



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 mrussomano.esmonde@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)

***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 either before the service or at another prearranged time.

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.

Please complete both sides of this form.

08/2026

This year, the Bishop would like to do forums when she visits congregations. When is the best time to have a Bishop's forum?

Before the service ☐ Between Services ☐ After the service ☐

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.:

Fellowship event(s) (describe): _____

Other special requests/desires: _____

The Bishop *may* attend your next scheduled vestry meeting (on Zoom or in person), or a vestry meeting specifically scheduled with the Bishop's attendance in mind.

Our next scheduled vestry meeting : _____

According to Canon XIII of the Diocesan Canons, each parish is asked to provide an offering for the Bishop's Discretionary Fund.

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. ***Please submit current financial statements to the Diocese prior to Vestry meetings as well as the following pledge information to treasurer@episcopalpgh.org***

- *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 treasurer@episcopalpgh.org or by mail to Episcopal Diocese of Pittsburgh, 325 Oliver Avenue, Suite 300, Pittsburgh, PA 15222.