



## *OUR LADY OF THE VALLEY PARISH*

505 N. La Canada Drive, Green Valley, AZ 85614

Phone: 520-625-4536 9 Fax: 520-625-1084

[www.olvgv.org](http://www.olvgv.org)

Dear Parent:

Thank you for your inquiry concerning the baptism of your child at Our Lady of the Valley Parish. The information enclosed in this packet will help you to prepare for this Holy Sacrament.

Please read the information carefully, in particular the requirements for parents and godparents. For more information or to make an appointment call the parish office at 625-4536

Please note that the Baptism Request form must be completed and returned to the office receptionist as a first step, along with the Official Birth Certificate. You may also bring this form to your first appointment with the Baptismal Coordinator, Deacon Joe (520 625-4536, Ext 112, E-Mail Address [jroinick@diocesetucson.org](mailto:jroinick@diocesetucson.org)).

Parents are also reminded of their serious obligation to attend Mass and receive the Sacraments on a regular basis. You have a moral obligation to live and practice the faith both for yourselves as well as to witness the faith to your child. You are your child's best example of faith based life.

God Bless you as you begin this new journey with your child.

Sincerely,

*Rev. Michael A. Martinez*

Rev. Michael A. Martinez

Enclosures

## **GUIDELINES FOR INFANT BAPTISM PREPARATION**

### **OBJECTIVE:**

To prepare the parents and godparents of the infant to be baptized to begin the Christian Journey of parenthood.

The baptism of an infant or young child (up to the age of seven years old) is celebrated according to the Church's *Rite of Infant Baptism*.

### **REQUIREMENTS**

- ❖ Letter from Parish where parents registered. If not registered anywhere, please fill out a registration form from Our Lady of the Valley.
- ❖ Parents and godparents must be practicing their Catholic faith.
- ❖ If the godparents are from another parish, they must obtain a letter from their pastor, attesting they meet canonical requirements.
- ❖ Parents must provide an official copy of the child's birth certificate.
- ❖ Godparents must be at least 16 years old.
- ❖ Godparents must have had all of the sacraments of initiation: Baptism, First Communion and Confirmation.
- ❖ **Married godparents must have been married in the Catholic Church.**

### **PREPARATION CLASSES**

The Baptismal Preparation class serves to the further understanding of the sacrament of Baptism and prepares parents and godparents more fully for their responsibility to be the first teachers of their faith in Jesus Christ for their children. It emphasizes why we strive to live our lives centered upon the love and forgiveness of God.


- Parents and godparents are required to attend a Baptism preparation class. If attended a class within the last 3 years, there is no need to attend again. A certificate or any other proof of attendance needs to be provided. ***Classes are given on the third Friday of the month from 6:30 – 8 PM. Please notify the office of the day you will be attending at 625-4536 x 101.***
- Parents must complete and return the attached forms and return it to the office.
- All paperwork must be submitted prior to the class.
- Baptisms are scheduled on the **second and fourth Saturdays** of the month.

### **SCHEDULING**

We make every effort to accommodate the needs of families and visiting family members. Baptisms are normally conducted outside of the ritual of the Mass. This provides a richer experience for the family. Please allow at least 3 weeks for scheduling. **We do not perform Baptisms during Lent.**

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## Godparent/Sponsor Form

*Please print clearly.*

    *I affirm that I am under oath in completing this form.*

Name of Godparent/Sponsor \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email: \_\_\_\_\_

    Godparent (Baptism)     Sponsor (Confirmation) of

\_\_\_\_\_

+++++

Please read and mark the statements for you as Godparent:

    I am at least 16 years of age.

I have received/celebrated the Sacraments of:

    Baptism

    Confirmation (in the Catholic Church)

    First Communion (in the Catholic Church)

    If MARRIED, I am married in the Catholic Church.

    I participate in Sunday Mass regularly.

    I have the desire and intent to fulfill faithfully the role of Godparent/Sponsor by assisting the parents in bringing up their child in the Catholic Faith.

    I am a registered parishioner at \_\_\_\_\_ parish

Address of parish \_\_\_\_\_

Date \_\_\_\_\_

Godparent/Sponsor Signature

*Please return this form to Our Lady of the Valley Parish. Thank you!*

Date Baptized \_\_\_\_\_ Priest/Deacon \_\_\_\_\_ Date Entered/ Page # \_\_\_\_\_

# Baptism Check List

The checklist below identifies the forms and activities that must be completed before the baptism of your baby. Please let me know if you have questions or need help with any item.

Child \_\_\_\_\_

FOR OFFICE USE

ONLY:

Child's Birth Certificate

**God Parent's Certificates**

Baptism

First Communion

Confirmation

Matrimony

\_\_\_ **Baptism Request Form**

\_\_\_ **Copy of Birth Certificate or Certificate of Live Birth**

\_\_\_ **Parents Registered in OLV Parish**

\_\_\_ **Review Booklet "Your Baby's Baptism" – Parents**

\_\_\_ **Review Booklet "When You Are a Godparent" – Godparents**

\_\_\_ **Baptism Class for Parents**      **Date attended** \_\_\_\_\_  
(If done outside of OLV Parish, need letter confirming)

\_\_\_ **Godfather** (Fully initiated and practicing Catholic)

\_\_\_ **Baptism Class**      **Date attended** \_\_\_\_\_  
(If done outside of OLV Parish, need certificate of attendance)

\_\_\_ **Parish Registration**  
(If other than OLV Parish, need permission and certification letters)

\_\_\_ **Godmother** (Fully initiated and practicing Catholic)

\_\_\_ **Baptism Class**      **Date attended** \_\_\_\_\_  
(If done outside of OLV Parish, need certificate of attendance)

\_\_\_ **Parish Registration**  
(If other than OLV Parish, need permission and certification letters)

Preferred Date for Baptism: \_\_\_\_\_

**Please make sure to provide all documentation in order for the  
Baptism to take place.**

Date Baptized \_\_\_\_\_ Priest/Deacon \_\_\_\_\_ Date Entered/ Page # \_\_\_\_\_

**Our Lady of the Valley Parish  
Baptism Request**

Baptisms will be celebrated when all required documents are received. **Baptisms are not performed during Lent.**

**Today's Date** \_\_\_\_\_

**Child's Full Name**

**Date of Birth**

\_\_\_\_\_

\_\_\_\_\_

**Place of Birth**

\_\_\_\_\_

**Father's Full Name**

**Religion**

\_\_\_\_\_

\_\_\_\_\_

**Mother's Full Maiden Name**

**Religion**

\_\_\_\_\_

\_\_\_\_\_

**Address**

**City, State**

**Zip**

\_\_\_\_\_

**Home Phone**

**Work**

**Cell**

\_\_\_\_\_

**Email**

\_\_\_\_\_

**Are you registered at OLV?**

**If not, Parish where registered**

\_\_\_\_\_

**Are you married?**

**Where did the ceremony take place?**

**Was it a Catholic ceremony?**

\_\_\_\_\_

**Is the child adopted?**

**If yes, Family Name**

\_\_\_\_\_

**Godfather's Full Name:**

**Parish Where Registered:**

\_\_\_\_\_

\_\_\_\_\_

**Godmother's Full Name:**

**Parish Where Registered:**

\_\_\_\_\_

\_\_\_\_\_

Date Baptized \_\_\_\_\_ Priest/Deacon \_\_\_\_\_ Date Entered/ Page # \_\_\_\_\_