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

PRIOR TO THE DAY OF CONFIRMATION

______ The Option Form has been sent to the Bishop’s Office
______ 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 Bishop
______ 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, soap and towel
   ______ Roman Missal, Corporal, Purificators and Vessels needed for Mass

   Lectern prepared with the following:
   ______ Microphone with long cord
   ______ Copies of all the readings and the prayers of the faithful

   Chairs for the following:
   ______ The Bishop 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 for Bishop (stole and chasuble)
   ______ Vestments for the priests who will concelebrate
   ______ Card with the statistics (placed on the Bishop’s vestments)
   ______ Candles, processional cross, thurible and incense (if used) for servers
   ______ Oil of Chrism (in case the Bishop needs to replenish his stock)
   ______ Place for the Bishop to park