

Appendix A- Checklist for the Ordination of Permanent Deacons and Priests (by timing)

Ordinand:		Date of Ordination:	
Six months or more before ordination			
(√)	Task or activity	Who	When
	Confirm with Archbishop the date, time and place of the ordination	Ordinand	
	Name organizing committee, committee chairperson	Archbishop	
	First meeting of organizing committee	Chairperson	
	Schedule of activities and events created	Committee	
	Tasks assigned	Committee	
	Budget estimates submitted to the Finance Administrator		
	Overseas guests identified and letter of invitation request sent to Chancery		
	Letters of invitation sent to overseas guests	Chancery	
	First draft of invitation card		
	Identify venue options for banquet		
	Decide on type and food for post-ordination reception		
	Decisions about publicity of ordination		
	Photographer/videographer selected		
	Determine if billeting or other accommodations need to be provided		
Five months before ordination			
(√)	Task or activity	Who	When
	Design of the invitation finalized and sent to Finance Administrator		
	Send details of preferred options for: banquet venue, photographer, reception caterer to Finance Administrator		
	Booking of banquet venue, photographer, reception caterer	Chancery	
	Forward final design of invitation card to Finance Administrator		
Four months before ordination			
(√)	Task or activity	Who	When

	Ordinand's guest list forwarded to committee chair	Ordinand	
	Other guests forwarded to committee chair	Archbishop Chancery	
	Electronic guest list created and forward to Executive Assistant		
	Invitation cards printed	Chancery	
	Liturgy elements chosen and approved by the Archbishop; ministers and others invited to take assigned roles	Ordinand/Master of Ceremonies	
	Discuss with Executive Assistant the necessary permissions for reprinting material in booklets	Ordinand/Vicar General	
Three months before ordination			
(√)	Task or activity	Who	When
	Ordination retreat location and date selected	Ordinand	
	Travel arrangements for ordination retreat	Chancery	
	Arrange for licenses to reprint music, liturgical material	Chancery	
	Invitations sent by mail (or other mode)	Chancery	
	Ordination card design finalized; sent to Finance Administrator	Ordinand and Archbishop	
	Ordination card printed	Chancery	
Two months before			
(√)	Task or activity	Who	When
	Proposed liturgy submitted to Archbishop for approval	Ordinand/Master of Ceremonies	
	Booklet for liturgy submitted to Executive Assistant	Ordinand	
	Honour Guard of 4 th Degree Knights of Columbus	Archbishop	
	Banquet program finalized and submitted to Finance Administrator		
	Confirm catering for banquet, post-ordination reception	Chancery	
	Final version of guest list submitted to Chancery		
	All invitation mailed (or sent by other mode)	Chancery	
One month before			
(√)	Task or activity	Who	When

	Confirm ministers for the liturgy	Ordinand/Master of Ceremonies	
	Mass booklets printed	Chancery	
	Confirm final numbers for banquet, reception with venues/caterers	Chancery	
	Banquet program printed	Chancery	
	Confirm speakers and servers for banquet		
	Confirm accommodations requested by guests		
	Assure travel assistance for guests arranged	Chancery	
First Mass			
		Who	When
	Location confirmed		
	Vestments (provided by new priest; provided by new deacon)		
	Publicity (website and bulletin announcements)		

October 2017