

ST. FRANCIS OF ASSISI CATHOLIC CHURCH
2450 NE 27th Street, Bend, Oregon 97701
541-382-3631 (Fax) 541-385-8879

Instructions for Infant Baptism

The parish family of St. Francis of Assisi is happy that you have chosen to have your child baptized in our parish. To help you with this process, we have listed the steps you need to take before you return the baptism packet back to the office. This process must be completed two weeks prior to desired baptismal date. This process applies to children under the age of seven.

1. **Attain and include a copy of the child's birth certificate and complete the Parent Form.**
2. **If you are not married or married outside of the Church, please make an appointment with the pastor to discuss.**
3. **Attend a Baptism Prep Class.** Parents and godparents (sponsors) are required to take a pre-baptism class if they have not done so within the past two years. Please call the parish office at 541-382-3631 or email baptism@stfrancisbend.org to register for the next class. Parents or godparents who do not live in the Bend area may attend the class at their own parish and provide a letter or certificate verifying when and where the class was attended.
4. **Choose godparents.** You will need one or two godparents for the child to be baptized. Requirements for the godparents are as follows:
 - If there are two godparents, they must be of opposite sex.
 - Must be older sixteen (16) years of age.
 - A practicing Catholic who has received the Sacraments of Baptism, Confirmation and First Holy Eucharist.
 - Be leading a life in harmony with the faith and role to be undertaken.
 - Must not be bound by any canonical penalty.
 - If married, must be married within the Catholic Church.
 - Godparent(s) must attend a baptismal preparation class and have a letter of recommendation from their pastor which states their sacramental standing, parish activity, and date/location of their baptismal preparation attendance.
 - Baptized non-Catholic Christians cannot serve as godparents but may participate in the ceremony as a *Christian Witness*. There must be at least one Catholic sponsor present.
 - If godparents are unable to attend the baptism you may have proxies stand in their place.
4. **Return complete baptismal packet to parish at least two weeks prior to desired baptismal date.** Once steps 1-4 are complete, bring complete packet back to parish office. In review, you will need:
 - Completed Parent Form
 - Copy of Child's Birth Certificate
 - Completed Godparent/Sponsor Form (to include signature and seal of home parish)
 - Certificates/letter stating completion of Baptism Preparation class for parents and godparents
5. **Schedule/Conduct Baptism.**
 - Baptisms at St. Francis are regularly scheduled. Check with the baptismal coordinator to find out when they are scheduled. Private baptisms are not guaranteed.
 - For the baptism you will need to have your sponsors or proxies present. Babies/children should wear white gowns/outfits.
 - The parish provides a baptismal candle and a baptismal bib.
 - If you have any special requests for the baptism please make them clear to the baptismal coordinator.
 - It is customary for the family to provide a small offering to the priest/church for conducting the baptism.

Infant Baptism

St. Francis of Assisi Parish

2450 NE 27th Street

Bend, OR 97701

p. 541-382-3631

f. 541-385-8879

Parent Form

Name of Child to be Baptized: _____

Gender: Male _____ Female _____

Child's Date of Birth: _____ Place of Birth: _____

Father's Name (first, last): _____ Religion: _____

Mother's Name (first, maiden): _____ Religion: _____

Home Address: _____

City: _____ State: _____ ZIP: _____

Primary Phone: _____ Primary Email: _____

Are you a registered member of this parish? Y__N__ (if you attend St. Francis, but are not registered, please do so before the baptism)

If you are registered in another parish, what is the name of your church? _____

Are the Parents Married? Yes__ No__

If yes, was your marriage celebrated in the Church by a priest or a deacon? Y__ N__

Note: If you answered no, please contact the office for an appointment with the priest to discuss convalidation (blessing by the Church). 541-382-3631

At least one godparent/sponsor is required. If there are two, one must be male and the other female. Non-Catholic Christians who have been baptized may serve as a Christian Witness. There must be at least one Catholic who meets to qualifications listed on the instruction sheet. Please ensure that the sponsor forms are completed to include a stamp and seal of their parish.

Sponsor 1 Full Name: _____ **Religion:** _____

This person will serve as Godmother__ Godfather__ Christian Witness__

Will this person be present at the baptism? Y__ N__

If no, who will serve as a proxy for this sponsor? Name: _____

Sponsor 2 Full Name: _____ **Religion:** _____

This person will serve as Godmother__ Godfather__ Christian Witness__

Will this person be present at the baptism? Y__ N__

If no, who will serve as a proxy for this sponsor? Name: _____

**ATTACH A COPY OF CHILD'S
BIRTH CERTIFICATE TO THIS
FORM**

OFFICE USE ONLY

Pre Baptism Class: _____ Date: _____

Birth Certificate: _____

Date of Completed Baptism: _____

Baptizing Priest/Deacon: _____

Date Baptism Recorded: _____

Date Certificate Generated: _____

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Sponsor Form

Name of Child to be Baptized: _____

Serving as Child's: Godfather _____ Godmother _____ Christian Witness _____

Your Name (first, last): _____ Religion: _____

Home Phone: _____ Cell/Work Phone: _____

Primary Email: _____

Home Parish Name and Location: _____

QUALIFICATIONS TO SERVE AS A GODPARENT

The role of the sponsor/godparent is: "together with the parents, to present an infant at the baptism, and help the baptized to lead a Christian life in harmony with baptism, and to fulfill the obligations connected with it." (Canon 872-874). Therefore the Church requires that godparents meet the following guidelines:

- Be at least 16 years old
- Be a Catholic who has been baptized, confirmed, and has received the sacrament of Holy Eucharist
- If married, must be married in the Catholic Church
- Be leading a life in harmony with the faith and the role to be undertaken
- Not be bound by any canonical penalty

Sacramental Information: Please include the name of the parish where sacrament was received.

Date and Location of Your Baptism: _____

Date and Location of Your First Holy Communion: _____

Date and Location of Your Confirmation: _____

If married, was your marriage celebrated in the Church by a priest or a deacon? Y ___ N ___

If married, Date and Location of your marriage: _____

I understand the responsibility I am undertaking and I have both the desire and the intention to fulfill it.

Signature: _____ Date: _____

TO BE COMPLETED & SEALED BY PARISH OF SPONSOR

I know the above named person to be a Catholic who has received the Sacraments of Baptism, Confirmation, and Holy Eucharist. This person participates regularly in the life of the Catholic Church, is bound by no canonical penalty, and is able to fulfill the responsibilities involved in sponsoring the Catholic initiation of another.

YES ___ NO ___

SIGNATURE: _____

PARISH: _____

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Sponsor Form

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Serving as Child's: Godfather _____ Godmother _____ Christian Witness _____

Your Name (first, last): _____ Religion: _____

Home Phone: _____ Cell/Work Phone: _____

Primary Email: _____

Home Parish Name and Location: _____

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If married, was your marriage celebrated in the Church by a priest or a deacon? Y ___ N ___

If married, Date and Location of your marriage: _____

I understand the responsibility I am undertaking and I have both the desire and the intention to fulfill it.

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YES ___ NO ___

SIGNATURE: _____

PARISH: _____