



## Baptism Request Form for Children Under 7 Years Old

**PLEASE WRITE CLEARLY AND IN PRINT. (Provide a copy of the child's birth certificate.)**

Registered in Our Parish?  Yes  No If not, what parish you attend? \_\_\_\_\_

Father's Full Name: \_\_\_\_\_

Mother's Full Maiden Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

State & Zip: \_\_\_\_\_ Other Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Child's Full Name:** \_\_\_\_\_  Male  Female First Child?  \_\_\_\_\_  
Name Middle Name Last Name

Child's Date of Birth: \_\_\_\_\_ Child's Place of Birth: \_\_\_\_\_  
Month Day Year

Requested Date of Baptism: \_\_\_\_\_

Desired Clergy to Perform the Baptism: \_\_\_\_\_

### **Godparents' Information**

Please review the godparent requirements on the next page before selecting godparents.

Godfather's Name: \_\_\_\_\_ Religion \_\_\_\_\_

Member of St. Mary's?  Yes  No If not, name of Home Parish \_\_\_\_\_

Marital Status:  Married in the Church  Single  Other: \_\_\_\_\_

Check Sacraments Completed:  Baptism  First Communion  Confirmation  Marriage

Godmother's Name: \_\_\_\_\_ Religion \_\_\_\_\_

Member of St. Mary's?  Yes  No If not, name of Home Parish \_\_\_\_\_

Marital Status:  Married in the Church  Single  Other: \_\_\_\_\_

Check Sacraments Completed:  Baptism  First Communion  Confirmation  Marriage

### **Acknowledgments**

By signing below, the parent acknowledges that he/she has read, understood, and accepted the requirements for the reception of the sacrament of Baptism at St. Mary Parish.

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### **OFFICE USE ONLY**

Notes: \_\_\_\_\_

Recipient's paperwork received: \_\_\_\_\_

Sponsors' paperwork received: \_\_\_\_\_

Baptismal class completed (date): \_\_\_\_\_ Person Receiving Form: \_\_\_\_\_

Sacrament completed (date): \_\_\_\_\_ Clergy's Signature: \_\_\_\_\_

## Requirements for the Sacrament of Baptism at St. Mary Parish

- The family should be registered members of St. Mary Parish. If not, they must provide a letter from their home parish confirming active membership and completion of a baptismal preparation class. Please have the letter mailed to St. Mary's Church, 2211 E. Lakeview Drive, Johnson City, TN 37601. Alternatively, it can be emailed to [church.secretary@stmarysjc.org](mailto:church.secretary@stmarysjc.org) or faxed to 423-282-6145.
- If godparents are not members of St. Mary Parish, they must provide a letter from their home parish confirming their active membership and good standing with the Church. They must also present proof of completing a baptismal preparation class and meet all other requirements for being godparents (see requirements below). Please have the letter sent to St. Mary's Church as indicated in the previous bullet.
- Baptisms must be scheduled through the parish office and can only be arranged after parents and godparents have completed all required preparation and submitted all necessary documentation, including a copy of the child's birth certificate. Baptisms are typically scheduled on Saturdays between 11:00am and 2:30pm, though other days may be available.
- The required baptismal preparation class (per CL 851 §2) are held on the fourth Saturday of each month, starting after the morning Mass from 9:15am to 11:00am. This class is for parents and godparents, but others may attend if there is room in the class. Please sign up for the class at the church office.
- Exceptions to these requirements can only be granted by the Pastor.

## Requirements for Godparents for the Sacrament of Baptism

**Selecting Godparents:** Godparents are to be role models for the child. Therefore, parents must choose them with care. Godparents play a very important role in their godchild's spiritual life. What is important is not how close a friend they are but rather how closely they follow the Lord and His Holy Church. The godchild should be able to look to his/her godparents as an examples of how the Church teaches us to live our Catholic faith. The godparents should support not only the child but the parents as well. Additionally, in their role as godparent, they represent the larger Catholic Church community. Therefore, being a godparent is not only an honor, but also a tremendous responsibility.

**Standards for Godparents:** Insofar as possible, a person to be baptized should have a godparent who, along with the parents, presents the child for Baptism. A godparent also helps the baptized person lead a Christian life in keeping with Baptism and faithfully fulfill the obligations inherent in it (CL 872). To assist parents in selecting the most suitable godparents, the Church has established the following standards:

- There may be one male godparent, one female godparent, or one of each (CL 873).
- ONLY CATHOLIC GODPARENTS ARE ALLOWED. They MUST be practicing Catholics in good standing with the Church (must lead an exemplary life consistent with the faith and morals taught by the Catholic Church), be at least 16 years old, and mature enough to understand, accept, and fulfill the responsibilities of a godparent.
- Godparents must have received the Sacraments of Initiation: Baptism, Eucharist, and Confirmation.
- Proxy (representative) godparents are allowed if the designated godparents cannot be present.
- If the godparents are a married couple (man and woman), they must present a copy of their CATHOLIC MARRIAGE certificate. GODPARENTS WHO ARE COHABITATING OR ONLY CIVILLY MARRIED ARE NOT PERMITTED, even if only one of them is to be a godparent.
- A baptized person who belongs to a non-Catholic ecclesial community cannot be a godparent but can be a witness to the Baptism, alongside a Catholic godparent (CL 874 §2).