



The Proto-Cathedral of St. James the Greater

OFFICE OF FAITH FORMATION

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INFANT/CHILD BAPTISM INTAKE FORM

INSTRUCTIONS

1. Please print legibly, using black ink only.
2. Read the opposite side of this form titled, " ELIGIBILITY REQUIREMENTS", and return the completed form to the Faith Formation Office, along with a *certified copy* of the child's **BIRTH CERTIFICATE**, in order to protect and ensure the accuracy and integrity of the record.
3. If this is your first infant/child baptism at the Proto-Cathedral, an **initial interview** with the Pastoral Assistant for Faith Formation is required. Please call the Faith Formation Office to make an appointment or email them at faith_formation@protocathedral.org.
4. An incomplete registration form will NOT be accepted and will prevent the scheduling of a baptism.

*******CONFIDENTIAL*******

Today's Date		Child's FULL LEGAL name (First, Middle, Last)		Baptismal Name (if one – i.e.: Patron saint)	
Age	Sex	Date of birth		Place of birth (city/state/country)	
Residence address			City	State	Zip Code
Home phone		Cell phone		Email	
Father's FULL name (First, Middle, Last)			Father's Religion	Father baptized? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Mother's FULL <u>MAIDEN</u> name (First, Middle, Last)			Mother's Religion	Mother baptized? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Registered parishioner(s) of the Proto-Cathedral? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, where?					
Are the Father and Mother <i>currently</i> married to each other? <input type="checkbox"/> Yes <input type="checkbox"/> No		If either the Father and/or Mother were Catholic at the time, was it a Catholic marriage? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a			
Godfather's / Sponsor's FULL name (First, Middle, Last)			Godmother's / Sponsor's FULL name (First, Middle, Last)		
Is either Godparent being represented by a proxy (i.e., a substitute)? <input type="checkbox"/> Yes <input type="checkbox"/> No_ If YES, please provide either or both of the Godparent's name below.					
Godfather Proxy's FULL name (First, Middle, Last)- if applicable			I Godmother Proxy's FULL name (First, Middle, Last) – if applicable		

By signing below, I acknowledge the above "INSTRUCTIONS" and below "ELIGIBILITY REQUIREMENTS", and agree to abide by them and all policies and procedures of The Proto-Cathedral of St. James the Greater.

X	X
Father's Signature	Mother's Signature

ELIGIBILITY REQUIREMENTS:

Based on the teachings of the Catholic Church, the Code of Canon Law (*CIC*), and the policies of the Archdiocese of Seattle, The Proto-Cathedral of St. James the Greater requires the following to complete your registration for Baptism:

1. Parents are obligated to "take care that infants are baptized in the first few weeks [of birth]; as soon as possible after the birth or even before it, they are to go to the pastor to request the sacrament for their child and to be prepared properly for it" (*CIC* 867 §1). Medical/health issues with the mother and/or infant may delay the process, as necessary.
2. The parent(s) or legal guardian(s) should be a registered parishioner(s) of The Proto-Cathedral and actively practicing the Catholic faith (IB 6); if **not, then permission to baptize must be given by the Pastor of the parish which the parents are either registered at or live within the boundaries of, as well as permission from the Pastor of The Proto-Cathedral.**
3. If the parents are not in a valid Catholic marriage, it will be expected that as part of the baptismal preparation of their child, the parents undergo the process by which couples are encouraged to normalize their marital status within the Church in order to live out their Catholic faith more fully in the presence of their children (IB 5).
4. The infant/child should be younger than the age of reason/discretion (under the age of about 7 years old) and must not have previously received a valid baptism.
5. At least **one parent/legal guardian must be a practicing Catholic and agree to raise the infant/child in the practice of the Catholic religion** (IB 4; *CIC* 868 §1, 1° and 2°).
6. The **parent(s) or legal guardian(s) AND godparent(s)** must attend a minimum of **four (4) hours of catechesis** on the Sacrament of Baptism and the liturgical rite attached to its celebration (IB 7). It is recommended that these pre-baptismal classes be completed during pregnancy, whenever possible. If equal catechesis was completed with a previous child, then other arrangements are to be made, to ensure unnecessary repetition of instruction.
7. The parent(s) or legal guardian(s) must also attend a minimum of **one (1) hour** of post-baptismal catechesis, in order to receive their child's baptismal certificate (IB 8).
8. The infant/child should have **at least one** designated godparent/sponsor. Godparents **must** be Catholics in good standing and satisfy all canonical requirements, as stipulated on the "GODPARENT/SPONSOR CERTIFICATE TO SERVE" form, available at the Faith Formation Office or on the Proto-Cathedral's website. Each godparent **must** complete and return this form to the Faith Formation Office **prior** to the Baptism.
9. The pastor reserves canonical privilege to delay the baptism of the child, if he believes the parent(s) or legal guardian(s) lack proper intent on raising the child in the Catholic faith (*CIC* 868 §1, 2°; IB 13).
10. Under normal circumstances, baptisms will not be scheduled during Lent and Advent (IB 15).

** FOR OFFICE USE ONLY **					
SCHEDULED date/time of Baptism:					
Parent(s)/Legal Guardian(s) confirmed parishioners? <input type="checkbox"/> Yes <input type="checkbox"/> No		If not, where?		Home Parish permission received? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Father's Rite (if Catholic) Mother's Rite (if Catholic)		Godparents given a "Godparent/Sponsor Certificate To Serve" from the Proto-Cathedral? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Copy of child's Birth Certificate received? <input type="checkbox"/> Yes <input type="checkbox"/> No		"Godparent(s) Certificate To Serve" received and eligibility confirmed? D Yes <input type="checkbox"/> No			
Scheduled date/ time of Baptismal Class:			Completed? If no, why not? <input type="checkbox"/> Yes <input type="checkbox"/> No		
ACTUAL date/time of Baptism:			ACTUAL Place of Baptism:		
Minister of Baptism:					
Entered into PDS? <input type="checkbox"/> Yes <input type="checkbox"/> No			Sent for <i>Bulletin</i> announcement insertion? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Baptismal Certificate created? <input type="checkbox"/> Yes <input type="checkbox"/> No			Baptismal Certificate delivered via: <input type="checkbox"/> Hand-deliver <input type="checkbox"/> USPS <input type="checkbox"/> Other:		
Baptismal Registration	Book#:	Page #:	Entry #:	By whom?	Date: