

## Baptism Registration

Name of Child: \_\_\_\_\_

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

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Birth (MM/DD/YYYY): \_\_\_\_\_ Place of Birth (City & State): \_\_\_\_\_

Parents married? Yes/No (circle) In the Catholic Church? Yes/No (circle)

Parents' church of marriage (Name, Address, Phone #): \_\_\_\_\_

Father's Name (First, Middle, & Last): \_\_\_\_\_

Confirmed and practicing Catholic? Yes/No (If "No," indicate current religion or "Catholic but not practicing")

Mother's First & Maiden Name: \_\_\_\_\_

Confirmed and practicing Catholic? Yes/No (If "No," indicate current religion or "Catholic but not practicing")

Catholic Parent(s) attend Mass weekly? Yes/No (If "no," please explain)

Parent(s) attended Baptism meeting? Yes/No

Baptism Meeting date & time: \_\_\_\_\_

**Godparents** (must provide proof of having received the Sacraments of Initiation, namely, Baptism, First Holy Communion, & Confirmation. If married, proof of Catholic marriage certificate must be provided. If married in a non-Catholic Christian church, the marriage will need to be "convalidated" by the pastor of their home parish. Annulment paperwork must be provided for all remarried/separated Catholics. There can be a maximum of two godparents, one being a godfather and the other being a godmother, with a minimum of one or the other. Non-Catholic Christians can serve as witnesses as long as they are accompanied by a godparent. Non-Christians cannot serve as godparents or as witnesses. A "Proxy" can represent a godparent who cannot be in attendance, however, that individual must also be Catholic and go through the same vetting process/provide the same documents as if he/she were an actual godparent. Christian witnesses must also complete the same set of paperwork as the godparents/proxy. The home parish of the godparents must complete and may not replace our "Sponsor/Godparent Certificate" with their own version. Doing so will inevitably delay the process. Only when we have received all documents to include the Godparent/Sponsor Information Sheet, Godparent/Sponsor Certificate, proof of all Sacraments, and other pertinent documents will we be able to schedule a "Baptism Preparation Class" which is good for four years. Only upon completion can a baptism date can be established.)

Godfather (First, Middle, & Last): \_\_\_\_\_

Confirmed and practicing Catholic? Yes/No (If "No," indicate current religion or "Catholic but not practicing")

Godmother (First, Middle, & Last): \_\_\_\_\_

Confirmed and practicing Catholic? Yes/No (If "No," indicate current religion or "Catholic but not practicing")

*Male Christian Witness: (First, Middle, & Last):* \_\_\_\_\_

*Female Christian Witness: (First, Middle, & Last):* \_\_\_\_\_

*Is either Godparent represented by Proxy? Yes/No (circle)*

*Name of Proxy: (First, Middle, & Last):* \_\_\_\_\_

*Was child privately baptized? Yes/No (circle)*

*Preferred Priest (Subject to availability. You may also indicate "no preference."):* \_\_\_\_\_

*Preferred Parish (St. Joseph the Worker or Sacred Heart of Mary. Subject to availability):* \_\_\_\_\_

*Requested Date of Baptism (MM/DD/YYYY):* \_\_\_\_\_ *(Subject to availability)*

-----*Staff Only*-----

*Actual Date of Baptism (MM/DD/YYYY):* \_\_\_\_\_ *Time (HH:MM)* \_\_\_\_\_

*Priest:* \_\_\_\_\_

*Parish:* \_\_\_\_\_

# Godparent/Sponsor Information Sheet

A Godparent or Sponsor is a fully initiated, practicing Catholic, who is at least 16 years of age

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ (Maiden Name) \_\_\_\_\_ Last Name \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Date of Birth \_\_\_\_\_ Birthplace (City/State) \_\_\_\_\_

Sacraments that I have celebrated (check all that apply)

\_\_\_ Baptism: Year \_\_\_\_\_ Where \_\_\_\_\_

\_\_\_ Eucharist: Year \_\_\_\_\_ Where \_\_\_\_\_

\_\_\_ Confirmation Year \_\_\_\_\_ Where \_\_\_\_\_

1. Are you married? Yes/No (if No, skip to question 6)
2. If Yes, were you married in the Catholic Church? Yes/No
3. If you were not married in the Catholic Church, did you receive a dispensation form? Yes/No
4. Is this your first marriage? Yes/ No
  - a. If Yes, please put the name of the Church where you were married \_\_\_\_\_
  - b. If No, did your marriage end: in the death of your spouse? Yes/No  
with an annulment? Yes/No
5. Have you ever been divorced or legally separated? Yes/No  
(Skip question 6 and 7 if you are currently married)
6. Are you currently in a relationship? Yes/No
7. If yes, are you cohabitating/living with this person? Yes/No

I am willing to serve as a Godparent/Sponsor for \_\_\_\_\_

Relationship to child/adult being baptized/confirmed \_\_\_\_\_

I am an active member of \_\_\_\_\_

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

This Godparent/Sponsor information sheet verifies your sacraments.

**Please request your baptism certificate from the parish where you were baptized, including all sacramental notations (1st Communion, Confirmation, Marriage, etc.). Mail all paperwork to:**

St. Joseph the Worker Catholic Church - 229 California Ave. Weirton, WV 26062

**GODPARENT/SPONSOR CERTIFICATE**  
**THIS FORM MUST BE SIGNED & SEALED BY THE SPONSOR'S PASTOR**

I, \_\_\_\_\_ a registered member of  
(Godparent/Sponsor Name)

\_\_\_\_\_  
(Name of Parish, City and State)

\_\_\_\_\_  
(Parish Phone Number)

accept the invitation to be a Godparent/Sponsor for the Baptism/Confirmation of:

\_\_\_\_\_  
(Name of Person)

**In accepting this responsibility, I truthfully state and affirm that:**

1. I am at least 16 years of age and I have received the three sacraments of Initiation:  
Baptism, Eucharist, Confirmation. *Godparent/Sponsor initial* \_\_\_\_\_
2. I regularly attend Mass on Sundays and Holy Days of Obligation, and receive the  
Sacraments of the Church regularly. *Godparent/Sponsor initial* \_\_\_\_\_
3. I believe all that the Catholic Church professes and teaches, and I truly make a serious  
effort to incorporate these teachings in my daily life. *Godparent/Sponsor initial* \_\_\_\_\_
4. I strive to make my commitment to Christ and the Church visible by participating in parish  
activities, by my financial support and by my loving response to those with whom I come  
in contact daily. *Godparent/Sponsor initial* \_\_\_\_\_
5. If married, my marriage is recognized validly by the Catholic Church. *Godparent/Sponsor initial* \_\_\_\_\_
6. If I have children, they are being educated in the Catholic Faith. *Godparent/Sponsor initial* \_\_\_\_\_
7. If single, I am not living in cohabitation. *Godparent/Sponsor initial* \_\_\_\_\_
8. As a Godparent/Sponsor, I intend to encourage this child/adult, in the practice of the  
Catholic faith by word and example. *Godparent/Sponsor initial* \_\_\_\_\_

**Canon 874.** To be admitted to the role of godparent, a person must be a Catholic who has been confirmed and has already received the Most Holy Eucharist and leads a life in harmony with the faith and the role to be undertaken.

**Canon 222.** The Christian faithful are obliged to assist with the needs of the Church so that the Church has what is necessary for divine worship for the apostolic works and works of charity and for the decent sustenance of ministers.

Signature of Godparent/Sponsor \_\_\_\_\_

Signature of Priest \_\_\_\_\_

Date \_\_\_\_\_

Please mail to: **St. Joseph the Worker Church**  
229 California Avenue  
Weirton, WV 26062  
304-723-2054 Fax: 304-723-3961

**PARISH SEAL**

## **Godparent/Sponsor Guidance (Baptism & Confirmation)**

### **Godparent/Sponsor Certificate**

Individuals seeking to become godparents should direct their “home parishes” to complete our version of the "Godparent Sponsor Certificate" to prevent delays. Sometimes, a godparent's home parish will decide to craft their own version instead of filling out what we've provided. As well-intentioned as this might be on their part, their substitution only ends up causing unnecessary delays as our pastor will tend to kick back the form which forces us back to square one. Needless to say, I cannot overstate how helpful it is to the process when a home parish stays faithful to our certificate. They are welcome to add to our document, but they must not use anything in lieu of it.

### **Proof of Baptism, First Holy Communion, & Confirmation (Sacraments of Initiation)**

Each godparent must provide a copy of their **Baptismal Certificate** along with the dates of when they received the Sacraments of **First Holy Communion** and **Confirmation**. These dates must only be annotated by their home parish on the back side of their Baptismal Certificate. An individual must first be "**fully initiated**" into the Catholic Church (Baptized, received First Holy Communion, and Confirmed) in order to qualify as a Godparent. Without just one of them, an individual becomes ineligible.

### **Marriage (Catholic)**

If an individual is **married** in the Catholic Church, their marriage date must also be annotated on the back of their Baptismal Certificate by their home parish. If the marriage was **annulled**, the individual must furnish the parish with proof of the annulment. If the marriage ended in a civil divorce, the individual would be ineligible to serve as a godparent.

### **Marriage (Non-Catholic, Christian)**

For an individual who was married in a civil-ceremony or in a non-Catholic Christian church, they may become eligible to serve as a godparent only when their marriage has been "**convalidated**" or blessed by the Catholic Church, a process that they can initiate with the pastor of their home parish. Thereafter, proof of the convalidation must be furnished to our parish. If the marriage ended in a civil divorce, the individual would be ineligible to serve as a godparent. As previously mentioned, if the marriage ended in a civil divorce, the individual would be ineligible to serve as a godparent.

### **Non-Catholic Christians**

Non-Catholic Christians may be eligible to serve as “Christian Witnesses” but not as godparents.

### **Non-Christians**

Non-Christians are ineligible to serve as either godparents or Christian Witnesses.

# Servants of Christ the King

Triumph of the Cross Parish  
P. O. Box 908, Steubenville, Ohio 43952



This is to Certify

That \_\_\_\_\_  
Child of \_\_\_\_\_  
and \_\_\_\_\_  
born in \_\_\_\_\_ Steubenville, Ohio  
on the \_\_\_\_\_ 16<sup>th</sup> day of June in the year \_\_\_\_\_

According to the Rite of the Roman Catholic Church

Was Baptized

on the \_\_\_\_\_ 17<sup>th</sup> day of July in the year \_\_\_\_\_  
at the church of \_\_\_\_\_ Servants of Christ the King Parish in Steubenville, Ohio  
by the Reverend \_\_\_\_\_ Roger J. Foys

The Sponsors being \_\_\_\_\_  
\_\_\_\_\_

As appears from the Register of this Church

Dated \_\_\_\_\_ 26 January 2021

\_\_\_\_\_  
Rev. Thomas R. Nau, Pastor

# SAMPLE BAPTISMAL CERTIFICATE WITH ANNOTATIONS

## Received First Communion

on the \_\_\_\_\_ 6<sup>th</sup> day of May in the year \_\_\_\_\_

at the church of \_\_\_\_\_ Servants of Christ the King in Steubenville, Ohio \_\_\_\_\_

## Was Confirmed

on the \_\_\_\_\_ 20<sup>th</sup> day of May in the year \_\_\_\_\_

at the church of \_\_\_\_\_ Servants of Christ the King in Steubenville, Ohio \_\_\_\_\_

By \_\_\_\_\_ Most Rev. R. Daniel Conlon \_\_\_\_\_

## Was Married

to \_\_\_\_\_ nothing noted \_\_\_\_\_

on the \_\_\_\_\_

at the church of \_\_\_\_\_

by \_\_\_\_\_

## Diaconate

on the \_\_\_\_\_ nothing noted \_\_\_\_\_

at the church of \_\_\_\_\_

## Religious Profession

on the \_\_\_\_\_ nothing noted \_\_\_\_\_

at the church of \_\_\_\_\_



Triumph of the Cross Parish

Parish Offices, P. O. Box 908, Steubenville, Ohio 43952

740 264-6177

**Method of Delivery**

Apart from the Godparent Information Sheet which can be sent electronically (please send to [joetheworkerdre@gmail.com](mailto:joetheworkerdre@gmail.com) as I am unable to receive attachments over Flocknote), the sensitive nature of the forms necessitate that they be mailed to our parish office (229 California Ave. Weirton, WV, 26062) in a sealed envelope by the prospective godparents' home parish. If you need any assistance, please don't hesitate to reach out to me at any time!