



5011 WHITE OAK AVE, ENCINO, CA, 91316

BAPTISM REQUIREMENTS

Holy Baptism is the basis of the whole Christian life, the gateway to life in the Spirit, and the door which gives access to the other sacraments. Through Baptism we are freed from sin and reborn as sons of God; we become members of Christ, are incorporated into the Church and made sharers in her mission: *"Baptism is the sacrament of regeneration through water in the word."* – *Catechism of the Catholic Church*

REQUIREMENTS

1. The following requirements are for children under 7 years of age. For children 7 or older, please contact the Religious Education Office.
2. The parents of the child to be baptized should be registered-contributing parishioners of Our Lady of Grace Church or live within the parish boundaries. If the parents are parishioners of another Church or live outside our parish boundaries, they must obtain a permission letter from their Pastor.
3. Please submit A copy of the child's Birth Certificate along with this application form and supporting Confirmation or marriage certificate for Godparents (see requirements for godparents below)
4. Baptisms are celebrated every third weekend of the month, unless specified. Saturdays at 12:00 pm in Spanish, and Sundays at 2:30 pm in English.
5. Donation: \$100 for registered active parishioners, \$150 for non-registered parishioners. Private Baptisms: \$300.00 donation and date of Baptism MUST be confirmed by Parish Office and clergy. Baptisms are always celebrated on weekends only.
6. Parents and Godparents must attend a Baptism a MANDATORY pre-baptismal Class. The class may be taken at another church and provide a certificate of completion to the parish office. The date for this class will be confirmed upon receipt of all supporting documents, donation and completed application.
7. All required documents must be provided to the parish office at least 2 weeks before the proposed date of baptism class. The baptism will be postponed until all documents are received and all requirements met. Approved families will receive a final confirmation email upon the completion of all requirements.

REQUIREMENTS FOR GODPARENTS/SPONSORS

1. Must be over 18 years of age.
2. A person may only have one or two godparents (also called sponsors); if two are chosen, they must be male and female.
3. One godparent must be a fully initiated Catholic Adult and need to provide a copy of their Confirmation Certificate. If you choose to have a second godparent, that person must at least be baptized Catholic or baptized in another Christian Community. A baptized person who belongs to another Christian community may be admitted only as a "Christian witness" (not a godparent.) This is only allowed if there is at least one Roman Catholic godparent who fulfills the above criteria.
4. If the Godmother and Godfather are married to each other, they must be married in the Roman Catholic church, and therefore present a marriage certificate by the Roman Catholic Church instead of a copy of the Confirmation certificate.
5. Godparents must be active, practicing Catholics and attend Sunday Mass.
6. Both Godparents must attend a mandatory Baptism Preparation Class. This class may be completed in person at Our Lady of Grace or at another Catholic Church. If completed elsewhere, then a certificate of completion must be submitted to the Parish Office for each Godparent.

**The parish office will only communicate about the pre-baptismal process with the parents or legal guardians of the child to be baptized. * La oficina parroquial llevará este proceso solamente con los padres de familia o tutores legales del/los menor(es) a ser bautizados.*

OUR LADY OF GRACE

5011 WHITE OAK AVE, ENCINO, CA, 91316

BAPTISM REGISTRATION FORM

INFANT INFORMATION

All children to be baptized must be under 7 years of age.

NAME OF CHILD		
CITY OF BIRTH	DATE OF BIRTH	AGE

PARENTS

NAME OF FATHER		RELIGION:
NAME OF MOTHER – INCLUDING MAIDEN NAME		RELIGION
EMAIL:	TELEPHONE	
HOME ADDRESS		
ARE THE PARENTS MARRIED IN THE CATHOLIC CHURCH?	ARE PARENTS REGISTERED MEMBERS OF THE PARISH?	ENVELOPE NUMBER:

GODPARENTS/SPONSORS

- Godparents must be over 18 years of age and must have completed the Sacraments of Initiation: Baptism, First Communion and Confirmation. A copy of the Confirmation certificate must be submitted of at least 1 godparent
- If godparents are married, they must be married in the Roman Catholic Church.
- Godparents must be active and practicing Catholics (*How else can they teach the faith to the child if they are not?*)

NAME OF GODFATHER	MARRIED <input type="checkbox"/> SINGLE <input type="checkbox"/>	CLASS DATE:
NAME OF GODMOTHER	MARRIED <input type="checkbox"/> SINGLE <input type="checkbox"/>	CLASS DATE:

DATE OF BAPTISM:	TIME:
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PERMISSION [LIVING OUTSIDE OUR LADY OF GRACE BOUNDARIES]

Parents must provide a signed and sealed permission letter from their home parish if they live outside the boundaries of Our Lady of Grace Church.

INTERVIEWER USE ONLY:

INTERVIEWER:	Phone:	DATE:
Baptism Class Date: _____ <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Godmother <input type="checkbox"/> Godfather	Follow Up Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, explain:	

OFFICE USE ONLY:

Donation: Amount: _____ Date: _____ Receipt #: _____	<input type="checkbox"/> Copy of Birth Certificate (Attached) <input type="checkbox"/> Copies of Confirmation Certificates for Sponsors (Attached) <input type="checkbox"/> Non-parishioner's permission from own Pastor (Attached)	Final confirmation notification: _____ <input type="checkbox"/> Certificate Processed <input type="checkbox"/> Sacramental Book
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