

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

## **PRIOR TO THE DAY OF CONFIRMATION**

- \_\_\_\_\_ The Option Form as 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