

## **Directive 2.8.1 Preparation for ordination of a permanent deacon or priest in the Archdiocese**

### Six or more months before the ordination

#### **1. Date, time and location**

The Archbishop with the Ordinand will choose a date, time and location for the. The Cathedral Church should always be given consideration for the ordination to the priesthood. However, another church may be selected with the approval of the archbishop.

#### **2. Organizing committee**

- a. Having established a date, time and place for the celebration of the ordination, the Archbishop will name a committee to work with the Ordinand in the planning and preparation of the ordination. Included on the committee should be the Vicar General, the Finance Administrator, a member of the Archdiocesan Liturgy Committee, family members of the Ordinand, and any other person appointed by the Archbishop. The Archbishop will name the chairperson of this committee. The Archbishop will appoint a Master of Ceremonies for the liturgy.
- b. The chairperson of the organizing committee will call a meeting of the committee members and the Ordinand as soon as possible after being formed to begin the planning of the social event(s) around the ordination. Teleconferencing may be necessary in order to have everyone in on the conversation, especially the Ordinand if he is still at the seminary.
- c. Two or three weeks after the initial meeting of the committee, a second meeting should be scheduled and progress on the plans shared. The committee should also decide on when and how to schedule future meetings.

#### **3. Budget**

In principle, the Archdiocese will be responsible for the costs of the supper/banquet, rental of banquet room, printing of invitation cards, and the liturgy booklet, and any other **approved expenses**. Therefore a budget should be developed by the committee as soon as possible and forwarded to the Finance Administrator. The budget must be approved by the Archbishop **before any expense** is incurred.

#### **4. First meeting of organizing committee and Ordinand:**

At the initial meeting, the following should be discussed and, if possible, decided:

- a. time-table: a schedule of events should be identified; eg. when letters need to be mailed, invitations, bookings, rehearsal time, etc. and that these be updated at each meeting. The committee may make use of any or all of appendices A, B and C of this directive to assist in creating the time-table and organizing the planning requirements.
- b. budget: (see 3., above).
- c. guest list: **if invitations are to be sent overseas**, a special letter of invitation may need to be forwarded to these guests so that they can apply for a **visitor visa**. The Ordinand and/or committee will provide a list of names and addresses of these guests to the Chancery. The

letter will be signed by the Archbishop, the Vicar General or the Chancellor, and sent to the guests **as soon as possible**.

- d. invitations: with the input of the Ordinand, ideas of the information and graphics on the invitation should be discussed and the committee will choose who will prepare a first draft. (Note: a separate invitation card for banquet guests will also be needed. See Appendix E.)
- e. the supper/banquet: the Archdiocese strongly encourages the hosting of a banquet for the Ordinand, the Archbishop and select guests immediately before the ordination Mass. The committee should identify prospective venues and forward the information to the Finance Administrator for follow up on such things as rental costs, meal options, etc. The committee should also provide a first estimate on the # of banquet guests, with priority given to immediate family of the Ordinand, clergy, religious, seminarians, diocesan staff and close friends. A maximum number of invitees must be agreed upon by the second meeting of the committee.

The committee should discuss possible dinner program (speeches and presentations).

(Note: The committee should take into consideration offering and serving wine or other liquor at the banquet. Thought should also be given to how alcohol will be served and by whom.)

- f. reception: discuss the type of reception to follow the ordination and the food menu.
- g. publicity: discuss appropriate dates to announce the ordination in parish bulletins, diocesan and parish websites and other social media.
- h. photography: who will choose a photographer – videographer.
- i. billeting: discuss what types of accommodations may need to be arranged for guests from outside the Archdiocese. If billeting is an option, determine when and how to begin advertising the need for hosts for billets.

#### Five months before the ordination:

##### **5. Bookings**

(As 4.e, above) The organizing committee will provide the Finance Administrator with the names and contact information of preferred venues, caterers, photographer, etc. for the banquet, the ordination, and the post-ordination reception. The committee members, in consultation with the Finance Administrator, will make the final selection of vendors. The Chancery will make all the bookings.

##### **6. Invitations**

The committee will finalize the design and content of the invitation card and forward this to the Finance Administrator.

#### Four months before the ordination

##### **7. Guest list**

- a. The Ordinand will put together a list of the people he chooses to invite (full names, addresses, email addresses, and cell-phone #) and submit the list to the committee

- chairperson and/or the Chancery. Overseas guests will have already received the letter of invitation. They should be included on this list so that they also receive the invitation card.
- b. The Archbishop, members of clergy and chancery staff may make additions to the guest list. The Archbishop and organizing committee will have the final say on who may receive an invitation.
  - c. An electronic guest list (see Appendix F) will be created by the committee and submitted to the Executive Assistant to the Archbishop. The Executive Assistant will now assume responsibility for tracking the information required by the guest list.

## **8. Invitations**

The Chancery will have the invitation cards printed. The Chancery will mail out invitation cards, and banquet cards where indicated, to all guests with addresses outside of Canada.

## **9. Liturgy**

- a. The Ordinand and Master of Ceremonies select the elements of the liturgy: Scripture readings (if options acceptable); Hymns; Servers; Readers; Cantors; Litany of Saints; help at vesture; Offertory procession (gifts #); and invite those who are to be Eucharistic ministers, Deacon of the Word, and Deacon of the Altar.
- b. The Ordinand will provide the proposed liturgy and the names of those giving testimony at the liturgy and at the supper/banquet (toasts) (if applies), to the Archbishop for approval.
- c. The Ordinand will invite the people to fill these roles and provide their names to the Chancery, for inclusion in printed materials. (See Appendix G, below).
- d. The Ordinand and/or Vicar General will consult with the Executive Assistant about the necessary permissions for publishing material in the Mass booklets for use by the congregation.

### Three months before ordination

## **10. Ordination retreat**

The Ordinand selects the dates and location for his personal retreat, in consultation with the Archbishop and/or the Vicar General. The Ordinand books the retreat and provides the information to the Finance Administrator. At the request of the Ordinand, the Finance Administrator makes all the necessary travel bookings.

## **11. Liturgy**

The Chancery will arrange for the licenses and permssions to reprint material in the Mass booklet.

## **12. Ordination card**

The Ordinand, in consultation with the Archbishop, will design his ordination card and forward the design to the Finance Administrator. The Finance Adminstrator will arrange to have the card printed.

## **13. Guest list and invitations**

The Chancery will begin sending invitations to the guests listed. The list will make clear which guests do and do not receive the additional banquet invitation card.

#### Two months before ordination

##### **14. Liturgy**

The Ordinand will submit the proposed liturgy to the Archbishop for approval. After receiving approval, the Ordinand will submit the draft of the Mass booklet to the Executive Assistant, to prepare it for printing.

##### **15. Banquet and reception**

- a. The committee will submit the banquet program to the Finance Administrator, to prepare it for printing.
- b. The Finance Administrator will confirm the caterer for the post-ordination reception.

##### **16. Guest list and invitations**

The committee will submit the **final** version of the guest list to the Chancery **no later than 6 weeks prior** to the date of Ordination. The Chancery will mail the remaining invitations as soon as the final guest list is received.

#### One month before and up to ordination

##### **17. Liturgy**

- a. The Executive Assistant will finalize and print the Mass booklets.
- b. The Master of Ceremonies and the Ordinand will confirm the ministers for the liturgy.

##### **18. Banquet and reception**

- a. The Finance Administrator will confirm the banquet venue and provide the final number of guests to the caterer for the banquet and the caterer for the post-ordination reception.
- b. The Finance Administrator will arrange to finalize and print the banquet program.
- c. The committee will confirm all speakers and servers for the banquet.

##### **19. Guests and invitations**

- a. The committee will confirm all accommodations requested by guests.
- b. The Executive Assistant will assure that required travel assistance for guests has been arranged.

#### Communication

- All questions and concerns should be addressed to the chair of the committee.
- Reports from the chair to the Archbishop should be monthly/as needed until the final month before the ordination. In the final month, the chair will report weekly to the Archbishop.

#### Elements of the Ordination

- Ordination card: to be designed by the Ordinand in consultation with the Archbishop.
- Appropriate Vestments:

- Priestly ordination: the Archdiocese provides **vestments for use at the ordination** by the Archbishop and the Ordinand.
- Permanent diaconate: The Ordinand will provide his own vestments.
- Certificate of Ordination: prepared by the Chancellor.
- Celebret: Prepared by the Chancellor.

<b>Important notes</b>
<p><u>First blessing by the newly ordained priest</u></p> <p>If the newly ordained priest <b>chooses to remain in his vestments</b>, he shall offer his first blessings and photo opportunities with individuals in the nave of the church.</p>
<p><u>Post-ordination reception</u></p> <p>The reception will begin immediately following the ordination Mass and shall not be delayed by any other concurrent activities, such as first blessing and photographs.</p>

Promulgated by the Council of Priests 25 October 2017

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

<b>Ordinand:</b>		<b>Date of Ordination:</b>	
<b>Six months or more before ordination</b>			
(√)	<b>Task or activity</b>	<b>Who</b>	<b>When</b>
	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		
<b>Five months before ordination</b>			
(√)	<b>Task or activity</b>	<b>Who</b>	<b>When</b>
	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		
<b>Four months before ordination</b>			
(√)	<b>Task or activity</b>	<b>Who</b>	<b>When</b>

	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	
<b>Three months before ordination</b>			
(√)	<b>Task or activity</b>	<b>Who</b>	<b>When</b>
	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	
<b>Two months before</b>			
(√)	<b>Task or activity</b>	<b>Who</b>	<b>When</b>
	Proposed liturgy submitted to Archbishop for approval	Ordinand/Master of Ceremonies	
	Booklet for liturgy submitted to Executive Assistant	Ordinand	
	Honour Guard of 4 <sup>th</sup> 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	
<b>One month before</b>			
(√)	<b>Task or activity</b>	<b>Who</b>	<b>When</b>

	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	
<b>First Mass</b>			
		<b>Who</b>	<b>When</b>
	Location confirmed		
	Vestments (provided by new priest; provided by new deacon)		
	Publicity (website and bulletin announcements)		



**Appendix B - Checklist for the Ordination of Permanent Deacons and Priests (by activity)**

<b>Ordinand:</b>		<b>Date of Ordination:</b>	
<b>First steps</b>			
(√)	<b>Task or activity</b>	<b>Who</b>	<b>When</b>
	Confirm with Archbishop the date and place of the ordination	Ordinand	
	Name organizing committee	Archbishop	
<b>First meeting of organizing committee and Ordinand</b>			
(√)	<b>Task or activity</b>	<b>Who</b>	<b>When</b>
	Provide names and addresses of international guests		
	Draft design of the invitation and banquet card		
	Identify venue options for banquet		
	Type of reception to follow the ordination		
	Publicity of ordination		
	Photography (type, selecting photo- or videographer)		
	Determine if billeting or other accommodations need to be provided		
	Budget proposal		
<b>Approvals and decisions</b>			
(√)	<b>Task or activity</b>	<b>Who</b>	<b>When</b>
	Ordination date and location finalized		
	Organizing committee struck		
	Budget finalized and approved		
	Invitation design finalized and approved		
	Guest list finalized		
	Banquet venue selected and booked		
	Travel and transfer arrangements made		
	Accommodations finalized and booked		
	Caterer for reception following ordination Mass booked		
<b>Guests and invitations</b>			
(√)	<b>Task or activity</b>	<b>Who</b>	<b>When</b>

	Invitation letters sent to international guests	Chancery	
	Invitations printed	Chancery	
	Invitations sent by mail (or other mode)	Chancery	
	Music license obtained for Ordination Mass	Chancery	
	Mass booklet prepared and printed	Chancery	
	Banquet program booklet prepared and printed	Chancery	
<b>Preparation of the Liturgy</b>			
(√)	<b>Task or activity</b>	<b>Who</b>	<b>When</b>
	Select Scripture readings, hymns	Ordinand/ VG	
	Identify and invite those who will be servers, readers, cantors, Eucharistic ministers, Deacon of the Word, Deacon of the Altar	Ordinand/VG	
	Vestments (provided by the Archdiocese for priestly ordination; provided by the Ordinand for diaconate ordination)	Ordinand/VG	
	Honour guard (4 <sup>th</sup> Degree Knights of Columbus)	Archbishop	
	Ordinand address to congregation	Ordinand	
<b>Preparation of the Banquet program</b>			
(√)	<b>Task or activity</b>	<b>Who</b>	<b>When</b>
	Menu selected		
	Wine ordered		
	Speakers confirmed		
	Program prepared and printed	Chancery	
<b>Preparation of the Reception to follow the ordination</b>			
(√)	<b>Task or activity</b>	<b>Who</b>	<b>When</b>
	Catering arranged	Chancery	
<b>Publicity</b>			
(√)	<b>Task or activity</b>	<b>Who</b>	<b>When</b>
	Posters, announcements prepared	Chancery	
	Website updated	Chancery	
	Bulletin announcement distributed	Chancery	

<b>First Mass</b>			
(√)	<b>Task or activity</b>	<b>Who</b>	<b>When</b>
	Location confirmed		
	Vestments (provided by new priest; provided by new deacon)		
	Publicity (website and bulletin announcements)		

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

Activity or decision	Additional responsible
<b>Archbishop</b>	
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
<b>Ordinand</b>	
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)	
<b>Organizing committee (includes Ordinand)</b>	
Budget determined	To Archbishop for approval
Selection of venues, caterers	
Design of invitations, social event(s) program, liturgy booklet	
<b>Chancery</b>	
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

**Appendix D – Essential Elements of ordination**

Ordination card	Ordinand
Appropriate Vestments	Ordinand (Permanent Deacon) Archdiocese (Priest)
Certificate of Ordination	Chancellor
Celebret	Chancellor
Mass of Thanksgiving	Ordinand

**Appendix E - Invitation card for banquet (to be included with invitation to the ordination of a deacon or priest)**

You are invited to  
 The banquet  
 At [location name and address]  
 Cocktails at [time]  
 Seating and program at [time]  
 Meal served at [time]  
 RSVP/Confirmation of attendance required by [date] to  
 Archdiocese of Grouard-McLennan  
 10301 102 Street, Grande Prairie T8V2W2  
[exec.agm@liv.ca](mailto:exec.agm@liv.ca)

**Appendix F -Guest list**

Name on Invitation	Letter of invitation	Invitation card	Banquet invitation	Date of arrival	Date of departure	Boarding or billeted at location	Special needs or allergies	Relationship w/ordinand
John Doe		√	√	Own vehicle				brother
Jane Doe	√	√	√	Thursday GP airport	Saturday 2pm GP airport	Mrs Bella Smith	None	aunt

**Appendix G -Liturgy checklist**

<b>MINISTERS</b>	
Master of Ceremonies	
Readers	
Altar servers	
Cantor	Psalm
Cantor	Litany
Help at vesture	
Gift bearers	
Deacon of the Word	
Deacon of the Altar	
Testimonies	

<b>MUSIC</b>			
	Hymn Author	Hymnal	#
Entrance			
Kyrie			
Gloria			
Resp. Psalm			
Gosp. Accl.			
Litany of Saints			

Investiture			
Kiss of Peace			
Offertory			
Sanctus			
Memorial Acclamation			
Great Amen			
Agnus Dei			
Communion Hymn			
Communion Hymn			
Communion Hymn			
Recessional Hymn			