

## **SACRAMENTAL RECORDS**

### **EXPLANATION OF CURRENT PRACTICES**

#### **Baptism**

The baptismal record is the primary record of a person's status within the church (Canon 535, §2). The baptismal record is to include:

- Full name as found on birth certificate.
- Date and place of birth as found on birth certificate.
- Full name of father.
- Full birth or "maiden" name of mother.
- Full name of Minister of the Sacrament.
- Full names of the sponsors/godparents or Christian witness.
- Date and place of the baptism.
- Names of proxies if applicable.

*Notations of other Sacraments, etc.* Notations of the reception of other sacraments are also included in the baptismal register. Even if these sacraments are conferred at the same parish, the notations are to be recorded in the baptismal register.

*Profession of Faith.* The names of persons who are baptized Christians and who enter into full communion with the Catholic Church by means of a profession of faith should be recorded in the parish baptismal register under the date of profession, church denomination and place of the non-Catholic baptism, and all other information as required. "Profession of Faith" or "Received into Full Communion" and its date should clearly be indicated in the notations column of the baptismal register.

#### **First Holy Communion**

It should be verified that the child is Catholic.

1. The parents need to provide a copy of the baptismal certificate.
2. If the child was baptized in the parish where First Communion is to take place, simple verification of the baptismal registry will suffice.
3. If the child was baptized in a parish other than the parish where First Communion will take place, the parents provide a copy of the baptismal certificate.
4. If the child was baptized Christian but not Catholic, the child needs to convert to Catholicism before celebrating First Reconciliation. Consult with the pastor on how he wants to accomplish this process. Record the date of the conversion under the "Profession of Faith" column on the above-mentioned form.

The First Communion register is to include:

- Full name of the First Communicant as found on his/her baptismal certificate.
- Date and place of birth.
- Date and place of baptism, as verified from baptismal certificate.
- Full name of parents as found on communicant's baptismal certificate.

- Date and place of the reception of First Communion.
- (if applicable) For those who need to convert to Catholicism, date and place of Profession of Faith.

Notification of the reception of this sacrament is to be sent to the place of baptism. The date and place of the reception of this sacrament is to be noted in the baptismal register even if the sacrament took place in the same parish or faith community.

### **Reconciliation**

The Sacrament of Reconciliation pertains exclusively to the internal forum, and therefore registers for these records are never created nor are certificates issued.

### **Confirmation**

The Confirmation register is to include:

- Full name of the confirmed as found on his/her baptismal certificate.
- Date and place of birth.
- Date and place of baptism, as verified from baptismal certificate.
- Full names of parents.
- Confirmation name, if different than baptismal name.
- Full name of sponsor/proxy.
- Date and place of the Confirmation.
- Name of minister who performed the Confirmation.

In order to verify that a Confirmation student has received baptism and First Communion, when the Confirmation is to take place at the same parish or faith community where the baptism occurred, the baptismal and First Communion record can be verified by checking parish records.

In the case where a Confirmation student did not receive baptism or First Communion in your parish, a copy of the baptismal certificate is required as supporting documentation. *Per Diocesan Guidelines for Pastors and Catechetical Leaders (1998)* the parent or guardian must obtain a recent copy of the child's baptismal record, dated within the last six months and containing the notarized seal of the baptismal church.

A Confirmation certificate is to be issued as soon as possible after the event is recorded in the register. In cases of joint celebrations, each parish or faith community which sends candidates is responsible for the completion of its own register, which is to include the name of the parish in which the celebration took place.

Notification of the reception of this sacrament is to be sent to the place of baptism. The date and place of the reception of this sacrament is to be noted in the baptismal register even if the sacrament took place in the same parish or faith community.