



ST. MARY OF THE PURIFICATION CATHOLIC CHURCH

3006 Rosedale Street Houston, Texas 77004 P (713) 528-0571 F (713) 528-0572

www.stmaryshouston.net

Procedures for Baptisms

We are so happy that you wish to have your child baptized at St. Mary's Church. This is an important decision that you have made for your child's initiation into the Roman Catholic Church.

Requirements: *Before we can schedule your child's baptism you must complete the baptism registration process - fill out the Baptism Registration Form and return with your child's birth certificate to the Parish Office before scheduling your appointment with Father Jaison. You must be a registered and active member of our parish prior to enrollment in the baptism preparation class. Baptism classes are held the first Thursday of September, November, February, and June and registration costs \$25 per family. Please be advised that the baptism registration process must be completed by the 15th of the month before baptism class. For example: if you would like to baptize in September, you must have turned in all paperwork, met with Fr. Jaison, paid fee and be registered for class no later than August 15th.*

The following paperwork is Required before scheduling a Baptism:

Parents:

1. Copy of Child's Birth Certificate
2. Completed Baptism Registration Form*

Godparents**

1. Validation to be a Godparent Form* OR Letter from their Parish
(Letter must state Godparent is a member in good standing and attends Mass on a regular basis)
2. Copy of Confirmation Certificate
3. Copy of Church Marriage Certificate
(if Married, must be married by the Catholic Church to qualify as a godparent)

*Enclosed is a Parent Baptism Checklist and required forms for registration and godparent validation

**to attend baptism class for a child to be baptized at another parish – same requirements and a \$10 registration fee per godparent

We ask that you read the enclosed information and return all necessary paperwork to the parish office as quickly as possible (Drop off, US Mail, Email or Fax). Parish Office hours M-F 8am – 12 pm, 1 pm – 4pm.

For more information, please call the Parish Office at 713-528-0571.

Thank you for your cooperation,

Thelma Goodman

Parish Secretary

tgoodman@stmaryshouston.org

St. Mary of the Purification Catholic Church 3006 Rosedale St. Houston TX 77004

Phone (713) 528-0571 / Fax (713)528-0572

Baptism Registration Form

Date _____

Full Name of Child _____

Date of Birth _____ Sex: M F Place of Birth _____

Was Child Adopted? Y N Was Child privately baptized? Y N

Address/City/State/Zip: _____

Email _____ Phone _____

Are Parents married? Y N Are Parents married in the Catholic Church? Y N

Marriage Date _____ Church Parish/City _____

Father's Full Name _____

Father's Religion _____

Mother's Full Maiden Name _____

Mother's Religion _____

Godfather's Full Name _____ Godfather's Religion _____

Godmother's Full Name _____ Godmother's Religion _____

Is either Godparent Married? Y N Godfather () Godmother ()

Is either Godparent to be represented by a Proxy? Y N

Name of Proxy: _____ Proxy's Religion _____

For Office Use Only

Name of Presiding Priest or Deacon _____

Date of Class _____ Date of Presentation _____ Date of Baptism _____

Receipt of Documents

Child's Birth Certificate ()

Father: Confirmation () Marriage Cert () NA Parishioner ()

Mother: Confirmation () Marriage Cert () NA Parishioner ()

Godfather: Confirmation () Marriage Cert () NA Parishioner () Parish Letter ()

Godmother: Confirmation () Marriage Cert () NA Parishioner () Parish Letter ()

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GODPARENT

Requirements

Dear Godparent:

You have been asked to be the godparent for the Sacrament of Baptism. Godparents serve as Models of Faith. Upon accepting your responsibility as a godparent, you indicate your decision to fulfill certain religious obligations. The godparent's role is to help in the Christian Initiation of the child being baptized and together with the parents, present the child for the sacrament and afterwards help the child live a Christian life and fulfill the obligations of the same.

Canon Law 874 states: for someone to be a godparent, it is necessary to fulfill the following conditions:

1. Be at 16 years of age
2. Is Catholic, having received the three sacraments of initiation, namely Baptism, Holy Eucharist, and Confirmation
3. Must not be the father nor mother of the candidate for baptism
4. Must know the fundamental truths of the Faith and be a practicing Catholic who attends Mass regularly, receives the sacraments frequently, and lives a life congruent with the faith and the mission that he/she is about to undertake.
5. Must be canonically free of all penalties to carry out this office
6. If married, must be married by the Roman Catholic Church. If single, must not be cohabitating, (Catholics publicly living in an invalid marriage or living in a relationship outside of marriage are ineligible)
7. Only one (1) godparent is required. If two godparents, one must be male and one must be female.
8. A non-Catholic baptized Christian may only be admitted along with a Catholic godparent in the capacity of a witness to the baptism. He/She must be at least 16 years of age and a practicing Christian baptized in the Trinitarian formula (God the Father, God the Son, and God the Holy Spirit).

Requirements for a proxy (someone who stands in for the godparent if he/she is unable to be at the ceremony) are the same as those listed above for a godparent, except for number three.

-----VALIDATION TO BE A GODPARENT-----

Godparent: I have read the above requirements and am prepared to take on the responsibility of Godparent. It is my position to represent the Catholic Church and all her teachings.

Printed Name _____ Signature _____

Phone: _____ Email: _____

The Child I am representing: _____ Parents: _____

Priest/Deacon:

This certifies that _____ practices his/her faith and is able to be the godparent of baptism for (child) _____

Church Parish _____ **Date** _____

Address _____ **City** _____ **State** _____ **Zip Code** _____

Printed Name of Priest/Deacon _____ **Signature** _____

(Parish Seal)

BAPTISM GUIDELINE /CHECKLIST

<input type="checkbox"/>	1) Fill out <u>Baptismal Registration Form</u> and return with a copy of the child's state issued Birth Certificate prior to scheduling an appointment with a priest Church Secretary Thelma Goodman tgoodman@stmaryshouston.org Fax (713) 528-0572
<input type="checkbox"/>	2) It is the parent's responsibility to call the church office to set up an appointment with a priest; Phone (713)528-0571
<input type="checkbox"/>	3) Designate at least one godparent and no more than two godparents for the child. <u>Eligibility for a Godparent:</u> ___ Must be at least 16 years of age. ___ Must have already received the Sacraments of Initiation: Baptism, First Communion, and Confirmation in the Catholic Church. ___ Must truly make a serious effort to live a good moral life worthy of imitation. ___ Must be an actively practicing Catholic, able to receive Holy Communion. Those who have left the Catholic faith or who are in an invalid marriage or who are cohabitating (living together outside of marriage) is not eligible to be a godparent. ___ Must NOT be the parent of the child being baptized. ___ If two godparents, one must be male and the other female. ___ A baptized non-Catholic may NOT be a godparent but may serve as a "witness" to the baptism, but only if there is also a godparent present. ___ A Catholic can never be a witness – he or she must meet the requirements of a godparent. <u>Eligibility for a Witness:</u> ___ Must be a non-Catholic baptized Christian; be at least 16 years of age; be living a good moral life worthy of imitation (not in an invalid marriage or cohabitating). ___ There can only be one witness to a baptism. ___ If there is a witness, then the name of the witness must be recorded in the baptism registry and on the baptismal certificate as such (witnesses may not be recorded as a godparent).
<input type="checkbox"/>	4) Registration Donation of \$25 due by the 15 th of the month prior to Baptism
<input type="checkbox"/>	5) Turn in the Godparent Validation Forms by 15 th of month prior to Baptism
<input type="checkbox"/>	6) Both Parents and Godparents must attend the Baptism Preparation Class unless they have already attended one in the past 3 years (proof of attendance required)
<input type="checkbox"/>	7) If parents are not members of St. Mary of the Purification parish, they must get written permission from their Church Parish to have the child baptized at St. Mary and must turn in the permission form/letter with church seal and submit a certificate/letter of completed Baptism Preparation by the 15 th of the month prior to Baptism
<input type="checkbox"/>	Baptism Class – February, June, September & November (1 st Thursday) Baptism Rite - February, June, September, & November (2 nd Sunday) * No Baptisms in Advent or Lenten Season