



# The Episcopal Diocese of Olympia

The Episcopal Church in Western Washington

[www.ecww.org](http://www.ecww.org)

## VISITATION CHECKLIST

### 1 Month Before the Visitation Send:

- Planning form filled-out completely
- Bulletin/Order of Service
- Agenda/Schedule for the day
- Confirmand and Reception letters (if applicable)
- Any specific needs, instructions or information
- Contact information for the day of the visit
- Full description of events, times, and activities

### Separate document with four readings in full:

- Lesson 1
- Epistle
- Psalm
- Gospel

### During the Visitation Present:

- Bishop's discretionary fund envelopes inserted into bulletins
- The parish register and service record for review by the bishop
- Personnel files to verify completion of Safeguarding God's Children and background checks

### Within 14 days After the Visit, Complete and Send:

- A check made out to the Bishop's Discretionary Fund
- Confirmation record form can be completed electronically and emailed or sent via regular mail

### Send Materials Attn: Executive Assistant to the Bishop

Via email: [exec-asst@ecww.org](mailto:exec-asst@ecww.org)

Mail: 1551 Tenth Ave East,  
Seattle WA 98102