



# ST. JOHN XXIII CATHOLIC COMMUNITY

22 HAIGH AVENUE, NIAN TIC, CONNECTICUT 06357



PHONE: 860-739-9722

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Dear Parents,

We welcome this opportunity to help you with the Baptism of your child. It is our hope that this baptismal information packet will be helpful to you.

Enclosed you will find the information regarding the *Baptismal Preparation Program*. Our classes are scheduled by appointment at a convenient time for you and your godparents. If you are a first-time parent or if you *or* your child's godparents have not attended a baptismal preparation class in the past three years, it is necessary to attend our class. We welcome your godparents to join us, but if the godparents live or work a great distance away, they may attend a baptismal preparation class in their home parish so that they understand the obligations and responsibilities of their role. To schedule a Baptism at either Church, please call the parish office at 860-739-9722, ext. 223.

Also enclosed is the *baptismal questionnaire*. This questionnaire provides us with the information needed to complete the baptismal certificate and sacramental register for your child.

If your chosen godparent is an active member of our Parish, it is not necessary to complete/provide a *sponsor certificate*. However, if they are not members of our Parish, we ask that they complete the Godparent Eligibility Form, have it signed by their pastor and stamped with their church seal. This form is easily completed by dropping it off to their parish office. There is no charge for this but with priest's schedules and demands, it may take a few days or more to complete the process. Please build that into your schedule. If your godparent is completing the preparation class in their home parish, they will also need to provide you with a letter from their parish stating they have attended the class there.

In order to set the date for the Baptism of your child it is necessary to have completed and provide us with all paperwork **on the day of your baptismal prep meeting OR TWO weeks prior to your planned baptismal date**. Please understand that although we may set a target date, we will **NOT** confirm a baptism date until all paperwork is completed and has been received by the parish office. This includes the questionnaire as well as the sponsor certificates and pastor letters where necessary. Please allow enough time to complete all paperwork and training before your desired baptism date. You should allow at least 2 months lead time before scheduling your baptism and inviting guests.

As you know, Baptismal and all other sacramental records will be maintained for your child at our parish indefinitely. We request a donation of \$100 when your paperwork is completed which covers all recordkeeping.

If you are not already a registered member of our parish, please complete a Parish Registration Form. Blank forms can be found in the church, in the parish office and on our website: [saintagnescatholicchurch.com](http://saintagnescatholicchurch.com).

If you and your spouse were not married in the Catholic Church, please call our Pastor, Fr. Gregory Mullaney at ext. 225 to schedule time to meet and discuss having your marriage convalidated (blessed) in the church.

If you have any questions, please don't hesitate to call the parish office at (860) 739-9722, ext. 223. God bless you and your family. Congratulations again.

Enclosures:

- Baptism Pamphlet
- Baptismal Questionnaire
- Sponsor Certificate
- Contractual Agreement

# **ST. JOHN XXIII CATHOLIC COMMUNITY**

**ST. AGNES & ST. MATTHIAS CHURCHES**

**Welcomes Your Family into Ours**



## *Preparing For Baptism*

**Preparation Class: By appointment**

**Office Phone: 860-739-9722, ext. 223**

**Class Coordinators:**

Peggy Puzzo & Cathy McDonald

*Effective 1/1/2025*

# BAPTISMAL PROGRAM AGENDA

You are about to have your child baptized. This is a very special celebration for you and your family, as well as a very important commitment for you to bring your child up in the practice of the Catholic Faith.

That is why the Church believes it is her most basic and necessary duty to inspire all; catechists, parents of children still to be baptized, and godparents, to the true and living Faith by which they adhere to Christ and enter into or confirm their commitment to the new covenant. To accomplish this, the Church prescribes the pastoral instruction of catechists, the preparation of the child's parents, the celebration of God's Word, and the profession of baptismal faith.

1. This program is for parents and godparents. Your child is welcome to be in attendance.
2. Baptismal preparation is scheduled by appointment. Please call the parish office at 860-739-9722, ext. 223 to set up a convenient date and time that you and your child's godparents can attend.
3. This baptismal program is a "*priority*".
4. *Please choose your godparents carefully*, realizing their utmost importance in helping you bring up your child in the Catholic Faith. Godparents often become Confirmation sponsors, too, and play a continuing role in the spiritual upbringing of your child.

## REQUIREMENTS FOR A SPONSOR OR GODPARENT

1. The godparent should be mature enough to understand, accept and carry out the duties of a godparent. That person should be at least 16 years of age.
2. The godparent must have received the three Sacraments of Initiation: Baptism, Eucharist and Confirmation.
3. The godparent should be living an exemplary life consistent with faith and the responsibilities of a godparent *through weekly attendance at Mass, following the teachings of Christ's Church, and if married, have been married in a Catholic Church in the presence of a Catholic priest and two witnesses.*
4. The godparent must be a member of the Catholic Church. However, a baptized and believing Christian not belonging to the Catholic Church may act as a Christian witness as long as there is also a Catholic godparent who fulfills the above requirements.
5. If a Catholic godparent does not belong to this parish, **he or she must obtain from the Pastor of their parish a Sponsor Certificate/Godparent Eligibility Form declaring that they are good practicing Catholics.**
6. Each child may have only one godfather and one godmother.

If we can be of any further help, please call the parish office at 860-739-9722, ext. 223.

**ST. JOHN XXIII CATHOLIC COMMUNITY**  
**BAPTISMAL REGISTRATION FORM/QUESTIONNAIRE**



Date: \_\_\_\_\_

Parent's Names: **Last** \_\_\_\_\_ **First** \_\_\_\_\_

Home Address: \_\_\_\_\_

Phone: (H): \_\_\_\_\_ (C): \_\_\_\_\_ email: \_\_\_\_\_

1. **Full Name** of Your Child (*First Middle Last*): \_\_\_\_\_

2. **Place of Birth** (*City/State*): \_\_\_\_\_ **Date of Birth**: \_\_\_\_\_

Was the child adopted? **Yes** ☐ **No** ☐

Was the child privately baptized? **Yes** ☐ **No** ☐

3. **Date & Time** Requested for the Sacrament of Baptism: \_\_\_\_\_ **St. Agnes** ☐ **St. Matthias** ☐

4. **Father's Full Name**: \_\_\_\_\_ **Religion**: \_\_\_\_\_

Attended Prep class? **Yes** ☐ **No** ☐ If not: Reason \_\_\_\_\_

5. **Mother's** (First &) **Maiden Name**: \_\_\_\_\_ **Religion**: \_\_\_\_\_

Attended Prep Class? **Yes** ☐ **No** ☐ If not: Reason: \_\_\_\_\_

6. Parent's **Married?** **Yes** ☐ **No** ☐ Date: \_\_\_\_\_ In **Church** ☐ or **Civil** ☐ Ceremony

Church Name & City, State: \_\_\_\_\_

7. **Registered** member of our Parish? **Yes** ☐ **No** ☐ **St. Agnes** ☐ **St. Matthias** ☐

If **No**, Parish Name where you are registered \_\_\_\_\_

Has delegation been received? **Yes** ☐ **No** ☐

8. **Fees**: Baptismal Stipend \$100 to be paid by: \_\_\_\_\_ (*Please attach to completed form*)

9. **Godfather's Name**: \_\_\_\_\_ **Religion**: \_\_\_\_\_

Parish of Registration (*incl City/State*) \_\_\_\_\_

Confirmed Catholic? **Yes** ☐ **No** ☐

Sponsor Cert: **Attached Now** ☐ **Will Send Later** ☐

Attended Prep Class? **Yes** ☐ **No** ☐ If not: Reason: \_\_\_\_\_

10. **Godmother's Name**: \_\_\_\_\_ **Religion**: \_\_\_\_\_

Parish of Registration (*incl City/State*) \_\_\_\_\_

Confirmed Catholic? **Yes** ☐ **No** ☐

Sponsor Cert: **Attached Now** ☐ **Will Send Later** ☐

Attended Prep Class? **Yes** ☐ **No** ☐ If not: Reason: \_\_\_\_\_

11. Will Either Godparent be represented by **proxy**? **Yes** ☐ **No** ☐

Name of Proxy \_\_\_\_\_

12. Baptismal Prep Class Date: \_\_\_\_\_ Completed: **Yes** ☐ **No** ☐

NOTES:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For Office Use Only

Check/Cash & Date \_\_\_\_\_

Sponsor Certificate(s) \_\_\_\_\_

Baptismal Certificate \_\_\_\_\_

# GODPARENT/SPONSOR CERTIFICATE

To be completed by Sponsor

I, \_\_\_\_\_, residing at (# street) \_\_\_\_\_

(City, State) \_\_\_\_\_, \_\_\_\_\_, have been asked to be a

( ) Godparent for Baptism

( ) Sponsor for Confirmation

On behalf of \_\_\_\_\_ who will receive the sacrament

on (date) \_\_\_\_\_ at St. \_\_\_\_\_

Church located in (City, State) \_\_\_\_\_,  
\_\_\_\_\_.

I am aware of the responsibility of a Godparent/Sponsor to support the person who is receiving this sacrament by my prayers and good example. I understand and accept the Church requirements for being a Godparent or Sponsor and affirm that: *(please initial)*

\_\_\_ I am at least sixteen years of age.

\_\_\_ I have received the sacraments of Baptism, Communion & Confirmation in the Catholic Church.

\_\_\_ I attend Mass regularly on Sundays and Holy Days of Obligation and receive the sacraments of Penance & Eucharist.

\_\_\_ I sincerely try to follow the moral teaching of the Catholic Church.

\_\_\_ I am not a parent of the person to be baptized or confirmed.

\_\_\_ If married, that my marriage is canonically valid and recognized by the Catholic Church, i.e., married in a Catholic Church in the presence of a Catholic priest and two witnesses.

*I hereby testify to the truth of what is stated here above.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

To be completed by Pastor

\_\_\_\_\_ has read and assures us that he/she meets the above requirements.

\_\_\_ He/She is a registered and active member of our parish.

\_\_\_ He/She has just recently registered and intends to be active in this parish.

\_\_\_ He/She assures that the above requirements are met, but is not known to us, and as such, we are unable to provide a statement that he/she is a Catholic in good standing. He/She promises to use the invitation to be a Godparent/Sponsor as an opportunity to rekindle his/her faith.

\_\_\_\_\_  
Pastor Signature

\_\_\_\_\_  
Date

Parish Name \_\_\_\_\_

Address, City, State \_\_\_\_\_

PARISH SEAL

# ST. JOHN XXIII CATHOLIC COMMUNITY

22 HAIGH AVENUE, NIAN TIC, CT 06357

PHONE: 860-739-9722

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## Contractual Agreement

The sacrament of Baptism is normally celebrated for our parishioners following Mass on Sunday. Parents (and godparents) must attend a Baptism Preparation class. Please understand that we will **NOT** set a baptism date until all paperwork and requirements have been completed and received by the parish office. This includes the baptismal questionnaire as well as the sponsor certificates and pastor letters, where necessary. Please consider the preparation time necessary before planning a date. *Please allow at least 2 months lead time before scheduling your baptism and inviting guests.*

Godparents must be at least 16 years old, confirmed and actively practicing their Catholic faith, attending Mass weekly, and if married, they must be married according to the norms of the Catholic Church, i.e., they must have been married in a Catholic Church in the presence of a Catholic priest and two witnesses.

I understand my responsibilities in attending Baptismal prep class, choosing godparents, and completing/securing all necessary paperwork in order to have my child baptized. I understand that I will be unable to set a date until such time as all requirements have been met and that it is solely my responsibility to ensure the same.

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Parent's Name (please print)

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Signature & Date