



INFANT BAPTISM PACKET

We are thrilled that you have chosen to have your child baptized here at The Madeleine! Below you will find all of the steps that must be completed before receiving the sacrament. It is our pleasure to help you through this process. Please do not hesitate to contact Lauren Craig with any questions you have, lcraig@themadeleine.edu

1. **Parents must be registered parishioners at The Madeleine.** If you are not registered at The Madeleine, a letter of permission from the pastor where you are registered and active is required.
2. **Please complete and return the Baptism Registration Form and include a copy of the child's birth certificate.** You may submit these documents via "snail mail," email, or by dropping them off in the parish office. We request a \$30 donation to cover costs.
3. **Choose at least one Godparent for your child. Godparents must be:**
 - someone other than the parents,
 - at least 16 years of age,
 - baptized Catholics who have received First Communion and Confirmation,
 - living a life of Faith in keeping with the teachings of the Church.

Only one Godparent is required, but you can choose two. If two, one must be male and one female, and both must meet the requirements above. Please let us know if you have questions about these requirements.
4. **Godparent(s) must complete the Sacramental Sponsor Form included in this packet.**
5. **Parents must complete a baptism class.** Our course is a 60 minute class on the baptism process. Please contact Lauren Craig to inquire about when the next class will be offered. Godparents are encouraged to attend.
6. **Set the date for your baptism.** This is the final step. The date is not set until all of the above requirements have been met.

At The Madeleine, we baptize during Saturday evening and Sunday morning Masses. We celebrate with you and welcome your child into our community of faith. Note that one or more children may be baptized at a Mass.

You will have one pew reserved for you on the day of the baptism, which will accommodate ten people. Please plan to arrive twenty minutes before Mass.

Finally, while going through the baptism process, please consider any other spiritual or sacramental needs we can assist you with. Perhaps a member of your family would like to become Catholic? Are you curious about the annulment process? We are here to help.

May God bless you and your family!



Baptism Registration Form

Full name of child to be baptized _____

Child's Date of Birth _____ City/State of Birth _____

Please list additional children on additional forms

Parent/Adult Information

Parent 1 Full Name _____ Relationship to child _____

Surname at birth (if different) _____

Cell Phone _____ E-mail _____

Baptized? Yes-Year: _____ No If yes, name of church _____

First Eucharist? Yes-Year: ____ No Confirmed? Yes-Year: ____ No

Religion/Faith Tradition _____

Parent 2 Full Name _____ Relationship to child _____

Surname at birth (if different) _____

Cell Phone _____ E-mail _____

Baptized? Yes-Year: _____ No If yes, name of church _____

First Eucharist? Yes-Year: ____ No Confirmed? Yes-Year: ____ No

Religion/Faith Tradition _____

Parents, were you married in the Catholic Church? Yes No If yes, date of marriage: _____

Is your family registered in The Madeleine Parish? Yes No

Family Mailing Address _____ City _____ State _____ ZIP _____

Family Home Phone: _____ Date for Class (sign up on website): _____

Godparents Information

Godparent(s) Name(s) _____

Godparents must be 16 or older, fully-initiated Catholics living a life of faith.

Godparent Email: _____ Godparent Phone _____

Are the Godparents registered at The Madeleine Parish? Yes No

If no, what parish? _____ City _____ State _____

Phone _____

Please include a copy of the child's birth certificate

Contact: Lauren Craig, Sacramental Prep Coordinator, 503-281-5777 x 116, or lcraig@themadeleine.edu

A \$30 donation is requested to cover costs

OFFICE USE ONLY: Date of Class _____ Date of Baptism: _____ Birth Certificate Received: Yes No



Sacramental Sponsor Form

(For Baptism or Confirmation)

Can. 872- Insofar as possible, a person to be baptized is to be given a sponsor who assists an adult in Christian initiation or together with the parents presents an infant for baptism. A sponsor also helps the baptized person to lead a Christian life in keeping with baptism and to fulfill faithfully the obligations inherent in it.

Sponsor's Name _____

I have been asked to serve as a sponsor/godparent for Baptism or Confirmation for

_____ at _____
(Name of person to be baptized/confirmed) (Name of church)

I understand the importance of being a sponsor/godparent and affirm with my signature below that I meet the following requirements for a sponsor/godparent as established by Canon Law (Can. 874):

- I am at least sixteen years of age.
- I am not the parent of the person to be baptized/confirmed
- I am a baptized Catholic and have received my first Holy Communion and Confirmation
- I live a life of faith in keeping with the function I am taking on as a sponsor/godparent.

I hereby attest with my signature that I meet all the above requirements to be a sacramental sponsor in the Catholic Church.

Sponsor's signature _____ Date _____

Please have the pastor of your registered parish complete the bottom portion of this form:

.....
I am the pastor of the above named candidate to be a sacramental godparent or sponsor. I affirm that this candidate is a practicing Catholic and a member of my parish, and that he/she meets the Catholic Church's requirements to serve as a sacramental sponsor or godparent.

Pastor's signature _____ Date _____

Pastor's Printed Name _____

Parish Name _____

Parish Address _____