

SACRAMENTAL RECORDS POLICIES AND PROCEDURES MANUAL



ROMAN CATHOLIC DIOCESE OF SAULT STE. MARIE

March 2020
Chancery Office Diocese of Sault Ste. Marie

Sacramental Records, Policies and Procedures Manual
Diocese of Sault Ste. Marie

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Prot. No. 023/2020

Sudbury, Ontario
June 5, 2020

Re: Implementation of "Sacramental Records Policies and Procedures Manual"

Dear brothers and sisters in Christ,

By this letter, I am pleased to launch the implementation of the "Sacramental Records Policies and Procedures Manual" for the Diocese of Sault Ste. Marie. This manual which was announced at the Priests' Study Days and reviewed in the different regions of our Diocese, has two main goals:

- 1) to assist Pastors and parish personnel in fulfilling their responsibility of maintaining sacramental records;
- 2) to ensure consistent and accurate record keeping throughout the Diocese.

I cannot overstate the importance of maintaining accurate, legible and up-to-date sacramental records, as well as ensuring the prompt recording of notations in the sacramental registers. These historical records, in particular the baptismal register of our faithful, serve as the primary record of one's canonical status in the Church.

I am grateful to the pastors and secretaries of our parishes who have actively participated in the study and evaluation of our "Sacramental Records Policies and Procedures Manual".

With cordial best wishes and the assurance of my prayers for you and your families, I remain

Fraternally yours in Christ,

+Marcel Damphousse
Bishop of Sault Ste. Marie

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Diocese of Sault Ste. Marie

INTRODUCTION

Sacramental registers are kept for future reference as legal proof (canonical and civil) of church events, age and/or nationality status. They are an invaluable record of the people who made up a parish, and collectively the Diocese of Sault Ste. Marie, at a given time. The information contained within them is relevant to the past, present and future of the Church, as well as individuals, families and the community as a whole. Therefore, great care should be taken in fulfilling the responsibilities of creating and maintaining sacramental records.

The *Sacramental Records Policies and Procedures Manual* is intended to assist parish personnel in fulfilling these responsibilities and to ensure consistent record keeping throughout the Diocese.

This manual does not include every possible issue surrounding sacramental record keeping, nor does it address liturgical issues. It is not intended as a definitive statement on all of the issues raised in canon law or civil law. Its purpose is to provide some practical guidelines for pastors and parish personnel.

Throughout this manual, the *Code of Canon Law* and the Manual of Administration of the Diocese of Sault Ste. Marie (red book) are cited:

- When the *Code of Canon Law* is referenced you will see a citation such as: c. 875, §2. This refers to canon 875, §2. Should you wish to see the Canon for yourself and if you do not possess the Code of Canon Law, you may view the *Code* on the Vatican Website. It is available in English, French, German, Italian, Latin and Spanish at: <http://www.vatican.va/archive/cdc/index.htm>.

If you have any questions, comments or require any clarifications on the subject of Sacramental Records, please do not hesitate to contact the Chancellor's Office.

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Special thanks to the Archdioceses of Toronto, Kingston and Ottawa whose work on Sacramental Records has been instrumental in the completion of this manual.

I. GENERAL POLICIES

1. Ownership of Sacramental Records

Although all parishes are juridic persons with its rights and obligations, the ownership and copyrights of all Roman Catholic Sacramental Records for parishes, agencies or institutions within the jurisdiction of the Bishop of Sault Ste. Marie resides with the Diocese.

2. Responsibilities pertaining to Sacramental Records

The pastor, chaplain or administrator (c. 535, §1) is responsible for sacramental records. They are to ensure that the sacramental records are properly maintained and preserved in accordance with established Diocesan norms. They are legally and canonically bound to ensure that the information placed in the register is accurate, reliable, protected and that any certificates issued reflect the ecclesiastical record. They are to see that all notations are clearly and promptly made. They must be vigilant in granting access to sacramental records and that it is in compliance with accepted Diocesan procedures.

Even when he delegates the day-to-day administration of the records to a parish staff member, the pastor is responsible for the accurate and timely recording of sacramental celebrations (c. 877).

3. Register Requirements

Canon 535 §1 In each parish there are to be parochial registers, that is, of baptisms, of marriages and of deaths, and any other registers prescribed by the Episcopal Conference or by the diocesan Bishop. The parish priest is to ensure that entries are accurately made and that the registers are carefully preserved.

§2. In the baptismal register are also to be noted ascription to a Church *sui iuris* and/or any transfer, also confirmation, and those things which pertain to the canonical status of the Christian faithful by reason of marriage, without prejudice to the prescript of can. 1133, of adoption, of the reception of sacred orders, of perpetual profession made in a religious institute, and of change of rite. These notations are always to be noted on a baptismal certificate.

§3 Each parish is to have its own seal. Certificates concerning the canonical status of the faithful, and all acts which can have juridical significance, are to be signed by the parish priest or his delegate and secured with the parochial seal.

§4 In each parish there is to be an archive, in which the parochial books are to be kept, together with episcopal letters and other documents which it may be necessary or useful to preserve. On the occasion of visitation or at some other opportune time, the diocesan Bishop or his delegate is to inspect all of these matters. The parish priest is to take care that they do not fall into unauthorised hands.

§5 Older parochial registers are also to be carefully safeguarded, in accordance with the provisions of particular law.

3.1 According to Canon Law, each parish should keep sacramental registers for Baptism, Confirmation, Marriage and Death (cc. 535, §1, 895). In the Diocese of Sault Ste. Marie a First Communion register is not obligatory but may be useful.

3.2 Each sacramental register should include the type of register, the name of the parish, mission or institution, the city and province, the range of dates of the register, an index and the list of pastors, vicars, administrators and deacons - their period of ministry and their signature. Every entry is to be listed in the register's index, according to the person's last name.

3.3 Do not use combined registers; there should be a separate register for each sacrament. A permission for an exception to the combined register is to be requested to the Bishop. An inventory of the registers is to be created and a copy should be sent to the Chancery Office.

3.4 Although computer storage may supplement the registers for reference or statistical purposes, it is not an acceptable replacement for the books themselves. It is permitted to use a database or spreadsheet version of the registers or *Parish Friendly* to help perform routine tasks; however, these should never replace the original registers.

3.5 The registers are meant for permanent preservation and therefore the bindings and paper should be of a quality that is considered permanent, durable, and acid-free (if possible). (*See Section VIII for purchasing details.*)

3.6 It is crucial that entries be made promptly, accurately and legibly. Entries, except for signatures, should be printed rather than written out longhand.

3.7 The last name should be printed in upper case (i.e., "SMITH") and the name of the month should be spelled out as opposed to using the month's number (i.e., "Oct." not "10").

3.8 The ink should be of a permanent quality and only black ink should be used. Felt-tip pens and pencils are not acceptable. An indelible black ink pen or fountainpen, resistant to fading, is ideal.

4. Corrections, Additions & Deletions

4.1 Alterations to a record may affect its validity. Scotch tape, which degenerates the actual records, and glue of any type are to be avoided. "Whiteout", erasures, or other cosmetic changes to the registers **must never be made**.

4.2 In the case of a obvious factual, technical or incidental error (i.e., wrong family name, wrong date of birth, date out of sequence, etc...), which is supported by documentary evidence or which is so evident that it requires no proof, the proper way to correct the error is to cross it out with one single stroke, insert the correction and the Pastor is to initialize it. If there is documentary evidence, it is to be added to the Documentary Supplementary File (DSF).

4.3 In cases of doubt, the Chancery Office can be consulted.

4.4 Some examples of permitted changes: correct name, correct date of birth or baptism, correct spelling, new legal name, and adoptive parents.

4.5 Some examples of non-permitted changes: new godparents or sponsors, non-adopting stepparents, customary name or nickname.

5. Sacraments administered outside a parish church building

5.1 If sacraments are administered in places other than a parish church building, it is very important that the record be noted as soon as possible. We do not want any information to be misplaced in an unexpected place or irretrievable for future reference.

5.2 In the case of baptisms or marriages celebrated outside a parish church building, they should be recorded at the parish whose territory encompasses the location at which the sacrament was celebrated or in the case of baptism of infants at the parish where the parents are members (*See No. 52 on page 27*). An exception occurs if the place of baptism or marriage is at a Catholic institution that has the formal approval of the Chancery Office to maintain its own sacramental records.

5.3 Some hospitals maintain their own baptismal registers; however, these are emergency baptisms and the parents should take their child to their home parish for proper documentation and to have the ceremonies supplied (cc. 860, §2; 867, §2). (*See No. 52 on page 27*)

6. Access to Sacramental Registers

6.1 Sacramental records can be considered both private and public. They are private in that they contain personal data and were created in circumstances presumed to be private and confidential. They are public in that they will stand in civil law as valid and authentic evidence **when an appropriate civil record does not exist**. They are not meant to be publicly available or open to immediate examination and inspection by anyone for whatever reason. The Diocese of Sault Ste. Marie follows Ontario civil legislation pertaining to privacy and access to information (see www.ontario.ca/laws/statute/90f31).

6.2 Every person has the right to be given an authenticated certificate of his/her own sacramental records. Parishes can, and should, be contacted for certificates of sacraments administered (for example when proof of baptism or proof of confirmation is required for marriage, or when proof of baptism is required when enrolling children in Catholic schools, etc.). **Please note:** There are some limitations on the types of records and information that will be released, particularly if the individual being researched is still living.

Recent Records

6.3 Sacramental records are not open for public examination except by authorized and trained parish or diocesan personnel. In consideration of Ontario legislation (www.ontario.ca/laws/statute/90f31, mainly Part III), access to a sacramental record should only be given to someone authorized to have it. The person who may receive information from a record would include:

- the individual named in the record;
- parents of the individual (if the parent is named on the individual's birth certificate);
- someone with legal guardianship of the person named;
- legally authorized representatives acting on behalf of an individual; or
- executor or estate administrator of a deceased individual.

6.4 A written request for a recent **baptismal record (less than 80 years)** by a person who is not named in the record must be accompanied by additional information. The applicant must disclose his/her relationship to the individual, the subject of research, and signed letter of authorization of living parties must be submitted. This practice is in conformity with the current practices of the government of Ontario.

6.5 Recent **marriage records** (less than 75 years) are not open for public examination except by the bride and groom and their children (natural or adoptive). All information relating to the original identity of an adopted child and the natural parents of the child shall remain confidential under all circumstances in conformity with the legislation of Ontario. This applies to all information obtained by the Church after an adoption order has been made.

Genealogical research

6.6 The sacramental records (baptism, marriage, death) of the parishes of the Diocese of Sault Ste. Marie, **founded on September 16, 1904**, are available in microfilm form from the **Family History Centers of the Mormon Church**. Family History Centers are branch facilities of the Main Family History Library in Salt Lake City. Centers provide access to most of the microfilms in the Family History Library to help patrons identify their ancestors. Everyone is welcome to come to the centers and use Family History Center resources. They also have a website, which can be very helpful, www.familysearch.org/en/.

6.7 For recent Births (95 years), Deaths (70 years) and Marriages (80 years) in Ontario, those who do genealogical research can contact the Ontario's **Office of the Registrar General** at 1-800-461-2156, or 416-325-8305. For information beyond those time periods, contact the Archives of Ontario, Vital Statistics Reference Archivist, 77 Grenville Street, Toronto, Ontario M7A 2R9, 416-327-1593. (See also <http://www.bac-lac.gc.ca/eng/discover/vital-statistics-births-marriages-deaths/Pages/church-records-indexes.aspx>)

6.8 If a person requests their sacramental record for use as identification or for some other governmental reason, they should be directed to the **Office of the Registrar General**, (<http://www.forms.ssb.gov.on.ca/mbs/ssb/forms/>) as the official government record is always preferred. If a person claims to have contacted the Registrar General and been unsuccessful in locating a record, referral to the Chancery Office is the next step.

6.9 If a person claims to require a photocopy of their sacramental record directly from the register, please contact the Chancery Office.

6.10 The Chancery and Archive Offices of the Diocese will, **in the future**, execute a diocesan-wide microfilming program of sacramental records. Primarily used as a means of preservation, it also facilitates sacramental records searches for those who do not know the parish that issued their sacramental record. If you have a person contacting you who is not sure where a particular sacrament took place, referral to the Chancery Office is the next step.

6.11 As with the original record, duplication of sacramental records or the data they contain, whether on microfilm or otherwise, cannot be given, loaned or sold to any person or institution without written permission and condition for use from the Chancery Office.

7. Issuing Sacramental Certificates

7.1 The certificate is to be an authenticated transcript of the original record (i.e., signed and stamped with the parish seal). Photocopies of the register pages must not be made in lieu of a certificate. If creating the certificate in *Parish Friendly* or from a database or spreadsheet, verify that all information is entered and correct by reviewing the record in the original register.

7.2 Every certificate should be accurate, legible and include **all notations** (except in cases of adoption as indicated).

7.3 All certificates issued **should be** signed by the Pastor or his associate. However, when a certificate is needed for an ecclesiastical purpose the parish secretary **may** sign and indicate that she is delegated by the pastor, example: Sandra Bullock delegated by Rev. J. Ketzler. **The signature on the certificate is to be original, not a stamp.**

7.4 Only the parish or other location in possession of the original register may issue a sacramental certificate.

7.5 If the person lives within the territory of the parish, the certificate may be picked up at the parish once proper photo identification (driver's license, passport, etc.) has been shown. If the person lives some distance away and wants the certificate mailed to a home address, there are two viable options:

- a) if the certificate is being reissued for the purposes of first communion, confirmation, marriage or any other sacrament, ask for the contact information of the parish which is requesting the certificate and send it there; or
- b) have the certificate mailed for pick up at the person's own parish church and tell the person to arrive there with photo identification. Notify the other church about our policy of requiring photo identification.

Parishes must not issue Death certificates. If some proof of the church's involvement in a funeral is required, a testimonial document may be issued.

7.6 There are no fees, under any name, for certificates.

7.7 If a record of a sacrament cannot be found please refer the individual making the request to the Chancery Office.

8. Preservation

8.1 Sacramental registers are to be kept in a secure place (i.e., the parish safe or a fire and waterproofed cabinet or drawer) and should be stored and handled in an environment that ensures their preservation (cc. 535, §1; 535, §4; 535, §5). The ideal environment would be a dark place with a constant cool temperature and a relative humidity of 40% to 50%; however, the basic requirements would be to avoid any extreme temperatures, dampness and direct sunlight.

8.2 If you have any concerns about the storage environment of the registers at your parish, please contact the Chancery Office for advice.

9. Restoration

9.1 Registers worn out by use and age can be rebound and restored, provided this work is done according to archival requirements and conservation standards. Rebinding that causes the destruction of data or renders any part of the records unusable is unacceptable.

9.2 The Chancery Office is available for consultation before any rebinding or restoration work is undertaken.

10. Duplicate copies

10.1 Sacramental registers can be protected from loss due to fire, age or heavy use by making duplicate copies in any one of several ways, including transcripts, microfilm and computer; however, the original register is never to be discarded and care is the registers is primordial.

10.2 The Diocese of Sault Ste. Marie coordinated the microfilming of parish registers for the first time in the late 1970's and early 1980's. In the **near future**, the Chancery Office will begin to Digitalized Parish Sacramental Records. This diocesan-wide project will begin in 2021, and any other steps taken on the parish level should be regarded as a means of preservation, not free access or publication.

11. Registers of merged or suppressed parishes

11.1 When a parish is modified by a merger (fusion, amalgamation, suppression), the sacramental registers of the parish are closed on the date the "new" parish begins. The closed registers must contain the decree of modification of the parish by the Bishop.

11.2 When a parish is modified, the published modification decree by the Bishop will direct the pastor to send the parish registers to the appropriate parish. The Diocesan Center is to provide all parishes with an updated closed parish list once a year.



www.stjamesapostlehn.com.au

I BAPTIZE YOU
IN THE NAME OF THE FATHER,
AND
OF THE SON
AND
OF THE HOLY SPIRIT.

AMEN!

II. BAPTISMAL REGISTERS

12. Basic entry includes (c. 877, §1):

- name as found on **birth certificate** (the last and the first names are to be spelled out, and at least the middle initial is to be included);
- date and place of birth of the baptized, as found on **birth certificate**;
- minister of the sacrament;
- parents (**man and a woman**) - include mother's maiden name –
 - a) if a father, who is not civilly recognized, wishes to recognize his paternity at the baptism of his child, he will be registered as such if he presents a written declaration to the priest and two witnesses;
 - b) the name of a man cannot be written as the father of the child of an unmarried, divorced or widowed mother, unless that man acknowledges his paternity before the priest and two witnesses;
 - c) the baptismal certificate should never mention the legitimacy or illegitimacy of a child, even if the person presenting it at baptism mentions it; it is the marriage certificate of the parents, a man and a woman, that will be able to prove it later, if it were needed.
- godparent(s) or sponsor(s) and Christian witness(es);
- date and place (if outside the parish) of the conferred baptism.

** It is very important to note that it is not possible to consent to requests from two persons of the same sex who present an infant for baptism, without the permission of the Bishop. If granted, directions will be given at that time regarding the celebration of the sacrament. The annotations to be made in the baptismal register in such a case should be as follows.

- Name (as it appears on birth certificate or adoption files)
- Date and place of birth, as found on **birth certificate**;
- Date of Baptism;
- Name of mother – if biological (otherwise leave blank);
- Name of father – if biological (otherwise leave blank);
- Godmother & Godfather **or** Godfather **or** Godmother;
- Minister of the Sacrament;
- In Annotation (Notation) – Civil legal parents are: (...)

13. Routine Notations

13.1 The baptismal register serves as the "master record" for a person's membership in the Church. Notations concerning sacraments received later in life are to be entered here. These include: confirmation, marriage(s), reception of Holy Orders, perpetual profession in religious institute, and change of rite (c. 535, §2). (*See Examples in Section VII*)

13.2 Notations of a declaration of nullity or dissolution by the Church (and prohibitions on future marriage), dispensation from clerical state and celibacy and dispensation from vows should also be entered when requested officially by the appropriate authorities. (*see No. 44 and 46, p. 26*)

13.3 In the case of a profession of the faith by someone already validly baptized in another Christian Church and now entering into full communion with the Catholic Church, the name of the person should be recorded in the parish baptismal register under the date of profession, along with the date and place of original baptism, and all other information and notations (such as those regarding marriage) as required. (*See No. 47 on page 26*)

13.4 For a convert/catechumen who was not baptized, an annotation must be made in the baptismal register with the date of conversion, which is the date of baptism. Do not forget all the other notations (such as those regarding confirmation and marriage) as required. (Please see Decree No. 35 on Adult Baptism, in the *Complementary Norms to the 1983 Code of Canon Law*, CCCB, 1996, pp. 61; 63)

13.5 If you are presented with a child who received an emergency baptism, the record would be entered under the date and place of the baptism and the "Rite of Bringing a Baptized Child to the Church" should be celebrated (see *Rite of Baptism for Children*, CCCB, 1989, pp. 159-169; 171-183). In the notations section indicate that this was an emergency baptism and the date of the celebration of this rite.

14. Sponsors / Godparents (see cc. 872-878)

14.1 Sometimes people request a change of the name of a sponsor on a baptismal certificate. **It is not permitted** to change these entries, as the godparents are the official witnesses of the baptism and therefore the certificate is a historical document. However, the names of the new Godparents can be written in the notations. This can only be done with a written letter of the parents.

14.2 If one or both sponsors are represented by others by proxy at the baptism, all of the names would be entered in the sponsors section. The names of those who acted by proxy would have the word "proxy" in parentheses after their names. (*See No. 38, p. 25*)

15. Adoptions

The baptismal records of adopted children are subject to both canon and civil law. If persons come to the parish looking for information on their birth name or parents, they are to be directed to the Ontario government, which has legislation relating to adoption disclosure (see www.ontario.ca/laws/statute/S05025). Parish personnel have a legal obligation **not to disclose** any information that would identify or reveal, directly or indirectly, the fact that a person was adopted. Should you have any concerns, please contact the Chancery Office.

15.1 For children baptized **after** their adoption is finalized:

The following information should be entered in the register:

- given name designated by the adopting parent(s);
- name(s) of the adopting parent(s);
- date and place of birth;
- sponsor(s) or godparent(s);
- minister performing the baptism;
- a statement that the child is adopted. (*See Example 7.2 on page 27*)

The baptismal certificate issued for an adopted child should be the same as a typical baptismal certificate. However, please note that the notation of adoption should **not** be entered on the certificate (see www.ontario.ca/laws/statute/S05025). All information regarding adoption should be safeguarded in the **Supporting Documents File**, hereinafter **SDF**.

15.2 Children should not be baptized prior to their adoption. The CCCB issued the following decree regarding adoptions in Canada.

Decree No. 19

In accordance with the prescriptions of c. 877, §3, the Canadian Conference of Catholic Bishops hereby decrees that baptism may not lawfully be administered before adoption has taken place unless:

1. there has been a specific request by the natural parent(s) that the child be baptized and there is a founded hope that the child will be brought up in the Catholic faith; OR
2. there is danger of death.

If the adopting parents are aware that the child was baptized before adoption, they are to ask that the following note be made in the baptismal register:

"this child was legally adopted as (name) on (date) at (place) by (names of adopting parents)".

Thereafter the certificate of baptism will carry only the child's adopted name and the names of the adopting parents (*man and a woman*). However, the prescriptions of civil law shall be observed regarding the registration of baptisms and issuing of certificates.

This decree is effective January 1, 1988. (Official document No. 578, 01-12-87)
(*Complementary Norms to the 1983 Code of Canon Law*, CCCB, 1996, pp. 65, 67)

This being said, in cases where children were baptized **before** their adoption was finalized, the following notations should be added to the baptismal register, but only after the adoption has been finalized:

- parentheses should be placed around the names of the natural parents and the names of the adopting parent(s) should be added;
- the child's former names should also be parenthesized and the new names added;
- a notation should be made stating that the child was adopted along with the name of the court or agency involved, the date of adoption and the case number.
(*See No. 36, p.25*)

Baptismal certificates issued by the parish for these individuals should give only the name(s) of the adopting parent(s), the child's new legal name, the date and place of baptism, and the name of the priest/deacon who conferred the sacrament. The name(s) of the sponsor(s) should not be given unless the adopting parents designated honorary sponsors. The notation of adoption in the register should **not** be entered on the certificate (see www.ontario.ca/laws/statute/S05025)

16. Conditional Baptisms

Canon Law allows for a conditional baptism to be performed when, after careful investigation, real doubt remains whether a person was baptized or if there is doubt whether the baptism was conferred validly (c. 869, §1). In the baptismal register make a notation that this is a conditional baptism and cite any related documentation. Place any related documents in the SDF (*See No. 39, p. 25*).

17. Affidavit

If the baptismal record of an individual cannot be located, the Chancery Office has an Affidavit form that is to be filled out. Record the baptism in your register using the information from the Affidavit form. Also make a notation stating that the information is from an Affidavit and its date. Place this document in the **SDF**. (*See No. 40, p. 25*)

18. Request to strike a name from a Baptismal Register

A baptized Catholic may request to have their name removed from our registers. Please note that it is no longer possible to make a formal act of defection from the Catholic Church. The entry of the person's baptism in the Catholic Church is a historical event that cannot be modified. Parishes are invited to maintain a file for those who wish their letter of defection from the Church be recorded and as a response to their request, the attempt to leave the Church is to be noted in the remarks section of their baptismal entry. Letter to be included in SDF. (*See No. 48, p. 26*)

If an individual who has formally withdrawn from the church and returns to full communion after proper instruction and the Profession of Faith, a similar notation indicating the return would be added in the remarks section of his/her baptismal record. (*See No. 47, p. 26*)

19. Ritual Affiliation

Canon Law states that through the reception of baptism, "the child of parents who belong to the Latin Church is enrolled in it, or, if one or the other does not belong to it, both parents have chosen by mutual agreement to have the offspring baptized in the Latin Church. If there is no mutual agreement, however, the child is enrolled in the Church *sui iuris* to which the father belongs.

§2. If only one of the parents be catholic, the baptized is ascribed to the Church to which the catholic parent pertains.

§3. Anyone to be baptized who has completed the fourteenth year of age can freely choose to be baptized in the Latin Church or in another Church *sui iuris*; in that case, the person belongs to the Church which he or she has chosen" (c. 111).

20. Baptismal Registers – Supporting Documents

Certain notations in the baptismal register are accompanied by legal documents that serve as evidence and should be preserved. For example: adoption documents proving paternity; affidavits concerning previously omitted baptisms; notarized court or government documents concerning name and/or date changes; withdrawal from the Catholic Church. These items should never be glued, stapled or clipped into the actual register. Once the appropriate notations are made in the register, the items should be kept in the **SDF** corresponding to each register and page number. The file should be referred to in the notation and should be kept permanently.



Canon 879 - The sacrament of confirmation confers a character. By it, the baptised continue their path of Christian initiation. They are enriched with the gift of the Holy Spirit, and are more closely linked to the Church. They are made strong and more firmly obliged by word and deed to witness to Christ and to spread and defend the faith.

III. CONFIRMATION REGISTERS

21. Entry includes (c. 895):

- name of the confirmed as found on his/her baptismal certificate;
- confirmation name (optional);
- parents and sponsor(s);
- minister;
- place and date of the conferral of confirmation;
- place and date of baptism.

22. Notification of Confirmation

A notice should be sent to the church of baptism indicating the name of the recipient, the date and place of confirmation, and the name of the conferring Bishop or Pastor so that a notation may be made in the baptismal register (cc. 535, §2, 895). (*See No. 41, p. 25*)

23. Converts / Catechumen (see Decree No. 23, *Complementary Norms to the 1983 Code of Canon Law*, CCCB, 1996, p. 47)

Converts should receive confirmation at same time as baptism. A record must be made in both the baptismal and confirmation registers.

24. Eastern Rite Christians and Confirmation

Those baptized in an Eastern Rite church should not be given confirmation without the express permission of the Chancery Office. Most Catholics baptized in an Eastern Rite church received confirmation (chrismation) at the time of baptism. For this reason, special care should be taken when Catholic schools are preparing candidates for confirmation. Those of the Eastern Rite may be invited to the front for a special blessing; however, the names of these children should not be entered in the Confirmation Register.

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583	James Blain	Carey	17 October 1877	Anna Carey "Anna Gould"	Leavenworth		
584	Catherine Morris	Carey	28 July 1877	Anna Carey "Anna Gould"	Leavenworth		
585	Josephus Morris	Morrissey	16 December	Anna Morrissey "Anna Morrissey"	Leavenworth		
586	Christina	Dutton	28 December	Anna Dutton "Anna Dutton"	Leavenworth		
587	William J. Carver	Boggs	16 January	Anna Boggs "Anna Boggs"	Leavenworth		
588	Catherine	Richardson	16 January	Anna Richardson "Anna Richardson"	Leavenworth		
589	Anna	Williams	6 January	Anna Williams "Anna Williams"	Leavenworth		
590	William	Butler	16 January	Anna Butler "Anna Butler"	Leavenworth		
591	David	Loggins	16 January	Anna Loggins "Anna Loggins"	Leavenworth		
592	Virginia	McArthur	21 January	Anna McArthur "Anna McArthur"	Leavenworth		
593	Michael	Reilly	30 January	Anna Reilly "Anna Reilly"	Leavenworth		
594	Michael Stephen	Dunphy	28 January	Anna Dunphy "Anna Dunphy"	Leavenworth		
595	Simon	McGee	31 January	Anna McGee "Anna McGee"	Leavenworth		
596	John Stephen	Loggins	2 February	Anna Loggins "Anna Loggins"	Leavenworth		
597	Anna Josephine	Loggins	13 February	Anna Loggins "Anna Loggins"	Leavenworth		
598	Anna Josephine	Loggins	13 February	Anna Loggins "Anna Loggins"	Leavenworth		
599	Anna Josephine	Loggins	13 February	Anna Loggins "Anna Loggins"	Leavenworth		
600	Anna Josephine	Loggins	13 February	Anna Loggins "Anna Loggins"	Leavenworth		
601	Anna Josephine	Loggins	13 February	Anna Loggins "Anna Loggins"	Leavenworth		
602	Anna Josephine	Loggins	13 February	Anna Loggins "Anna Loggins"	Leavenworth		
603	Anna Josephine	Loggins	13 February	Anna Loggins "Anna Loggins"	Leavenworth		
604	Anna Josephine	Loggins	13 February	Anna Loggins "Anna Loggins"	Leavenworth		
605	Anna Josephine	Loggins	13 February	Anna Loggins "Anna Loggins"	Leavenworth		
606	Anna Josephine	Loggins	13 February	Anna Loggins "Anna Loggins"	Leavenworth		
607	Anna Josephine	Loggins	13 February	Anna Loggins "Anna Loggins"	Leavenworth		
608	Anna Josephine	Loggins	13 February	Anna Loggins "Anna Loggins"	Leavenworth		
609	Anna Josephine	Loggins	13 February	Anna Loggins "Anna Loggins"	Leavenworth		
610	Anna Josephine	Loggins	13 February	Anna Loggins "Anna Loggins"	Leavenworth		

Canon 1055 §1 – Marriage is a covenant, by which a man and a woman establish between themselves a partnership of their whole life, and which of its own very nature is ordered to the well-being of the spouses and to the procreation and upbringing of children, has, between the baptised, been raised by Christ the Lord to the dignity of a sacrament.

Canon 1056 - The essential properties of marriage are unity and indissolubility; in Christian marriage they acquire a distinctive firmness by reason of the sacrament.

IV. MARRIAGE REGISTERS

25. Basic entry includes (see c. 1121):

- full names of the groom and bride (as found on their baptismal certificate, or if not baptized, on their birth certificate),
- full names of the parents of the groom and bride,
- full names of the witnesses **and their signature**,
- name of the officiant **and his signature** (not a stamp),
- date and place of the marriage celebration,
- notation regarding dispensation, permission, nullity, etc., as it applies,
- when priests/deacon from outside the parish officiate with proper delegation, that is to be noted in the records column or delegated is to be printed after their signature.

26. Prenuptial Investigation File

The prenuptial file or marriage data envelope created for a particular marriage is to be retained in the permanent files of the parish archives. They need to be kept for a period of **50 years**. Following this period, the file can be scanned and saved in PDF format and then shredded or burned. The outside of the envelope should indicate the correlating register entry number. Supporting documentation in the prenuptial file or "marriage data envelope" must include:

- current - dated less than six months - baptismal certificates for baptized parties;
- birth certificates for persons who have not been baptized;
- completed prenuptial forms;
- copy of civil marriage license;
- civil marriage certificate (in cases of radical sanation or a convalidation);
- death certificate (when necessary);
- copy of necessary dispensation, permission, or delegation, decree of nullity (when necessary) – see following section;
- additional prenuptial forms or documentation (e.g., marriage preparation certificate). Please consult the Chancery Office if you have any questions.

27. Permissions and Dispensations

27.1 Request for permission of **mixed marriage** must be completed in accordance with the norms of Church Law. A mixed marriage is to be understood as a marriage between one party who is baptized according to the rite of the Catholic Church and one party who is baptized in another denomination recognized by the Catholic Church, using the Trinitarian form. In case of doubt about the validity of a baptism, please consult the Chancery.

The following decree regarding mixed marriages was issued by the Canadian Conference of Catholic Bishops (CCCCB).

Decree No. 34

In accordance with the prescriptions of cc. 1125 and 1126 of the Code of Canon Law concerning the declarations and promises required of the Catholic party in view of obtaining the permission of the local Ordinary for a mixed marriage, the Canadian Conference of Catholic Bishops hereby decrees as follows:

1. The Catholic party must first declare that he or she is prepared to remove dangers of falling away from the Catholic faith (see c. 1125, 1°).
2. The Catholic party, after discussing the matter with the other party, is also to make a sincere promise to do all in his or her power to have the children born of the marriage baptized and brought up in the Catholic Church (see c. 1125, 1°).
3. The promises required of the Catholic party shall be made orally in the presence of the parish priest or his delegate who conducts the prenuptial inquiry; the presence of witnesses is not necessary. The non-Catholic party is to be informed in good time of these promises and of the Catholic party's obligations (see c. 1125, 2°).
4. In order to obtain the authorization to proceed with the marriage, the parish priest of the Catholic party or his replacement shall assure the local Ordinary in writing that the promises have been made and that the non-Catholic party has been properly informed (see c. 1126).
5. The celebration of a mixed marriage cannot be authorized in those cases where it is clearly evident that the Catholic party is not sincere in making the promises or refuses to make them (see c. 1125).
6. **The same promises** must be made by the Catholic party when the partner is of a **non-Christian faith or of no religion**, before the dispensation which is required for the validity of the marriage can be granted (see c. 1086, §2). (*Complementary Norms to the 1983 Code of Canon Law*, CCCB, 1996, pp. 85, 87)

27.2 **Disparity of Cult** - One party is baptized and the other party is not baptized. The promises mentioned in the above decree of the CCCB (see Decree No. 34 of the CCCB, paragraph 6) are applicable. A dispensation is required **for validity**.

27.3 **Mixed marriage and doubt as to Baptism.** One party is baptized Catholic, the other party believes that he/she was possibly baptised in a protestant Church or other denomination but no proof can be found. There is a serious doubt as to the validity or existence of a baptism. Consequently, "*ad cautelam*" kicks in. The promises need to be made and **dispensation is required for validity.**

27.4 **Testimonial Letter** - We are dealing with jurisdiction. If a couple lives in our Diocese and they wish to marry outside of this Diocese, our Chancery grants the testimonial letter once the priest in our Diocese sends us the wedding file with the necessary prenuptial Forms. We then grant the testimonial if the conditions are met and send the file to the appropriate Chancery Office. The Chancery Office in which the wedding will take place can grant the *Nihil Obstat*.

27.5 Marriage celebrated with **Dispensation from Canonical Form**

Decree No. 13

In accordance with the prescriptions of c. 1127, §2, the Canadian Conference of Catholic Bishops hereby decrees as follows:

1. Only those marriages are valid which are contracted in the presence of the local Ordinary or parish priest, or of the priest, deacon or lay person duly delegated, who, in the presence of two witnesses, assists in accordance with the norms of the Canons, subject to the exceptions foreseen in the law (cf. c. 1108, §3 for marriage between a Latin party and a Eastern party whether Catholic or not).
2. Before a marriage takes place, it must be established that nothing stands in the way of its valid and lawful celebration (cf. c. 1066).
3. Pastors of souls are obliged to ensure that marriages are duly prepared (cf. c. 1063). If, after the preparatory period, it becomes evident that there are grave difficulties in the way of observing the canonical form, the local Ordinary of the Catholic party has the right to dispense from it, in individual cases, having consulted the Ordinary of the place of celebration (cf. c. 1127).
4. Reasons for granting dispensations from canonical form should concern in some important way:
 - 1) the spiritual well-being of the parties specially if the non- Catholic party is attached to the familial faith;
 - 2) the tranquility and peace of their personal or family relationships;
 - 3) or be based on the special relationship that the non-Catholic party has to a non-Catholic minister or place of worship.

5. If a dispensation from form is granted, for validity some public form of celebration is required (c. 1127, §2)

6. The local Ordinary who grants the dispensation is to see to it that the dispensation and the celebration are recorded in the register, both of the Curia and of the parish of the Catholic party whose parish priest (or delegate) carried out the enquiries concerning the freedom to marry, and in the baptismal register of the Catholic party.

7. The Catholic spouse is obliged as soon as possible to notify the same Ordinary and parish priest of the fact of the marriage indicating also the place of celebration and the public form which was observed.

8. If a marriage has been prepared by a priest who is not the parish priest of the Catholic party, nevertheless the parish priest of the Catholic party remains responsible for seeing to the obtaining of the dispensation and the recording of the marriage once it is celebrated. (*Complementary Norms to the 1983 Code of Canon Law*, CCCB, 1996, pp. 91, 93, 95)

If a Latin Catholic seeks to marry a non-Catholic outside a Catholic church and obtains a dispensation from the canonical form, the marriage must be registered in the following places (c. 1121, §3):

- the parish of the individual whose pastor has requested the dispensation and prepared the couple for marriage; and
- the Chancery Office of our Diocese which grants this dispensation.

A special notice must be sent to the baptismal church noting that an exemption from the canonical form has been granted.

28. Notations

The following notations are to be entered in the marriage record:

- permission or dispensation received from impediments (c. 1121, §3);
- a decree of dissolution or nullity (c. 1123);
- any restrictions on future marriages.

When a decree or rescript is involved, the name of the diocese, congregation, or tribunal, etc., which issued the order should be noted along with the date and the protocol number if one is provided. (*See No. 53-57, p. 27*)

29. Notification of Marriage

A notice is to be sent to the church of Catholic baptism/reception into full communion indicating the names of the spouses and the date and place of the ceremony, for its addition into the baptismal register (c. 1122). This form is to be returned to the place of marriage after the entry has been made in the baptismal register and kept with the prenuptial file (*See No. 42, p. 25*).

Notices **are not** sent to non-Catholic Churches.

Notification of Marriage

Date of marriage	Name and address of parish where marriage took place
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Please be advised that on the above-mentioned date,

Name of groom		
Parish of baptism	Location	Date of baptism
Name of father	Name of mother (maiden name)	

Entered into the Holy state of Matrimony with

Name of bride		
Parish of baptism	Location	Date of baptism
Name of father	Name of mother (maiden name)	Widow of

Kindly make a notation of this marriage in your baptismal records, and return this form to the above-mentioned parish.

Date	Signature of priest / deacon who witnessed the marriage	Parish seal
------	---	-------------

This information has been noted in the parish baptismal records.

Date	Signature of parish priest (parish of baptism)	Parish seal
Comments:		



Canon 1176 §1 Christ's faithful who have died are to be given a Church funeral according to the norms of law.

§2 Church funerals are to be celebrated according to the norms of the liturgical books. These funeral rites the Church prays for the spiritual support of the dead, it honours their bodies, and at the same time it brings to the living the comfort of hope.

§3 The Church earnestly recommends that the pious custom of burial be retained; but it does not forbid cremation, unless this is chosen for reasons that are contrary to Christian teaching.

V. DEATH REGISTERS

30. Basic entry includes (c. 1182):

- name of deceased;
- date of death;
- place of burial;
- any pertinent notation (i.e., name of funeral home; next of kin; and cremation).

31. Notification of Death

You do not send notification of Death to the church of baptism, nor do you need to record that information in your own baptismal registers if you receive a notice of Death.

VI. FIRST COMMUNION REGISTERS

32. Basic entry includes:

- name of the first communicant;
- parents as identified on the baptismal certificate;
- place and date of baptism;
- date of First Communion.

33. Notification of First Communion

You do not send notification of First Communion to the church of baptism, nor do you need to record that information in your own baptismal registers if you receive a notice of First Communion.



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MATRICULA									
Numerus current.	Annus, Mensis et Dies		Baptisati					Nomen Parentum eorumque Religio et Conditi.	
	Nativitatis,	collati S. Baptismi.	Nomen	Sexus		legit.	illegit.	primogenitus	
				mas.	fem.				
28.	1889. 28. Junius	28.	Archie.	-	1.	1.	-	-	Archie. Archie. Archie. Archie.
29.	1889. 19. Junius	19.	Bartola.	-	1.	1.	-	-	Archie. Archie. Archie. Archie.
30.	1889. 28. Junius	28.	Archie.	1.	-	1.	-	-	Archie. Archie. Archie. Archie.
31.	1889. 28. Junius	28.	Archie.	-	1.	1.	-	-	Archie. Archie. Archie. Archie.
32.	1889. 28. Junius	28.	Archie.	1.	-	1.	-	-	Archie. Archie. Archie. Archie.
33.	1889. 28. Junius	28.	Archie.	1.	-	1.	-	-	Archie. Archie. Archie. Archie.

BAPTISATORUM			
Locus Domicilii cum Numero Domus.	Nomen et Conditi Patrinorum.	Nomen et Officium Baptisantis.	Observ.
Archie. Archie. Archie. Archie.	Archie. Archie. Archie. Archie.	Archie. Archie. Archie. Archie.	
Archie. Archie. Archie. Archie.	Archie. Archie. Archie. Archie.	Archie. Archie. Archie. Archie.	
Archie. Archie. Archie. Archie.	Archie. Archie. Archie. Archie.	Archie. Archie. Archie. Archie.	
Archie. Archie. Archie. Archie.	Archie. Archie. Archie. Archie.	Archie. Archie. Archie. Archie.	
Archie. Archie. Archie. Archie.	Archie. Archie. Archie. Archie.	Archie. Archie. Archie. Archie.	
Archie. Archie. Archie. Archie.	Archie. Archie. Archie. Archie.	Archie. Archie. Archie. Archie.	
Archie. Archie. Archie. Archie.	Archie. Archie. Archie. Archie.	Archie. Archie. Archie. Archie.	
Archie. Archie. Archie. Archie.	Archie. Archie. Archie. Archie.	Archie. Archie. Archie. Archie.	
Archie. Archie. Archie. Archie.	Archie. Archie. Archie. Archie.	Archie. Archie. Archie. Archie.	

Canon 535, §2 - In the baptismal register are also to be noted ascription to a Church *sui iuris* and/or any transfer, also confirmation, and those things which pertain to the canonical status of the Christian faithful by reason of marriage, without prejudice to the prescript of can. 1133, of adoption, of the reception of sacred orders, of perpetual profession made in a religious institute, and of change of rite. These notations are always to be noted on a baptismal certificate.

VII. EXAMPLES

Baptismal Register Examples

34. Regular Entry – follow headings in Register
35. Baptism after Adoption
- **In Remarks:** "This child was legally adopted as (name) on (date) at (City, province) by (name of adopting parents – man and woman)" see SDF entry No. ..., 2018"
36. Baptism before Adoption
- **Names** before Adoption are placed in brackets and new adopted name written:
(SMITH) Jones (Mark John) Joseph Arthur
- **Names of Parents and Sponsors** are placed in brackets and new names added
In Remarks: "Legally adopted (date), Superior Court of Ontario, Sudbury, ON, Case #11111, see SDF entry No. ..., 2018)"
37. Emergency baptism
- **In Remarks:** "Emergency Baptism at Sudbury Hospital, performed by (name), on May 20, 2018"
38. Godparents by Proxy
- **In Sponsors:** Name of Sponsors and beside the name of the Proxy it is written (Proxy)
39. Conditional Baptism
- **In Remarks:** "Conditional Baptism see SDF, entry No. ..., 2018"
40. Affidavit
- **In Remarks:** "Affidavit of Baptism, August 23, 1971, See SDF, entry No. ..., 2018"
41. Confirmation notification
- Date, Parish, City and Name of Bishop or Priest, in some cases Confirmation Name
42. Marriage notification
- **In Remarks:** "Married (Name) on July 21, 2019, in St. John's RC Church, Toronto, Ontario"

43. Dispensation of Canonical Form
In Remarks: Dispensation from Canonical Form granted by the Diocese of Sault Ste. Marie. See SDF, entry No. ..., 2018.
44. Declaration of Nullity of Marriage
In Remarks: "Marriage to (Name) declared null by Catholic Marriage Tribunal of Toronto, July 20, 2018, Case # SSM-2010-2018" or "See SDF, No. ..., 2018"
If Prohibition added: "He/she is not to enter into marriage in the Catholic Church without authorization of the Ordinary of the place. See SDF, No. ..., 2018"
45. Ordination Notification
In Remarks: "Ordained **Deacon** for the Diocese of Sault Ste. Marie on May 28, 2018, by Most Rev. M. Damphousse, St. Michael's Cathedral, Sudbury, ON. See SDF, No. ..., 2018"
In Remarks: "Ordained **Priest** for the Diocese of Sault Ste. Marie on May 28, 2018, by Most Rev. M. Damphousse, St. Michael's Cathedral, Sudbury, ON. See SDF, No. ..., 2018"
46. Dispensation from clerical state (Laicization)
In Remarks: "Dispensed from clerical state including celibacy on June 2, 2018, by Cardinal Maloney. See SDF, No. ..., 2018"
47. Profession of Faith (RCIA)
- **In Baptism:** Date of baptism, Name of Church, City and Province or Country, etc...
- **In Remarks:** "Profession of Faith, received by (name) on July 20, 2019, at (parish). See SDF entry No. ... 2018)"
48. Request to be stricken from the records of the Catholic Church
In Remarks: "Request to leave Church on October 3, 2018. See SDF, No. ..., 2018"
49. Return to the Catholic Faith after requesting to leave it
In Remarks: "Profession of Faith on December 3, 2018. See SDF, No. ..., 2018"

50. Transfer of Rite
In Remarks: "Transferred to the Byzantine Slovak Catholic Church on November 2, 2018. See SDF, No. ..., 2018."
51. Ritual Affiliation
In Remarks: "Belongs to the Ukrainian Catholic Church"
52. Sacrament Conferred Outside Church Building
In Remarks: "Baptized at the Providence Chapel, by (name), on (date) in Sudbury, ON"

Marriage Register Examples

53. Typical Dispensation
In Remarks: "Dispensation of Disparity of Cult granted by Ordinary of Diocese of (name) on July 12, 2018, Prot. Num. 19/2018. See SDF, No. ..., 2018"
54. Simple Convalidation
In Remarks: "Simple validation granted by Ordinary of Diocese of (name) on January 12, 2018, Prot. Num. 19/2018. See SDF No. ..., 2018"
55. *Sanatio in Radice*
In Remarks: "*Sanatio* granted by Most Rev. M. Damphousse on January 12, 2018, Prot. Num. 19/2018. See SDF No. ..., 2018"
56. Dispensation from Canonical Form
In Remarks: "Dispensation from Canonical Form Prot. N. 25/2018 granted by Ordinary of Diocese of SSM"
57. Declaration of Nullity of Marriage
In Remarks: "Marriage declare null by the Catholic Marriage Tribunal of (name) on July 20, 2018, Case # SSM-2010-2018. See SDF, No. ..., 2018"



VIII. PURCHASING SACRAMENTAL REGISTERS AND OTHER STATIONARY RELATED TO SACRAMENTAL RECORDS

1. Registers to purchase

The appropriate sacramental registers to purchase for use at the parish are available from Broughton's. See the table below for available sizes and product numbers to cite when ordering. All are of archival quality, have ample room in the index, and tabs that will stand up to wear and tear.

Sacrament	# of Entries	Code #
Baptism	500	REM-23
	1000	REM-103
	2000	REM-113
Marriage	500	REM-21
	1000	REM-101
Confirmation	1000	REM-22
	2000	REM-173
First Communion	1000	REM-27
	2000	REM-178
Death	500	REM-192
	1400	REM-193

To order contact:

Broughton's

322 Consumers Road
North York, ON M2J 1P8
Toll Free: 1-800-268-4449
Phone: (416) 690-4777
Fax : (416) 690-5357
Website: <http://www.bbroughton.com>

2. Other stationary available

Certificates, Mass cards and other stationary related to the sacraments are available from:

Pauline Books and Media

3022 Dufferin Street
Toronto, ON M6B 3T5

Toll Free: 1-800-668-2078
Phone: (416) 781-9131
Fax: (416) 783-1615
Email: toronto@paulinemedia.com
Website: <http://www.pauline.org>

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Diocese of Sault Ste. Marie



We, the Catholic people of the Diocese of Sault Ste. Marie,
joyfully embrace our baptismal call
and
express it in a faith lived daily through collaboration of
clergy and laity
nurtured by vibrant faith communities
reaching out with actions firmly rooted in the
Gospel of Christ.

GOD BLESS!