



Holy Spirit Parish  
1070 N Texas St. Fairfield, CA 94533  
(707) 425-3138  
jbradley@holyspiritfairfield.org

## Welcome

**Congratulations, you are a parent!** The Lord has blessed you and our parish with a beautiful gift – your child. You have played an important part in God’s plan of creation, and with Him have given life to a new member of His family. The Baptism of your child provides an opportunity to examine your own Catholic Christian life and spirituality and invites you to reflect on your hopes for your child. These hopes and values are expressed in the choices you make as a parent, the traditions you foster in your family, and the habits and interest you cultivate in your child.

## INFANT BAPTISM PROCEDURE

**PLEASE NOTE: A BAPTISM DATE WILL NOT BE SCHEDULED UNTIL ALL DOCUMENTATION HAS BEEN REVIEWED AND APPROVED BY THE BAPTISM COORDINATOR.**

This packet contains all the information you will need to have your child Baptized in Holy Spirit Parish.

1. \_\_\_\_\_ Read the “Expectations” and “Choosing A Sponsor” documents.
2. \_\_\_\_\_ Complete all required forms (Parental Permission, Sponsor Eligibility).
3. \_\_\_\_\_ Provide a photocopy of the child’s birth certificate.
4. \_\_\_\_\_ Provide a photocopy of a Confirmation certificate for unmarried Sponsors.
5. \_\_\_\_\_ Provide a photocopy of a Catholic marriage certificate<sup>1</sup> for married Sponsors.
6. \_\_\_\_\_ Attend Baptism preparation Class or provide a certificate of attendance from another parish<sup>2</sup>.

2023 Baptism Class Schedule (English) – 3rd Saturday 12:00 PM Holy Spirit Pastoral Center, Room D, 1070 North Texas Street.													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
	21	18	18	15	20	17	15	19	16	21	18	16	
2023 Rite of Baptism for Infants Schedule (English) – 3 <sup>rd</sup> and 4 <sup>th</sup> Saturdays 10:00 AM. Holy Spirit Church, 1050 North Texas Street.													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
	21	18	18	15	20	17	15	19	16	21	18	16	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
	28	25	25	22	27	24	22	26	23	28	25	XXX	

<sup>1</sup> Married before a Catholic priest or deacon and two witnesses.

<sup>2</sup> Attended within the last year.



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### Expectations

- Information herein is for children up to age 6. If your child is 7 years of age or older, please contact the Office of Faith Formation at (707) 425-9042.
- Documentation must be completed and submitted, along with the registration fee, to the parish office at least two weeks prior to attending a Baptism class.
- The registration fee is \$100. Parishioners who have been registered and contributing to the parish for at least six months will receive a \$50 discount. **PLEASE NOTE: If you decide to cancel the Baptism after paying the fee, you will only receive a refund of half the amount you paid.**
- Both Parents and Sponsors must complete a Baptism preparation class.
- Per Cannon Law, Sponsors must be Catholic, be at least 16 years of age, have received the sacraments of Confirmation and Holy Communion, and be leading a life in accord with the Catholic Faith.
- A Baptism date will be scheduled only after all documentation has been reviewed and approved by the Baptism Coordinator.
- **PLEASE DO NOT** send out invitations, reserve a reception site, or make travel arrangements until a Baptism date is confirmed.

### Required Documentation

- Photocopy of child's birth certificate or adoption papers
- Parental Permission Form
- Sponsor Eligibility Form(s) with photocopies of applicable documentation (e.g., Catholic Marriage, Catholic Confirmation)
- Baptismal Preparation Class Verification (if you attended a preparation program at another parish)
- Pastor Permission Letter (required if you are having your child baptized here at Holy Spirit but are a registered member of another parish)



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## **Choosing A Sponsor**

### **THE ROLE OF A SPONSOR**

Canon Law requires each person being presented to the Church for Baptism have a Sponsor.

In the Catholic Church, the role of a Sponsor is more than an honorary function.

A Sponsor accepts the responsibility of praying for your child, helping your child grow in the Catholic faith, helping teach your child about the faith, and showing by example how to live as a practicing Catholic. This includes being a member of a Catholic parish, regularly going to Mass, regularly receiving Communion, and regularly going to Confession.

In choosing a Sponsor for your child, you are declaring that you see each Sponsor as a person who knows Jesus, who lives a Catholic life by word and example, and who will assist in raising your child in the Catholic faith. This is an extremely important spiritual obligation that should not be taken lightly.

A Sponsor represents the Catholic Church and Faith and therefore must meet Canon Law requirements.

### **CANON LAW REQUIREMENTS TO BE A SPONSOR**

- There is to be only one male or one female sponsor or one of each.
- Have completed their sixteenth year of age.
- Have received all the Catholic Sacraments of Initiation (Baptism, Confirmation, and Holy Communion).
- Be living in a way that demonstrates a strong faith in Jesus and the teachings of the Catholic Church.
- If married, be married in the Catholic Church.<sup>3</sup>
- If unmarried, be living a celibate single life (not cohabitating).

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<sup>3</sup> Contracted before a Catholic priest or deacon and two witnesses. A civil marriage or a marriage in a non-Catholic faith community does not meet Canon Law requirements for a Sponsor.



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**PARENTAL PERMISSION**

**FOR OFFICE USE ONLY**

Child's Full  
Legal Name

\_\_\_\_\_  
*First Middle Last*

Date of Birth

\_\_\_\_\_  
*Birthplace City State*

\_\_\_\_ Birth Certificate  
\_\_\_\_ Parent Class  
\_\_\_\_ Godparent Class  
\_\_\_\_ Godparent Form(s)  
\_\_\_\_ Registration Fee

Father's Full  
Legal Name

\_\_\_\_\_  
*First Middle Last*

Catholic?      Yes      No

Mother's Full  
Legal Maiden  
Name

\_\_\_\_\_  
*First Middle Last*

Catholic?      Yes      No

Address

\_\_\_\_\_  
*Street City State ZIP*

Contact Info

\_\_\_\_\_  
*Telephone(s) Email*

Parent's  
Marriage

☐ Catholic ☐ Other ☐ Single

Registered in Holy Spirit Parish?      Yes      No

If "No", would you like to Register?      Yes      No

**NOTE: If you are registered at another Catholic Parish, you must have written permission from your home parish to have your child baptized here at Holy Spirit.**

Parish where registered: \_\_\_\_\_  
*Name City/State*

Godfather\*

Sacraments Marital Status  
☐ Baptism ☐ Catholic  
☐ Confirmation  
☐ Eucharist ☐ Single

Godmother\*

Sacraments Marital Status  
☐ Baptism ☐ Catholic  
☐ Confirmation  
☐ Eucharist ☐ Single

*\*Please refer to the Choosing A Sponsor (Godparent) For Your Child document for the requirements of a Sponsor or Godparent*

***I (we) the undersigned parent(s) [guardian(s)] in having my (our) child baptized, make public profession of my (our) faith in Jesus Christ and His Church on earth. I (we) accept the responsibility of raising my (our) child as a practicing member of the Catholic Church and promise to share my (our) faith with my (our) child. I (we) understand and agree to completely fulfill all requirements and therefore, I (we) request and give permission to have my (our) child receive the Sacrament of Baptism***

Father: \_\_\_\_\_ Mother: \_\_\_\_\_

**For Office Use Only**

Class Date: \_\_\_\_\_ Baptism Date: \_\_\_\_\_

Priest/Deacon: \_\_\_\_\_

**Recorded**

BK: \_\_\_\_\_ PG \_\_\_\_\_ LN \_\_\_\_\_

DATE: \_\_\_\_\_

BY: \_\_\_\_\_



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### Sponsor/Godfather Eligibility Form

I have been asked to be a Sponsor/Godfather for: \_\_\_\_\_

When a parent chooses you as a Baptismal Sponsor it means you are thought of as a very special Catholic. A Sponsor bears the responsibility of giving spiritual witness to your godchild on how to live out the Catholic faith in everyday life. It is important that you prayerfully consider the serious responsibility which you take on as a Sponsor/Godparent. If you are unable to live up to these Catholic ideals, you must decline this responsibility.

To be permitted to take on the function of Sponsor, a person must have the aptitude and intentions of fulfilling the function and meet all requirements specified in Canon Law.

- I verify I am a practicing Catholic in both word and deed: [ ] Yes
- I verify I am at least 16 years of age: [ ] Yes
- I verify I was Baptized at \_\_\_\_\_ Catholic Parish in the city of \_\_\_\_\_
- I verify I received First Communion at \_\_\_\_\_ Catholic Parish in the city of \_\_\_\_\_
- I verify I was Confirmed at \_\_\_\_\_ Catholic Parish in the city of \_\_\_\_\_
- I verify I attend Mass on Sundays and Holy Days of Obligation: [ ] Yes
- I verify I receive Holy Communion regularly or at minimum once a year during the Easter Season: [ ] Yes
- I verify I receive the Sacrament of Reconciliation regularly or at minimum once a year: [ ] Yes
- I verify I am single and live a celibate life (not cohabitating): [ ] Yes ( **Copy of a Certificate of Catholic Confirmation is required** )
- I verify I am married and celebrated the Sacrament of Holy Matrimony: [ ] Yes at \_\_\_\_\_ Catholic Parish in the city of \_\_\_\_\_ on \_\_\_\_\_ ( **Copy of a Certificate of Catholic Marriage is required** )

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Sponsor's Address: \_\_\_\_\_

Sponsor/Godfather signature: \_\_\_\_\_ Date: \_\_\_\_\_

**If you are not a member of Holy Spirit Parish, please take this form to your parish of residence to be completed by your pastor and then return it to Holy Spirit Parish.**

The Sponsor/Godfather above is a practicing Catholic in good standing with the Church, has no canonical restrictions against full communion, has received the Sacrament of Confirmation and thereby meets the requirements of a sponsor/godparent.

Parish \_\_\_\_\_

Pastor's Signature \_\_\_\_\_

Acknowledgement of the Sponsor's Parish

(Church Seal)



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### Sponsor/Godmother Eligibility Form

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To be permitted to take on the function of Sponsor, a person must have the aptitude and intentions of fulfilling the function and meet all requirements specified in Canon Law.

- I verify I am a practicing Catholic in both word and deed: [ ] Yes
- I verify I am at least 16 years of age: [ ] Yes
- I verify I was Baptized at \_\_\_\_\_ Catholic Parish in the city of \_\_\_\_\_
- I verify I received First Communion at \_\_\_\_\_ Catholic Parish in the city of \_\_\_\_\_
- I verify I was Confirmed at \_\_\_\_\_ Catholic Parish in the city of \_\_\_\_\_
- I verify I attend Mass on Sundays and Holy Days of Obligation: [ ] Yes
- I verify I receive Holy Communion regularly or at minimum once a year during the Easter Season: [ ] Yes
- I verify I receive the Sacrament of Reconciliation regularly or at minimum once a year: [ ] Yes
- I verify I am single and live a celibate life (not cohabitating): [ ] Yes ( **Copy of a Certificate of Catholic Confirmation is required** )
- I verify I am married and celebrated the Sacrament of Holy Matrimony: [ ] Yes at \_\_\_\_\_ Catholic Parish in the city of \_\_\_\_\_ on \_\_\_\_\_ ( **Copy of a Certificate of Catholic Marriage is required** )

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Sponsor's Address: \_\_\_\_\_

Sponsor/Godmother signature: \_\_\_\_\_ Date: \_\_\_\_\_

**If you are not a member of Holy Spirit Parish, please take this form to your parish of residence to be completed by your pastor and then return it to Holy Spirit Parish.**

The Sponsor/Godfather above is a practicing Catholic in good standing with the Church, has no canonical restrictions against full communion, has received the Sacrament of Confirmation and thereby meets the requirements of a sponsor/godparent.

Parish \_\_\_\_\_

Pastor's Signature \_\_\_\_\_

Acknowledgement of the Sponsor's Parish

(Church Seal)