

### **SACRAMENTAL RECORD KEEPING**

1. For Baptism celebrated under normal circumstances, the following information is to be entered into the register for Baptisms (c. 877, § 1):
  1. the Christian name(s) of the child as designated by the parent(s);
  2. the name of the father (first, middle and surname) and the name of the Mother (first, middle and maiden name);
  3. the date and place of birth;
  4. the name(s) of the sponsor(s) selected by the parents;
  5. the place and date of baptism;
  6. the name of the minister performing the baptism.

Please note:

- a) Church law (c.874) stipulates one and no more than two sponsors of baptism.
  - b) Church law (c. 874§2) allows a baptized person, who is not a member of the Catholic Church, to serve as “a Christian witness.” The designation “CW” might be useful for clarity.
  - c) church law (Ecumenical Directory # 98b) holds that a baptized eastern Orthodox is properly a godparent and not a Christian witness.
  - d) the issuance of a baptismal certificate should reflect what is recorded in the baptismal book. Its purpose is to prove the fact of baptism and the reception of any subsequent sacrament or church action that affects the person’s status in the church.
- 
- II. For baptism celebrated in an emergency, the following information is to be entered in the Register of Baptisms (c. 878 and 877, § 1);
    1. the Christian name(s) of the child as designated by the adoptive parent(s);
    2. The name of the father (first, middle and surname) and the name of the mother (first, middle if any and maiden name);
    3. the date and place of birth;
    4. the name(s) of the sponsor(s) later selected by the parents;
    5. the place (hospital, home, etc.) and date of the emergency baptism;
    6. the name of the person who actually performed the baptism;
    7. and in the margins indicate the date and place when the ceremonies were supplied (cf. 1973 Rite of Baptism for Children #31.3).

Please note:

When a baptism is celebrated in an emergency situation, it is recorded properly in the territorial Parish in which the hospital (or other location) is located. (Hospitals without a Catholic affiliation do not necessarily have a baptismal record book or formally keep such records.) In the case of the cleric performing the baptism, it is a practical and useful safeguard to record it also in the parish record book of the cleric's appointment. In the future the parents might not remember the hospital name or in what parish it is located, but they will remember the parish they attended (often the one called in such an emergency).

III. For children baptized after adoption is finalized, the following information shall be entered in the register (c.877, §3):

1. the Christian name(s) of the child as designated by the adoptive parent(s);
2. the names(s) of the adoptive parent(s)
3. the date and place of birth;
4. the names of the sponsors selected by the adoptive parent(s);
5. the place and date of the baptism;
6. the name of the minister performing the baptism.; and
7. the fact of adoption but not the names of the natural parents.

Please note:

Baptismal certificates issued by the parish for adopted children will be no different from other baptismal certificates. No mention of the fact of adoption shall be made on the baptismal certificate.

IV. For children baptized before adoption and only after it is finalized, the following information shall be added in the register (c. 877, §3):

1. parentheses shall be placed around the names of the natural parents;
2. the name(s) of the adoptive parent(s) shall then be added;
3. the child's former surname shall also be parenthesized and the new surname added; and
4. a notation shall be made that the Child was legally adopted.

Please note:

Baptismal certificates issued by the parish for these individuals shall give only the name(s) of the adoptive parent(s), The Child's new legal surname, the date and place of baptism, and the name of the minister who administered the sacrament. The names(s) of the sponsor(s) shall not be given, and no mention of the fact of adoption shall be made on the baptismal certificate.

- V. For children whose parentage cannot be known (c.870) or is unknown (c.877, §2), the following information is to be entered in the register of Baptisms:
1. the Christian name(s) of the child as designated by the mother or guardian(s);
  2. the name of the mother (first, middle if any and maiden), if publicly known or requested by her before two witnesses;
  3. the name of the natural father (first, middle and surname) only if paternity is established or if he makes a declaration before a priest and two witnesses:
  4. the date and place of birth, if known, or being found or placed under guardianship;
  5. the name(s) of the sponsors(s) selected by the parent or guardian;
  6. the place and date of the baptism; and
  7. the name of the minister performing the baptism.
- VI. For Baptism celebrated for an un baptized adult (RCIA). The following information is to be entered in the register for Baptisms (C. 877, §1):
1. the given and/or Christian name(s) of the person;
  2. the name of the father (first, middle and surname) and the name of the mother (first, middle and maiden name);
  3. the date and place of birth;
  4. the name of the sponsor;
  5. the place and date of the baptism;
  6. the name of the minister performing the baptism; and
  7. marginal notation of reception of Eucharist and confirmation, and marital status (either valid marriage or the con validation of the marriage in possession).

Please note:

By virtue of canon 869, §2, non-catholic baptisms are presumed valid until the contrary is demonstrated. Therefore, only after careful investigation and with a positive doubt remaining as to the fact of a baptism or the fact of its invalid celebration, an adult is conditionally baptized. This conditional baptism is done privately (i.e., no fanfare and only the essential participants). In such cases the date and place of baptism should be noted instead of the purported earlier baptism. A note as to its conditional celebration should be included.

VII. For the “full reception into the Church” celebrated for a baptized adult (RCIA), the following information is to be entered in the register for Baptisms or a registered for that designated purpose (c. 869 §§ 1-2):

1. the given and/or Christian name(s) of the person;
2. the name of the father (first, middle and surname) and the name of the mother (first, middle if any, and maiden name):
3. the date and place of birth;
4. the name of the sponsor;
5. the place and date of the baptism;
6. the name of the minister who performed the baptism; and
7. marginal notation of profession of faith, reception of Eucharist and confirmation, and marital status (either current valid marriage or the con validation of the marriage in possession).

VIII. For baptized children before age 7 (c. 852, §1) whose parents are being fully received into the Church, the following information is to be entered in the register for Baptisms or registered for that designated purpose:

1. the Christian name(s) of the child as designated by the parent(s):
2. the name of the father (first, middle and surname) and the name of the mother (first, middle if any, and maiden name):
3. the date and place of birth:
4. the name(s) of the sponsor(s) now selected by the parents;
5. the place (church and town) and date of the baptism;
6. the name of the minister who actually performed the baptism;
7. and in the margins indicated the date and place when the ceremonies were supplied (cf. 1973 Rite of Baptism for Children #31.3)

IX. For confirmation celebrated under normal circumstances, the following information is to be entered in the register for Confirmation (c. 895):

1. the legal and Christian names of the child;
2. the name of the father (first, middle and surname) and the name of the mother (first, middle if any, and maiden name), unless otherwise indicated the Baptismal certificate;
3. the date and place of Baptism;
4. the name of the sponsor selected by the person;
5. the place and date of the confirmation; and
6. the name of the minister performing the confirmation

Please note:

- a) If someone other than the diocesan bishop celebrates the Confirmation, a marginal notation should be made by what authorization by law or by diocesan faculty was used.
  - b) The place of Baptism would be notified of the confirmation. In the case of a baptized person being brought "into full communion in the Church," the place of reception ("Profession of Faith") is to be notified instead of the place of Baptism.
- X. For Confirmation celebrated under unusual circumstances, the following information is to be entered in the register for Confirmation (cc. 896 and the 883-884, §2):
1. the legal and Christian names of the child:
  2. the name of the father (first, middle and surname) and the name of the mother, first middle if any and maiden name), unless otherwise indicated by the Baptismal certificate;
  3. the date and place of Baptism;
  4. the name of the sponsor selected by the person;
  5. the place (hospital, house, etc.) and date of the confirmation: and
  6. the name of the minister performing the confirmation.

Please note:

As in the case of emergency Baptism, the record of an emergency Confirmation is to be kept at the parish church in which the location of the confirmation occurred. However, for the sake of failing memories a record can be kept also at the person's proper parish since that location may very well be the only one recalled years later.

- XI. For weddings celebrated with recognition by the Catholic Church, the following information is to be entered into the Marriage Register (cc. 122-1123):
1. The legal and/or Christian names of the groom;
  2. The name of the father (first, middle and surname) and the name of the mother (first, middle if any, and maiden name) of the groom;
  3. The legal and/or Christian names of the bride;
  4. The name of the father (first, middle and surname) and the name of the mother (first, middle if any and maiden name) of the bride;
  5. The date and place (actual church and town ) of the wedding;
  6. The name of the witnesses;
  7. The name of the priest/deacon/minister asking for and receiving the couple's vows; and
  8. Notation of any permissions, dispensations and delegations obtained for the valid celebration of the wedding (including protocol number if existing).

Please note:

The informational facts in the prenuptial file are the source for the marriage record book. The marginal notation column is for the purpose of noting any permission or delegation, regardless of the source for the permission/dispensation, and other significant factors (for instance, delegation for the minister and a sanatio).

XII. For First Communion, the following information is to be entered into the Communion Register, if one is utilized (not required by church law):

1. The legal and Christian names of the child;
2. The date and place of Baptism;
3. The church and date of the First Communion; and
4. The name of the main celebrant of the Mass.

XIII. For Deaths, the following information is to be entered into the Death Register (c. 1182):

1. The legal and Christian names of the person;
2. The residential address of the deceased person;
3. The date and place of death; and
4. The church and date of burial.