



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

**INFANT BAPTISM PROCEDURE**

1. **This packet contains all the information you will need to have your child Baptized in Holy Spirit Parish.**
2. **Read the “Welcome” and the “Choosing A Sponsor (Godparent) For Your Child” documents in the packet.**
3. **Complete ALL the forms in the packet. Obtain photocopies of required documents as specified in the packet.**
4. **Return the completed forms and pay the registration fee at the parish office.**
5. **Register for one of the scheduled baptismal classes.**
6. **Schedule your child’s Baptism with the Baptism Coordinator after completion of the class.**

2021 Baptismal Class Schedule (English) – 3rd Saturday 12:00 PM													
Baptism Classes are held at 1070 North Texas Street in Room D													
	Jan 16	Feb 20	Mar 20	Apr 17	May 15	Jun 19	Jul 17	Aug 21	Sep 18	Oct 16	Nov 20	Dec 18	
2021 Rite of Baptism for Infants Schedule (English) –													
3 <sup>rd</sup> and 4 <sup>th</sup> Saturdays 10:00 AM													
	Jan 16	Feb 20	Mar 20	Apr 17	May 15	Jun 19	Jul 17	Aug 21	Sep 18	Oct 16	Nov 20	Dec 18	
	Jan 23	Feb 27	Mar 27	Apr 24	May 22	Jun 26	Jul 24	Aug 28	Sep 25	Oct 23	Nov 27	Dec xxx	



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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

- This information 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
- Both parents and sponsors (godparents) must complete a Baptism preparation class. We will accept a certificate from another parish's Baptism preparation program.
- All forms must be completed and submitted, along with the registration fee, to the parish office at least two weeks prior to attending the baptismal 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.
- A baptismal date will be scheduled only after all forms and documentation have been reviewed with the Baptism Coordinator after the baptismal preparation class.
- Please **DO NOT** send out invitations, reserve a reception site, or make travel arrangements until a baptismal date is confirmed.
- Sponsors (Godparents) **must be Catholic**, be **at least 17 years of age**, have received the sacraments of **Confirmation and Holy Communion**, and be **leading a life in accord with the Catholic Faith**.

## Documentation

- Registration and Parental Permission Form
- Sponsor Eligibility Form(s)
- Photocopy of child's birth certificate or adoption papers
- Baptismal Preparation Class Verification (if you attended a preparation program at another parish)
- Pastor Permission Letter (required only if you are having your child baptized here at Holy Spirit but are a member of another parish)



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

Every person being presented to the Church for Baptism must have a sponsor/godparent. By Canon Law, there is to be only one male or one female sponsor or one of each.

In the Catholic Church, the role of a godparent is more than an honorary function. In choosing godparents for your child, you are declaring that you see each 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.

### THE ROLE OF A SPONSOR/GODPARENT

The godparent 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.

### REQUIREMENTS TO BE A SPONSOR/GODPARENT

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

1. Be at least 17 years old.
2. Have already received all the Sacraments of Initiation (Baptism, Confirmation, and Holy Communion).
3. Be living in a way that demonstrates a strong faith in Jesus and the teachings of the Catholic Church.
4. If married, be married in the Catholic Church (by ordained clergy).
5. If unmarried, be living a celibate single life (not cohabitating).



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**REGISTRATION AND PARENTAL PERMISSION**

**FOR OFFICE USE ONLY**

Child's Full Legal Name \_\_\_\_\_  
 First Middle Last

Date of Birth \_\_\_\_\_ Birthplace \_\_\_\_\_  
 City State

Father's Full Legal Name \_\_\_\_\_ Catholic? Yes No  
 First Middle Last

Mother's Full Legal Maiden Name \_\_\_\_\_ Catholic? Yes No  
 First Middle Last

Address \_\_\_\_\_  
 Street City State ZIP

Contact Info \_\_\_\_\_  
 Telephone(s) Email

Parent's Marriage  Catholic  Other  Single Registered in Holy Spirit Parish? Yes No  
 If "No", would you like to Register? Yes 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\* \_\_\_\_\_

Sacraments	Marital Status
<input type="checkbox"/> Baptism	<input type="checkbox"/> Catholic
<input type="checkbox"/> Confirmation	<input type="checkbox"/> Other
<input type="checkbox"/> Eucharist	<input type="checkbox"/> Single

Godmother\* \_\_\_\_\_

Sacraments	Marital Status
<input type="checkbox"/> Baptism	<input type="checkbox"/> Catholic
<input type="checkbox"/> Confirmation	<input type="checkbox"/> Other
<input type="checkbox"/> Eucharist	<input type="checkbox"/> Single

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

**For Office Use Only**

Class Date: \_\_\_\_\_ Baptism Date: \_\_\_\_\_

Priest/Deacon: \_\_\_\_\_

**Recorded**

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 874 states: To be permitted to take on the function of sponsor a person must have the aptitude and intentions of fulfilling the function. Be at least 17 years 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 parishioner of Holy Spirit? Yes \_\_\_ No \_\_\_ (if not, your pastor's signature and church seal are required. See below.)
Are you an active, practicing Catholic, and have received all three Sacraments of Initiation?
Baptism: Yes \_\_\_ No \_\_\_ Confirmation: Yes \_\_\_ No \_\_\_ Holy Communion: Yes \_\_\_ No \_\_\_
Are you at least 17 years of age? Yes \_\_\_ No \_\_\_
Do you attend Mass on Sundays and Holy Days of Obligation, and regularly receive the sacraments of Communion and Reconciliation?
Yes \_\_\_ No \_\_\_
Are you a parent of the child to be Baptized? Yes \_\_\_ No \_\_\_
Are you single? Yes \_\_\_ No \_\_\_
Are you cohabitating (living together without marriage)? Yes \_\_\_ No \_\_\_
Are you married in the Catholic Church (by ordained clergy) and living in accord with Church teaching? Yes \_\_\_ No \_\_\_ (A copy of a Certificate of Catholic Marriage is required)

I have read the forgoing canonical requirement to be a Sponsor/Godmother and have placed a checkmark before 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:

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: \_\_\_\_\_

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- Are you a parishioner of Holy Spirit? Yes \_\_\_ No \_\_\_ **(if not, your pastor's signature and church seal are required. See below.)**
- Are you an active, practicing Catholic, and have received all three Sacraments of Initiation?  
 Baptism: Yes \_\_\_ No \_\_\_ Confirmation: Yes \_\_\_ No \_\_\_ Holy Communion: Yes \_\_\_ No \_\_\_
- Are you at least 17 years of age? Yes \_\_\_ No \_\_\_
- Do you attend Mass on Sundays and Holy Days of Obligation, and regularly receive the sacraments of Communion and Reconciliation?  
 Yes \_\_\_ No \_\_\_
- Are you a parent of the child to be Baptized? Yes \_\_\_ No \_\_\_
- Are you single? Yes \_\_\_ No \_\_\_
- Are you cohabitating (living together without marriage)? Yes \_\_\_ No \_\_\_
- Are you married in the Catholic Church (by ordained clergy) and living in accord with Church teaching? Yes \_\_\_ No \_\_\_  
**(A copy of a Certificate of Catholic Marriage is required)**

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

Sponsor/Godfather signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Sponsor/Godfather 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)