

## Baptism Information Sheet

### Welcome!

Thank you for inquiring about Baptism at St Frances of Rome Parish. We pray that the celebration of this sacrament will be a blessed experience for your family and the start of a lifelong journey of faith for your child. This packet details the requirements for the Sacrament of Baptism for infants (newborns to age 6) at St Frances of Rome Parish and includes the following:

- Baptism Information Sheet
- Baptism Registration Form
- The Role of the Godparent
- Baptism Frequently Asked Questions
- Godparent Certificate of Eligibility Form / Christian Witness Information Form (2 copies)

We ask you to read through this packet carefully. ***Baptisms are not scheduled until after all preparation classes have been completed and all documentation has been submitted.*** If you have any questions, please reach out to the Pastoral Associate.

### Steps in the Baptism Preparation Process

*The Pastoral Associate and Director of Faith Formation will be happy to walk alongside you throughout this journey! Please don't hesitate to contact us with any questions.*

#### 1. Confirm Parish Registration

Parents must be registered and active members of St Frances of Rome Parish. If you are not already registered, request a New Member Welcome Packet from the Pastoral Associate and return the *New Member Registration Form* to the office as soon as possible. *Newly-registered families must wait three months before requesting a Baptism date.*

If you are registered in another parish but desire to have your child baptized here at St Frances of Rome:

- First, speak with Father Lou directly to secure his permission to have your child baptized here
- Obtain a letter from the pastor of your home parish granting his permission to have your child baptized at St Frances of Rome. Our office must receive this letter before we can proceed with the preparation process.

#### 2. Select Godparents

Please carefully read the attached *The Role of the Godparent* sheet and follow this guidance as you select godparents. Remember:

- Godparents must be at least 16 years of age and fully-initiated Catholics (have received the Sacraments of Baptism, Eucharist, and Confirmation) who practice their faith regularly.
- If married, a godparent must be validly married in the Catholic Church and must provide his or her Catholic marriage certificate. If single, a godparent must provide his or her Confirmation certificate.
- In addition, both godparents must have the pastor of their home parish complete the *Godparent Certificate of Eligibility*.

You must select at least one Catholic godparent; in addition, you may select a second Catholic godparent or invite a friend or family member to participate in the ceremony as a “Christian witness.” A Christian witness must submit the *Christian Witness Information Form*.

Communicate with your chosen godparents about the required documentation that they must obtain and send to our parish office. *Note that these documents may take some time to obtain, so encourage the godparents to request them as soon as possible!*

### **3. Register for and attend Baptism Preparation Classes**

To ensure that parents are fully aware of their obligations and able to participate actively in the Rite of Baptism, we require participation in Baptism preparation classes. These sessions invite participants to delve more deeply into the meaning of our Catholic faith; they are free, but registration is required. This process typically lasts about a month and is facilitated by the Director of Faith Formation.

Parents who have already completed these classes within the past three years (either at Saint Leonard or another Catholic parish) for another child may provide proof of completion (a letter or certificate from the parish) and be exempted from this requirement. We do not require godparents to attend these classes but will set up a brief meeting or phone call between godparents and the Director of Faith Formation to address any questions.

### **4. Submit all paperwork to parish office**

All of the following documents must be received (either digitally or in hard copy) by the Pastoral Associate *one month* before the prospective Baptism date.

#### **Baptism Documentation Checklist:**

##### **Provided by parents:**

- New Member Registration Form (if not already registered at St Frances of Rome)
- Baptism Registration Form
- Copy of child’s birth certificate
- (if applicable) Proof of completion of Baptism preparation classes in past 3 years

##### **Provided by godparents:**

- Godfather’s Certificate of Eligibility
- Godfather’s Confirmation or Catholic marriage certificate
- Godmother’s Certificate of Eligibility
- Godmother’s Confirmation or Catholic marriage certificate

*If you choose to select a single Catholic godparent and a Christian witness, the Christian witness must return the Christian Witness Information Form but does not need to provide a Confirmation or marriage certificate.*

***Questions? Please contact the Pastoral Associate with questions about these requirements and the requisite paperwork. We’re happy to help!***

