

Planning the Mass (If Applicable):

- Select music and arrange with musician(s)
- Assign Greeters to hand out programs
- Assign reader of the Word
- Assign extraordinary Ministers of Eucharist
- Assign sacristan
- Assign people to bring up the gifts at Offertory
- Review Ceremony Binder with officiator prior to Mass
- Arrange to have statue of Our Lady of Mt. Carmel set up

After the Ceremony:

- Community Secretary to send notification to LCO
- Arrange for bulletin announcement of congratulations to members