



621 Dock Street
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(856) 825-0021
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Baptism Information Checklist

1. Parents must call the Rectory Office at 825-0021 to register for a Baptism Preparation class before a Baptism date can be set. Parents are encouraged to contact us during pregnancy. Baptism Preparation classes are usually held on the first Thursday of the month at 7:00PM in the School Meeting Room with a Deacon.
2. Parents must be registered members of the parish.
3. Parents will need to fill out and submit the Baptism registration form for each child being Baptized.
4. **Parents must submit a copy of the child's birth certificate. This copy will remain in our files.**
5. **If the child is adopted, parents must submit a copy of the adoption papers.**
6. **Godparents must be active Catholics. They must be at least 16 years of age, received Confirmation, and if married, must be married in the Catholic Church. If single, must not be cohabitating with anyone. They must submit a Letter of Eligibility from their parish.**
7. **All required paperwork (see #4, 5, & 6) should be submitted at least one month prior to the date of the Baptism.**
8. Baptisms are usually celebrated at 11:00AM on the fourth Sunday of the month.
9. Proper dress code is required for all members taking part in the Baptism: Please, no shorts, jeans, tee shirts, miniskirts, tube tops, flip flops or revealing clothing.
10. It is proper to give a donation. We leave the amount to you taking into consideration the importance of Baptism in your child's life.

Godparent/Sponsor Guidelines

Being a sponsor for Baptism and/or Confirmation is both a great honor and a great responsibility. To be a sponsor means that the person will serve as a companion, guide, model and witness to the Catholic Faith. Because of the beautiful but serious nature of the role of sponsor, the following policy, flowing from the Church's universal law, is to be observed.

- ❖ For Baptism, ideally there should be two godparents (one male, one female) and both godparents should be Catholic. However, only one godparent is necessary, but that godparent must be Catholic.
- ❖ For the sacrament of Confirmation, one sponsor is required and must be Catholic.

ALL CATHOLIC GODPARENTS AND SPONSORS MUST FULFILL

ALL OF THE FOLLOWING:

- Be a baptized, practicing Catholic (a practicing Catholic is one who attends Mass regularly and is sincerely devoted to his or her faith in Christ and his Church.)
- Be at least 16 years of age.
- Has received the Sacrament of Confirmation.
- If **married**, the marriage must have been witnessed by a Catholic Priest or Deacon, according to the laws and teaching of the Catholic Church and/or the Bishop having granted any required dispensation/Or, if **single** I am not cohabitating with anyone.
- Cannot be either the father or the mother of the person to be baptized or confirmed.
- Cannot be under any canonical penalty whether imposed or declared.

The above requirements must be certified by a signed letter, called a Sponsorship Letter, containing the parish seal, from the pastor of the prospective godparent/sponsor. A baptismal or confirmation certificate is not sufficient.

Please note the following:

- A person baptized in a non-Catholic Christian church, may serve only as a Christian witness to a Baptism together with the Catholic Godparent. He or she is not a godparent, but a Christian Witness. This person must submit a certificate of baptism from the church in which he/she was baptized. They must also attain from their church a letter stating that they are in good standing in their denomination. A non-baptized person may not act as a Christian Witness.
- *A baptized Catholic, who has left the Catholic Church and joined another ecclesial community, or who has fallen away from the practice of the faith, or who is not married validly in the Church can be neither a godparent/sponsor nor a witness.*

Godparent/Sponsor paperwork must be received in the POAS Rectory Office at least one month in advance of the celebration of the sacrament or the celebration of the sacrament may be postponed.

Baptism Information Form

(Please print clearly. Check spelling for permanent records.)

Name of Child _____

Birthplace: _____ Date of Birth: _____

(A copy of the birth certificate for above named child is required for transfer of information. If the child is adopted, a copy of the adoption document is required.

(All required paperwork should be submitted at least one month before the date of the scheduled Baptism.)

Father's name: _____ Religion: _____

Mother's maiden name: _____ Religion: _____

Address: _____

Phone: _____ Cell: _____

Are you a registered parishioner at All Saints? _____

Do you receive special mailings? _____ Do you have/use envelopes? _____

Catholic Marriage _____ Civil Marriage _____ Non-Catholic Marriage _____

Not married _____

Date of Baptism Class: _____

Name of Deacon: _____

Godfather's name: _____ Religion: _____

Godmother's name: _____ Religion: _____

Is either godparent represented by proxy? _____

Was this child privately baptized? _____

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## Office use only:

**Copy of birth certificate or adoption document received:** \_\_\_\_\_

**Godfather's eligibility received:** \_\_\_\_\_

**Godmother's eligibility received:** \_\_\_\_\_

**Date of Baptism:** \_\_\_\_\_