



## Process for Baptism of Infants

(children under 7 years old)

All Souls Catholic Parish

Office: 301 W. 8<sup>th</sup> Street, Sanford FL 32771

407-322-3795 [www.ascceanford.org](http://www.ascceanford.org)



Congratulations on your decision to baptize your child in the Catholic faith! Baptism is the foundation and beginning of a person's spiritual life. It is a beautiful and very impactful sacrament. We are excited to support and assist you in preparing to celebrate your child's baptism. These are the steps in the process:

- Call the parish office to schedule an intake appointment. The process begins by meeting with a member of our baptism preparation ministry in person at the parish office (or on the telephone if special circumstances prevent you from meeting at the office).
- Register in our parish via our website prior to baptismal preparation (highly recommended) so that we can better serve your family in the future regarding sacramental records. [www.ascceanford.org](http://www.ascceanford.org)
- Complete our *Request for the Sacrament of Baptism* form with information about the child, the parents and godparents. Please complete as much as you can prior to the intake meeting.
- Provide a copy of the child's birth certificate, preferably at the time of the intake appointment. The Catholic Church requires consent from both parents to baptize a child.
- Select one or two godparents (only one is required). Before selection, carefully review the *Godparent FAQs* information page, which outlines the Church's teachings. You must have at least one godparent that meets these requirements as a fully initiated and practicing Catholic.
- Attend a baptism preparation class, as required for parents and godparents. Classes are offered on the First Thursday evening of each month in English and the First Saturday morning of each month in Spanish. Advance registration is required. If godparents are not local, they may take the class at their home parish or nearby parish and send us documentation of attendance. Online classes are not accepted.
- Schedule a baptism date after all requirements are met. Once met, two weeks are typically required for the necessary coordination with our priests, deacons, and sacristans.  
The sacrament is celebrated in:
  - o **the Historic Chapel** on the First Saturday of each month in English or on the Third Saturday of each month in Spanish, depending on availability, at 10:30am.
  - o **the Main Church** on the third Sunday of every month in English at the 10:00am Mass, or in Spanish at the 12:00 pm Mass, depending on availability.
- Consider a donation to the parish in support of our baptism ministry, and an offering to the priest or deacon on the day of baptism.
- Arrive 20 minutes early on the date of the baptism to allow time for the parents, godparents and the child to be ready to celebrate the sacrament at the appointed time.



## Baptism FAQs

### Frequently Asked Questions

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### Can a child be baptized at any age?

Children can be baptized until 6 years of age (reception of the sacrament shall be before their 7<sup>th</sup> birthday). Once they reach 7 years of age, they are considered ready for the Order of Christian Initiation for Adults process, in which the sacraments of Baptism, First Holy Communion, and Confirmation are received. We will refer you to the parish OCIA coordinator.

### Is there a fee for baptism?

There is no fee for Baptism, however, many families wish to offer a donation to the parish for the preparation class and facility expenses (suggested \$50). This can be done at the parish office before the date of the Sacrament of Baptism, or it can be given at the preparation class. Please indicate on the envelope that the donation is for the occasion of your child's baptism and include your child's first and last names.

For the priest or deacon, a suggested honorarium of \$50 or whatever amount the family feels they are able to offer in gratitude for his time and preparation is given to him the day of the baptism and is voluntary.

### Can we take pictures or videos of the baptism?

Pictures and videos are permitted at the baptism ceremony. They are excellent means of sharing the memory of this joyful and special day with your child as he or she grows in age and faith. Please designate one person to take pictures and/or videos to maintain the sanctity of the reception of the sacrament (not a parent or godparent). Pictures or videos can be taken during the baptism from the front pew only and after the ceremony from any location.

### What should my child wear to receive the sacrament of baptism?

The clothing worn by the child should be white. The baptismal garment should be opened or loosened in the front to allow the celebrant to anoint the child on their upper chest. If a hat is worn, it must be removed for the baptism. The parish will provide a white baptismal candle. After the ceremony, the candle will be yours to keep as a reminder of this joyful sacrament. The candle may be lit on anniversaries of the baptism and when the child receives other sacraments in the future.

### When can we schedule the date to celebrate the sacrament?

Dates are scheduled after all paperwork is received and approved by the baptism coordinator and pastor. Please see the *Process for Baptism of Infants* sheet for more information.

Documents needed before the baptism date is confirmed:

- Request for the Sacrament of Baptism (signed and dated by both parents or legal guardians)
- Birth certificate
- Godparent Eligibility Form(s), signed and sealed by their pastor
- Baptism Preparation Class attendance certificate for both parents and godparent(s)



## Godparent FAQs

### Frequently Asked Questions

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### What is a godparent?

The teachings of the Church state that a godparent will, “together with the parents, help the baptized to lead a Christian life in keeping with baptism and to fulfill faithfully the obligations inherent in it.” In other words, the godparent agrees to have a role in your child’s life, not just now, but as they grow. They will act as role model and encourage your child to develop into a faith-filled, practicing Catholic.

### What should we consider in choosing a godparent?

Being a godparent is more than an honorary title. Godparents are to serve a special role in your child’s life and must be selected carefully. A godparent should not be selected simply because of a blood relationship or as a way to acknowledge a deep friendship; there are other ways to do that. The godparent should be someone who is living their life in accord with the teachings of the Catholic Church. They should be a faith-filled and active Catholic who is willing and able to share that faith with your child.

### Are there any requirements for godparents?

A godparent shall meet the following requirements:

- Be at least 16 years of age.
- Be a fully-initiated Catholic, meaning that they have been baptized, received the sacrament of the Eucharist and Confirmation, and living a life in accord with the teachings of the Church.
- Not the mother or the father of the child being baptized.
- If married, must be married in the Catholic Church; If single, must not be cohabitating outside of marriage.
- Not bound by any canonical penalty.

### How many godparents can we select?

According to the teachings of the Church, only one godparent is required, either male or female; if there are two godparents, there shall be one of each.

### I have a family member or friend that does not meet all the requirements or is not Catholic, can they serve as a godparent?

A non-Catholic Christian who is validly baptized can serve as a Christian witness to the ceremony, together with one Catholic godparent who meets the requirements. A baptized Catholic who does not meet the above requirements, no longer practices their faith, or has joined another Christian community may not serve as a Christian Witness. There may be more than one Christian Witness.

### Are godparents the same as legal guardians?

No, godparents, together with the parents, help encourage the spiritual life of the child. They are not obliged to take custody of the child in the absence of the parents.

### What are Godparent Eligibility Forms?

Eligibility forms for godparents are provided by the parish that the godparent attends, to affirm that the person is a practicing Catholic and meets all the requirements. This form must be signed and sealed by the pastor of their parish and submitted to the All Souls Catholic Parish coordinator of baptisms.



**FAITH PRACTICES OF PARENTS**

Parents are: Married by a Catholic Priest/Deacon? Yes \_\_\_\_\_ No \_\_\_\_\_ Married Civilly? Yes \_\_\_\_\_ No \_\_\_\_\_  
Single \_\_\_\_\_ Separated \_\_\_\_\_ Divorced \_\_\_\_\_ Widowed \_\_\_\_\_

If parents do not have a Sacramental Marriage, have they prayerfully discerned preparing for marriage in the Catholic Church? Yes \_\_\_\_\_ No \_\_\_\_\_ Would you like information about Marriage Convalidation? \_\_\_\_\_

**SACRAMENTS**

**Father**

**Mother**

**Please answer Yes or No**

Baptized Catholic \_\_\_\_\_

First Holy Communion \_\_\_\_\_

Confirmed \_\_\_\_\_

Attends Mass on Sundays/Holy Days \_\_\_\_\_

Additional Comments \_\_\_\_\_

**GODPARENTS:**

**Godfather's (or Witness) Name** \_\_\_\_\_ Ⓢ GF / CW

Telephone number: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

*Street*

*City*

*State*

*Zip*

Religion \_\_\_\_\_ If Catholic, has he been confirmed? \_\_\_\_\_

Marital Status \_\_\_\_\_ If married, was marriage celebrated in the Catholic Church? \_\_\_\_\_

*Original Sacramental Certificates may be requested for inclusion in the Parish Data System.*

Name of Parish \_\_\_\_\_

*A Godparent Eligibility Certificate MUST be presented prior to the Baptism Date* *City* *State*

**Godmother's (or Witness) Name** \_\_\_\_\_ Ⓢ GM / CW

Telephone number: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

*Street*

*City*

*State*

*Zip*

Religion \_\_\_\_\_ If Catholic, has she been confirmed? \_\_\_\_\_

Marital Status \_\_\_\_\_ If married, was marriage celebrated in the Catholic Church? \_\_\_\_\_

*Original Sacramental Certificates may be requested for inclusion in the Parish Data System.*

Name of Parish \_\_\_\_\_

*A Godparent Eligibility Certificate MUST be presented prior to the Baptism Date* *City* *State*

Name of Proxy (if needed for a Godparent) \_\_\_\_\_

**AUTHORIZATION TO BAPTIZE**

We/I affirm that all the information provided above is accurate. We are / I am requesting the sacrament of Baptism for our child and intend, with the grace of God, to raise our child as a Roman Catholic.

\_\_\_\_\_  
Father's Signature Date Mother's Signature Date



