

CHECKLIST
PARISH PREPARATIONS FOR THE CELEBRATION OF THE SACRAMENT OF CONFIRMATION
ARCHBISHOP CORDILEONE

PRIOR TO THE DAY OF CONFIRMATION

- _____ The Option Form has been sent to the Archbishop
- _____ The songs chosen for the Mass are known by the Candidates and Congregation
- _____ The Candidates and their Sponsors have rehearsed for their parts in the liturgy
- _____ The Statistic Card has been prepared to give to the Archbishop
- _____ The various Ministers for the Ceremony have been contacted:
 - _____ Priests who will concelebrate
 - _____ Extraordinary Ministers of Holy Communion
 - _____ Readers for the Liturgy of the Word
 - _____ Servers for the Ceremony (6)
 - _____ The leader of song, musicians, choir

THE DAY OF THE CEREMONY

1. SANCTUARY

- _____ Altar prepared for Mass (Candles, microphone, etc.)

Credence Table with the following:

- _____ Bowl and pitcher of water, lemon, towel, soap and cloth to protect the Archbishop's vestments
- _____ *Roman Missal*, Corporal, Purificators and Vessels needed for Mass

Ambo prepared with the following:

- _____ Microphone
- _____ *Lectionary* with chosen readings marked
- _____ Universal Prayer

Chairs for the following:

- _____ The Archbishop and the Deacon(s)
- _____ The Master of Ceremonies and the servers
- _____ Concelebrating priests
- _____ Reserved places for visiting clergy

2. CHURCH

- _____ Reserved places for candidates and their Sponsors
- _____ Table with gifts to be presented in offertory procession
- _____ Wine and Ciboria

3. PAROCHIAL RESIDENCE

- _____ Vestments (stole and chasuble) for Archbishop (in case he does not bring his own)
- _____ Vestments for the priests who will concelebrate
- _____ Processional candles (two) and processional cross (and thurible and boat if incense will be used), with adequate number of servers to fulfill these roles
- _____ Book of the Gospels for the deacon
- _____ Oil of Chrism (in case the Archbishop needs to replenish his stock)
- _____ Place for the Archbishop to park