



*The Self-Ruled Antiochian Orthodox Christian Archdiocese*  
**OF NORTH AMERICA**

*The Diocese of Wichita and Mid-America*

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**A VISITATION BY THE BISHOP**

1. Frequency: The ideal is for a congregation to be visited once each year.
2. Scheduling a Visit: It is requested that the priest contact the bishop to schedule a visitation well in advance (usually a year in advance) of the desired date.
3. Setting the Agenda for the Visit: Once the date for the visitation has been confirmed, the priest must send to the bishop a tentative agenda of all divine services, meetings and events to take place during the visitation. The agenda is tentative until it is blessed/approved by the bishop.
4. Travel Arrangements: The bishop makes his own travel arrangements (either by auto or, more frequently, by plane), and will charge the travel expenses to his personal credit card. For a *mission* the cost of the bishop's travel (either auto or flight expenses) may be covered by the Archdiocese; for a *parish* the cost of his travel (either auto or flight expenses) is to be reimbursed to him by the parish.
5. Lodging & Meals: The priest is to discuss with the bishop the specific arrangements for his lodging and meals, the cost of which is to be covered by the parish or mission. A single hotel room (not a suite) with one bed is sufficient for the bishop. Suggested menus for all meal events (all meatless and 'diabetic-friendly' for the bishop) as well as food and drink items which should be placed in his hotel room for hospitality should be discussed with the bishop; of course, the traditional fasting discipline must be observed at all meal functions – both public and private. Note that if the bishop arrives by car or is otherwise accompanied by an aide, the lodging and meal expenses of his driver/aide are to be covered by the parish or mission.
6. Stipend: It is traditional that a monetary gift be given to the bishop by the community at the time of his visit. The amount of this gift is usually between \$500 and \$1,000. Note that if the bishop arrives by car or is otherwise accompanied by an aide, it is traditional that a monetary gift be given to his driver/aide.
7. Arrival: If the bishop is arriving by plane, he is to be met at just outside the secure passenger area by the priest and one or two parishioners who can assist with the car and luggage. While the priest and bishop go to the baggage claim area, the parishioner should bring the car around to the door from which the bishop and priest will exit with the luggage.
8. Divine Services: Well in advance of the visit the priest must discuss with the bishop any questions or concerns he or others might have concerning the divine services. It is the priest's responsibility to see that all who take an active role in the services are well trained and prepared for the bishop's visit.

**IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE CHANCERY.**