

Baptism Process at Saint John the Evangelist Catholic Church, Encinitas, CA

Introduction:

This narrative provides information for your child's Baptism at Saint John the Evangelist Catholic Community in Encinitas, California. This is a joyous occasion not only for your family but also the entire parish. The following information is the administrative and catechetical steps to prepare you for the Rite of Baptism. Information for Godparent certification is also provided.

Eligibility:

- Child must be less than the age of Seven (7) at the time of the baptism.
- Provide a copy of the child's Birth Certificate or adoption papers.
- Parents are to be registered members of Saint John the Evangelist Parish
- If parents are registered members of a parish other than St John the Evangelist, parents must provide a permission letter from their pastor to have the baptism at St John the Evangelist
- If parents are not registered parish members, they must contact the Baptism Team Administrator directly to explain their situation.

Baptism Schedule:

The schedule for the Rite of Baptism is available on the parish website. Please note that the schedule can change so always view the on-line schedule before making arrangements.

Baptism Intake Form:

This form is available on the parish website and used to give our Baptism Team a clear understanding of your situation and to provide information the clergy representative will need when he interviews the parents. The form must be completed and emailed to the Baptism Team Administrator who can provide confirmation on having a reservation for the baptism date requested. Reservations are made on a first-in basis with each Baptism group limited to six families. It is important to fill out the form as accurately and as legible as possible because this information will be used to prepare the baptismal certificate and permanent baptism record in the parish office.

Complete as much of the form as possible and either return to our Baptism Team Administrator by email or dropping off at the parish office, Attn: Baptism Team Administrator. If you have proof you attended baptism classes within the last three years, you do not have to complete the on-line course, but you will still have the interview with clergy.

Requirements for Baptism:

- a) Fill out and turn in the Baptism Intake Form to the Baptism Team Administrator
- b) Parents complete the on-line course as administered by the Baptism Team Administrator at least two weeks before the requested Baptism date
- c) Parents interviewed by clergy at Saint John the Evangelist Catholic Church parish office
- d) Parents state in interview with clergy they will bring their child up in the practice of the Catholic Faith
- e) There only needs to be one godparent but if two are desired, they have to be one of each sex. Provide the names of either one godfather or one godmother or one of each. The godparent(s) must be:

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- a. Practicing Catholics; this is understood to be someone who regularly participates in the sacraments of the Church and is otherwise in good standing with the Church.
- b. Fully initiated Catholic; received the Sacraments of:
 - i. Baptism
 - ii. Eucharist
 - iii. Confirmation
- c. Godparent(s) must complete the on-line course as administered by the Baptism Team Administrator or furnish adequate proof of having attended a Baptism prep class at another Catholic Church.
- f) Receive a reservation for both date and time of the baptism from the Baptism Team Administrator
- g) The family should consider making a “Love Offering” as a way of showing their support of the Church Community. No suggested amount. This is left up to the family. Your offering can be brought to the Church at the time of the baptism.

Sunday Rite of Baptism in Church:

Baptisms will normally start at 2:00 PM on the 2nd Sunday of the month, however; national and religious holidays can cause a change in schedule. See the Baptism Schedule on the parish website for actual Baptism Dates. Group Baptisms are limited to six families. If there are more than six families, a second session will start at 3:00 PM with the session limited to another six families.

Presider Other than St. John the Evangelist Clergy:

Arrangements to use other than Saint John clergy as Presider must be made directly with the Baptism Team Administrator at least 30 days in advance of the baptism date. Proof of having current faculties to preside at Rite of Baptism will have to be provided to the Baptism Team Administrator before the baptism and is subject to the final approval of the pastor.

Baptism Preparation Classes for Parents:

Classes are only offered on-line. Contact the Baptism Team Administrator for instructions.

Baptism Preparation Classes for Godparents:

Requirements for a person to be a Catholic Godparent:

- a. Practicing Catholics; this is understood to be someone who regularly participates in the sacraments of the Church and is otherwise in good standing with the Church.
- b. Fully initiated Catholic; received the Sacraments of:
 - i. Baptism
 - ii. Eucharist
 - iii. Confirmation

Class for Godparent preparation is only offered through our on-line Baptism Course which is administered by our Baptism Team Administrator. If Godparent has completed a Baptism prep class within 36 months of the requested Baptism date, no further action is required except providing proof of attendance to the Baptism Team Administrator.

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Parent Interview with Clergy:

Saint John the Evangelist clergy will use the parish office for interviewing the parents. Contact the Baptism Team Administrator to make arrangements to meet with clergy.

Recording of Baptism and Baptism Certificates:

The parish office staff will record the baptisms in the official Church records. The Baptism certificates will also be prepared and will be available for pick up at the parish office or will be mailed to the address provided on the Baptism Intake Form.

Baptism Team Contacts:

Baptism Team Administrator: baptismteam@saintjohnencinitas.org

Clergy: deacon@saintjohnencinitas.org

Parish Office: 760-753-6254