

Please include this sheet with your registration paperwork. Leave blank. To be completed by Parish Center office only.

FEES RECEIVED			
Dollar Amount	\$ _____ <input type="checkbox"/> <i>Check for financial assistance</i>	Date Received	Received By
SACRAMENTAL CHURCH RECORDS ENTRY			
Records Book Entry		Date	
Online Database Entry		Date	
SCHEDULING INFORMATION			
Child's Full Name			
Date of Baptism		Time Scheduled	
Church Location		Presider Name	
Video Scheduled			
COMMUNICATION WITH FAMILY, IF ANY			

PLEASE LEAVE BLANK.  
 INCLUDE THIS PAGE WITH OTHER REGISTRATION PAPERWORK.  
 FOR PARISH OFFICE USE ONLY.

# HOLY SPIRIT

## PARISH

### CHECKLIST FOR REGISTRATION OF BAPTISM

#### **EXPECTATIONS OF PARENTS**

Parents, please take the time to carefully read through this information. For your convenience, you may use the mail slot on the inside of the main door of the Parish Office, or you may scan the paperwork and documents and return via email to [acklevj@holyspirit-parish.org](mailto:acklevj@holyspirit-parish.org). ***We will not be able to schedule the baptism until all paperwork and materials have been received by the parish office.*** Baptism registration requirements for parents include:

- Completed Baptism registration form
- A photocopy of the child's state registered Birth Certificate
- One parent must be a practicing Catholic; someone who strives to live the teaching and commandments of Jesus and his Church, and who regularly participates in the worship of the Church. This means receiving the Sacraments regularly and supporting the parish both financially and through volunteering if possible.
- Attendance at a Baptismal Preparation Class prior to first child's Baptism and/or if parent has not attended a preparation class within the last six years. More information regarding the Baptism preparation class is online.
- One or both parents must be registered members of a parish. As stated above, we presume parents are striving to practice the Catholic faith. Registration in the parish is an important vital part of your practice. What's more, belonging to and engaging in the life of a worship community is essential for the faith formation of your child.
  - If you haven't yet, now is the time! If you are called to worship here at Holy Spirit Parish and have a desire to be a part of our faith community, we warmly welcome you to register with us. Additional details are available on our website: [www.holyspirit-parish.org](http://www.holyspirit-parish.org)
  - There are always special cases, and for good reasons we are happy to work with nonmembers to provide the Sacraments to their children. In the case of nonmembers, we ask for a letter of permission and delegation from the pastor of their home parish.
- Carefully consider who will fulfill the role and responsibility of Godparent for your child. The requirements outlined by the Church are intended to support and empower parents and the decision you've made to baptize your child in the Catholic faith. See additional information below. No more than two people can be listed on the Baptism Certificate and the Church Sacramental Records.
- Have one or both Godparents (if applicable) complete and return the attached Godparent Certificate in advance of the Baptism date.

#### **EXPECTATIONS OF GODPARENTS**

You will surely have friends and family who will be wonderful moral supports for your child. This is a blessed thing indeed! For the Sacrament of Baptism, the Church asks for a certain kind of support from the Godparents. A Godparent is not just an honorary position. Rather, the person attests to their Catholic faith and promises to support parents as they raise their child in that same faith. In an effort to support the parents as well, this role needs folks who live and know their Catholic faith vibrantly.

- One Godparent must be at least 16 years old and have received Baptism, First Communion, and Confirmation – this is a Canonical law of the Church with no exceptions (Canon 873).
- Godparent must be “practicing” the Catholic faith – doing his or her best to live a life in harmony with the Roman Catholic Church and the role they are about to assume.
- Participating and baptized Christians of other denominations may serve as a “Christian Witness” alongside the confirmed Catholic Godparent and will be so designated in the Baptismal Register and Certificate.

#### **FEES**

At Holy Spirit Parish, there is \$25 fee that covers the cost of class materials for Baptismal preparation and sacramental supplies of \$15 that all families receive, and the stipend fee of \$10 as determined by the Diocese. The latter fee goes towards ministry efforts of Holy Spirit Parish. ***If you are unable to pay due to financial hardship, assistance is available. No one will ever be denied a Sacrament. Please contact Leah Ackley at the Parish Office for further questions regarding financial assistance.***

An additional donation is always a nice thing for the family to do in thanksgiving for their child receiving a certain Sacrament and but is not necessary. Any donation itself is called an offering given to the presiding clergy on the occasion of a sacrament— and it is ALWAYS at the discretion of the family. Any donations should be labeled as such and placed in separate envelopes from the fee provided to the parish.

# HOLY SPIRIT

## PARISH

### REGISTRATION FORM for SACRAMENT OF BAPTISM

CHILD'S First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Gender M/ F Date of Birth \_\_\_\_\_ City of Birth \_\_\_\_\_ State of Birth \_\_\_\_\_

*Please provide a copy of the child's state registered Birth Certificate along with registration form. Photocopies accepted.*

MOTHER'S First \_\_\_\_\_ Maiden \_\_\_\_\_ Last \_\_\_\_\_

Mailing Address \_\_\_\_\_

Personal Email \_\_\_\_\_ Phone \_\_\_\_\_

Religion of Mother \_\_\_\_\_ Church \_\_\_\_\_

*If you are not a member of Holy Spirit Parish, we ask that you communicate your baptismal intentions with your Pastor and provide a "Letter of Delegation" from the parish you attend confirming your active parish membership and Pastor's permission.*

FATHER'S First \_\_\_\_\_ Last \_\_\_\_\_

Mailing Address \_\_\_\_\_

Personal Email \_\_\_\_\_ Phone \_\_\_\_\_

Religion of Father \_\_\_\_\_ Church \_\_\_\_\_

*If you are not a member of Holy Spirit Parish, we ask that you communicate your baptismal intentions with your Pastor and provide a "Letter of Delegation" from the parish you attend confirming your active parish membership and Pastor's permission.*

#### **BAPTISM PREPARATION CLASS REQUIREMENT (Check One)**

Yes, I/we have previously attended Baptismal preparation classes at (Parish) \_\_\_\_\_  
in (City/State) \_\_\_\_\_ on (Date of Class) \_\_\_\_\_.

No, I/we have never attended a Baptismal preparation class, or it has been more than six years since I/we last attended a preparation class and understand that record of class completion is required prior to the Baptism.

#### **BAPTISM SCHEDULING INFORMATION**

*Please indicate your preferred date and time below. We will confirm date once all of registration paperwork has been received. Baptisms are celebrated after weekend Masses as well as individually scheduled dates/times throughout the week, including Lent.*

First Preference: (Date) \_\_\_\_\_ at (After Mass Time) \_\_\_\_\_ or (Indicate Specific Time) \_\_\_\_\_

Second Preference: (Date) \_\_\_\_\_ at (After Mass Time) \_\_\_\_\_ or (Indicate Specific Time) \_\_\_\_\_

**Would you like to schedule a video recording and/or live streaming of the celebration?**  Yes  No

*Live streaming is available on our website for family and friends to participate virtually. Alternatively, a recording of the baptism can be made as a keepsake for you and your family.*

**ELIGIBILITY OF GODPARENT(S)**

The following are the requirements in order for a Catholic to be a Godparent (Canon 874 §1):

- Canon 873: There is only to be one male Godparent and/or one female Godparent.
- At least 16 years of age
- He/She has been fully initiated in the Catholic Church having received the sacraments of Baptism, Holy First Communion, and Confirmation
- He/She is "practicing" the Catholic faith – living a life consistent with the faith and morals taught by the Roman Catholic Church; participating in the Sacraments.
- Not the father or mother of the child to be baptized

**GODMOTHER'S** First \_\_\_\_\_ Last \_\_\_\_\_

Confirmed Catholic?     Yes     No    Date \_\_\_\_\_ Parish \_\_\_\_\_

Home Mailing Address \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Current Parish \_\_\_\_\_ City/State \_\_\_\_\_

*If a godparent cannot attend the Baptism ceremony, a proxy can stand in the place of the missing godparent. The name of that person will be entered as "proxy" in the Sacramental Record Book, along with the name of the missing godparent.*

*Will godparent be represented by proxy?     No     Yes. If yes, please list proxy's name: \_\_\_\_\_*

**GODFATHER'S** First \_\_\_\_\_ Last \_\_\_\_\_

Confirmed Catholic?     Yes     No    Date \_\_\_\_\_ Parish \_\_\_\_\_

Home Mailing Address \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Current Parish \_\_\_\_\_ City/State \_\_\_\_\_

*If a godparent cannot attend the Baptism ceremony, a proxy can stand in the place of the missing godparent. The name of that person will be entered as "proxy" in the Sacramental Record Book, along with the name of the missing godparent.*

*Will godparent be represented by proxy?     No     Yes. If yes, please list proxy's name: \_\_\_\_\_*

**ELIGIBILITY OF CHRISTIAN WITNESS (IF APPLICABLE)**

A Christian Witness for a child's Baptism must be a validly baptized Christian of a non-Catholic Church (Canon 874 §2). A Christian Witness may only participate together with a Catholic Godparent (Canon 874 §2). If you have chosen two Confirmed Godparents, a Christian Witness is not necessary. No more than two people can be listed on the Baptism Certificate and the Church Sacramental Records.

**WITNESS'S** First \_\_\_\_\_ Last \_\_\_\_\_

Baptized?     Yes     No    Date \_\_\_\_\_ Church \_\_\_\_\_

Home Mailing Address \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Current Church \_\_\_\_\_ City/State \_\_\_\_\_

**PARENT DECLARATION**

We/I, the undersigned, declare that I am the parent of, or have legal custody of the child to be baptized, and that the information on this form (Pages 1 & 2) is true and accurate to the best of my/our knowledge.

\_\_\_\_\_  
*Mother's Name (please print)*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Father's Name (please print)*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

## GODPARENT CERTIFICATE OF COMMITMENT

***PLEASE NOTE: This form must be completed and affirmed by Godparent only.***  
*It is used to verify Sacramental records received within the Catholic Church.  
No additional documentation is required. No church seal is required.*

*A Christian Witness—baptized, non-Catholic—does not need to complete this form.*

I, \_\_\_\_\_, a registered member of \_\_\_\_\_,  
located in (City) \_\_\_\_\_, (State) \_\_\_\_\_, have been asked to serve as a godparent for  
(Child's Full Name) \_\_\_\_\_, the child of (Parents' names) \_\_\_\_\_  
who reside at (Parents' Address) \_\_\_\_\_ (City) \_\_\_\_\_, (State) \_\_\_\_\_  
as he/she celebrates the Sacrament of Baptism.

As a practicing Catholic, I appreciate that being a godparent is an important opportunity for me to witness to my faith and to be a good example of Catholic life to my godchild. I have conscientiously considered what I have been asked to do. I promise with God's help to sponsor the child as a Godparent as best I can be.

Therefore, I can affirm that (**Godparent initial each statement**):

- I have completed my own Christian initiation through the reception of the Sacraments of Baptism, First Holy Communion, and Confirmation.
- I am a registered member of a Catholic Church, and do my very best to actively contribute to parish life and liturgy at my church, including participating regularly in weekly Mass.
- I will strive to be a model of the Catholic faith for my godchild; to witness to my faith in Jesus Christ by the way I live through daily prayer, and virtuous living in service and love to the people with whom I come in contact daily.
- I will strive to maintain a consistent relationship with my godchild and celebrating significant moments such as the anniversary of the Baptism, their First Communion and Confirmation, and supporting my godchild in his or her own Catholic faith journey.
- I shall give Christian witness and pray for and with my Godchild as his/her Godparent.

\_\_\_\_\_  
Godparent's Name (please print)

\_\_\_\_\_  
Godparent's Signature

\_\_\_\_\_  
Date

*This form must be completed by the Godparent. A church seal and/or signature of priest is not required. Please return the completed form by fax to (920) 788-7658; by mail to Holy Spirit Parish, c/o Baptism Preparation Ministry Team at 620 E. Kimberly Avenue, Kimberly, Wisconsin 54136; or, a scanned copy of the completed form may be submitted electronically to [ackley1@holyspirit-parish.org](mailto:ackley1@holyspirit-parish.org). If you have any questions, please contact us at (920) 788-7640 with questions.*

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who reside at (Parents' Address) \_\_\_\_\_ (City) \_\_\_\_\_, (State) \_\_\_\_\_  
as he/she celebrates the Sacrament of Baptism.

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- I shall give Christian witness and pray for and with my Godchild as his/her Godparent.

\_\_\_\_\_  
Godparent's Name (please print)

\_\_\_\_\_  
Godparent's Signature

\_\_\_\_\_  
Date

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