



MARY HELP of CHRISTIANS

Catholic Parish

Baptisms Guidelines

Congratulations on making the commitment to have your child baptized here at Mary Help of Christians Church (MHoC)! Your child is already a part of your family and will now be joining an even larger family which is the Catholic Community! To prepare for this beautiful Sacrament you are asked to follow the guidelines below when submitting all your paperwork.

First, please note that both parents and godparents must schedule to attend a baptismal class. Please notify the parish office of the date you will be attending to be signed up.

- *English Classes are on the 2nd Thursday of every month at 7:30pm in Room #6*
 - *(Class is about one hour long)*
- *Spanish Classes are on the 4th Thursday of every month at 7:30pm in Room #6*

Both parents must attend the baptism class prior to the baptism. Both parents must take the class each and every time you have a child baptized. If you could not attend any of the classes we have here at MHoC, you must make arrangements at another Catholic parish to attend their class. Submit the original class attendance certificate to the church office prior to the baptism.

A sponsor letter is needed from at least ONE (1) of the godparents only if they attend a different Catholic Church other than MHoC. Both godparents must also attend a baptism class prior to the baptism. The certificate of the baptism class for the godparents is good for ONE (1) year only. If the godparents cannot attend any of the classes we have here at MHoC, they can make arrangements to do it at another Catholic parish, but the church office at MHoC must have the original certificate of class attendance prior to the baptism.

The parents are to fill out the attached Baptism Registration Form and drop it off at the Parish office at least two weeks before the baptism date of preference. *(Please print legibly)* Make sure all necessary paperwork is attached.

Baptisms are performed some Sundays at 1:30pm, but please have everyone arrive prior to that time. The ceremony of the Sacrament of Baptism starts promptly at that time. Baptisms in English are on the 1st Sunday of every month, in Spanish on the 2nd & 4th Sunday of every month.

Please make sure that the following is attached: *(Without this information we cannot schedule a baptism date)*

- A copy of the birth certificate for the child being baptized
- The godparent sponsor letter *(if from a different church only)*
- The certificates of the baptism class completion for *both* parents and *both* godparents

You will be called the week prior to the Baptism to confirm. If you do not receive a call by the Thursday prior to your scheduled date, please call the office because we may not have you scheduled or need missing paperwork.

Being an active member of our church is a privilege. The immediate family of the child being baptized needs to be registered parishioners who have been actively attending Mass for over 3 months. If you are not registered through our parish a letter of permission is needed from your parish to have your child baptized here. The suggested donation is \$150 for the baptism.

Baptism Registration Form

Date of Baptism: _____

The information you provide on this form will be used to prepare the baptism certificate and to enter your child's information into our permanent church records. Please enter accurately and legibly. Don't forget to attach the birth certificate. All information, baptism class attendance and the required sponsor certificates must be returned at least **2 weeks before** the scheduled date of baptism.

Name of Child: _____

Address: _____

Date of Birth: _____ City /State of Birth: _____

Father's Name (First Name): _____ (Last Name): _____

Mother's Name (First Name): _____ (Last (MAIDEN) Name): _____

Religion of Father: _____ Religion of Mother: _____

Father's Cell: _____ Mother's Cell: _____

Information of the godparents

Godparents must be at least 16 years old, **confirmed** and **practicing** Catholics. If they are not registered at MHoC and are not regularly attending mass here, they must then provide us with a "Sponsor Letter" from the church they attend. Please note that only (2) two godparents are allowed to be on the baptism certificate and our records.

Godfather's Name (First Name): _____ (Last Name): _____

1.) Is godfather Catholic: YES / NO 2.) Sponsor Letter (if needed) attached: or N/A

Godmother's Name (First Name): _____ (Last Name): _____

1.) Is godmother Catholic: YES / NO 2.) Sponsor Letter (if needed) attached: or N/A

Will either of the godparents be represented by a proxy (meaning they won't be present & someone else will fill in)? YES / NO

Name of Proxy (First Name): _____ (Last Name): _____

Name of Proxy (First Name): _____ (Last Name): _____

FOR OFFICE USE ONLY

Date of Baptism: _____ MHoC Parishioner Envelope for parents# _____

Birth Certificate Attached Father Class Attendance Mother Class Attendance

Godfather Class Attendance Godmother Class Attendance
