

Church of the Immaculate Conception
414 East 14th Street
New York, NY 10009
Office: 212-254-0200

January 2022



Dear Parents,

Congratulations and welcome as you prepare for the baptism of your child. We rejoice with you on this happy occasion!

This leaflet contains important information for your child's baptism. Registration for the baptism requires a parent (or the legal guardian) to meet with Fr. Lorenzo for an intake session. This meeting should take place **6 weeks before** the desired date of baptism. Please arrange a date and time for this *first meeting*, where your child's baptism will be registered, *by calling Fr. Patrick at the rectory*. Please keep in mind that **nothing is "official"** until the child is formally registered and the parents are made aware of the expectations that need to be fulfilled in order for your child to be baptized.

We look forward, as does the parish community of Immaculate Conception, to the baptism of your child. May it be to you, always a day filled with meaning, prayerfulness and joy. May Christ Jesus, who is the source of all good things, send you every blessing.

Sincerely,

The Priests & Staff of Immaculate Conception Church

FIRST MEETING TO REGISTER Your Child's BAPTISM

Please make sure to arrange a day and time to meet with Fr. Patrick. You can do so by calling him at the Rectory office. **Please bring in the following to this first meeting to register your child's baptism:**

- ✓ Original Birth Certificate of the Child
- ✓ Names of the godparents
- ✓ The Date and Time for the Baptism Class
- ✓ The Date of Your Child's Baptism

GODPARENT SELECTION

A Godparent has an important lifelong spiritual relationship with the child and parents. Being a godparent is a commitment and a responsibility; **it is not a symbolic role.**

At least one Catholic godparent is required. If you have two godparents, one must be a man and the other a woman.

GODPARENT REQUIREMENTS

We ask you to keep these few criteria in mind when choosing a godparent:

- a - The godparent to be selected must be a Catholic in good standing
- b - **must have** received the Sacraments of Baptism, Confirmation and First Communion
- c - should be attending Sunday Mass weekly.
- d - If the godparent is married and Catholic, he or she must be married in the Roman Catholic Church
- e - must be at least 16 years of age

Godparents should be Registered Parishioners

If a godparent is not a registered parishioner of Immaculate Conception, he/she will need a *statement of eligibility* from his/her home parish.

GODPARENT CONFIRMATION & SPONSOR CERTIFICATE

The godparent selected *should* provide us with

1. a copy of his or her Confirmation certificate
2. a completed Sponsor Certificate from the parish in which the godparent is registered.

BAPTISM INSTRUCTION CLASS

*Both parents and godparents are **required** to attend the Baptism Instruction Class.* When arrangements have been made for the Baptismal Instruction class, ***please leave your child at home with a responsible adult.***

IF GOD PARENTS CAN NOT MAKE IT TO THE BAPTISM CLASS

If the godparent lives too far to attend the baptism class, it may be more convenient for the godparent to attend instruction in his or her home parish. If so, ***a letter or certificate*** must be obtained by the parish where the baptism instruction took place stating that the godparent has attended their parish's baptism instruction class.

A NON CATHOLIC CHRISTIAN AS SPONSOR OF THE CHILD TO BE BAPTIZED

If you have one Catholic godparent and are interested in having a non Catholic Christian serve as a Christian witness, the following is required:

1. Provide proof of Baptism
2. Provide Letter of Good Standing from the witness' pastor stating he or she is in good standing and an active member of their church.
3. Attend the Baptismal Instruction class. If the Witness can not attend the baptism class, he or she is to provide a copy of the certificate or letter stating that he or she has attended the pre-baptism class elsewhere.

DONATION TO THE CHURCH

The suggested offering for the ceremony is \$75. Please feel free to give your offering to the priest at the baptismal instruction class **or** on the day of the baptism.

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Checklist for Godparents

- ✓ Good Standing - this means that the godparent is living his/her life as a faithful Catholic Christian
- ✓ Registered Parishioner - the godparent must be a registered parishioner in a Catholic Church
- ✓ Must've received the Sacraments of Baptism, Confirmation, Eucharist (If the godparent you chosen is baptized as a Catholic but did not receive the sacraments of Confirmation and the Eucharist, please make sure to let Fr. Lorenzo know at the first meeting)
- ✓ Confirmation Certificate
- ✓ Sponsor Certificate (If the godparent is from this parish, no sponsor certificate is needed)