

### **Our Lady of Loreto Baptism Guidelines and Policies**

The *Catechism of the Catholic Church* teaches us that baptism is a Sacrament of faith. “Whoever believes and is baptized will be saved; whoever does not believe will be condemned” (Mk. 16:16). But faith needs the community of believers. Only within the faith of the Church can the faithful believe. The faith required for baptism is not a perfect and mature faith; it is a beginning faith, a faith “as a mustard seed” that develops.

#### **When does Our Lady of Loreto Parish typically schedule baptisms?**

We typically schedule baptisms on Sundays, immediately following the 11:00am Mass. On occasion, we are able to schedule a baptism outside of this timeframe, depending on celebrant and facility availability.

Whether you are interested in scheduling a baptism at our regular, Sunday time or would like to see what other options might be available, please contact Christina Deeb to determine availability at 303.766.3800 or [Secretary@OurLadyofLoreto.org](mailto:Secretary@OurLadyofLoreto.org). *Please contact Christina at least a month prior to your desired baptism date to allow time to attend a baptism preparation class and complete all paperwork.*

#### **Does Our Lady of Loreto Parish schedule baptisms during Lent?**

Yes, Our Lady of Loreto Parish does do baptisms during Lent. The only week in which we will not schedule a baptism (outside of an emergency baptism) is Holy Week—between Palm Sunday and Holy Saturday.

#### **Can we have the baptism celebrated at another church but do the preparation here?**

Yes, however this may involve a little paperwork from both parish offices. Here at Our Lady of Loreto, we will need to know what is required from the other parish. Please contact the parish where the baptism is to take place and inquire about their preparation process. Please send any requests for information or documentation from that parish, via email, to Christina Deeb at [Secretary@OurLadyofLoreto.org](mailto:Secretary@OurLadyofLoreto.org). *Be sure to include the name of the parish, the parish point of contact, the parish mailing address, phone and fax numbers. We will also need to know the baby's given name, date of birth, and the date the baptism is scheduled.*

#### **What are the requirements for baptism?**

For a child to be baptized in the Catholic Church, there must be a “founded hope” that the child will be raised in the Catholic faith. At least one parent must be Catholic, and there must be at least one godparent (please see the godparent eligibility requirements below). Parents and Godparents are also required to participate in a baptism preparation class (class runs between 1 to 1.5 hours).

#### **What about single parents or parents who weren't married in the Church?**

We welcome all parents who are seeking baptism for their children. If you have concerns about your marital status or having your child baptized, please contact Christina Deeb at 303.766.3800. You are also welcome to speak to a priest.

#### **Who is eligible to be a godparent?**

Before all others, parents are bound to form their children, by word and example, in faith and in Christian living. The same obligation binds godparents and those who take the place of parents (canon 774). It is very important role, and we trust that you will choose godparents who will take an active role in the faith formation of your child.

- ❖ The Church requires each child to have at least one godparent (or a maximum of two). Please see the

attached godparent form to determine who is eligible to be a godparent.

### At what age are children usually baptized?

The Church instructs parents to see to it that their children are baptized “within the first weeks after birth” (canon 867). If you have a child seven years of age or older who is not baptized and whom you are seeking to have baptized, you will need to contact our Children’s Formation Minister, Joan Deeb, at 303.414.2274 or [JDeeb@OurLadyOfLoreto.org](mailto:JDeeb@OurLadyOfLoreto.org). Joan will answer any questions you may have and explain the process of having your child or teen initiated into the Church, a process we call the Rite of Initiation for Children or Teens (RCIC or RCIT).

### What happens during the preparation class?

The session is designed to help you reflect spiritually on being new parents or godparents and how this great change will affect your own relationship with God. We also reflect together on the faith you desire for your child. The theology of the Sacrament of Baptism will be discussed, as well as practical aspects of the ceremony itself. It is also a great way to meet other parents in the parish and to answer any questions you may have.

### Required Paperwork

Since Baptism Records are viewed as **legal documents**, we require certain records to ensure the proper registration of the Sacrament of Baptism. Please return all paperwork to our Baptism Coordinator, Christina Deeb at [Secretary@ourladyofloreto.org](mailto:Secretary@ourladyofloreto.org), at the Baptism Prep Class, or to the office **no later than two weeks prior** to the baptism of your child.

- ❖ Please see the checklist included in this packet for a complete list of required documentation and deadlines.
- ❖ *We reserve the right to postpone your child's baptism if all paperwork is not received prior to your scheduled date.*

### Required information for the Baptism Certificate.

We do our best to have an accurate Baptism Certificate available at the time of baptism. However, when we do not receive the required documents as requested or changes are made prior to the baptism without prior notification, we cannot guarantee a Baptism Certificate will be available. We are required by Canon Law to include the parents' names as recorded on the birth certificate. Please note that you will see the mother's maiden name on the Baptism Certificate rather than her married name.

As this is a legal record, if your child is adopted we must have adoption paperwork made available to us to ensure that we are documenting this sacrament properly. The adoptive parents' names will be recorded on the certificate and in the baptism register providing that the adoption has been finalized prior to the baptism. Otherwise, the names of the birth parents will be recorded in the baptism register until the adoption is finalized. We will need a copy of the adoption paperwork in order to change the names in the baptism register.

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### Included in this packet of information are the following:

- ❖ Baptism Paperwork Checklist (for your planning and tracking purposes)
- ❖ Baptism Registration Form – **please turn in ASAP! Your child's baptism will not be scheduled until I receive this form.**

- ❖ Godparent Form, one for each person you have asked to be a godparent to your child. These forms must have a signature of a clergy member, or designated staff member, from the godparent's parish of registration as well as the parish's seal to be considered valid.

***\*\*These forms are to be completed and returned to the Baptism Coordinator no later than two weeks prior to the scheduled baptism. Please see the attached checklist for your convenience and planning purposes.***

### **What do I do Now?**

Please contact Christina Deeb at 303.766.3800 or email [Secretary@ourladyofloreto.org](mailto:Secretary@ourladyofloreto.org) to register for a baptism prep class and to schedule a date for the baptism of your child.

If you have a high-risk pregnancy or are anticipating the need of a high-risk delivery, please contact the office at 303.766.3800 in order that we may notify our clergy.

If you experience a miscarriage at anytime during your pregnancy and would like to have spiritual counseling with a member of our clergy, please contact the office at 303.766.3800.



### **BAPTISM PAPERWORK CHECKLIST**

**\*Please Note:** I will not accept a picture taken of any of the below forms using a cell phone, IPad or other device. The file produced is too small and is usually unreadable, even when expanded.

FORM NAME	DETAILS	DUE DATE	DATE SUBMITTED
<b>1. Baptism Registration Form</b>	<ul style="list-style-type: none"> <li>- To provide me with all relevant information for your child's baptism</li> <li>- You are welcome to scan and email the form to me at <a href="mailto:SECRETARY@OURLADYOFLORETO.ORG">SECRETARY@OURLADYOFLORETO.ORG</a>.</li> </ul>	<b>ASAP – your date is not reserved until this form is turned in</b>	
<b>2. Copy of Child's Birth Certificate</b>	<ul style="list-style-type: none"> <li>- For accurate recording purposes</li> <li>- You are welcome to scan and email the form to me at <a href="mailto:SECRETARY@OURLADYOFLORETO.ORG">SECRETARY@OURLADYOFLORETO.ORG</a>.</li> </ul>	At least <b>2 weeks</b> prior to baptism	
<b>3. Godparent Forms (one per godparent)</b>	<ul style="list-style-type: none"> <li>- We need one godparent form per godparent           <ul style="list-style-type: none"> <li>o must have a minimum of 1 godparent</li> <li>o can have a maximum of 2 godparents (one male, one female)</li> </ul> </li> <li>- <b>*Form must be signed and sealed by the godparent's parish of registration to be valid</b></li> <li>- You are welcome to scan and email to me at <a href="mailto:SECRETARY@OURLADYOFLORETO.ORG">SECRETARY@OURLADYOFLORETO.ORG</a> if the parish seal is visible on the scanned image. Otherwise, please bring to the office or mail to:</li> </ul> <p style="margin-left: 200px;">Our Lady of Loreto Parish Attn: Christina Deeb 18000 E Arapahoe Rd Foxfield, CO 80016</p>	At least <b>2 weeks</b> prior to baptism	

#### **Baptism Preparation Class Details:**

Parents and Godparents are required to attend a baptism preparation class before the date of their child's baptism. This is an Archdiocesan requirement. We hold our baptism prep classes **every 3rd Thursday of the month at 7:00pm in Holy Family Hall** (unless otherwise noted). You are also welcome to attend a class at another parish. We will just need a letter or certificate indicating that you have done so.

- If you have already attended a baptism prep class at Our Lady of Loreto, just let me know when you did so!
- If you have attended a baptism prep class at another parish **within the last five years**, please ask the parish to send me a letter or certificate verifying that you did so. If it was over five years ago, please contact me and we'll determine if attendance at another class is necessary or not.



## BAPTISM REGISTRATION FORM

(UPDATED JANUARY 2019)

### CHILD INFORMATION

DATE OF BAPTISM:

FULL, LEGAL NAME OF CHILD TO BE BAPTIZED (AS  
RECORDED ON BIRTH CERTIFICATE):

PLACE OF BIRTH (CITY, STATE):

DATE OF BIRTH (MONTH/DAY/YEAR):

AGE AT TIME OF BAPTISM:

### FAMILY CONTACT INFORMATION

STREET ADDRESS:

CITY, STATE, ZIP:

FAMILY PHONE NUMBER:

FAMILY EMAIL ADDRESS:

### PARENT INFORMATION – NAMES AS WRITTEN ON CHILD'S BIRTH CERTIFICATE

FATHER'S FULL LEGAL NAME:

FATHER'S RELIGION:

MOTHER'S FULL LEGAL MAIDEN NAME:

MOTHER'S RELIGION:

ARE YOU REGISTERED AT OUR LADY OF LORETO  
PARISH? (YES OR NO):

IF NO, DO YOU TYPICALLY ATTEND MASS  
AT OLOL?

### GODPARENT INFORMATION (YOU ARE ONLY REQUIRED TO HAVE ONE GODPARENT, BUT MAY HAVE TWO – 1 MALE, 1 FEMALE)

GODFATHER'S FULL LEGAL NAME:

GODMOTHER'S FULL LEGAL NAME:

### OTHER INFORMATION

BAPTISM PREP CLASS ATTENDED (OR WILL  
ATTEND):

DID THE CHILD RECEIVE AN EMERGENCY, DANGER-  
OF-DEATH BAPTISM?

IF YES, WHEN, WHERE, AND BY WHOM?

IS THE CHILD ADOPTED? (YES OR NO):

IF YES, WILL THE ADOPTION BE  
COMPLETED PRIOR TO THE DATE OF  
BAPTISM?

ARE YOU PLANNING TO HAVE A VISITING PRIEST?  
IF SO, WHO?

ADDITIONAL NOTES / REMARKS:





CATHOLIC PARISH

OUR LADY OF LORETO PARISH  
18000 E. ARAHPOE ROAD  
FOXFIELD, CO 80016

## Godparent Form

Congratulations on being asked by your loved ones to serve as a godparent. To be admitted to the office of godparent one must be Catholic, sixteen years of age or older, having received the sacraments of Baptism, Confirmation and Eucharist, and living a life of faith which befits the role to be undertaken (see canon 874).

Given the serious responsibility with which the office of godparent is to be assumed, we ask you to affirm the following.

I, \_\_\_\_\_, am an active member of \_\_\_\_\_ parish,  
\_\_\_\_\_ (city, state).

I have been asked to stand as godparent for \_\_\_\_\_  
as he/she receives the Sacrament of Baptism.

In accepting this ecclesial responsibility, I affirm that:

1. I have been fully initiated as a Catholic Christian, having received the Sacraments of Baptism, Eucharist and Confirmation.
2. I am at least 16 years of age.
3. I participate regularly in the Sunday Eucharistic Liturgy.
4. I receive the Sacrament of Reconciliation at least once a year to confess grave sins.
5. If married, I am married according to the teachings and canons of the Catholic Church.  
\_\_\_\_\_ yes      \_\_\_\_\_ not married and living a chaste life as a single person
6. I believe and profess all that the holy Catholic Church believes, teaches, and proclaims to be revealed by God.
7. I understand and acknowledge to the best of my ability that I will be a faithful witness through example and word of the Catholic faith for the person I am sponsoring.

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Godparent Signature

(Church Seal)

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Pastor or Parish Representative Signature





CATHOLIC PARISH

OUR LADY OF LORETO PARISH  
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