

SAMPLE PAGES
SACRAMENTAL RECORDS

7. 1 Sample Baptism Register Entries

Standard Entries

Name of Person Baptized	Place & Date of Birth	Date Baptism	Father's Name Mother's Maiden Name	Sponsors	Officiating Clergy	Date of Confirmation	Record of Marriage, Ordination, & Remarks
DOE John Joseph	Steubenville, OH June 13, 1959	July 6, 1959	Robert F. Doe Melinda J. Smith	Thomas Doe Laura Doe	Rev. Martin Stamford	May 14, 1972 St. Mary Steubenville	Married Joanne Higgins, August 14, 1986, St. Jude, Rayland, OH
WATTERS Maria Denise	Denver, CO Jan. 29, 1988	Sept. 18, 1990	David K. Watters Katherine G. Phelan	Frederick Parks Martina Lynch	Dcn. Gregory Lee	Feb. 23, 2001 St. Helen, Athens	Married Ramon Moreno, October 22, 2014, Fargo, ND

Conditional Baptism

Name of Person Baptized	Place & Date of Birth	Date Baptism	Father's Name Mother's Maiden Name	Sponsors	Officiating Clergy	Date of Confirmation	Record of Marriage, Ordination, & Remarks
DOE John Joseph	Steubenville, OH June 13, 1959	July 6, 1959	Robert F. Doe Melinda J. Smith	Thomas Doe Laura Doe	Rev. Martin Stamford	May 14, 1972 St. Mary Steubenville	Baptized conditionally

Unmarried Parents – No Father Noted

Name of Person Baptized	Place & Date of Birth	Date Baptism	Father's Name Mother's Maiden Name	Sponsors	Officiating Clergy	Date of Confirmation	Record of Marriage, Ordination, & Remarks
PHELAN Maria Denise	Denver, CO Jan. 29, 1988	Sept. 18, 1990	Katherine G. Phelan	Frederick Parks Martina Lynch	Dcn. Gregory Lee	Feb. 23, 2001 St. Helen, Athens	Married Ramon Moreno, October 22, 2014, Fargo, ND

Unmarried Parents – Father Attested and Noted

Name of Person Baptized	Place & Date of Birth	Date Baptism	Father's Name Mother's Maiden Name	Sponsors	Officiating Clergy	Date of Confirmation	Record of Marriage, Ordination, & Remarks
DOE John Joseph	Steubenville, OH June 13, 1959	July 6, 1959	Robert F. Doe Melinda J. Smith	Thomas Doe Laura Doe	Rev. Martin Stamford	May 14, 1972 St. Mary Steubenville	CONFIDENTIAL – Do not include on cert.: parents unmarried, father attested to paternity and asked for name on record

Christian Witness

Name of Person Baptized	Place & Date of Birth	Date Baptism	Father's Name Mother's Maiden Name	Sponsors	Officiating Clergy	Date of Confirmation	Record of Marriage, Ordination, & Remarks
WATTERS Maria Denise	Denver, CO Jan. 29, 1988	Sept. 18, 1990	David K. Watters Katherine G. Phelan	Martina Lynch Frederick Parks (Christian Witness)	Dcn. Gregory Lee	Feb. 23, 2001 St. Helen, Athens	Married Ramon Moreno, October 22, 2014, Fargo, ND

Proxy Godparent

Name of Person Baptized	Place & Date of Birth	Date Baptism	Father's Name Mother's Maiden Name	Sponsors	Officiating Clergy	Date of Confirmation	Record of Marriage, Ordination, & Remarks
DOE John Joseph	Steubenville, OH June 13, 1959	July 6, 1959	Robert F. Doe Melinda J. Smith (Mary Jane Parker as proxy)	Thomas Doe Laura Doe	Rev. Martin Stamford	May 14, 1972 St. Mary Steubenville	Married Joanne Higgins, August 14, 1986, St. John, Rayland, Ohio

Bringing Baptized Child into the Church

Name of Person Baptized	Place & Date of Birth	Date Baptism	Father's Name Mother's Maiden Name	Sponsors	Officiating Clergy	Date of Confirmation	Record of Marriage, Ordination, & Remarks
WATTERS Maria Denise	Denver, CO Jan. 29, 1988	Nov. 4, 1990	David K. Watters Katherine G. Phelan	Frederick Parks Martina Lynch	Dcn. Gregory Lee	Feb. 23, 2001 St. Helen, Athens	Rites furnished for child baptized Sept. 18, 1990 by grandmother at home, Athens, OH, per grand- mother's testimony, Oct. 17, 1990

Baptism of an Unbaptized Adult

Name of Person Baptized	Place & Date of Birth	Date Baptism	Father's Name Mother's Maiden Name	Sponsors	Officiating Clergy	Date of Confirmation	Record of Marriage, Ordination, & Remarks
DOE John Joseph	Steubenville, OH June 13, 1959	July 6, 1959	Robert F. Doe Melinda J. Smith	Thomas Doe -	Rev. Martin Stamford	July 5, 1995	Married Joanne Higgins, August 14, 1986, St. John, Rayland, Ohio Baptized, confirmed and Received First Communion April 6, 1995

Reception into Full Communion

Name of Person Baptized	Place & Date of Birth	Date Baptism	Father's Name Mother's Maiden Name	Sponsors	Officiating Clergy	Date of Confirmation	Record of Marriage, Ordination, & Remarks
WATTERS Maria Denise	Denver, CO Jan. 29, 1988	Profession of Faith April 14, 2015	David K. Watters Katherine G. Phelan	Martina Lynch -	Dcn. Gregory Lee	Feb. 23, 2001 St. Helen, Athens	Received into full Communion April 14, 2015; Baptized Sept. 18, 1990, First Baptist, Boulder, CO; Married Ramon Moreno, October 22, 2014, Holy Spirit, Fargo ND

Ascription to Eastern Catholic Church

Name of Person Baptized	Place & Date of Birth	Date Baptism	Father's Name Mother's Maiden Name	Sponsors	Officiating Clergy	Date of Confirmation	Record of Marriage, Ordination, & Remarks
FASSOUD James Michael	Steubenville, OH June 13, 1959	July 5, 19	Robert F. Fassoud (Maronite) Melinda F. Neilson	Thomas Johns Laura Johns	Rev. Martin Stamford	May 14, 1972 St. John Chrys., Steubenville	Ascribed as Maronite Catholic

Testimony of Witness Verifying Reception of Sacrament

Name of Person Baptized	Place & Date of Birth	Date Baptism	Father's Name Mother's Maiden Name	Sponsors	Officiating Clergy	Date of Confirmation	Record of Marriage, Ordination, & Remarks
WATTERS Maria Denise	Denver, CO Jan. 29, 1988	Nov. 4, 1990	David K. Watters Katherine G. Phelan	Frederick Parks Martina Lynch	Dcn. Gregory Lee	Feb. 23, 2001 St. Helen, Athens	Confirmed Feb. 23, 2001 at St. Mary, Houston, TX, Attested to by mother and sister

Notation of Ordination to Priesthood

Name of Person Baptized	Place & Date of Birth	Date Baptism	Father's Name Mother's Maiden Name	Sponsors	Officiating Clergy	Date of Confirmation	Record of Marriage, Ordination, & Remarks
DOE John Joseph	Steubenville, OH June 13, 1959	July 6, 1959	Robert F. Doe Melinda J. Smith	Thomas Doe Laura Doe	Rev. Martin Stamford	May 14, 1972 St. Mary Steubenville	Ordained transitional deacon May 30, 1985, St. Joseph Cathedral Ordained priest June 7, 1986 St. Joseph Cathedral

Notation of Ordination to the Permanent Diaconate

Name of Person Baptized	Place & Date of Birth	Date Baptism	Father's Name Mother's Maiden Name	Sponsors	Officiating Clergy	Date of Confirmation	Record of Marriage, Ordination, & Remarks
DOE John Joseph	Steubenville, OH June 13, 1959	July 6, 1959	Robert F. Doe Melinda J. Smith	Thomas Doe Laura Doe	Rev. Martin Stamford	May 14, 1972 St. Mary Steubenville	Married Joanne Higgins, August 14, 1986, St. John, Rayland, Ohio Ordained permanent deacon January 29, 2005, St. Joseph Cathedral

Notation of Perpetual Vows

Name of Person Baptized	Place & Date of Birth	Date Baptism	Father's Name Mother's Maiden Name	Sponsors	Officiating Clergy	Date of Confirmation	Record of Marriage, Ordination, & Remarks
WATTERS Maria Denise	Denver, CO Jan. 29, 1988	Nov. 4, 1990	David K. Watters Katherine G. Phelan	Frederick Parks Martina Lynch	Dcn. Gregory Lee	Feb. 23, 2001 St. Helen, Athens	Perpetual vows, November 17, 2012, Dominican Sisters Of Peace, Columbus, OH
DOE John Joseph	Steubenville, OH June 13, 1959	July 6, 1959	Robert F. Doe Melinda J. Smith	Thomas Doe Laura Doe	Rev. Martin Stamford	May 14, 1972 St. Mary Steubenville	Perpetual vows, Nov. 12, 2012, St. Benedict, St. Vincent Archabbey, Latrobe, PA

Notation of Place of Marriage and Site of Record, if Different

Name of Person Baptized	Place & Date of Birth	Date Baptism	Father's Name Mother's Maiden Name	Sponsors	Officiating Clergy	Date of Confirmation	Record of Marriage, Ordination, & Remarks
DOE John Joseph	Steubenville, OH June 13, 1959	July 6, 1959	Robert F. Doe Melinda J. Smith	Thomas Doe Laura Doe	Rev. Martin Stamford	May 14, 1972 St. Mary Steubenville	Married Joanne Higgins, August 14, 1986 at Dominican Chapel, Steubenville, records at St. Mary, Steubenville

Notation of Declaration of Nullity

Name of Person Baptized	Place & Date of Birth	Date Baptism	Father's Name Mother's Maiden Name	Sponsors	Officiating Clergy	Date of Confirmation	Record of Marriage, Ordination, & Remarks
DOE John Joseph	Steubenville, OH June 13, 1959	July 6, 1959	Robert F. Doe Melinda J. Smith	Thomas Doe Laura Doe	Rev. Martin Stamford	May 14, 1972 St. Mary Steubenville	Married Joanne Higgins, August 14, 1986, St. John, Rayland, OH Declar. of Nullity, Steuben- ville prot. No. 139-05, Mar. 3, 2005

Notation of Marriage after Annulment

Name of Person Baptized	Place & Date of Birth	Date Baptism	Father's Name Mother's Maiden Name	Sponsors	Officiating Clergy	Date of Confirmation	Record of Marriage, Ordination, & Remarks
DOE John Joseph	Steubenville, OH June 13, 1959	July 6, 1959	Robert F. Doe Melinda J. Smith	Thomas Doe Laura Doe	Rev. Martin Stamford	May 14, 1972 St. Mary Steubenville	Married Joanne Higgins, August 14, 1986, St. John, Rayland, OH Declar. of Nullity, Steuben- ville prot. No. 139-05, Mar. 3, 2005 Married Mary Jane Parker, Dec. 16, 2009, St. Joan of Arc, Powell, OH

Minor Change – Name Correction

Name of Person Baptized	Place & Date of Birth	Date Baptism	Father's Name Mother's Maiden Name	Sponsors	Officiating Clergy	Date of Confirmation	Record of Marriage, Ordination, & Remarks
WATTERS Maria Denise	Denver, CO Jan. 29, 1988	Nov. 4, 1990	David K. Watters Kelley Katherine G. Phelan	Frederick Parks Martina Lynch	Dcn. Gregory Lee	Feb. 23, 2001 St. Helen, Athens	Married Ramon Moreno, October 22, 2014, Fargo, ND

Major Change – Termination of Original Entry - Adoption

Name of Person Baptized	Place & Date of Birth	Date Baptism	Father's Name Mother's Maiden Name	Sponsors	Officiating Clergy	Date of Confirmation	Record of Marriage, Ordination, & Remarks
WATTERS Maria Denise	Denver, CO Jan. 29, 1988	Feb. 19, 1990	David K. Watters Katherine G. Phelan	Frederick Parks Martina Lynch	Dcn. Gregory Lee		DO NOT ISSUE CERTIFICATE FROM THIS RECORD – SEE SMITH, PAGE 31 Adopted and name changed Feb. 22, 1993, Greeley CO, Case #001-001

Major Change – Replacement of Original Entry -- Adoption

Name of Person Baptized	Place & Date of Birth	Date Baptism	Father's Name Mother's Maiden Name	Sponsors	Officiating Clergy	Date of Confirmation	Record of Marriage, Ordination, & Remarks
SMITH Maria Denise	Denver, CO Jan. 29, 1988	Nov. 4, 1990	Kenneth F. Smith Marjorie L. Whitley		Dcn. Gregory Lee	Feb. 23, 2001 St. Helen, Athens	Original record at (Watters) Smith, page 20

Additional Space required for Notation

Name of Person Baptized	Place & Date of Birth	Date Baptism	Father's Name Mother's Maiden Name	Sponsors	Officiating Clergy	Date of Confirmation	Record of Marriage, Ordination, & Remarks
DOE John Joseph	Steubenville, OH June 13, 1959	July 6, 1959	Robert F. Doe Melinda J. Smith	Thomas Doe Laura Doe	Rev. Martin Stamford	May 14, 1972 St. Mary Steubenville	Confirmed May 14, 1972, St. Mary, Steubenville Ordained transition deacon May 30, 1985, St. Joseph Cathedral. (see JOHNSON, Pg. 32)

Name of Person Baptized	Place & Date of Birth	Date Baptism	Father's Name Mother's Maiden Name	Sponsors	Officiating Clergy	Date of Confirmation	Record of Marriage, Ordination, & Remarks
DOE John Joseph							CONTINUED FROM PG. 20 Ordained priest June 7, 1986, St. Joseph Cathedral

Creating a Missing Record

Name of Person Baptized	Place & Date of Birth	Date Baptism	Father's Name Mother's Maiden Name	Sponsors	Officiating Clergy	Date of Confirmation	Record of Marriage, Ordination, & Remarks
WATTERS Maria Denise	Denver, CO Jan. 29, 1988	Nov. 4, 1990	David K. Watters Katherine G. Phelan	Frederick Parks Martina Lynch	Dcn. Gregory Lee	Feb. 23, 2001 St. Helen, Athens	Creation of a missing Baptismal record based on The testimony of Katherine Phelan, November 3, 2000

Sample Confirmation Register Entry

Date: <i>February 23, 2001</i>		Administered by: <i>Bishop Joseph R. Johnson</i>	
Name in full Confirmation Name	Baptized Date-Church-Place	Father's Name Mother's Maiden Name	Sponsor
WATTERS Maria Denise	Sept. 18, 1990, St. Thomas More Univ. Parish, Boulder, CO	David W. Watters Katherine G. Phelan	Margaret Smith

Sample Marriage Register Entries

Standard Entry

Contracting Parties	Residence	Place and Date of Marriage	Place and Date of Baptism	Parents	Witnesses	Officiating Cleric	Dispensations Remarks
JOHNSON, James M.	123 Sunny Pl. Steubenville	Holy Spirit Church	July 6, 1959, St. John, Rayland, OH	Robert F. Johnson Melinda F. Neilson	John T. Hall	Rev. Martin Samford	Mixed Religion 131/86
----- HIGGINS, Joanne T.	199 1 st Ave., Westerville, OH	Aug. 14, 1986	Dec. 3, 1963, First Methodist, Martins Ferry	William G. Higgins Pamela L. Davis	Nadine J. Nelson		Higgins – Declaration Nullity Steubenville Tribunal, #12/84

Marriage Outside Parish Church

Contracting Parties	Residence	Place and Date of Marriage	Place and Date of Baptism	Parents	Witnesses	Officiating Cleric	Dispensations Remarks
JOHNSON, James M.	123 Sunny Pl. Steubenville	First Methodist, Martins	July 6, 1959, St. John, Rayland, OH	Robert F. Johnson Melinda F. Neilson	John T. Hall	Pastor Frederick D. Smith	Dispensation from Canonical Form #5/86
----- HIGGINS, Joanne T.	199 1 st Ave., Westerville, OH	Ferry, OH Aug. 14, 1986	Dec. 3, 1963, First Methodist, Martins Ferry	William G. Higgins Pamela L. Davis	Nadine J. Nelson		

Convalidation

Contracting Parties	Residence	Place and Date of Marriage	Place and Date of Baptism	Parents	Witnesses	Officiating Cleric	Dispensations Remarks
JOHNSON, James M.	123 Sunny Pl. Steubenville	Holy Spirit Church	July 6, 1959, St. John, Rayland, OH	Robert F. Johnson Melinda F. Neilson	John T. Hall	Rev. Martin Samford	Convalidation, original Ceremony August 14, 1986.
HIGGINS, Joanne T.	↓	Oct. 15, 1995	Dec. 3, 1963, First Methodist, Martins Ferry	William G. Higgins Pamela L. Davis	Nadine J. Nelson		Pastor James G. Helton, 1 st Congregational, Elko, NV

Sanation

Contracting Parties	Residence	Place and Date of Marriage	Place and Date of Baptism	Parents	Witnesses	Officiating Cleric	Dispensations Remarks
JOHNSON, James M.	123 Sunny Pl. Steubenville	Jefferson Cty. Court House, Steubenville	July 6, 1959, St. John, Rayland, OH	Robert F. Johnson Melinda F. Neilson	John T. Hall	Pastor Frederick D. Smith	Sanation, October 14, 1995, Steubenville, #3/95
HIGGINS, Joanne T.	↓	Aug. 14, 1986	Dec. 3, 1963, First Methodist, Martins Ferry	William G. Higgins Pamela L. Davis	Nadine J. Nelson		

Sample Death Register Entry

Name of Person Interred	Age	Name of Parents, Husband or Wife	Date of Death	Last Sacraments Received	Administered By	Cemetery	Date of Interment	Officiating Cleric
WATTERS Maria Denise	76	Husband: David K. Watters; Parents Frederick & Katherine Phelan	July 17, 2014	Yes	Rev. Martin Stamford	St. Joseph, Steubenville	July 22, 2014	Rev. David Jones