

EPISCOPAL DIOCESE OF CHICAGO

GROW THE CHURCH + FORM THE FAITHFUL + CHANGE THE WORLD

Dear Sisters and Brothers in Christ,

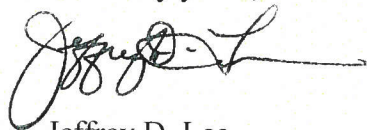
My visits with the people of our diocese are a great joy to me. When I am with you for a visitation, I enjoy presiding and preaching at all regular celebrations of the Eucharist. I am happy to remain after coffee hour for an informal give and take with the congregation or visit with an adult forum or class. It is helpful for me to have an idea of the current issues, concerns and special joys of the congregation. I also like to include a meeting with the wardens and the vestry.

This year we are expanding the opportunities for me to be with congregations by including visits at a time other than a Sunday morning (Saturday or weekday evening service, Holy Day, special parish celebration, etc.). Please call if you have questions about how to make our time together work well with your plans for these visits.

If your congregation has a deacon, I look forward to serving with him or her in the liturgy. If you do not have a deacon, a deacon will accompany me and serve in the liturgy. The deacon will also be available after the service to speak with individuals who are interested in the diaconate, as well as the discernment and ordination process in this diocese.

Please let me know the details of the morning and what I can do to make the visit most fruitful for you and your congregation. Suggested guidelines follow which I hope will be helpful in your planning for our time together.

Faithfully yours,



Jeffrey D. Lee
Bishop of Chicago

Guidelines for Episcopal Visitations

1. The liturgy should be ordered according to the Book of Common Prayer (1979) or other authorized liturgical texts such as "Enriching Our Worship".
2. The proper and color are normally those of the day. On "green Sundays" the Patronal Feast may be celebrated with its own proper.
3. If the congregation has a deacon, the deacon will serve in his or her customary roles in the liturgy. If the congregation does not have a deacon, the Bishop will bring a deacon to serve with him. The visiting deacon will perform the usual diaconal functions. However, if the congregation has certain customs, e.g. preparation of the table by acolytes or children, those customs will be respected.
4. At visitations that include the celebration of the Holy Eucharist, the bishop wears a chasuble from the entrance and throughout the liturgy. If the visit includes Evensong or other form of worship, please call to discuss the bishop's role in the liturgy.
5. Many confirmations in the Diocese take place in regional liturgies during the Easter season or at the diocesan confirmation at St. James Cathedral in late May or early June; however, confirmation may always be part of an Episcopal Sunday visit if it is the most appropriate time for your class of confirmands.
6. If the Prayers for the Candidates for Holy Baptism are used as allowed on pp. 305-306 at Confirmation, the Prayers of the People may be omitted.
7. The bishop prefers to stand for confirmations and receptions and asks that candidates come forward and stand before him for the laying on of hands. Depending on the configuration of the church, candidates can come forward as a group and the Bishop will move from candidate to candidate or candidates can come forward in a line and stand before the Bishop individually in turn. Sponsors and family members are invited to stand behind and around the candidate.
8. At the offertory, the bishop says the Offertory Sentence if there is to be one. Then, the deacon or assisting priest prepares the Altar. A single chalice and container/paten for the bread together with an additional flagon of wine, if needed, are presented and placed on the Altar. The deacon or assisting priest does not elevate the gifts nor present the water to be blessed by the bishop.
9. At the Great Thanksgiving, it is appropriate that the priests of the community stand with the bishop at the altar. It is the ministry of the deacon to elevate the chalice at the concluding doxology of the Eucharistic Prayer.
10. At the administration of Communion, lay Eucharistic ministers may assist in the distribution of the Sacrament.

11. At celebrations of Baptism, the bishop blesses chrism during the Eucharistic prayer, praying the following words after the invocation of the Holy Spirit: *By the power of your Spirit consecrate this oil; may your blessing rest on those who are anointed with this chrism in your name; let it be for them a sign of joy and gladness as they share in the royal priesthood of the New Covenant.*

Or the alternative Eucharistic Prayer from the Book of Alternative Services from the Anglican Church of Canada, found at the end of this document

Please prepare a mixture of olive oil and fragrance. For simple ways to prepare this mixture, see the Chrism Recipes flyer accompanying these guidelines. At the liturgy, the perfumed oil (in a suitable glass cruet) is brought forward with the bread and wine at the offertory, and placed on the altar.

12. Older children or adults who are sealed with the laying-on of hands by the bishop at Baptism are thereby “confirmed”. They should not be presented again with Confirmation candidates.
13. When desired, the Pontifical Blessing may be used at the conclusion of the liturgy (Prayer Book, page 523) beginning at “Our help is in the Name of the Lord.” Music for the blessing, when it is sung, is to be found in the Hymnal, S-173. When the Pontifical Blessing is used, it is important that the versicles and responses be readily available to the people and the choir.
14. According to Diocesan canons, the *loose offering* is to be sent to the bishop’s discretionary fund. Please make the check payable to “*Bishop’s Discretionary Fund.*”

General expectations:

1. The bishop will check and initial the service book and parish register. These books should be laid out in an accessible place.
2. A copy of the most recent audit should be available for the Bishop. Resolution B-172 adopted at the 2009 Diocesan Convention amended Canon 39, Section 5 of diocesan canons to specify that all parishes, missions and other diocesan institutions be audited annually by a certified or independent public accountant, or an audit committee.
3. The bishop meets with the wardens and Vestry or Bishop’s Committee. If the Sunday schedule allows, he is also happy to lead an adult forum and meet with youth or other groups. If there are confirmands, the bishop would like to meet them briefly before the service.
4. The bishop enjoys presiding and preaching at all regular celebrations of the Eucharist.

Eucharistic Prayer for Blessing Oil (*Book of Alternative Services Canada*)

The Lord be with you.

And also with you.

Lift up your hearts.

We lift them to the Lord.

Let us give thanks to the Lord our God.

It is right to give our thanks and praise.

Blessed are you, gracious God, creator of heaven and earth; for you anointed your Son Jesus Christ with the Holy Spirit and with power; and you anoint us with the same Spirit in baptism, making us a holy people in the royal priesthood of the new covenant.

Your apostles anointed the sick and healed them, and by your grace the ministry of healing continues in your Church; for you sustain us with your presence and drive away sickness of body and spirit, giving us new life and health that we may serve you both now and ever more.

Therefore we praise you with angels and archangels, and with all the company of heaven, who for ever sing this hymn to proclaim the glory of your name.

Holy, holy, holy Lord, God of power and might, heaven and earth are full of your glory. Hosanna in the highest. Blessed is he who comes in the name of the Lord. Hosanna in the highest.

We give thanks to you, Lord our God, for the goodness and love you have made known to us in creation; in calling Israel to be your people; in your Word spoken through the prophets; and above all in the Word made flesh, Jesus your Son.

For in these last days you sent him to be incarnate from the Virgin Mary, to be the Savior and Redeemer of the world. In him, you have delivered us from evil, and made us worthy to stand before you. In him, you have brought us out of error into truth, out of sin into righteousness, out of death into life.

On the night he was handed over to suffering and death, a death he freely accepted, our Lord Jesus Christ took bread; and when he had given thanks to you, he broke it, and gave it to his disciples, and said, "Take, eat: this is my body, which is given for you. Do this for the remembrance of me."

After supper he took the cup of wine; and when he had given thanks, he gave it to them, and said, "Drink this, all of you: this is my blood of the new covenant, which is shed for you and for many for the forgiveness of sins. Whenever you drink it, do this for the remembrance of me."

Therefore, Father, according to his command,

**We remember his death,
we proclaim his resurrection,**

we await his coming in glory;

And we offer our sacrifice of praise and thanksgiving to you, Lord of all; presenting to you, from your creation, this bread and this wine. We pray you, gracious God, to send your Holy Spirit upon these gifts that they may be the sacrament of the body of Christ and his blood of the new covenant. Unite us to your Son in his sacrifice, that we, made acceptable in him, may be sanctified by the Holy Spirit.

Send your Holy Spirit on this oil, that those who in faith and repentance receive this holy unction may be made whole, and that those who are sealed with this chrism may share in the royal priesthood of Jesus Christ.

In the fullness of time, reconcile all things in Christ, and make them new, and bring us to that city of light where you dwell with all your sons and daughters; through Jesus Christ our Lord, the firstborn of all creation, the head of the Church, and the author of our salvation; by whom, and with whom, and in whom, in the unity of the Holy Spirit, all honor and glory are yours, almighty Father, now and for ever. **Amen.**