

Appendix C – Responsibilities for Preparation of an ordination of a permanent deacon or priest

Activity or decision	Additional responsible
Archbishop	
Selection of date, time and place	Ordinand
Organizing committee struck	
Master of Ceremonies for the liturgy named	
Guest list for invitations	
Budget approval	AFC or Archbishop w/ Finance Administrator
Ordinand	
Selection of date, time and place	Archbishop
Details of liturgy, social event(s)	Organizing committee
Guest list for invitations	
Design of invitations, social event(s) program, liturgy booklet	Organizing committee, Chancery
Invite/Confirm ministers of liturgy, speakers at social event(s)	
Organizing committee (includes Ordinand)	
Budget determined	To Archbishop for approval
Selection of venues, caterers	
Design of invitations, social event(s) program, liturgy booklet	
Chancery	
Booking of venues, as required	
Contracts for catering, as required	
Invitation letter for international guests	
Printing of invitations, social event program, liturgy booklet	
Mailing/delivery of invitations	Ordinand