



Baptism Preparation at St. Thomas Becket Catholic Church

Congratulations on your new child, or on making the decision to bring your child(ren) into the faith at this juncture! What an exciting time for you and your family.

The following pages will outline the process to seek baptism, which is a matter of some simple classwork, and gathering some documents as this is also a matter of permanent public record in the Catholic Church. This is not something that can be achieved very quickly, as the Church requires quite a bit of documentation for Godparents in particular. All of these things can take several weeks to procure, so do plan ahead and notify the Godparents as soon as you can to get the ball rolling. Godparent Letters of Good Standing and Sacramental Records can take several weeks to obtain, so don't wait until the week of the baptism to get started.

ALL COMPLETED PAPERWORK IS DUE TWO FULL WEEKS BEFORE THE DATE OF THE INTENDED BAPTISM. If you do not have ALL the required paperwork turned in 2 weeks in advance, the baptism will need to be rescheduled.

Please note for the date of the Baptism: expect to be inside the Church Baptistry (Narthex/lobby) with all participants involved/invited no less than 15 minutes prior to the scheduled baptism. Please inform all family that the highway nearest our location is bad for traffic even on the best of days, but especially on Saturdays, so make enough time to not only arrive in the parking lot at the prescribed time, but to actually be in the Church 15 minutes prior to the scheduled baptisms so we can begin on time.

Babies are best behaved at baptisms when they are recently fed and changed. So arrive early enough to do all of this and be ready to start at the requested time. If you are more than 20 minutes late, we may need to reschedule. We stay very busy here and may not have time to delay/postpone your baptism on the same day.

My Baptism Checklist

- ☐ **Phase one Paperwork.** Turn this in even if you don't have the name of the baby picked out yet so we have something to plan, and know who we are to be receiving paperwork from. It often happens that godparents turn in things before the parents and we don't know who they belong to.
- ☐ **Parent Classwork answers.** If you have done this in the last 3 years, we only ask you to complete #3 of the classes to refresh yourself in why we do this most holy sacrament. (Originals or scans only. No photos from your phone are accepted for all documents)
- ☐ **Birth Certificate/Vital Records** from Hospital as a proof of birth.
- ☐ **Godparent Forms**
- ☐ **Godparent(s) Answers to Classwork**
- ☐ **Godparent(s) Sacramental Record(s)**
- ☐ **Godparent(s) Letter(s) of Good Standing from their Pastor**
- ☐ **Baptism Offering to Church** (Suggested \$100 and if a check, written to St. Thomas Becket). This is to offset the cost of preparation, generation and physical & digital storage of documents, baptismal candle, holy water bottle, and other materials necessary to complete the baptism. None of this donation goes to the minister.
- ☐ **Thank You Note to Fr. Jenkins**—Fr. Jenkins does not expect to be paid for a baptism, but he thrives on actual thank you notes that show you care and appreciate the effort.
- ☐ **Provide a White Garment for your child.** A part of the liturgy refers to the “white garment” that they are to wear at a baptism to represent their purity. This is something the parents provide, and is not provided by the Church. We do provide everything else necessary for a baptism. Should you bring your own candle, shell, or towels, we are happy to use those instead, but this is not necessary or required.

BAPTISM REQUEST FORM

Turn this in FIRST to secure a date
and to begin the Baptism Planning Process

ALL FINAL COMPLETED PAPERWORK IS DUE
TWO FULL WEEKS BEFORE THE INTENDED BAPTISM

Please submit **only original copies or PDF scans** of documents rather than photos
of documents as these are hard to read and seldom print well.

Child to be Baptized: Sex: *(Circle one)* Male Female To Be Determined at birth

If you are waiting until the birth to reveal the name, still turn this paperwork in so we know at least there is a (YOUR LAST NAME) baby to be baptized.

Name _____
(First) (Middle) (Last)

Date of Birth ____/____/____ City & State _____

☐

Natural Child of the following parents

☐

Adopted Child

Father: *(Full legal name—please print clearly)*

Name _____
(First) (Middle) (Last)

Date of Birth ____/____/____

Mother: *(Full legal name—please print)*

Name _____
(First) (Middle) (Last)

Date of Birth ____/____/____ Maiden Name of the Mother _____

Address _____
(Street) (City) (State/Zip)

Phone: (____) _____ - _____ Email _____

Concerning a "Suggested Offering" for a Baptism (From the Clergy Personnel Handbook p.35)

Christ entrusted to the Church the sacraments of the New Testament for the sanctification of the Christian people. Since all of the faithful who are properly disposed and not prohibited by law have the right to receive the sacraments, **there is no charge for the administration of the sacraments** or sacramentals. Thus, while in practice it is customary to request an offering on the occasion of the administration of a sacrament and certain other services of the Church, no one may be deprived of this assistance because of an inability to pay.

In accord with Canons 1264 and 1181 of the Code of Canon Law, the Governing Council recommends the following amount that may be requested for a **Baptism: \$100.**

Parishes/parochial communities may request amounts less than, but not more than, the amounts defined above. These requested amounts must go to the parish. Additional voluntary amounts given may go to the priest or deacon celebrating the sacrament or sacramental, but these additional voluntary amounts may not licitly be suggested or requested.

Baptism Date Details

Requested Dates (list up to 3) [Note: Baptisms do not normally take place in Advent or Lent unless the child was born in Advent/Lent. Lenten baptisms are usually performed at the Easter Vigil. Advent baptisms are determined case-by-case.]

____/____/____ ____/____/____ ____/____/____

Time

- ☐ Saturday 10am (First Saturdays) ☐ Saturday 3pm
☐ Saturday 2pm ☐ Other (explain)_____

After this paperwork is complete, you will be officially scheduled, and move on to the Preparation Phase (Class-work).

Regarding Sponsors, sometimes commonly called: “Godparents”:

You will receive a third document containing the information and training for your sponsors which you are to send to your sponsor(s). But to supplement that, the requirements for Godparents are on the next page. It would be helpful to us to know who will be writing to us and to connect them to your baptism by listing at a minimum their names and contact information below. They will also be required to provide a **Sacramental Record** from their Church of Baptism, or wherever they entered the Catholic Church, as well as a **Letter of Good Standing** from their Pastor, which is included in their paperwork.

Please don't leave anything blank. First Sponsor MUST be a Confirmed Catholic.

Sponsors will be required to provide a Letter of Good Standing and Sacramental Record of Confirmation from their Church of Baptism or the Catholic Church where they entered via Confirmation/Reception. These documents can take several weeks to procure, so give them this information as soon as possible.

Sponsor 1 _____
(First, Middle, Last Name, *include Maiden Name if applicable*)

Email _____ Phone _____

Date of Birth _____ Confirmation Date _____

Name of Catholic Parish where you were Confirmed _____

City, State _____ Phone _____

Sponsor 2 _____
(First, Middle, Last Name, *include Maiden Name if applicable*)

Email _____ Phone _____

Date of Birth _____

☐ Catholic: Confirmation Date _____

Catholic Parish where you were Confirmed _____

City, State _____ Phone _____

☐ Non-Catholic “Christian Witness” (Must be baptized)

Name of Parish and Denomination _____

City and State of Parish _____

WHO CAN BE A SPONSOR/GODPARENT FOR A CATHOLIC BAPTISM?

The Code of Canon Law (cc. 872-874) enlists the following requirements for those to be admitted as Sponsors or “Godparents” for a sacrament:

- ❖ Only one male, or one female sponsor, or one of each sex is to be employed. [Canon 873]
- ❖ **To be admitted to the role of sponsor, a person must:** [Canon 874]
 - be designated by the one to be baptized, by the parents or the one who takes their place or, in their absence, by the pastor or minister and is to have the qualifications and intention of performing this role;
 - have completed the 16th year (age 16), unless a different date has been established by the diocesan Bishop or it seems to the pastor or minister that an exception is to be made for just cause;
 - be a Catholic who has been Confirmed and has already received the sacrament of the Most Holy Eucharist and leads a life in harmony with the faith and the role to be undertaken;
 - not be bound by any canonical penalty legitimately imposed or declared;
 - not be the father or the mother of the one to be baptized.

A baptized person who belongs to a non-Catholic ecclesial community may not be admitted except as a witness to baptism and together with a Catholic sponsor.

Summary: At least one Catholic Godparent is necessary. A single non-Catholic Baptized Christian may be used as a secondary witness, but not in the place of a Catholic sponsor/godparent.

PROXIES

As is sometimes the case, the godparent/sponsor may not be able to make it to the baptism, but another Confirmed Catholic may stand in their place as a proxy. The intended Godparent is recorded in the register and on the baptismal certificate, but only if their paperwork is complete and verified.

Get the paperwork to your Godparents ASAP

We frequently hear from Godparents after the deadline for paperwork has already passed “WE just received this yesterday, and won’t be able to complete it by this Saturday.” All we can tell them is, “We know.”