

St. Matthias Church Baptismal Information Sheet

(Please complete the following information and return to the rectory or e-mail to laura.walters@stmatthiaschurch.org)

Name of Child (name on birth certificate)

Date of Birth

City of Birth

Is child biological or adopted? (birth certificate required if adopted)

Yes

No

Father's Name & Phone Number

Father's Religion

Mother's Name (include maiden name) & Phone Number

Mother's Religion

Parent's Address (include city/state/zip)

Parent's Marital Status (Married, Single, Divorced, Other)

Name of Church where married.

Godfather's Name

Religion (one Godparent required. Must be a practicing catholic. Sponsor certificate is required from the Godparent's church)

Godmother's Name

Religion (Sponsor certificate required)

Names of proxy (if required)

Are you a registered member of St. Matthias?

Yes

No

Is this your first child to be baptized? (if this is your first baptism please contact Deacon Ken to register for pre-baptism instructions. 440.567.9352)

Yes

No

Baptismal Scheduled for (date/time) *to be completed by parish administrative staff*

Confirmed Date and Time of Baptism

Date Initial request received

Celebrant Notified (placed on Fr. Ray's calender)

Name of Celebrant

Administrative Checklist

Mary Ann Kupczyk contacted 440.842.7440 and date contacted
date written on St. Matthias master calendar
baptismal certificate prepared
information sheet and certificate placed in the sacristy for celebrant
phone call placed to confirm seating for the family
ushers contacted
Deacon Ken contacted for server preparation
music ministers contacted for mass preparation
sponsor certificates received and attached to information sheet

Record Completion

baptism recorded in sacramental book
information recorded on Deacon Ken's baptismal log
baptism entered into PDS
announcement placed in bulletin
original files placed in the Baptismal binder