




CERTIFICATE OF COMMITMENT INSTRUCTIONS FOR COMPLETION

CONGRATULATIONS! You have been given the honor of serving as a Godparent or Christian Witness for an upcoming baptism with one of our parish families at Holy Spirit Catholic Church. Much like you, we care deeply about our parish family members. Your responsibilities extend far beyond you standing with the family at church on baptism day. Instead, we believe every effort should be made to support your godchild and help the parents raise the child in the Catholic faith well beyond the baptismal ceremony and far into the child's future. As a first step of your important role, we ask that you view [THIS VIDEO](#) and prayerfully reflect on what is being asked of you. When ready, complete the steps listed below and commitment form  on the next page.

FYI, per Canon Law 874, individuals who have been fully initiated in the Catholic Church having received the sacraments of Baptism, Holy First Communion, and Confirmation are formally recognized as a "Godparent". Participating and baptized individuals of other Christian denominations are formally recognized as a "Christian Witness". These titles are primarily utilized in the Sacrament Record books, baptism certificate, and ceremony.



☐ **DON'T WAIT (PROVERBS 27:1)**

- Allow at least three weeks to complete the steps and the form. Some can take longer than you might expect because...#churchlife. All documentation must be returned no later than five days before the celebration of the baptism.

☐ **REQUEST A COPY OF YOUR SACRAMENTAL RECORDS (1 CORINTHIANS 12:13)**

- Original copies are acceptable (see tip below)...but what is your secret to staying so organized?! If you do not have copies of your own, these records will be on file at the church where your Baptism was celebrated so contact them first. Records should be mailed to Holy Spirit Parish, Attn: Leah Ackley, 620 E. Kimberly, WI, 54136. *If you celebrated Sacraments at Holy Spirit Parish, please note this where indicated on the next page. We will verify our records using the information you provide.*
- **NOTE:** Parishes are not required to retain sacramental records provided by individuals serving as Godparents or Confirmation sponsors. This means that even if you've submitted documents to Holy Spirit Parish before, we won't have them on file. If you find yourself needing to contact your home parish again, we suggest keeping a copy of the sacramental record you receive and simply sharing a photocopy with us. That way, you'll be ready for next time—because clearly your Godparent services are in high demand!

☐ **COMPLETE THE "CERTIFICATE OF COMMITMENT" (GALATIANS 6:9)**

- Print the next page titled "Certificate of Commitment". Fill in the top half including your church/parish where currently registered. *If you are a registered member at Holy Spirit Parish, please note this where indicated on the next page. We will verify our parish records using the information you provide.*
- Read the statements and affirm each statement with your initials and leave your signature where indicated.
- Contact your current church where you are registered and request that an authorized staff member sign and affix their church seal where indicated at the bottom.
- Ensure the completed form is returned to Holy Spirit Parish, Attn: Leah Ackley at 620 E. Kimberly Avenue, Kimberly, Wisconsin 54136, or using the secured drop box outside the front door of the Parish Center on the corner of Wilson Street and Kimberly Avenue.

If you have any questions, please contact Leah at (920) 788-7640 or via email at ACKLEYL@HOLYSPIRIT-PARISH.ORG. I'll help you navigate the waters.



CERTIFICATE OF COMMITMENT

HOLY SPIRIT PARISH • 620 E. KIMBERLY AVENUE, KIMBERLY, WI 54136 • (920) 788-7640 • WWW.HOLYSPIRIT-PARISH.ORG

I, _____, a participating member of (Name of Church or Parish) _____, located in (City) _____, (State) _____, have been given the honor to serve as Godparent or Christian Witness for (Child's Full Name) _____, born on (Date of Birth) _____, the child of (Parents' Guardians' Names) _____ who reside at (Parents' Address) _____ located in (City) _____, (State) _____. I understand that this role is an invaluable opportunity for me to be witness to my faith and (as it is applicable) the Catholic life to my godchild. I have viewed [THIS VIDEO](#), prayerfully reflected what is being asked of me, pledge to support the parents, and can affirm and agree to the following statements:

Read and initial **one** statement.

_____ (Initial) I have been baptized as a **non-Catholic Christian** and actively practice the Christian faith, and I understand that I must request a copy of my Baptismal Records be forwarded to Holy Spirit Parish.

Name at Baptism _____ Date of Birth _____
Date of Baptism (approx.) _____ Church of Baptism _____

-OR-

_____ (Initial) I have completed my own Christian initiation in the **Catholic Church** through the reception of the Sacraments of Baptism and Confirmation, and I understand that I must request a copy of these Sacramental Records be forwarded to Holy Spirit Parish. *If any of these Sacraments were celebrated at HSP, provide your information below for HSP to verify records.*

Name at Baptism _____ Date of Birth _____
Date of Baptism (approx.) _____ Date of Confirmation (approx.) _____
Church of Baptism _____ Church of Confirmation _____

Read and initial **all** statements.

_____ (Initial) I am a participating member of the church or parish listed above and actively contribute to the parish life and liturgy at my church and (as it is applicable) strive to live the Catholic faith as best I can. *Ensure the bottom section of this form is completed by the church where you are currently registered and participating. See additional instructions at the bottom of the page.*

_____ (Initial) I will strive to be a model of the Christian Catholic faith for my godchild; to witness to my faith in Jesus Christ by the way I live through daily prayer, and virtuous living in service and love to the people with whom I come in contact daily.

_____ (Initial) I will strive to maintain a consistent relationship with my godchild and celebrate significant moments such as the anniversary of the Baptism, their First Communion and Confirmation, and supporting my godchild in his or her own Catholic faith journey.

_____ (Initial) I shall give witness through prayer for and with my Godchild as his/her Godparent.

Name (please print)

Signature

Date

Email

Primary Phone

STOP. This next section can only be signed and sealed by a priest or authorized staff person of the parish or church you are currently registered and participating. If you are a registered member at Holy Spirit Parish, turn in what you've completed above and HSP will verify records and complete the bottom portion of this form.

VERIFICATION OF CHURCH REGISTRATION/PARTICIPATION

With my signature, as an authorized staff member at (Name of Church) _____, to the best of my knowledge verify that the above-named person as Godparent or Christian Witness is a registered and participating member of our church.

Priest/Pastor/Church Staff Name (please print)

Signature

Title

Date

Affix Church Seal Here