



Baptism Preparation at St. Thomas Becket Catholic Church

Congratulations on your new child, or on making the decision to bring your child(ren) into the faith at this juncture! What an exciting time for you and your family.

The following pages will outline the process to seek baptism, which is a matter of some simple classwork, and gathering some documents as this is also a matter of permanent public record in the Catholic Church. This is not something that can be achieved very quickly, as the Church requires quite a bit of documentation for Godparents in particular. All of these things can take several weeks to procure, so do plan ahead and notify the Godparents as soon as you can to get the ball rolling. Godparent Letters of Good Standing and Sacramental Records can take several weeks to obtain, so don't wait until the week of the baptism to get started.

ALL COMPLETED PAPERWORK IS DUE TWO FULL WEEKS BEFORE THE DATE OF THE INTENDED BAPTISM. If you do not have ALL the required paperwork turned in 2 weeks in advance, the baptism will need to be rescheduled.

Please note for the date of the Baptism: expect to be inside the Church Baptistry (Narthex/lobby) with all participants involved/invited no less than 15 minutes prior to the scheduled baptism. Please inform all family that the highway nearest our location is bad for traffic even on the best of days, but especially on Saturdays, so make enough time to not only arrive in the parking lot at the prescribed time, but to actually be in the Church 15 minutes prior to the scheduled baptisms so we can begin on time.

Babies are best behaved at baptisms when they are recently fed and changed. So arrive early enough to do all of this and be ready to start at the requested time. If you are more than 20 minutes late, we may need to reschedule. We stay very busy here and may not have time to delay/postpone your baptism on the same day.

My Baptism Checklist

- ☐ **Phase one Paperwork.** Turn this in even if you don't have the name of the baby picked out yet so we have something to plan, and know who we are to be receiving paperwork from. It often happens that godparents turn in things before the parents and we don't know who they belong to.
- ☐ **Parent Classwork answers.** If you have done this in the last 3 years, we only ask you to complete #3 of the classes to refresh yourself in why we do this most holy sacrament. (Originals or scans only. No photos from your phone are accepted for all documents)
- ☐ **Birth Certificate/Vital Records** from Hospital as a proof of birth.
- ☐ **Godparent Forms**
- ☐ **Godparent(s) Answers to Classwork**
- ☐ **Godparent(s) Sacramental Record(s)**
- ☐ **Godparent(s) Letter(s) of Good Standing from their Pastor**
- ☐ **Baptism Offering to Church** (Suggested \$100 and if a check, written to St. Thomas Becket). This is to offset the cost of preparation, generation and physical & digital storage of documents, baptismal candle, holy water bottle, and other materials necessary to complete the baptism. None of this donation goes to the minister.
- ☐ **Thank You Note to Fr. Jenkins**—Fr. Jenkins does not expect to be paid for a baptism, but he thrives on actual thank you notes that show you care and appreciate the effort.
- ☐ **Provide a White Garment for your child.** A part of the liturgy refers to the “white garment” that they are to wear at a baptism to represent their purity. This is something the parents provide, and is not provided by the Church. We do provide everything else necessary for a baptism. Should you bring your own candle, shell, or towels, we are happy to use those instead, but this is not necessary or required.

BAPTISM REQUEST FORM

Turn this in FIRST to secure a date
and to begin the Baptism Planning Process

ALL FINAL COMPLETED PAPERWORK IS DUE
TWO FULL WEEKS BEFORE THE INTENDED BAPTISM

Please submit **only original copies or PDF scans** of documents rather than photos
of documents as these are hard to read and seldom print well.

Child to be Baptized: Sex: *(Circle one)* Male Female To Be Determined at birth

If you are waiting until the birth to reveal the name, still turn this paperwork in so we know at least there is a (YOUR LAST NAME) baby to be baptized.

Name _____
(First) (Middle) (Last)

Date of Birth ____/____/____ City & State _____

☐

Natural Child of the following parents

☐

Adopted Child

Father: *(Full legal name—please print clearly)*

Name _____
(First) (Middle) (Last)

Date of Birth ____/____/____

Mother: *(Full legal name—please print)*

Name _____
(First) (Middle) (Last)

Date of Birth ____/____/____ Maiden Name of the Mother _____

Address _____
(Street) (City) (State/Zip)

Phone: (____) _____ - _____ Email _____

Concerning a "Suggested Offering" for a Baptism (From the Clergy Personnel Handbook p.35)

Christ entrusted to the Church the sacraments of the New Testament for the sanctification of the Christian people. Since all of the faithful who are properly disposed and not prohibited by law have the right to receive the sacraments, **there is no charge for the administration of the sacraments** or sacramentals. Thus, while in practice it is customary to request an offering on the occasion of the administration of a sacrament and certain other services of the Church, no one may be deprived of this assistance because of an inability to pay.

In accord with Canons 1264 and 1181 of the Code of Canon Law, the Governing Council recommends the following amount that may be requested for a **Baptism: \$100.**

Parishes/parochial communities may request amounts less than, but not more than, the amounts defined above. These requested amounts must go to the parish. Additional voluntary amounts given may go to the priest or deacon celebrating the sacrament or sacramental, but these additional voluntary amounts may not licitly be suggested or requested.

Baptism Date Details

Requested Dates (list up to 3) [Note: Baptisms do not normally take place in Advent or Lent unless the child was born in Advent/Lent. Lenten baptisms are usually performed at the Easter Vigil. Advent baptisms are determined case-by-case.]

____/____/____ ____/____/____ ____/____/____

Time

- ☐ Saturday 10am (First Saturdays) ☐ Saturday 3pm
☐ Saturday 2pm ☐ Other (explain)_____

After this paperwork is complete, you will be officially scheduled, and move on to the Preparation Phase (Class-work).

Regarding Sponsors, sometimes commonly called: “Godparents”:

You will receive a third document containing the information and training for your sponsors which you are to send to your sponsor(s). But to supplement that, the requirements for Godparents are on the next page. It would be helpful to us to know who will be writing to us and to connect them to your baptism by listing at a minimum their names and contact information below. They will also be required to provide a **Sacramental Record** from their Church of Baptism, or wherever they entered the Catholic Church, as well as a **Letter of Good Standing** from their Pastor, which is included in their paperwork.

Please don't leave anything blank. First Sponsor MUST be a Confirmed Catholic.

Sponsors will be required to provide a Letter of Good Standing and Sacramental Record of Confirmation from their Church of Baptism or the Catholic Church where they entered via Confirmation/Reception. These documents can take several weeks to procure, so give them this information as soon as possible.

Sponsor 1 _____
(First, Middle, Last Name, *include Maiden Name if applicable*)

Email _____ Phone _____

Date of Birth _____ Confirmation Date _____

Name of Catholic Parish where you were Confirmed _____

City, State _____ Phone _____

Sponsor 2 _____
(First, Middle, Last Name, *include Maiden Name if applicable*)

Email _____ Phone _____

Date of Birth _____

☐ Catholic: Confirmation Date _____

Catholic Parish where you were Confirmed _____

City, State _____ Phone _____

☐ Non-Catholic “Christian Witness” (Must be baptized)

Name of Parish and Denomination _____

City and State of Parish _____

WHO CAN BE A SPONSOR/GODPARENT FOR A CATHOLIC BAPTISM?

The Code of Canon Law (cc. 872-874) enlists the following requirements for those to be admitted as Sponsors or “Godparents” for a sacrament:

- ❖ Only one male, or one female sponsor, or one of each sex is to be employed. [Canon 873]
- ❖ **To be admitted to the role of sponsor, a person must:** [Canon 874]
 - be designated by the one to be baptized, by the parents or the one who takes their place or, in their absence, by the pastor or minister and is to have the qualifications and intention of performing this role;
 - have completed the 16th year (age 16), unless a different date has been established by the diocesan Bishop or it seems to the pastor or minister that an exception is to be made for just cause;
 - be a Catholic who has been Confirmed and has already received the sacrament of the Most Holy Eucharist and leads a life in harmony with the faith and the role to be undertaken;
 - not be bound by any canonical penalty legitimately imposed or declared;
 - not be the father or the mother of the one to be baptized.

A baptized person who belongs to a non-Catholic ecclesial community may not be admitted except as a witness to baptism and together with a Catholic sponsor.

Summary: At least one Catholic Godparent is necessary. A single non-Catholic Baptized Christian may be used as a secondary witness, but not in the place of a Catholic sponsor/godparent.

PROXIES

As is sometimes the case, the godparent/sponsor may not be able to make it to the baptism, but another Confirmed Catholic may stand in their place as a proxy. The intended Godparent is recorded in the register and on the baptismal certificate, but only if their paperwork is complete and verified.

Get the paperwork to your Godparents ASAP

We frequently hear from Godparents after the deadline for paperwork has already passed “WE just received this yesterday, and won’t be able to complete it by this Saturday.” All we can tell them is, “We know.”

BAPTISM PREPARATION CLASS

St Thomas Becket Catholic Church

We are delighted to be a part of bringing you or your child deeper into the Catholic Faith!

In order to honor your time, and to alleviate concerns about parents and godparents needing to be at the same time and place for a training, which can be cumbersome with meeting the schedules of both parents and both Godparents, we have adopted using the **REBORN** teaching series online, which is a subdivision of www.Formed.org. If you do not have access to the internet, you may also arrange to watch these videos at the Church.



First, each of you will need to go to www.Formed.org, click on “Sign up,” then click on “I belong to a parish or organization.” Type in our zip code, which is **78255**, and look for **Our Lady of the Atonement in San Antonio, Texas** and click on it when it is listed. Type in your name and email address and click “next.” They may direct you to your email to verify the account, or it may just then give you access to the website.

Once you login, click the tab at the top marked “**PROGRAMS**”, and a dropdown menu will appear. Click “**THE SACRAMENTS**.” The program for Baptismal Preparation is called “**REBORN**.”

In this section are six videos, and we only require that you watch the first three, which are:

1. **A New Creation (40 minutes)**
2. **Entering the Mystery (25 Minutes)**
3. **Nurturing the Life of Grace (26 Minutes)**

There is a bonus video on the role of a Godparent, which is optional, but recommended for Godparents.

- You may choose to watch these together and then answer the questions below as a family, or watch them separately and answer them individually.
- Each Godparent must also answer individually, unless they are married to one another. Godparents, please remember to list the name of the child/adult you are sponsoring along with your questions. They must also provide as “Letter of Good Standing” from their pastor if they are not members of our congregation. See the attached forms for qualifications for Godparents.
- This program must be completed if you have not been through it in the last 3 years. Parents and Godparents who have been through this in the last 3 years may be asked to only re-watch Session 3, and answer the questions.
- **Once you have answered all three sections, mail or email your responses to:**

St. Thomas Becket + 3550 Southwest Loop 820 + Fort Worth, TX 76133 or

Email: secretary@stbecketfw.org

Please get these to us **no later than 2 weeks (14 days) before the Baptism is to take place** so that we have time to produce certificates and prepare for the Baptism.

We do not accept photos of these documents from your phone. Only PDF Scans or original documents are acceptable.

You may also type your answers in this WORD document and email them back. If typing, it is helpful to answer in **BOLD** type so to distinguish your answers from the original text.

Your Name: _____

Name of Child being baptized: _____

SESSION 1: A NEW CREATION

Once you watch Session 1: “A New Creation”, please answer the following questions:

1. Have you ever attended a Baptism? What details do you remember about the Baptism?

2. Old Testament Baptism:
 - 2a. Which type of Baptism in the Old Testament caught your attention the most and why? (Hint: John the Baptist and Jesus are in the New Testament, so not the answer here.)

 - 2b. Did any of those types of baptism come as a surprise to you? Explain.

3. Ezekiel 36:25-27 says “I will sprinkle clean water upon you, and you shall be clean from all your uncleanness, and from all your idols, I will cleanse you. A new heart I will give you, and a new Spirit I will put within you.” What do you think it means to have a “new heart and a new spirit” through baptism?

4. Why do you desire Baptism for your child or Godchild? What is your deepest desire for your child or godchild in Baptism?

SESSION 2: ENTERING THE MYSTERY: THE RITE EXPLAINED

Once you watch the Session 2: “Entering the Mystery: the Rite Explained,” please answer the following questions:

1. Making choices:
 - a. What are some choices you have made for your child (or that you have observed the parents making for their children)?
 - b. What would be the potential consequences of delaying these decisions until the child is old enough to make those decisions for him/herself?
 - c. Why do you think it is important for you to choose baptism for your child (or to support the parents in choosing for their child)?
 - d. What are some of the reasons you are choosing Baptism for your child or godchild?
2. Baptism brings us into the family of God, the Church. This means so much more than just being welcomed into the local parish. The family of God stretches across time and culture.
 - a. What does it mean to you to be a part of the family of God?
 - b. How will you help your child or godchild to understand and live out his/her identity as a part of the family of God?

(more on next page)

3. The Catechism states: “incorporated into Christ by Baptism, the person baptized is configured to Christ. Baptism seals the Christian with the indelible mark (character) of his belonging to Christ.” (CCD 1272) This indelible seal marks us as belonging to God, and nothing can change or erase the seal of Baptism.

- a. What does it mean to be marked as belonging to Christ?

- b. Why is it important to you that your child or godchild be marked by this seal now?

SESSION 3: NURTURING THE LIFE OF GRACE

Once you watch the “Nurturing the Life of Grace,” please answer the following questions:

1. Community
 - a. Why is the Christian faith to be lived out in community?

 - b. What effect has the community of faith had on you?

2. Priest, Prophet and King
 - a. Which aspect of the threefold mission of Priest, Prophet, and King do you think is easiest to live out, and why?

 - b. Which is the hardest, and why?

3. Concerning Godparents (Parents answer A, Godparents answer B)
 - a. (Parents only) Considering your godparents, how have they impacted your faith and how do you see them impacting the faith of your child? Do they know why you have chosen them?

 - b. (Godparents Only) How do you see your role in having an impact on the life of this person you are committing to help become a strong Christian individual?

4. Baptism reminds us that we too were once baptized, and someone made these commitments for us, and may or may not have helped us along the way. How can we re-shape our own lives now to be a better model and example of the Christian life and faith to this new Christian?

Baptism Sponsor (Godparent) Forms

Congratulations on being deemed someone worthy of being responsible for the soul of a child, and to serve as a Sponsor (A.K.A. Godparent)! What an honor has been bestowed upon you!

As a Sponsor, your process is actually heavier than the duties of a parent. To that end, you must do the following:

1. **Submit the Sponsor Information form FIRST**, so we have an idea of who you are and what documentation we should be expecting. Please do not try to wait until you have ALL of this together to submit these things.
2. Contact your current Parish office or Parish Priest to fill out and sign the attached **Letter of Good Standing**, and have them return this to us via mail or email.
3. **Request a Sacramental Record from your Catholic Church of Baptism**, or if baptized outside of the Catholic Church, contact the parish where you entered the Catholic Church, and have them send us an official Sacramental Record. In the Catholic Church, the parish where you were baptized or came into the Catholic Church is the “mother ship” of all of your sacramental records. As such, they should have the fullest record of your sacraments. **PLAN AHEAD as there are some busy seasons for sacramental records, and your parish may take a few days or even weeks to process this.**
4. Complete the training modules described below, answer the questions, and return these to us at the email address provided. Please do not send photographs from your phone of the pages. Hard copies or scans are the only acceptable versions of these documents as they are an important record of the Church, and photographs always print dark and illegible.

ALL of this paperwork is due no less than TWO weeks (14 days) prior to the baptism.

**Thank you for taking on this duty,
and we look forward to meeting you at the Baptism!**

SPONSOR INFORMATION FORM

Sponsors, sometimes commonly called: “Godparents”

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 - be a Catholic who has been confirmed and has already received the sacrament of the Most Holy Eucharist and leads a life in harmony with the faith and the role to be undertaken;
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Summary: At least one Catholic Godparent is necessary. A single non-Catholic may be used as a secondary witness, but not in the place of a Catholic godparent.

Please don't leave anything blank. First Sponsor MUST be a Confirmed Catholic.

Please provide a Letter of Good Standing (see next page), and Sacramental Record of Confirmation from your Church of Baptism or the Catholic Church where you entered via Confirmation/Reception.

Sponsor 1 _____
(First, Middle, Last Name, *include Maiden Name if applicable*)

Email _____ Phone _____

Date of Birth _____ Confirmation Date _____

Name of Catholic Parish where you were **Confirmed** _____

City, State _____ Phone _____

Name of Catholic Parish where you were **Baptized** _____

City, State _____ Phone _____

Letter of Good Standing for Baptism and/or Confirmation Sponsor
(to be filled out by your Pastor, Parochial Administrator, or Deacon of the Parish you attend)

I, (Father/Deacon) _____, of _____ (Parish) in _____ (City) _____ (State) attest to the best of my knowledge that the person listed below to be a Sponsor/Godparent satisfies the requirements of the Code of Canon Law, which are:

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 - not be bound by any canonical penalty legitimately imposed or declared;
 - not be the father or the mother of the one to be baptized.

I furthermore attest to the best of my knowledge that they are not living in any abnormal marital situation, and that they "lead a life in harmony with the faith and the role to be undertaken" as required above.

Signature of Priest/Pastor _____ (*Attach Parish seal below.*)

Date ____/____/____ Phone: (____)____-____

Email: _____

Promise of Sponsor:

I understand and accept the responsibilities which I undertake as sponsor of _____ and I promise to faithfully fulfill the duties of a Godparents as found in the baptism ritual: "[To] take care that he/she be taught the Creed, the Ten Commandments, the Our Father, the Hail Mary, and be further instructed in the Catechism; and then that he/she be brought to the Bishop to be confirmed by him; so that he/she may be strengthened by the Holy Spirit, and may come to receive the Holy Communion of the Body and Blood of Christ, and go forth into the world to serve God faithfully in the fellowship of His Holy Catholic Church."

Printed Name of Baptism/Confirmation Sponsor _____

Signature _____

Please return via mail or email (scans only, no photographs) to:

St. Thomas Becket Catholic Church

3550 SW Loop 820

Ft. Worth Texas 76133

Or Secretary@StBecketFW.org

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St Thomas Becket Catholic Church

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