

Congratulations and Welcome to the Baptism Ministry at Espiritu Santo Catholic Church. We are here to help you.

Attached you will find the forms that will provide us with the information necessary to perform and record the baptism. We are required to have the written permission of both parents (or legal guardians) and the birth certificate before scheduling the baptism. On the second page of this letter you will find a list of the items needed to complete the process along with some frequently asked questions.

If this is your first child or you have not attended a Baptism class in the last 3 years, please contact us to register for one of the upcoming sessions. The class is designed to welcome you and your child and to provide information about the Sacrament of Baptism. We recommend that both parents attend the class together. Your child or children, godparents and grandparents are also welcome to attend.

*Please note that Volunteers are in the office to assist you with your baptismal concerns. Their schedule varies, yet be assured your request is important to us. They will return your phone calls and emails as swiftly as possible, but this may take a day or so. Thank you for your patience and understanding.*

If you have any questions or if you need to schedule the class, please contact the Baptism Ministry in the parish office at 727-726-8477, extension 324 or email us [baptism@espiritusanto.cc](mailto:baptism@espiritusanto.cc)

We rejoice with you in this happy moment in the life of your family.

Blessings,

*Espiritu Santo Baptism Ministry*



**Frequently asked questions:**



- May we have just one Godparent? *Yes.*
- Must the Godparent be Catholic? *Yes. There must be at least one Catholic Godparent. You may have additional Christian non-Catholic baptismal sponsors. These are indicated as Christian Witnesses.*
- May we have 2 Godmothers or 2 Godfathers? *No. Only one Godmother and/or one Godfather are permitted. However, you may have two sponsors of the same sex and designate one as a Christian witness.*
- Can we have more than two baptismal sponsors? *Yes, but only one Godmother and/or one Godfather. The others can be Christian witnesses.*
- What are sponsor letters? *These are provided by the parish that the Catholic Godparent (baptismal sponsor) attends, to affirm that the person is a practicing Catholic.*
- Is there a fee for the baptism? *It has been the custom to present an offering to the Church on the occasion of Baptism. The offering that we customarily receive from a family for a baptism is \$75. This offering supports our baptism ministry and helps offset the expenses that we incur to prepare families for the baptism of their child (or children) and to conduct the rite. This is in no way a “payment” for the sacrament.*
- Can a child be baptized at any age? *Children can be baptized until age 6 years of age. Once they reach 7 years of age, they are considered ready for the RCIA process. If your child is 7 years of age or older, we can refer you to the right person to speak to.*
- When can we schedule a date? *Faith Community Baptisms are performed on Sundays at 1:30pm or during Mass. Dates are scheduled after all paperwork is received. We can “pencil” in a date, but completed documents are needed prior to confirmation of date for Baptism.*

Documents needed before baptism date is confirmed:

- Birth Certificate**
- Request for the Sacrament of Baptism (**signed and dated by both parents or legal guardians**)
- Covenant letter signed by Godmother                           Sponsor Letter from Parish for Godmother
- Covenant letter signed by Godfather                           Sponsor Letter from Parish for Godfather
- Class attendance date \_\_\_\_\_
- Offering

*Please note that if there is a Christian Witness, a signed covenant letter is also needed but a parish letter is not required of a Christian Witness. This is a good time to make a file for your child with copies of all forms sent in. You may need them at a later date when they make 1<sup>st</sup> Holy Communion.*

**Please return completed forms, letters and certificates to:**

**Baptism Ministry  
Espiritu Santo Catholic Church,  
2405 Philippe Parkway, Safety Harbor, Fl 34695**

## REQUEST FOR THE SACRAMENT OF BAPTISM

Today's Date \_\_\_\_\_

*Please attach a copy of the child's birth certificate.*

(Please print legibly)

CHILD'S FULL NAME: \_\_\_\_\_  
FIRST NAME MIDDLE NAME LAST NAME

DATE OF BIRTH: \_\_\_\_\_ TOWN/ STATE OF BIRTH: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY/STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ E-Mail: \_\_\_\_\_

MOTHER'S NAME: \_\_\_\_\_ MAIDEN NAME: \_\_\_\_\_

Mother's religion: \_\_\_\_\_

FATHER'S NAME: \_\_\_\_\_ RELIGION: \_\_\_\_\_

Are the parents of the child married? Yes \_\_\_\_\_ No \_\_\_\_\_

Were the parents married in the Catholic Church? Yes \_\_\_\_\_ No \_\_\_\_\_

Parish of marriage: \_\_\_\_\_ City/State: \_\_\_\_\_

Are the parents registered in Espiritu Santo Parish? Yes \_\_\_\_\_ Parish ID# \_\_\_\_\_ No \_\_\_\_\_

If NO, please send us a registration packet: \_\_\_\_\_

... OR... We are registered at another parish: \_\_\_\_\_

*I have read and answered honestly and truthfully both sides of this request form. I consent to have our child baptized in the Catholic Church and agree to raise my child in the Catholic faith.*

X \_\_\_\_\_ X \_\_\_\_\_  
Mother's Signature Date Father's Signature Date

**Both Signatures are required**

### **PLEASE COMPLETE THE INFORMATION ON THE REVERSE SIDE OF THIS FORM**

#### Checklist – Office Use Only

Birth Certificate	_____	Covenant Letter – Godmother	_____
Parish ID#	_____	Sponsor Letter – Godmother	_____
Mother's Signature	_____	Covenant Letter – Godfather	_____
Father's Signature	_____	Sponsor Letter – Godfather	_____
Offering :	_____	Class Date	_____
		Date of Baptism	_____

Reviewed by: \_\_\_\_\_

**SPONSOR INFORMATION**

One sponsor (Godparent) must be a Catholic who has received the sacraments of Baptism, Confirmation, and Eucharist, and is a practicing Catholic

The role of the sponsor(s) is to encourage and support the parents in raising their child in the Catholic Faith. Most parents choose two sponsors, a Godmother and Godfather.

Each baptized child may have one godparent, or two godparents – one female, one male.

The father or the mother of child to be baptized cannot be the godparent.

**\*\*\*If not from this parish, Godparents will need to obtain a letter or certificate from their parish stating that they are practicing Catholics and qualified to act as sponsors.**

In place of a second Godparent, a believing, practicing Christian, who is not Catholic, may act as a \*witness to the ceremony.

*Please print legibly*

**GODFATHER'S NAME:**

\_\_\_\_\_

**Parish:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_

**GODMOTHER'S NAME:**

\_\_\_\_\_

**Parish:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_

**If you are selecting a Christian witness in place of a second Godparent, please complete provide the person's name and faith tradition below:**

**\*Witness:** \_\_\_\_\_ **Religion:** \_\_\_\_\_

**PROXY:** If the Godparent cannot be present in person at the baptism, a proxy for the Godparent must be appointed.

The undersigned hereby designates (Print name of proxy): \_\_\_\_\_

to serve as proxy for me. (Signed by Catholic Godparent): \_\_\_\_\_

Are there other children in the family? If so, please complete the following:

1. Name: \_\_\_\_\_ Age: \_\_\_\_ 2. Name: \_\_\_\_\_ Age: \_\_\_\_

3. Name: \_\_\_\_\_ Age: \_\_\_\_ 4. Name: \_\_\_\_\_ Age: \_\_\_\_

**Please note:** It has been the custom to present an offering to the Church on the occasion of Baptism. The offering that we customarily receive from a family for a baptism is \$75. This offering supports our baptism ministry and helps offset the expenses that we incur to prepare families for the baptism of their child (or children) and to conduct the rite. This is in no way a "payment" for the sacrament.

# Godparent for Baptism Covenant

for \_\_\_\_\_  
name of child

Congratulations! To be chosen as a sponsor for Baptism is a great honor that carries with it great responsibility, namely to instruct, encourage and to inspire the newly baptized to live an authentic Christian life. It will be your role to help first the parents and then the newly baptized to lead a life in harmony with the Gospel. We ask that you review and sign the following:

I accept the responsibility of being a sponsor for Baptism and I confirm that:

- \_\_\_ I am 16 years or older and have been baptized and confirmed as a Roman Catholic
- \_\_\_ I lead a life in harmony with the Roman Catholic Faith and the role of Sponsor
- \_\_\_ I regularly attend Mass on Sundays and Holy Days of obligation and receive Holy Communion
- \_\_\_ I am a registered member of \_\_\_\_\_ Church
- \_\_\_ If married, my marriage is valid in the Catholic Church

I affirm that I have answered the above questions truthfully, acknowledging that I fulfill the Church's requirements as a Baptismal Godparent (Canon Law 872 and 874). I understand the responsibility I am undertaking and will do all in my power to assist in the Catholic Christian formation of the person I intend to sponsor by Catholic Christian example of my own life, by my prayers for him/her, and by ensuring his/her continued growth in living and learning the Catholic Faith.

\_\_\_\_\_  
**Godparent Signature**

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Clearly Printed Name of Godparent**

~~~~~**OR** ~~~~~**Christian Witness**~~~~~

\_\_\_ I am not a practicing Catholic, but am a baptized Christian and will serve as a Christian Witness for the Baptism

\_\_\_\_\_  
Christian Witness Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clearly Printed Name of Christian Witness

~~~~~**Proxy: If the Godparent cannot be present in person, a proxy must be appointed.**

I hereby designate \_\_\_\_\_

To serve as proxy for me. \_\_\_\_\_.

# Godparent for Baptism Covenant

for \_\_\_\_\_  
name of child

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\_\_\_\_\_  
**Godparent Signature**

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Clearly Printed Name of Godparent**

~~~~~**OR** ~~~~~**Christian Witness**~~~~~

\_\_\_ I am not a practicing Catholic, but am a baptized Christian and will serve as a Christian Witness for the Baptism

\_\_\_\_\_  
Christian Witness Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clearly Printed Name of Christian Witness

~~~~~**Proxy: If the Godparent cannot be present in person, a proxy must be appointed.**

I hereby designate \_\_\_\_\_

To serve as proxy for me. \_\_\_\_\_.