

*Our Lady of Perpetual Help Catholic Church*  
16075 North Evans Road Selma TX 78154-3824  
(210) 651-6913 ~ Fax: (210) 651-5272

Dear Parents

We are pleased that you have chosen Our Lady of Perpetual Help Catholic Church for your child's baptism and will do our best to make the baptism experience here a spiritually fulfilling one for you and your family. The sacrament of baptism is one of initiation into our Catholic faith community. It is a day to be celebrated by not only your family but our entire faith community. The following pages included in this packet are important to the baptism process here at our parish. Included in this packet are the following:

1. General Baptism requirement information page (green highlight)
2. Godparent information page (purple highlight)
3. Baptism class information page (pink highlight)
4. General Baptism scheduling information (yellow highlight)
5. Baptism request form (*to be filled out*) (orange highlight)
6. Baptism Information Page (*to be filled out*) (blue highlight)
7. Godparent Affidavits (*to be signed*)

In order to begin the process for your child's baptism, we ask that you please take time to read the enclosed information and fill out any necessary forms and turn in all needed paperwork at your earliest convenience as baptisms are scheduled on a first come first serve basis.

If you have any questions, please contact Veronica Santillan at (210) 651-6913 or [vsantillan@olph.org](mailto:vsantillan@olph.org)

Yours in Christ,

Fr. Jeff Pehl  
Pastor

Veronica Santillan  
Baptism Coordinator

## **GENERAL BAPTISM REQUIREMENTS**

**ALL** required paperwork must be completed, returned and verified before a baptism will be scheduled. If paperwork is missing and not returned at least 1 week prior to the requested date, we will be unable to schedule the baptism. All baptisms **MUST** be scheduled and confirmed with Veronica Santillan. Paperwork may be faxed, emailed or brought to the pastoral center. The following is required to schedule a baptism:

1. Packet with top portion completed.
2. Certified copy of child's birth certificate (MUST be a state issued birth certificate); a copy can be made at the Pastoral Center if necessary.
3. Blue Baptism information form completely filled out (parent & godparent info).
4. Baptism Request Form filled out (if requesting a specific date).
5. Any permission letters needed (may be emailed or faxed but original with parish seal and pastor's signature will need to be mailed or dropped off).
6. Any Baptism class completion certificates or completion letters.
7. Godparent affidavits, filled out and signed. Also, Confirmation certificate for each and Marriage certificate if applicable.
8. \$10 paperwork fee (per baptism packet, 1 child = \$10, 2 children = \$20, etc.) will need to be paid when packet is submitted.

**\*\*\*This fee is NOT for the Sacrament of Baptism, but for the paperwork and baptismal candle.\*\*\***

If the parent(s) of child to be are not registered members of Our Lady of Perpetual Help, they must obtain a permission letter from their parish that is signed, dated and stamped with the parish seal. This letter must state that they have permission to baptize their child outside of their parish. If submitting a copy electronically, parish seal must be visible.

Older children (7+) needing the Sacrament of Baptism must attend special classes designed for baptism preparation through the Religious Education Department. Contact Sr. Katrina Ruane at 210-651-6913 or [katrinruane@gmail.com](mailto:katrinruane@gmail.com) for more information.

## **GODPARENT INFORMATION**

- Godparent(s) requirements and duties are as follows: **NO EXCEPTIONS WILL BE MADE**

### **Minimum requirements according to CANON LAW 873 & 874**

1. Only one (1) Godparent is required, but if there are two (2), one must be male and one must be female.
  2. MUST be practicing Catholic at least 16 years old who has received Baptism, Reconciliation, Eucharist and Confirmation (copy of Confirmation certificate required)
  3. If married, MUST be married in the Catholic Church (copy of marriage certificate required)
  4. Leads a life in harmony with the faith and leads a life in harmony with the role to be undertaken.
  5. A baptized person who belongs to a Non-Catholic Christian community may be a witness but only with a Catholic Godparent (Catholics who do not have all of their sacraments do **NOT** qualify).
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- Baptism Class is required if a class has not been completed in the last five (5) years.
  - Each Godparent must fill out, sign and date the affidavit.
  - If Godparent's are not registered members of Our Lady of Perpetual Help, they must obtain permission letter from their parish that is signed, dated and stamped with the parish seal. This letter must state that they are members in good standing and have permission to be a sponsor (godparent) outside of their parish. Letters may be faxed or emailed as long as parish seal is visible.

## **BAPTISM CLASS INFORMATION**

A baptism class is required for parents and godparents if a class has not been completed in the last five (5) years.

Baptism class may be completed at another parish, but a certificate or letter of completion from the parish where the class was taken must be turned in. The Archdiocese of San Antonio does **NOT** recognize on-line courses for baptism.

Classes at OLPH are held the second (2nd) Monday of the month (if scheduling allows) at 6:30pm and last approximately 1 1/2 hours. Due to classroom size, attendance **IS limited**. You **must** be registered to attend the class. To register, you can do so on our website or by calling into the office.

**\*\*\*CLASS DATES ARE SUBJECT TO CHANGE\*\*\***

Baptisms are scheduled on Saturdays at 10am with a Deacon.  
Saturday/Sunday options during Mass have to be cleared by the Pastor.  
*(this option is not available during the seasons of Lent and Advent)*

## **GENERAL BAPTISM SCHEDULING INFORMATION**

- All baptisms will be scheduled on a first come first serve basis.
- Your child's baptism **will not** be scheduled unless all paperwork is turned in and verified by Veronica Santillan in the Pastoral Center.
- Once all required paperwork is received and verified, you will receive a confirmation email with your child's baptism date and time. Your child's baptism date and time **will not** be reserved until you receive this confirmation.
- Baptism time and date availability will vary depending on church schedule and deacon schedule and they are subject to change.

### BAPTISM OPTIONS

- Saturdays at 10am with a Deacon (no Mass)
- Saturday or Sunday within Mass (***MUST be cleared and approved by Pastor***)  
(*this option is not available during the seasons of Lent and Advent*)

Contact Veronica Santillan at [vsantillan@olph.org](mailto:vsantillan@olph.org) for any questions or to schedule your child's baptism.

Child's Name: \_\_\_\_\_

### **BAPTISM REQUEST FORM**

Please indicate your first choice, second choice and third choice in the Date Request Section.

***Requests are based on availability and may not be able to be accommodated.***

An email confirmation will be sent to confirm baptism request or to make changes.

#### **Day of Baptism**

\_\_\_\_\_ Saturday 10am (with a Deacon-no Mass)

\_\_\_\_\_ Saturday/Sunday (within Mass) at \_\_\_\_\_ am/pm Mass.  
*(this option is not available during the seasons of Lent and Advent)*

#### **Specific Date Request**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

#### **Reason needing a specific date:**

\_\_\_\_\_ Military Deployment

\_\_\_\_\_ Godparents live out of state

\_\_\_\_\_ Other

\_\_\_\_\_  
\_\_\_\_\_

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**Baptism Information**  
(Ages 0-6 years)

**CHILD'S INFORMATION**

**\*\*Please Print Clearly\*\***

Child's Legal Name: \_\_\_\_\_  
First Middle Last

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Certified Copy of Birth Certificate Attached: Yes ☐ No ☐

Child's Gender: Male ☐ Female ☐

**PARENT'S INFORMATION**

**\*\*Please Print Clearly\*\***

**Are parents legally married: Yes ☐ No ☐**

Father's Legal Name: \_\_\_\_\_  
First Middle Last

Mother's Legal Name: \_\_\_\_\_  
First Middle Maiden

Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Mother's Cell: \_\_\_\_\_ Father's Cell: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Are you currently registered at Our Lady of Perpetual Help? Yes ☐ No ☐

If no, where do you attend church? \_\_\_\_\_

Baptism Class with 5 years? Yes ☐ NO ☐ If yes, year taken: \_\_\_\_\_

**PLEASE CONTINUE ON BACK**

**OFFICE USE ONLY**

Name of Officiating Minister: \_\_\_\_\_

Actual Date of Baptism: \_\_\_\_\_

**GODPARENT INFORMATION**

MUST HAVE RECEIVED ALL SACRAMENTS  
IF MARRIED, MUST BE MARRIED IN THE CATHOLIC CHURCH

**\*\*Please Print Clearly\*\***

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**Godfather's** Legal Name: \_\_\_\_\_  
First Middle Last

Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Best Contact Number & Email: \_\_\_\_\_

Is he married? Yes ☐ No ☐ If yes, Catholic Church: ☐ Other: ☐

Has he received all Sacraments: Baptism ☐ Reconciliation ☐ Eucharist ☐ Confirmation ☐

Is he currently registered at Our Lady of Perpetual Help? Yes ☐ No ☐

If no, where is he currently registered? \_\_\_\_\_

Baptism Class within 5 years? Yes ☐ No ☐ If yes, year taken? \_\_\_\_\_

.....  
**Godmother's** Legal Name: \_\_\_\_\_  
First Middle Last

Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Best Contact Number & Email: \_\_\_\_\_

Is she married? Yes ☐ No ☐ If yes, Catholic Church: ☐ Other: ☐

Has she received all Sacraments: Baptism ☐ Reconciliation ☐ Eucharist ☐ Confirmation ☐

Is she currently registered at Our Lady of Perpetual Help? Yes ☐ No ☐

If no, where is she currently registered? \_\_\_\_\_

Baptism Class within 5 years? Yes ☐ No ☐ If yes, year taken? \_\_\_\_\_

**If either one is to be a Christian Witness, we will need a copy of their baptismal certificate.  
Lapsed Catholics CANNOT be a Christian Witness.**

Updated November 2, 2022



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**AFFIDAVIT FOR A GODPARENT FOR THE  
SACRAMENT OF BAPTISM**

I, \_\_\_\_\_, will be a Godparent for  
\_\_\_\_\_(child) at Our Lady of Perpetual Help Catholic Church, Selma TX

I understand, accept and ratify that in accordance with the Canon Law of the Catholic Church, as a godparent, I ***must*** and ***do*** meet the following qualifications.

- I am a practicing Catholic who has received the Sacraments of Baptism, Reconciliation, Eucharist, and Confirmation.
- If I am married, I was married in the Catholic Church
- I am at least 16 years of age.
- I am not the mother or father of the child.
- I have every intention of fulfilling the role as a Godparent in assisting the parents in raising the child in the Catholic faith.

In accepting the role of Godparent, I hereby affirm that I am committed to helping raise this child in the Roman Catholic Faith and affirm that I meet all the qualifications stated above.

\_\_\_\_\_  
Godparent's Signature

\_\_\_\_\_  
Date