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