



Immaculate Heart of Mary Church

617 S. Santa Rosa Ave. • San Antonio, Texas 78204-3122

Phone: (210) 226-8268 Fax: (210) 226-2412

admin@ihmsatx.org

BAPTISM GUIDELINES

Immaculate Heart of Mary welcomes you and your child to our community. You are about to have your child baptized. This is a very special celebration for you and your family, as well a very important commitment for you to bring your child up in the practice of the catholic Faith.

Please understand that we will **NOT** set a baptism date until all paperwork and requirements have been completed and received by the parish office.

Requirements for baptism:

- This sacrament is for children under the age of 7.
- Consent must be by at least one biological parent or legal guardian.
- The Parent must pre-register in person at the Parish office.
- All Documentation must be turned in at time of registration.
- Parents and Sponsors must attend a Baptism class.
- Registration deadline is **ONE WEEK** before baptism.

Documents Needed for Registration:

- Original State Issued Birth Certificate for the child.
- Sponsors Sacramental Certificates.
- Certificates of Baptism classes (if received instruction at another Parish).
- Registration fee of 1 child \$35.00 2 children \$60.00

- **Spanish Baptisms are every 3rd Saturday of the month at 9:00am**
- **Spanish Classes are the Friday before the Baptism at 7:00 pm**
- **English Baptisms are every 4th Saturday of the month at 9:00 am.**

Online Baptism classes are available in English and Spanish. [Link below](#)

Belonging: Baptism in the Family of God – Ascension (ascensionpress.com)

Role & Responsibilities of the Godparent

Godparents, together with the parents are to be models and examples of what it means to be faith-filled, practicing Catholics, for the child who is to be Baptized. After the baptism, the godparent's role really begins, its not just about sending presents at birthdays and Christmas! Ideally, The Godparent accepts the responsibility of helping the person grow in the Catholic faith. Godparents lead the child by example, towards a Christian way of life. They also support their godchild's parents in their role as Catholic parents and primary educators of their child.

Requirements to be a Sponsor:

According to the Code of Canon Law (874), the Sponsor must:

- Be at least 16 years of age.
- Be a Catholic who has been Confirmed and received the Sacrament of Holy Communion.
- If married, they must be married by the Catholic Church.
- One Male and one female only. (Cannot be 2 of the same gender).
- Signed letter of Permission from parish to be a Sponsor. (Permission letter attached)

Who cannot be a Sponsor

- A non practicing Catholic without the sacraments of initiation .
- A person who is not married, but living with a significant other. (Considered Common law Marriage)
- Someone who is Married civilly.
- A person from another religion.
- Parents may not be the Godparents they are already the primary role model in the practice of the faith, and the sponsor assists them in that duty.

Sponsor Documents Needed

- Communion Certificate
- Confirmation Certificate
- Marriage Certificate issued from Catholic Church. (If applicable)
- Letter of Permission from Parish (Non-Parishioners only).



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Baptism Date: _____

BAPTISM REGISTRATION FORM

Date: _____

Date Paid: _____ Total Paid: \$ _____

Cash / Credit / Check # _____

CHILD'S INFORMATION

Child's Name: _____

Gender: **Male / Female**

Date of Birth: _____ / _____ / _____

Place of Birth: (City/State) _____

PARENTAL INFORMATION

Mother's Name (Maiden): _____

Phone: _____ Catholic: Yes / No Marital Status: Single _____ Married _____ Widow _____

Address: (City/State) _____

Father's Name: _____

Phone: _____ Catholic: Yes / No Marital Status: Single _____ Married _____ Widow _____

Address: (City/State) _____

GODPARENT'S INFORMATION

Godfather's Name: _____

Phone: _____ Parish Name: _____

Marital Status: Single _____ Widow _____ Married _____ Place of Marriage: _____

Godmother's Name: _____

Phone: _____ Parish Name: _____

Status: Single _____ Widow _____ Married _____ Place of Marriage: _____

Signature: _____ Date: _____

OFFICE USE ONLY:

Baptism Date: _____ Class Date: _____

English / Spanish

Birth Certificate Received: _____

Godmother: 1st Communion / Confirmation / Marriage / Permission Letter

Godfather: 1st Communion / Confirmation / Marriage / Permission Letter

Class Attendance: Father: _____ Mother: _____ Godfather: _____ God mother: _____

Baptized By: _____

Vol: _____ Page: _____ #: _____