

Baptism Preparation for Catholic Parents

Parish Policy

St. Joan of Arc Catholic Church

Sacrament of Baptism

Infants & children under age 7 may be presented for the Sacrament of Baptism. Parents must be registered parishioners and attend a Baptism Seminar. Baptisms are generally celebrated one Sunday each month after the 11:45pm Mass (except during Lent).

Baptism Preparation Class

When presenting a child for the Sacrament of Baptism, parents and godparents are required to attend the Baptism Seminar. The classes are *generally* on the Thursday prior to Baptism, at 7:00 PM in the Family Life Center.

If you have attended a class elsewhere in the past 2 years you can request a letter from that church be sent to St. Joan of Arc Catholic Church verifying that you have attended the class. You may also attend the class at an area church and have a letter of verification sent to the St. Joan of Arc Parish Office.

Sacristy Record of Baptism

Before the class, parents need to complete the Sacristy Record of Baptism form and return it to the Parish Office. After submitting this form, attending the class, and submitting godparent's letter of eligibility; a date for the baptism can be arranged. The Sacristy of Record form is attached.

Before the baptism parents will also need to provide a copy of the child's birth certificate. This can be faxed, mailed or dropped off to the Parish Office along with the Sacristy Record of Baptism. (Fax: 985-651-2920 attn: Baptism)

Children over age 7 who need to be baptized follow a different process of preparation. Please contact Helena Cupit, our Director of Religious Education at (985) 651-1072.

If you are not registered in the parish, please do so. A Parish Registration form can be downloaded from our website: www.sjachurch.com. This form can be faxed, mailed or dropped off to the Parish Office. (Fax: 985-651-2920 attn: Registration)

The birth of a baby into a family is always a time of joyful celebration. It is also a time of re-consecration for the parents to the responsibility of rearing the child as God intends.

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Godparents (Sponsors)

Godparent restrictions: ONE godparent must be a Confirmed & practicing Catholic, who is also in good standing with the church. (This means if married, they must have been married in the Catholic Church). The attached “Baptism Sponsor – Certificate of Eligibility” form must be completed and signed from their current parish and sent to St. Joan of Arc Catholic Church Parish office. The letter can be mailed, faxed or dropped off.

The Code of Canon Law, Canon 774.2 states: Before all others, parents are bound to form their children, by word and example, in faith and in Christian living.

Qualification of Sponsors/Godparents

Canon 874 - To be admitted to the role of sponsor/godparent, a person must:

- ✝ 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 their sixteenth year, unless a different age has been established by the diocesan bishop.
- ✝ 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. [This indicates that Catholics publicly living in an invalid marriage (not according to the Church regulations) and those who are cohabitating (living together without marriage) are ineligible].
- ✝ Must 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/godparent.

From Canon Law #873

One sponsor, male or female, is sufficient; but there may be two, one of each sex.

This means that there cannot be two of the same sex, and there cannot be more than two sponsors. The only possibilities are (1) no sponsor, (2) one sponsor, or (3) one sponsor of each sex.

**St. Joan of Arc Catholic Church
Sacristy Record of Baptism**

**All required
paperwork must be
submitted 2 weeks
prior to Baptism.**

Please complete all information either by print or type
Date: _____

Name of Person to be Baptised:

_____ M/F
(Last name) (First name) (Middle name)

Date of Birth: _____ Place of Birth (City/State): _____

Name of Father:

_____ Religion: _____
First Middle Last

Church Attendance: ___ Weekly ___ Monthly ___ Holidays only ___ I do not attend

Name of Mother:

_____ Religion: _____
First Middle Maiden Name

Church Attendance: ___ Weekly ___ Monthly ___ Holidays only ___ I do not attend

Family Address: _____
Street, number [City] [Zip Code]

Email Address: _____ Telephone Numbers: _____ (home)
very important _____ (cell)
_____ (work)

Is family registered parishioner at St. Joan of Arc: ___ Yes ___ No

If not registered at St. Joan of Arc, is there some reason? _____

Parish of Registration if not at St. Joan of Arc: _____

Baptism Seminar attended in last 2 years? _____ Where? _____

Were parents married by a priest? _____ Where: _____

Godparent: _____ Religion: _____

Godparent: _____ Religion: _____

Additional information: _____

Office Use Only:	
_____ Date received	_____ Signed Certification of Eligibility for Sponsors/Godparents Received
_____ Date Baptism Seminar attended (Parents)	_____ Date Baptism Seminar attended elsewhere (Parents)
_____ Date Baptism Seminar attended (Godparents)	_____ Date Baptism Seminar attended elsewhere (Godparents)
_____ Date Copies of all documents submitted for approval	_____ Date reviewed and approved
_____ Parents contacted regarding Seminar/Baptism dates	_____ Certificate prepared _____ Recorded in register
Transcribe to BAPTISMAL REGISTER under the date of: _____	
Date of Baptism	

St. Joan of Arc Catholic Church
529 W. 5th St. ~ LaPlace, LA 70068
985-652-9100 ~ 985-651-2920 (fax)
Baptism Sponsor ~ Certification of Eligibility

(Please carefully read the requirements of sponsorship before signing)

Qualification of Sponsors/Godparents

Canon 874 - To be admitted to the role of sponsor/godparent, a person must:

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- ✚ 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.
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- ✚ Must not be the father or the mother of the one to be baptized.

Sponsors/Godparents **must** complete the form below and **return** it to the Parish Office 2 weeks prior to Baptism for review and verification.

I have read the above requirements of Canon Law to be a sponsor/godparent and verify that the following information is true.

Please complete all information either by print or type:

Sponsor's/Godparent's Name: _____

Name of Sponsor's Church Parish: _____

City and State of Church Parish: _____

Church of Confirmation: _____ Year of Confirmation: _____

Sponsor's Signature: _____ Phone #: _____

Parents of child to be baptized: _____

Name of child to be baptized: _____

To be completed by your Pastor:

I declare that _____ is a registered member of this parish, is a practicing Catholic, and is eligible to be a sponsor/godparent for Baptism.

Name of Church Parish: _____

Address/City/State/Zip of Church Parish: _____

Pastor's Signature: _____

Date: _____

(Church Seal)

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(Church Seal)