. If there is to be a social function afterwards, please give details and venue:

8. If ecumenical or civic guests are to be present, please indicate, with names if possible

9. The Bishop will require a parking space. Please advise of the place where parking will be reserved:
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10. Is there any additional information that would help the Bishop as he prepares for the visit?

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For the inauguration of a new ministry:

1. Please name those assisting in the vacancy:

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2. Please name the patron/patron's representative:

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For Confirmations:

1. Do you require Confirmation Return Forms (for record of numbers)? ……………………

2. Number of candidates to be baptized: Adults………   Children………
3. Number of candidates to be confirmed: Adults………   Children………

4. Which other parishes are presenting candidates? (Please give name of parish and number of candidates)

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