



ARMED FORCES AND FEDERAL MINISTRIES

Customary for Bishop's Visitation

I. Commitment and Purpose

The Bishop Suffragan for the Armed Forces and Federal Ministries is committed to the support and encouragement of the chaplains who are members of the Armed Forces and Federal Ministries (AFFM) episcopacy. The Bishop's visitation is a primary way of achieving this purpose.

There are two primary purposes for the bishop's visitation:

1. Visit with the chaplain as an opportunity to reflect upon the chaplain's life and work within the context of the location where the chaplain's ministry is performed. Accordingly, it is appropriate for the visit to include schedule appointments with, but not limited to, the following: fellow chaplains and staff, command or organizational leaders, and members of the chaplain's family.
2. Engage in shared worship with the chaplain and the chaplain's colleagues. Its is preferred that the worship be eucharist-centered. When possible, the bishop desires to preside over the rites of Holy Baptism and Holy Confirmation. Though the Eucharistic liturgical forms may vary from location to location, the bishop prefers to use Baptism and Confirmation rites as contained in the Book of Common Prayer (1979).

II. Scheduling

Episcopal visitations will be scheduled in such a way as to balance the following priorities:

- The celebration of the life changing sacraments (Holy Baptism, Holy Eucharist, Holy Confirmation, etc.)
- Scheduled community anniversaries and events;
- Address particular pastoral needs of the constituents (i.e., command or organization) and worshipping community.
- The celebration of a patron saint or other significant event in the life of the worshipping community.

Scheduling of visitations will be initiated by the Bishop and her staff in coordination with the chaplains.

III. Procedures for Visitation

For military protocol purposes, the Armed Forces Bishop is "a Bishop of Washington", DV-4/3-star equivalent.

- In preparation for my visitation, I prefer to have a telephone conversation with you no later than two weeks prior to a scheduled visitation in order to plan the broad outline. Please contact the AFFM Associate to make an appointment. You can reach our Associate at 202-459-9998 or ccowell@episcopalchurch.org



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- Please let me know if there is something significant that I should be aware of, or something you wish me to emphasize or address during my visit.
- In addition, I ask that you send an electronic copy of the liturgy via email to me and CC the Associate two weeks prior to my visit.
- You will be emailed in advance of the date of the visitation to confirm the time, details of the liturgy, number of confirmands, etc. The Bishop will bring the appropriate certificates.
- Please email the names of your parish leaders or anyone who you would like me to specifically acknowledge on that day of my visit a week prior to my visit.
- I invite you to send the unpledged offering on the day of my visit as a check, made payable to DFMS, with “Bishop’s Discretionary Fund” noted on the memo line.
- Many congregations also choose to make giving available electronically. If desired, the following QR code may be included in the bulletin or announcement materials:



IV. WORSHIP PROCEDURES

As the Prayer Book prescribes, it is the Bishop’s prerogative to celebrate, baptize, confirm (receive or reaffirm) and preach at each visitation.

- Please use a festive red for confirmation, reception, and reaffirmation. When there are candidates, I would like to meet with them prior to the liturgy.
- Please use the Propers for the Day, not the Confirmation Propers.
- When there are no candidates, I would like you to discern a celebration of missional practices, dedication of new initiatives, commissioning of lay leaders, community-centered celebrations, or such, as part of the official Episcopal visit. Let us use the Baptismal Covenant in place of the Nicene Creed.
- Vestments: my preference is to wear alb, chasuble, stole, and mitre. If the worshipping community can provide the chasuble and stole, it would be greatly appreciated. *Please notify me prior to the visit* if I need to bring a chasuble and stole.

B. Liturgy

- I assume the worshipping community is using the Revised Common Lectionary. Please let me know if otherwise.
- Please use Eucharistic Prayer B.
- When we have a confirmation liturgy, I suggest that we move the Peace to the Offertory, omitting the Prayer of the People and Confession. The request for special intentions in



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prayer can be made prior to the Eucharistic Prayer, if pastorally desired. In this case, please make this list available at the altar for a designated person to read.

C. Holy Baptism

If baptism is to take place, I would prefer that the chaplain/priest, when present, do the actual baptism. I am happy to do the chrismation.

D. Holy Eucharist

I invite the chaplain/priest or the Deacon to set up the altar and to do the ablutions following the liturgy as is your custom.

DISTINGUISHED VISTOR PLAN CHECK LIST

Information the Bishop's office will provide

- The Bishop's full name and military rank: The Rt. Rev Ann McKinnon Ritonia (Major, USMC, Ret.) IAW consolidated DoD / Army/ Air force Precedence List March 20, 2010. Code "DV-4: Bishop of Washington." The Armed Forces Bishop is a "Bishop of Washington", a DV-4/3 star equivalent.
- Arrival and departure times
- Cell phone
- Lodging
- Any special instructions

You need to put together a full itinerary for the Bishop's visit that includes:

- Project/Escort Officer name and cell phone
- Where and when you will meet the Bishop(on a military installation this is best at the main entrance)
- If she is lodging on base, the name and address, instructions to register.
- Courtesy calls: names, rank, position, location, bios and who will escort.
- Tours, if any: what, where and when
- Block of time when Bishop can meet with each chaplain.
- Please plan one evening dinner for the Bishop with chaplains and spouses/partners if time allows. Location, time and names of guest. Will the Bishop be picked up or will he/she arrive on their own?

If there is worship:

- Place and time for the service:
- Please list liturgical celebrations, their format, and date in the liturgical calendar eg. "Bishop will be celebrating Sunday Service (Third Sunday After Pentecost). with modified Rite II"
- What role(s) will the Bishop have?
- Will there be a chasuble and stole available for the Bishop to use?



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- Will the Bishop be asked to lead a class or discussion group? (time, place and topic)
- What are the readings of the day?
- If there is a baptism, the office will need to know the name, date of birth, parents and sponsors. If you need baptismal certificates please request them from our office.
- For a confirmation, reception or reaffirmation, the Bishop's office will need the name and presenter. If you need confirmation, reception, or reaffirmation certificates please request them from our office.
- Schedule time for Bishop to meet with those being baptized (family), confirmed, received or reaffirmed prior to the service.
- If there will there be any activities following the service.

Please do not overpack the schedule. Allow for administrative time for the Bishop.