



BAPTISM PROCESS

These steps may be completed in any order.

Step 1: Attend baptism interview.

Interviews are conducted on the 1st Tuesday of each month from 6:30pm - 7:30pm. Schedule is subject to change. Please visit www.sppnb.org/sacraments to confirm the interview date & time. No appointment is necessary. Parents may complete the registration form at the interview or bring a completed baptism registration form. Bring a copy of your child's state issued birth certificate (Health Dept) to the interview. Unfortunately, the hospital certificate with your baby's feet is not acceptable.

The date of the interview is recorded. You have one year to complete the baptism process. Registration and documents are not kept for more than one calendar year.

Step 2: Gather and submit the sponsor/godparent sacramental records.

Sacramental records of the parents are not required. Godparents must meet the requirements established by Canon Law. A sponsor/godparent must be a minimum of 16 years of age and has received the Sacraments of Baptism, Confirmation, and Holy Communion.

If married, sponsor/godparent must be married in the Catholic Church. (Baptismal certificate with notations dated within the last 12 months is sufficient.) Only one man and one woman may serve as sponsors/godparents. Parents may not be sponsors/godparents to their children.

Documentation may be submitted at the baptism interview or directly to the Faith Formation office. Documents can be mailed or emailed to the Faith Formation office at marykravec@sppnb.org or srsheejathomas@sppnb.org

Step 3: Parents, sponsor/godparent and Christian witness are required to attend a baptism preparation class. If a baptism prep class has been taken within the last 3 years, please provide a letter or certificate of attendance from the parish where the class was completed.

Sts. Peter and Paul Catholic Church offers baptism classes on the 2nd Tuesday (Spanish) and 4th Tuesday (English) of each month from 6:30pm-8:00pm. Schedule is subject to change. Please visit www.sppnb.org/sacraments to see the current schedule of classes.

Step 4: Call or email the Faith Formation office with any questions.

Due to the high volume of baptism registrations, the Faith Formation office is unable to call every applicant as the registration form moves through the steps. If you have any questions or concerns, please contact the office via phone or email. We kindly ask you to wait 48 hours after the interview or baptism class to allow time for us to update your registration.

Once all requirements are met, we will contact you to schedule baptism.



CHECKLIST FOR BAPTISM REGISTRATION

Please use this form to keep track of the required steps necessary for baptizing your child.

_____ **Parents attendance at baptism interview:** Only one parent is required to attend the interview.

_____ **Sponsor/Godparent proof of Sacraments:**

Sacramental records of the parents are not required. Godparents must provide proof of sacraments, preferably with a **baptismal certificate with notations** dated within the last 12 months. It is recommended to contact the church or diocese where baptism occurred. Please request the certificate to include notations. The notations listed on the back should include the following sacraments:

- *Baptism*
- *First Communion*
- *Confirmation*
- *Matrimony, if married*

If any of the sacraments are not listed on the back, please provide a certificate for the missing sacrament.

Documentation must include the name of the child to be baptized. Documentation received without this information may delay the process. Documentation may be mailed, emailed, or dropped off to the Faith Formation office.

_____ **Attendance at baptism class:** Parents and sponsor/godparent must attend a baptism preparation class.

_____ **Letter of Permission** If you are not a registered parishioner of Sts. Peter & Paul Catholic Church, you are required to provide a letter from your current parish stating you have permission to baptize at another parish.

If you have any questions, please contact the Faith Formation Office 830-625-453.

Sister Sheeja Thomas, ext. 216
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