



ST. BARNABAS CATHOLIC CHURCH

3955 ORANGE AVE., LONG BEACH, CA 90807

(562) 424-8595 Office | baptism@stbarnabaslb.org | www.stbarnabaslb.org

P.B. _____

REQUIREMENTS FOR THE SACRAMENT OF BAPTISM

Baptism ceremonies are held every **FOURTH SUNDAY**, unless there is a conflict due to Holidays, for which you can contact the Parish Office for information.

BEFORE the Baptism date will be scheduled, all required paperwork must be submitted to the office. The office staff will do an initial review and contact the parents if there are any issues. Then one of our Priests will review the documents for approval, and **only at that time** will the baptism be assigned a date.

If you have a particular month in mind, please make sure to get the paperwork into the office the month prior to the month in which you want the baptism. Please note, there is no guarantee that you will be scheduled for the baptism the next month, that will depend upon the paperwork being submitted and approval by our priest.

Parents of the child to be Baptized **MUST** either be registered members of St. Barnabas Church, or you must submit a Permission Letter from their home Parish Church that they may have their child baptized at St. Barnabas Church. If not already registered, please fill out our Parish Registration Form and submit with the other documents.

Parents **NOT** married/married in the Catholic Church, or if neither Parent is a practicing Catholic, **both** Parents must meet with the Pastor/Priest/Deacon and sign a "Letter of Intent," BEFORE Baptism will be scheduled. Single parents, must meet with the Pastor/Priest/Deacon and sign a "Letter of Intent," BEFORE Baptism will be scheduled.

Documents to be submitted before baptism date can be assigned are as follows:

- Baptism Registration Form
- Live Birth Certificate or Hospital Birth Record
- Parent's Marriage License (if received a convalidation then need certificate from the catholic church of convalidation)
- Signed Godparent Form (One Per Godparent)
- Godparents Proof of Sacraments (Married Godparents must submit Marriage License; Single Godparents must submit Confirmation Certificate or Current copy of Baptism Certificate with notation of confirmation or home parish/pastor approval at bottom of Godparent form)
- Proof of Parish Registration or Permission Letter from home Parish or Parish Registration Form

Other things to do, no later than two weeks before Baptism date:

- Completion Certificates/Proof of Baptism Course for Parents and Godparents. Both Parents of the child and the Primary Godparents are required to attend a baptismal classes, which are held every second Thursday of the month at the Parish Center Fireside Room. It may be taken at another Parish also. Or if you took a baptismal class less than three years ago, provide proof of that.
- Baptismal fee is \$100.00 per child to be baptized and can be paid by mail, drop off at the parish office or via Faith Direct: <https://membership.faithdirect.net/givenow/CA794/40449>

PARISH AND ARCHDIOCESAN PHOTOGRAPH POLICY

You may designate ONE FAMILY MEMBER to videotape and/or take photographs during the ceremony. We kindly ask that you do not stand at the Altar or bring special lighting. Photographs may also be taken after the Baptism Rite, but only with permission of the Parents, Priest, or Deacon.

***** A CHURCH PHOTOGRAPHER IS AVAILABLE FOR AN EXTRA FEE OF \$150.00 *** PLEASE PAY CASH ON THE DAY-OF & GIVE DIRECTLY TO OUR PHOTOGRAPHER (Includes all digital photos & commemorative book)**



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SELECTING YOUR CHILD'S GODPARENTS

Godparents must be practicing Catholics. Godparents play a very important role in their Godchild's spiritual life and should serve as role models of the Catholic Faith. The child should be able to look up to their Godparents as an example of how the Church teaches us to live our Catholic Faith. In their roles, Godparents represent the larger Church Community. Therefore, it is not only an honor, but also it is a tremendous responsibility to be a Godparent. (1) Catholic Godparent, is required. If having (2) Catholic Godparents, must be 1 male and 1 female.

The Catholic Church has provided guidelines to help you as Parents, to choose the best possible Godparents for your child:

- ❖ A child must have **at least one practicing Roman Catholic Godparent** in good standing with the Church. "Practicing" meaning weekly attendance at Mass and receive the Sacraments of Communion and Reconciliation (Confession).
- ❖ This Catholic Godparent must be **at least 16 years old** and mature enough to understand, accept, and carry out the duties of a Godparent.
- ❖ A Godparent must have received the Sacraments of Initiation: Baptism, Eucharist (First Communion), and Confirmation. If the Godparent is Married, they must be Married in the Catholic Church. **At least one of the Godparents must have the "Godparents for Infant Baptism Form,"** Godparents need to have their Pastor verify their eligibility.
- ❖ A Godparent must be living an exemplary life consistent with faith and morals as taught by the Roman Catholic Church.
- ❖ A Godparent must be actively practicing the faith. (A Non-Catholic, baptized Christian may be chosen as a "Christian Witness" as long as one Godparent is a practicing Catholic).
- ❖ Only **TWO Primary Godparents (1 Male/1 Female)** may appear in the official Church records. If there are additional Godparents, they must take the pre-baptismal class to be included on the baptismal certificate.

***** NOTE: PRIMARY GODPARENT(S) MUST PROVIDE A COPY OF THEIR CONFIRMATION CERTIFICATE, OR A LETTER FROM THEIR PARISH STATING THEY HAVE BEEN CONFIRMED IN THE ROMAN CATHOLIC CHURCH. IF GODPARENT IS MARRIED, THEY MUST PROVIDE A COPY OF THE MARRIAGE CERTIFICATE, OR A LETTER/CERTIFICATE FROM THE ROMAN CATHOLIC CHURCH, IN WHICH THE CEREMONY TOOK PLACE.**



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BAPTISM REGISTRATION FORM

*** PLEASE PRINT CLEARLY ***

NAME OF CHILD: _____ LIVE BIRTH CERTIFICATE

DATE OF BIRTH: _____ CITY OF BIRTH: _____

CURRENT ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CELL PHONE: _____ EMAIL: _____

FATHER'S FULL NAME: _____

RELIGION OF FATHER: CATHOLIC OTHER: _____

MOTHER'S 1ST NAME & MAIDEN NAME: _____

RELIGION OF MOTHER: CATHOLIC OTHER: _____

ARE YOU REGISTERED PARISHIONERS? YES # _____ NO *If answered NO, you need to register for free at our Parish. If you belong to another Parish, please provide a letter from your Pastor stating you can baptize your child here.*

CHILD'S PARENTS MARRIED IN THE CATHOLIC CHURCH? YES NO CIVILLY Letter of Intent
If Parents are NOT married in the Catholic Church, or neither of them are practicing the Catholic Faith, they are required to speak with one of the Parish Priests, prior to Baptism. We will hold Baptismal Certificate until this meeting is completed. Must sign "Letter of Intent."

#1 PRIMARY GODPARENT'S FULL NAME: _____

RELIGION OF GODPARENT #1: CATHOLIC OTHER: _____

#2 PRIMARY GODPARENT'S FULL NAME: _____

RELIGION OF GODPARENT #2: CATHOLIC OTHER: _____

IF NEEDED, ADDITIONAL GODPARENTS: _____

***** FOR OFFICE USE ONLY *****

DATE OF BAPTISM: _____ TIME: _____ BAPT. TEAM MEMBER: _____

NAME OF PRIEST/DEACON: _____ P.B. (150)

REG. FEE (\$100.00): CASH FAITH DIRECT CHECK #: _____ DATE: _____ STAFF INITIAL: _____

PHOTO FEE (\$150.00): YES PAID TO: _____

CERTIFICATE: PRINTED GIVEN MAILED

stamp complete

ON-HOLD (incomplete paperwork)

RECORDED BY: _____

DATE: _____ PG REF: ____/____



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GODPARENTS FOR INFANT BAPTISM FORM

Before signing, please read the following Church requirements for being a Godparent:

In accordance with the laws of the Roman Catholic Church (Canons 872, 874, 892, 893) to be a Sacramental Sponsor, a person must:

Be a person suitable for this role, selected by the candidate’s family, and having the intention of fulfilling this privileged role (a practicing Catholic, meaning weekly attendance at Mass and regular reception of the Sacrament of Communion and Confession).

- ❖ **Be at least 16 years of age.**
- ❖ **Be neither the Father nor Mother of the person to be baptized.**
- ❖ **Have received the following Sacraments of Initiation.** (*MUST provide a copy of Confirmation Certificate or letter from Parish from which you received your Sacraments. **If Godparent is married, MUST provide a copy of your Marriage License/ Certificate or letter from the Church at which you were married.)

BAPTISM **EUCHARIST (1ST COMMUNION)** **CONFIRMATION*** **MARRIAGE****

In the case of Infant Baptism, the Sponsor’s role is (together with the Parents) to present the child for Baptism and to help him/her live a Christian life in the Catholic Church, faithfully fulfilling the duties inherent in Baptism.

I DECLARE THAT I AM A MEMBER OF THE PARISH STATED BELOW AND I FULFILL THE REQUIREMENTS OF CANON LAW TO BE A GODPARENT.

PRINT NAME OF PROSPECTIVE GODPARENT

PRINT NAME OF CHILD TO BE BAPTIZED

PROSPECTIVE GODPARENT’S SIGNATURE

COMPLETED BAPTISMAL CLASS AT: _____ (Parish)

DATE: _____ CITY/STATE: _____

=====

[Below, to be completed by prospective Godparent’s Home Parish, Pastor and/or Parish Office Administration. No need to produce copy of Confirmation Certificate or Marriage Certificate if verified and sealed by Home Parish.]

I certify that _____, is a registered member of this Parish, is a practicing Catholic, and is eligible to act as a Godparent for the Sacrament of Baptism. FAMILY #: _____

GIVEN THIS _____ DAY OF _____, 20_____

SIGNED: _____
(Pastor of prospective Godparent’s Parish)

PARISH: _____

CITY/STATE _____



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(Parish)

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(Pastor of prospective Godparent’s Parish)

PARISH: _____

CITY/STATE _____