



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

**INFANT BAPTISM PROCEDURE**

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

**ALL DOCUMENTATION MUST BE REVIEWED AND APPROVED BY THE BAPTISM COORDINATOR BEFORE A BAPTISM IS SCHEDULED.**

- 1 \_\_\_\_\_ Read the “Welcome” and the “Choosing A Sponsor (Godparent) For Your Child” documents.
- 2 \_\_\_\_\_ Complete all the forms in the packet.
- 3 \_\_\_\_\_ Return the completed forms to the parish office.
- 4 \_\_\_\_\_ Provide a photocopy of child’s birth certificate.
- 5 \_\_\_\_\_ Provide a photocopy of a valid Catholic marriage certificate for married Sponsors.
- 6 \_\_\_\_\_ Register for and attend one of the scheduled baptism classes.
- 7 \_\_\_\_\_ Schedule your child’s Baptism with the Baptism Coordinator.

2022 Baptismal Class Schedule (English) – 3rd Saturday 12:00 PM												
Baptism Classes are held at 1070 North Texas Street in Room D												
	Jan 15	Feb 19	Mar 19	Apr XXX	May 21	Jun 18	Jul 16	Aug 20	Sep 17	Oct 15	Nov 19	Dec 17
2022 Rite of Baptism for Infants Schedule (English) – 3 <sup>rd</sup> and 4 <sup>th</sup> Saturdays 10:00 AM												
	Jan 15	Feb 19	Mar 19	Apr XXX	May 21	Jun 18	Jul 16	Aug 20	Sep 17	Oct 15	Nov 19	Dec 17
	Jan 22	Feb 26	Mar 26	Apr 23	May 28	Jun 25	Jul 23	Aug 27	Sep 24	Oct 22	Nov 26	Dec xxxx



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## 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.

## 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
- A baptismal date will be scheduled only after all forms and documentation have been reviewed and approved by the Baptism Coordinator.
- Please do not send out invitations, reserve a reception site, or make travel arrangements until a baptismal date is confirmed.
- All forms must be completed and submitted, along with the registration fee, to the parish office at least two weeks prior to attending the baptism preparation 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.
- Sponsors/godparents represent the Catholic Church and therefore must meet the requirements specified in Canon Law. [Can Law 872, 873, 874]
- Both parents and sponsors/godparents must complete a Baptism preparation class. We will accept a certificate from another parish's Baptism preparation program.



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## **Choosing A Sponsor (Godparent) For Your Child**

An infant is to be given a sponsor who together with the parents presents an infant for baptism. [Can Law 872]

There is to be only one male sponsor or one female sponsor or one of each. [Can Law 873]

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

In the Catholic Church, the role of a sponsor/godparent 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 sponsors/godparents for your child, you are declaring that you see each sponsor/godparent 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.

### **REQUIREMENTS TO BE A SPONSOR**

For a person to act as a sponsor/godparent, he or she must:

1. Be at least 16 years old. [Can Law 874 § 1.2]
2. Have already received all the Sacraments of Initiation (Baptism, Confirmation, and Holy Communion). [Can Law 874 § 1.3]
3. Be living in a way that demonstrates a strong faith in Jesus and the teachings of the Catholic Church. [Can Law 874 § 1.3]
4. If married, be in a Catholic marriage (by ordained Catholic clergy). [Can Law 874 § 1.3, Can Law 1108 § 1]  
*A married person not in a Catholic marriage, does not qualify as a sponsor for baptism even though they may fulfill other requirements listed above.*
5. If unmarried, be living a celibate single life (not cohabitating). [CCC 2353, Can Law 874 § 1.3]



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**REGISTRATION AND PARENTAL PERMISSION**

**FOR OFFICE USE ONLY**

Child's Full Legal Name	<div style="display: flex; justify-content: space-between; width: 90%; margin: 0 auto;"> <span><i>First</i></span> <span><i>Middle</i></span> <span><i>Last</i></span> </div>			
Date of Birth	<div style="display: flex; justify-content: space-between; width: 90%; margin: 0 auto;"> <span><i>Birthplace</i></span> <span><i>City</i></span> <span><i>State</i></span> </div>			
Father's Full Legal Name	<div style="display: flex; justify-content: space-between; width: 90%; margin: 0 auto;"> <span><i>First</i></span> <span><i>Middle</i></span> <span><i>Last</i></span> </div>	Catholic?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Mother's Full Legal Maiden Name	<div style="display: flex; justify-content: space-between; width: 90%; margin: 0 auto;"> <span><i>First</i></span> <span><i>Middle</i></span> <span><i>Last</i></span> </div>	Catholic?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Address	<div style="display: flex; justify-content: space-between; width: 90%; margin: 0 auto;"> <span><i>Street</i></span> <span><i>City</i></span> <span><i>State</i></span> <span><i>ZIP</i></span> </div>			
Contact Info	<div style="display: flex; justify-content: space-between; width: 90%; margin: 0 auto;"> <span><i>Telephone(s)</i></span> <span><i>Email</i></span> </div>			
Parent's Marriage	<input type="checkbox"/> Catholic <input type="checkbox"/> Other <input type="checkbox"/> Single	Registered in Holy Spirit Parish?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		If "No", would you like to Register?	<input type="checkbox"/> Yes <input type="checkbox"/> NO	

- Birth Certificate
- Parent Class
- Godparent Class
- Godparent Form(s)
- Registration Fee

***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*		<table border="0" style="width: 100%;"> <tr> <td style="text-align: center;"><i>Sacraments</i></td> <td style="text-align: center;"><i>Marital Status</i></td> </tr> <tr> <td><input type="checkbox"/> Baptism</td> <td><input type="checkbox"/> Married</td> </tr> <tr> <td><input type="checkbox"/> Confirmation</td> <td><input type="checkbox"/> Single</td> </tr> <tr> <td><input type="checkbox"/> Eucharist</td> <td></td> </tr> </table>	<i>Sacraments</i>	<i>Marital Status</i>	<input type="checkbox"/> Baptism	<input type="checkbox"/> Married	<input type="checkbox"/> Confirmation	<input type="checkbox"/> Single	<input type="checkbox"/> Eucharist	
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<input type="checkbox"/> Confirmation	<input type="checkbox"/> Single									
<input type="checkbox"/> Eucharist										

*\*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: \_\_\_\_\_

<b><u>For Office Use Only</u></b>	
Class Date: _____	Baptism Date: _____
Priest/Deacon: _____	

<b><u>Recorded</u></b>		
BK: _____	PG: _____	LN: _____
DATE: _____		
BY: _____		



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**Sponsor/Godmother Eligibility Form**

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

Sponsor/Godmother Name: (Please Print): \_\_\_\_\_

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

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

*Canon Law 874: To be permitted to take on the function of sponsor a person must have the aptitude and intentions of fulfilling the function. Have completed the sixteenth year of age. Be a Catholic who has been confirmed, has received the most holy sacrament of Communion and who leads a life of faith in keeping with the function to be taken on.*

- Are you a parent of the child to be Baptized? Yes \_\_\_\_\_ No \_\_\_\_\_
- I am at least 16 years of age. Yes \_\_\_\_\_ No \_\_\_\_\_
- I was Baptized at \_\_\_\_\_ Catholic Parish in the city of \_\_\_\_\_
- I was Confirmed at \_\_\_\_\_ Catholic Parish in the city of \_\_\_\_\_
- I attend Mass on Sundays and Holy Days of Obligation. Yes \_\_\_\_\_ No \_\_\_\_\_
- I receive Holy Communion regularly or at minimum once a year during the Easter Season. Yes \_\_\_\_\_ No \_\_\_\_\_
- I receive the Sacrament of Reconciliation regularly or at minimum once a year. Yes \_\_\_\_\_ No \_\_\_\_\_
- I am married and celebrated the Sacrament of Holy Matrimony at \_\_\_\_\_ Catholic Parish in the city of \_\_\_\_\_ on \_\_\_\_\_ **(A copy of a Certificate of Catholic Marriage is required)**

**NOTE:** A married person who is not in a Catholic Marriage (by ordained Catholic clergy) does not qualify as a sponsor for baptism even though they may fulfill other requirements listed above.

**Answer the following only if not married:**

- Are you living with another person in a romantic relationship (cohabitating)? [CCC 2353, Can Law 874 § 1.3] Yes \_\_\_\_\_ No \_\_\_\_\_

I have read the forgoing canonical requirements to be a Sponsor/Godmother and have placed a checkmark after each item as appropriate. I assume a great responsibility before God and the Church in becoming a Sponsor/Godmother. I intend to encourage and support the person I am sponsoring in the practice of the Catholic Faith by my word and example.

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

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

The Sponsor/Godmother 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/Godfather Eligibility Form**

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

Sponsor/Godfather Name: (Please Print): \_\_\_\_\_

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

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

*Canon Law 874: To be permitted to take on the function of sponsor a person must have the aptitude and intentions of fulfilling the function. Have completed the sixteenth year of age. Be a Catholic who has been confirmed, has received the most holy sacrament of Communion and who leads a life of faith in keeping with the function to be taken on.*

- I am a parishioner of Holy Spirit Parish.(if not, your pastor's signature and church seal are required. See below.) Yes \_\_\_\_\_ No \_\_\_\_\_
- Are you a parent of the child to be Baptized? Yes \_\_\_\_\_ No \_\_\_\_\_
- I am at least 16 years of age. Yes \_\_\_\_\_ No \_\_\_\_\_
- I was Baptized at \_\_\_\_\_ Catholic Parish in the city of \_\_\_\_\_
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- I attend Mass on Sundays and Holy Days of Obligation. Yes \_\_\_\_\_ No \_\_\_\_\_
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Parish \_\_\_\_\_

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

Acknowledgement of the Sponsor's Parish

(Church Seal)