



Sacred Heart Church

Archdiocese of Galveston-Houston

507 South Fourth Street • Richmond, Texas 77469-3599

Church (281) 342-3609 • C.C.E. Office (281) 342-8371 • Fax (281) 342-9833

Baptism

After Jesus was baptized, he came up from the water and behold, the heavens were opened [for him], and he saw the Spirit of God descending like a dove [and] coming upon him. And a voice came from the heavens, saying, "This is my beloved Son, with whom I am well pleased." Matthew 3:16-17.

Our parish family here at Sacred Heart welcomes you and your child. Baptism marks a significant event in the life of your child, for through Baptism the child becomes a member of the Body of Christ, the Church. Moreover, the newly baptized is given the promise of the status of being an adopted child of God. Baptism also opens the doors to the other sacraments, which allows for spiritual growth and support.

We ask that you read the following guidelines carefully. If some questions should arise, please do not hesitate to contact us. We want your child's Baptism to be a spiritual and memorable event. May God bless you as you prepare to begin the journey of faith with your child.

In order for a child to be baptized at Sacred Heart, the parents (at least one) must be registered members of Sacred Heart Church for at least three months.

The Baptismal program at Sacred Heart requires attendance at a Baptism class. These classes are offered once per month; the church office should be consulted for available dates. Attendance of the class is a requirement. Since both parents form the spiritual life of the child, even non-Catholic parents are required to attend. We can provide babysitting for toddlers and older children, but we must know in advance so that arrangements can be made. Infants may stay with their parents. Parents are encouraged to attend the class before the birth of the child, but that is not a requirement. The godparents are also required to attend a Baptism class. They may attend in their home parish and furnish us with a letter to verify their class attendance.

Although the customary practice is to have both a godmother and a godfather, only one godparent is required. In order to serve as a godparent, a person must be an active participating Catholic, at least sixteen years old, who has received First Communion and Confirmation, and who is also registered in a parish. If married, the marriage must be recognized by the Catholic Church. The godparent form is included in this packet. After the form is filled out and signed, it is then returned to the parish office. The godparents must request a letter to verify their attendance at Baptism class and attach to the godparent form.

A baptized person of another faith cannot be a godparent. They are invited to be a witness, and we welcome them, but they cannot be the godparent of record. The godparents represent the community of faith in which the child is being baptized; thus it is appropriate that only those who are practicing Catholics be godparents. In addition, the godparents are chosen to instill and support the faith of the community in which the child will one day receive the sacraments.

The celebration of the Sacrament is always communal in nature; therefore, private Baptisms are discouraged. Baptisms are scheduled on the second Sunday of each month following the 11:15 mass. If it is not possible for the family to baptize at this time, Baptism can be scheduled at other times, provided a priest or deacon is available. These arrangements must be made in advance through the church office.

In addition to attending the **Baptism class**, the parents must provide the church office with the following documentation:

- 1) the completed **green application form** which is included to this packet;
- 2) a copy of the **birth certificate**
- 3) **godparent(s) forms**
- 4) **letter** to verify Baptism class, if class taken at another Church other than Sacred Heart, Richmond

Baptisms will not be scheduled until both parents and both godparents have attended the baptism class and all these documents have been provided. Please note however, that scheduling of Baptism is not automatic; that is, Baptism is not automatically scheduled just because you have attended the class and submitted the required paperwork.

To schedule the Baptism you must either come to the church office, call the church office, or email the church office when you have completed all the requirements.

Please note that if you do not complete all the requirements and properly schedule the Baptism through the church office, a Baptismal certificate will not be prepared. Without that certificate, the priest/deacon will not be able to baptize your child.

Sacred Heart Catholic Church

Baptism Application Form

Today's date _____

please print or type

Child's name _____

Place of birth _____
city state

Date of birth _____



Father _____ Religion _____
first middle last

Mother _____ Religion _____
first middle maiden

Email Address _____

Telephone numbers _____ and _____

Sacred Heart ID Number/Envelope Number _____

How long have you been registered at Sacred Heart? _____

If less than 6 months, previous parish where registered: _____

Does Catholic parent attend Mass regularly? _____



Godparents

Name: _____ Religion _____

Name: _____ Religion _____

Office use only: date registered in parish:	_____
date attended Baptism Preparation Class:	_____
date of Baptism:	_____
celebrant of Baptism:	_____

Sacred Heart Catholic Church

ARCHDIOCESE OF GALVESTON-HOUSTON

507 S. Fourth Street

Richmond, Texas 77469-3599

Office phone 281-342-3609

Fax number 281-342-9833

GODPARENT FORM FOR BAPTISM

QUALIFICATIONS FOR A GODPARENT

1. Must be registered in a Catholic parish, attend Mass weekly and receive the sacraments.
2. Must have received the three (3) Sacraments of Initiation: Baptism, Confirmation and Eucharist.
3. Those Catholics who have joined another religion may not act as godparents.
4. Must have completed their sixteenth (16) year and cannot be the father or mother of the one receiving the Sacrament.
5. If married, the marriage must be recognized by the Catholic Church and be valid, according to the Code of Canon Law.

PLEASE PRINT CLEARLY— FULL NAME TO BE TYPED ON BAPTISMAL CERTIFICATE

I, _____, have read the requirements and conditions to be a

Catholic godparent for _____, child of

Check all that apply:

- I am a registered parishioner of _____ (church) _____
(city, state) _____
- I have received all three sacraments of Baptism, Eucharist, and Confirmation.
- I am not married.
- I am married. Our Marriage is a Catholic Marriage.
- I am married. Our Marriage was outside the Catholic Church.
- I have attended a Baptismal Preparation Class. Attach a letter/certificate to verify class attendance. Class must be taken within 2 years.

I accept the responsibility in helping to form this child in the Catholic Faith. By my signature, I am stating that I understand the qualifications of a Catholic godparent and I meet those qualifications.

SIGNATURE OF GODPARENT: _____ TODAY'S DATE: _____

Sacred Heart Catholic Church

ARCHDIOCESE OF GALVESTON-HOUSTON

507 S. Fourth Street

Richmond, Texas 77469-3599

Office phone 281-342-3609

Fax number 281-342-9833

GODPARENT FORM FOR BAPTISM

QUALIFICATIONS FOR A GODPARENT

1. Must be registered in a Catholic parish, attend Mass weekly and receive the sacraments.
2. Must have received the three (3) Sacraments of Initiation: Baptism, Confirmation and Eucharist.
3. Those Catholics who have joined another religion may not act as godparents.
4. Must have completed their sixteenth (16) year and cannot be the father or mother of the one receiving the Sacrament.
5. If married, the marriage must be recognized by the Catholic Church and be valid, according to the Code of Canon Law.

PLEASE PRINT CLEARLY— FULL NAME TO BE TYPED ON BAPTISMAL CERTIFICATE

I, _____, have read the requirements and conditions to be a
Catholic godparent for _____, child of
_____.

Check all that apply:

- I am a registered parishioner of _____ (church)
_____ (city, state)
- I have received all three sacraments of Baptism, Eucharist, and Confirmation.
- I am not married.
- I am married. Our Marriage is a Catholic Marriage.
- I am married. Our Marriage was outside the Catholic Church.
- I have attended a Baptismal Preparation Class. Attach a letter/certificate to verify class attendance. Class must be taken within 2 years.

I accept the responsibility in helping to form this child in the Catholic Faith. By my signature, I am stating that I understand the qualifications of a Catholic godparent and I meet those qualifications.

SIGNATURE OF GODPARENT: _____ TODAY'S DATE: _____

Sacred Heart Catholic Church

ARCHDIOCESE OF GALVESTON-HOUSTON

507 S. Fourth Street

Richmond, Texas 77469-3599

Office phone 281-342-3609

Fax number 281-342-9833

CHRISTIAN WITNESS FORM FOR BAPTISM

Parents please note:

This form is intended to be used ONLY if a Christian witness will replace one of the godparents.

For more information on Christian witness, refer to the cover letter in this packet or call the parish office.

QUALIFICATIONS FOR CHRISTIAN WITNESS

1. A Baptized person of another tradition may substitute as a Christian witness for one Catholic godparent if he/she is a member of a Christian Church and worships regularly.
2. Non-practicing Catholics may not act as a Christian witness
3. Members of those churches which do not believe in the Trinity and/or the Divinity of Christ may not act as a Christian witness.

PLEASE PRINT CLEARLY— FULL NAME TO BE TYPED ON BAPTISMAL CERTIFICATE

I, _____, have read the requirements and conditions to be a

Christian witness for _____, child of

Check all that apply:

- I am a registered member of _____ (church) _____
(city, state) _____
- I am a Baptized Christian of which denomination? _____
- I worship regularly.
- I have attended a Baptismal Preparation Class at a Catholic Church. Attach a letter/certificate to verify class attendance. Class must be taken within 2 years.

I accept the responsibility in helping to form this child in the Catholic Faith. By my signature, I am stating that I understand the qualifications of a Christian witness and I meet those qualifications.

SIGNATURE OF CHRISTIAN WITNESS: _____ TODAY'S DATE: _____