

**Immaculate Conception Church**

**414 East 14<sup>th</sup> Street  
New York, NY 10009  
(212)-254-0200**



**Dear Parents,**

**Congratulations and welcome as you prepare for the baptism of your child. We rejoice with you on this happy occasion. We look forward, as does the whole community of believers, to the baptism of your child. May it be to you, always a day filled with meaning, prayerfulness and joy. May Jesus, who is the source of all good things, send you every blessing.**

**In preparation for the baptism:**

**1. Please bring required documents, if applicable, as follows:**

**a. Birth Certificate**

**b. If you live outside Immaculate Conception Parish, a letter of permission is required from the Pastor of your home parish. The Diocesan policy is that where ever you have lived for the past 6 months is your home parish.**

**c. If the Godparents live outside the parish, the priest may require them to obtain a Sponsor's Certificate from their home parish.**

**2. Select a Godparent. At least one Catholic Godparent is required. If you have two Godparents, there should be a man and a women.**

**a. A Godparent must be a Catholic who is in good standing with the Church, practices the faith and has been baptized, received First Communion, and Confirmation. If married, he/she should be married in the Church.**

**b. A person from another faith/religion may not serve as a Godparent. However, when there are two Godparents (one of them Catholic), a person from another Christian faith/religion may serve as a Christian Witness to be baptism.**

**We ask you to keep these few criteria in mind when choosing a Godparent so as to avoid ill-feelings among family and friends.**

**3. Please attend the Pre-Baptismal Instruction which is held on a regular basis. Date is listed below. The Instruction is at 7:00 p.m. at the rectory, 414 East 14<sup>th</sup> Street.**

**Both Parents and Godparents are required to attend the meeting. If you are outside the parish, it may be to your convenience to attend this instruction in your home parish. If so, a letter should be obtained from your home parish stating that you have attended these instructions.**

**4. For your convenience we provide and envelope for your baptism donation to the Church.**

**5. The Sacrament of Baptism is generally celebrated each Sunday and Saturday as follows:**

**Sunday 2:30 PM**

**Saturday 1:00 PM**

**Third Sunday of the month also during the 11:15 AM Mass**

**6. Each year we celebrate a mass of Thanksgiving for the newly baptized children and their families. This takes place in the Spring and the date is published in the parish bulletin.**

**7. We also celebrate a mass for God's Little People of pre-school age and their families. This takes place in the Fall and is published in the bulletin.**

**God's blessing to you in the weeks ahead. If we can be of further assistance to you, please contact one of us at the rectory.**

**Sincerely,**

**The Priests and Staff**

**The baptism of \_\_\_\_\_ is**

**scheduled on \_\_\_\_\_ at \_\_\_\_\_**

**The baptism instruction date is \_\_\_\_\_**