

## El Camino Real Visitation Customary for **Bishop's Chaplain**

The person who serves as the Bishop's Chaplain should be a Lay Leader, accustomed to being a participant in Sunday liturgies. For this particular service, they should only serve as the Chaplain and not have any other role in the service—nor should they be a sponsor or a person being ordained, confirmed, received or reaffirmed. The Bishop particularly enjoys working with those who may be in a larger leadership role in the parish or exploring the possibility of ordination. The Bishop will accept advice of Parish clergy about the choice of Chaplain.

The Chaplain must be physically able to help the Bishop with vestments, crozier, and anything else needing transport, and able to move around the altar area and up and down steps, when needed.

The Bishop's Chaplain should arrive 45 minutes early for the visit, unless traveling with the Bishop.

Before the service, the Bishop's Chaplain should:

- Meet the Bishop at her parking spot.
- Help to carry her Vestment Bag and Crozier to the Vesting Room.
- Hold her car keys
- Unpack the Vestment Bag: miter, lay out stole, remove alb, chasuble, cope, and re-hang them.
- Assemble crozier and place it so that it is ready to be carried.
- Review Presider's Book with Bishop, noting where miter and crozier are removed or needed.
- Carry cough drops and tissues in your pocket.
- Check to be sure there is water by the Bishop's chair.

During the service, the Bishop's Chaplain should:

- Process in front of the bishop
- Pay attention to when the Bishop needs the Presider's book held.
- Track the miter and the crozier. Hold them when requested and in the manner requested.
- Assist the Bishop in standing, walking up steps when she is fully vested, or sitting as needed.

After the service, the Bishop's Chaplain should:

- Offer the Bishop water.
- Be sure the Bishop is "photo-ready." Check her hair, miter, and lipstick. Straighten her clothing.
- Once photos are finished, escort her to the vesting room and help her to de-vest.
- Store her vestments. Pack her crozier.
- Escort the Bishop to the reception. Stand near her with water and be sure she has finger food to eat.
- Get people to help return her vestments and crozier to her car. Be sure vestment bag is not rumpled.
- Remain with the Bishop until she departs. Return her car keys!