

ST. MARY'S OF THE ASSUMPTION CATHOLIC CHURCH
Waco, Texas

BAPTISMAL APPLICATION PACKET



For Office Staff Use Only

Preparation completed: _____

Date recorded in register: _____

Date certificate sent; _____

Guidelines for Parents

The purpose of this document is to provide parents with the necessary information and guidelines for infant baptism and the baptism preparation process. Our hope is that this program will make the celebration of your child's baptism a more meaningful experience.

In asking to have your child baptized you are accepting the responsibility of training him/her in the practice of faith. It will be your duty to bring your child up to keep God's commandments as Christ taught us, by loving God and our neighbors. Our Baptism Preparation Program offers an excellent opportunity for you, the parents to renew and/or deepen your faith, strengthen your commitment to the Church, seriously reflect on the responsibilities of Christian parenting, and come to a better understanding of the Sacrament of Baptism.

It is with great joy that our Catholic Community of St. Mary's of the Assumption and the Baptism Team welcomes you to this program and we look forward to welcoming your child into the family of God through the faith filled celebration of the Sacrament of Baptism.

Policies of St. Mary's of the Assumption Catholic Church

1. To reflect the communal nature of faith, the ecclesial aspect of Baptism and its relationship to confirmation and the Eucharist, Baptism takes place in the parish church and not in a private home. (Canon 875, 860).
2. For this same reason, Sunday is the normal day for the celebration of the Sacrament.
3. Infants are to be baptized in the community parish to which their family belongs. While registration at St. Mary's is not required for baptism, it is strongly recommended.

If the parents do not reside within the boundaries of St. Mary's parish or are not registered participating members of St. Mary's, they will be required to obtain a letter from the pastor of the parish in which they reside, stating that they have his permission to have their child baptized at St. Mary's (Form letter attached)

4. At least one parent should be a practicing Catholic, regularly attending Church and seeking baptism for their child in the faith they actively believe and practice.
5. Couples who are in an irregular marriage (not witnessed by a Catholic priest or deacon) are encouraged to seek whatever avenues necessary, to restore them to full communion and membership in the Catholic Church by contacting a priest or deacon.
6. Completion of the baptismal preparation program (a 3 hour session held on the fourth Thursday of the month) is required with the following exception:

The parents have completed a baptismal preparation program within two years prior to the current baptism (Documentation/proof is required).

For those parents who are taking baptismal preparation at St. Mary's and are having their child baptized elsewhere, all of the necessary paper work will be provided upon completion of the baptism preparation program.

7. Attendance at the session by both parents is strongly recommended, whether the spouse is Catholic or not.
8. A pre-baptism interview with the pastor is required. All parents of children to be baptized at St. Mary's must meet with the pastor in order to schedule the baptism of their child.
9. The baptism application, along with the required documentation, must be turned into the church office at least one week prior to the date selected for baptism.
10. The godparent(s) (or proxy), together with the parents, must be present to profess the Church's faith, in which the child is being baptized. Therefore, in order to be appointed godparent, the person must be suitable for this role and have the intention to fulfill it.

It is a serious responsibility to choose a godparent well. It is a decision worth much thought, prayer and discussion. When the choice has been made, it is appropriate that you tell the godparent(s)-to-be what led to your decision. There is a great honor involved, but also a great responsibility.

In selecting a godparent, parents should look for:

- A mature member of the Catholic church.
- Someone who has received the sacraments of initiation (Baptism, Eucharist and Confirmation).
- Someone who can share with the parents, the task of handing on the faith and whose life shows that faith in the great and small ways of everyday living.
- Someone you can call on for help.
- Someone who knows that being a Catholic has to do with prayer, with justice toward the poor and with kindness for friends and strangers alike, and with many things that are not popular or common in our society.

Guidelines for Godparents

Church Law requires that a candidate for Baptism, that is, for membership in the Church, be given a sponsor or sponsors (godparents) who are willing and able to help the child develop and grow in the Catholic faith (Canon 872).

The godparents, together with the parents, are present to profess the church's faith, in which the child is being baptized. Therefore, in order to be appointed sponsor (godparent), the person must be designated by the parents or the one who takes their place, and be suitable for this role and have the intention of fulfilling it. (Canon 874.1.1)

1. Only one godparent is required, but two may be permitted. If two are chosen, one must be male and the other female. (Canon 873)
2. The godparent(s) must be mature enough to undertake this responsibility, having completed the 16th year. (Canon 874.1.2).
3. The godparents(s) must be active, practicing Catholics, have a prayer life and worship regularly with their parish community. (Canon 874.1.3)

4. Those designated as godparent(s) must have received the three sacraments of Initiation (Baptism, Confirmation and Eucharist) and must also be members of the Catholic church and be canonically free to carry out the office. They must not be bound by any canonical penalty. They cannot be living in a marriage not recognized by the Church or in an irregular living arrangement (cohabitating). (Canon 874.1.3-4)
5. The godparent(s) may not be the father or the mother of the child to be baptized. (Canon 874.1.5)
6. When the godparents(s) are represented by proxies, the latter should be catholic and the godparent must give explicit indication of their desire to assume the role and responsibility of godparent.
7. If only one godparent is chosen, a second person, called a Christian Witness may also be asked. The Christian Witness is a baptized Christian of another faith (not Catholic). (Canon 874.2)
8. An unbaptized person cannot act as a godparent or Christian witness.
9. Godparents must attend baptismal preparation classes. If they attend classes at another parish, a letter indicating attendance is required.

Documents Required for Baptism

1. St. Mary of the Assumption Baptismal Application Packet
2. An official copy of the child's birth certificate
3. If parents are not registered members of St. Mary of the Assumption: a letter of permission for baptism from home parish (form included).
4. A Sponsor Covenant Form for each sponsor (form included).
5. If parents or sponsors completed a baptism class outside St. Mary of the Assumption: a letter from that parish indicating that the class was attended (within the last two years).

ALL DOCUMENTS ARE DUE IN THE OFFICE NO LATER THAN ONE WEEK PRIOR TO THE SCHEDULED BAPTISM.

BAPTISM APPLICATION FORM

You must fill out this form before the actual baptism. Please fill out this form legibly and accurately because all of the information will go on your child's permanent church records. *It is vital for you to read the paragraph of Canon Law of Baptism on the back of this application.*

Child's Name: _____

Date of Birth: _____ Place of Birth _____

An official copy of the child's birth certificate must be given to St. Mary's before the child can be baptized.

Family Information

Father's Name: _____ Father's Religion: _____

Mother's Maiden Name: _____ Mother's Religion: _____

Parents' Address: _____

Parents' Phone Number: _____ Parents' Email: _____

Parents' Parish of Registration*: _____

Church where parents' were married: _____

Date of baptismal class: _____ Conducted by: _____

Sponsor Information

Sponsor Name (Male): _____ Sponsor Name (female): _____

Church, location and date of marriage: _____ Sponsor (male): _____

Sponsor (female): _____

Date of baptismal class: _____ Conducted by: _____

Baptism

Appointment with pastor**: _____

Date of Baptism: _____ Place of Baptism: _____

Celebrant (Priest/Deacon): _____

BAPTISM SPONSOR COVENANT FORM

As a Baptism sponsor, your role is to encourage the faith of your candidate and be an “example” to your Godchild and to reflect with your Godchild as they grow on the meaning of a life of Catholic discipleship.

The Code of Canon Law (Church Law) specifies the requirements for serving as godparents at Baptism (Canon 874): You may not be the parent of the person being baptized; you must be at least 16 years old; you must be fully initiated (Baptism, Confirmation, Eucharist); if married, be in valid Catholic marriage; and live a life of active faith in the Catholic Church.

I understand the requirements of being a Baptism sponsor and I state that I received

the **Sacrament of Baptism**

at _____ Church in
_____ (City and State)

I received the **Sacrament of Confirmation**

at _____ Catholic Church in
_____ (City and State)

(And if married) celebrated the **Sacrament of Marriage**

at _____ in
_____ (City and State)

My Godchild's name is: _____

Name of parish and city where the Sacrament of Baptism is to take place:

Parish _____ City _____

I am active in the Catholic Church, fully initiated into the Catholic Church, regularly attend Mass on Sunday and strive to live my faith.

Please print your

Name _____

Signature _____

Date _____

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_____ (City and State)

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at _____ Catholic Church in
_____ (City and State)

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at _____ in
_____ (City and State)

My Godchild's name is: _____

Name of parish and city where the Sacrament of Baptism is to take place:

Parish _____ City _____

I am active in the Catholic Church, fully initiated into the Catholic Church, regularly attend Mass on Sunday and strive to live my faith.

Please print your

Name _____

Signature _____

Date _____

FOR THOSE WHO LIVE OUTSIDE THE PARISH

**and Desire To Have Their Child Baptized at
St. Mary Of The Assumption Catholic Church**

Thank you for asking about baptism at St. Mary's. As you live in another parish there are some questions to be explored and steps to be taken before we can celebrate the baptism.

The Catholic Church operates on a parish system. This means that each local area has its own church, which serves the people of that area. We encourage people to be baptized in their own parish church wherever possible because it is likely to be the easiest place for them to take their children, and for them to attend Mass themselves. We also would like for you to build relationships with the priests and people of your local church as they are the ones who can best support you and your family in the future.

However, we recognize that there may be very good reasons why you would prefer a baptism at St. Mary's. For example, you may have been married here, have strong family connections here or have moved away for what you expect will only be a short time. If you feel strongly that you would like to explore the possibility of baptism at St. Mary's your first step will be to talk to the pastor (Fr. Joe Geleney, telephone # 254-753-0146; email: pastor@stmarys-waco.org) about the reasons why you want to arrange a baptism at St. Mary's. If he gives his agreement to the baptism, you will then need to contact your own pastor for his permission to celebrate the baptism at St. Mary's. Please take this letter with you and ask the pastor at your home parish to sign it.

If you have any questions, or you would like to talk to someone before taking things further, please do not hesitate to contact the pastor of St. Mary's.

Please return the form below, when completed, to the pastor at St. Mary's.

**Letter of Permission for Baptism at
St Mary of the Assumption Catholic Church
Waco, Texas**

Date: _____

I, _____ pastor of the parish of _____

give my permission for _____ to be baptized at

St. Mary's of the Assumption Catholic Church, Waco, TX.

Signed _____

Printed Name _____

Note to those seeking baptism: Please return this form, when completed, to the pastor of St. Mary of the Assumption Catholic Church.