



## **Preparation Packet**

*The Catholic Community of*  
**St. Luke the Evangelist**  
*Infant Baptism*

11011 Hall Rd. Houston, TX.  
77089

Parish Receptionist:  
281-481-6816 EXT. 201  
[reception@stlukescatholic.com](mailto:reception@stlukescatholic.com)

Fax: 281-481-8780

### **For newborns up through six years of age**

*Children seven years old or older should attend children's or youth faith formation classes before receiving Sacrament of Initiation, such as baptism. For more information contact Alma Cervantes at 281-481-6816, EXT. 211*

## **Class Registration**

You may register your child for baptism class with the Parish Receptionist in the Education building. (Forms may also be faxed or e-mailed, if desired.) Class registration includes:

- Completing the registration form.
- Providing a ten-dollar materials fee that helps offset class expenses.
  - Unless you have already taken the class within the last three years.
  - Unless you are taking the class at another parish. (Then we will need a letter from that parish verifying your attendance.)

**Registration must be complete by the end of the day two Fridays prior to the class date.**

## **Baptism Ceremony Date and Baptism Certificate**

Registration sufficient for taking the class does not fully end the registration process. If possible, please also hand in these other materials when you complete your class registration. These include:

- Providing at least one completed godparent form. While only one godparent is required, if your child will have two, also hand in the other godparent form.
- Providing your child's birth certificate. (You can hand in a copy for us, or we can make a copy from the original).

## Class

Class is designed with both parents (or legal guardians) and godparents in mind. Please attend the entire class.

As a courtesy to the baptism team, please be on time. If you are unable to attend the session for which you have registered, please let us know. Please mark your calendars: If you miss class, you may take the baptism class at another parish or wait for the next session at St. Luke. At St. Luke, sessions repeat approximately once every two months.

St. Luke honors the classes you have taken for three years.

By attending the classes, the godparents will clearly understand the responsibility to which they are committing themselves.

### **Lunch on the Day of Class**

Two options for lunch:

- Bring a lunch
- Go out during lunch break or bring food back: eating in class is fine.

## Scheduling Baptism Date

Baptism celebrations may be scheduled during certain Masses or in communal baptism services.

Wait a week after the completion of your classwork (or the handing in of the completed godparent forms, whichever comes later) and then set up a date for the baptism with the Parish Receptionist:

**281-481-6816; [reception@stlukescatholic.com](mailto:reception@stlukescatholic.com)**

**All baptism dates will be finalized by the parish to avoid conflicts with the use of the church and the scheduling of the clergy. Please do not make plans prior to securing a date from the Parish Receptionist.**

**Parents do not have to be married through the Church (or at all) to bring their children for baptisms.**

If you are married outside the Church, we do encourage you to consider having your marriage blessed in the Church. This is one good way to begin setting an example for your child of what a Catholic lifestyle looks like.

The process for convalidation (bringing your marriage into the Church) is much the same as marriage preparation. We ask you to visit our parish website and fill out a marriage preparation registration form. Go to the "Sacraments" tab and select Marriage.

# Registration for Infant Baptism Preparation

Infant baptism is for children ages 0-6 years of age. (St. Luke has a different program for children/teens seven years of age or older. It is the RCIA for children. For more information on children's RCIA, contact Alma Cervantes at 832- 671-0100.)

A person being baptized may have either one or two godparents. If two, then one of them must be a male person and the other a female person.

Please print legibly.

Date you are filling out this form: \_\_\_\_\_

## Child to be Baptized

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Child's Gender:  Male;  Female;  Unknown; child is unborn at this time.

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Child's Ethnicity: Every year the Archdiocese asks each parish to provide demographic information on its programs. Race is one of the demographics collected for infant baptism. Please select one option that fits best.  
 European Descent;  Hispanic Descent;  African Descent;  Asian Descent

## Who is Filling out this Form?

While it is typically parents or godparents who fill out this form, sometimes others do too. It is helpful to our Parish Office to know who is filling out this form. That way, when necessary, St. Luke can seek verification from the right person.

Who is filling out this form?

- Father (or Male Guardian)                       Mother (or Female Guardian)  
 Godfather (or Male Christian Witness)       Godmother (or Female Christian Witness)  
 Other

(Note: at least one parent must be Catholic so that the child can be raised Catholic. At the baptism ceremony the parents (or at least one parent) promises to raise the child Catholic.)

If you checked, "Other," above, please fill out the following four blanks.

Name (for Other): \_\_\_\_\_

Affiliation to Child (for Other): \_\_\_\_\_

E-mail (for Other): \_\_\_\_\_

Phone Number (for Other): \_\_\_\_\_

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I would like more information on (this will be e-mailed only to the individual filling out the form):

- Baptism for Adults
  - First Communion for Adults
  - Confirmation for Adults
  - Marriage Preparation
  - Getting my Previous Marriage Annulled
  - Bringing my Current Marriage into the Church
- 

### **Father/Male Guardian**

This section is here for a male person bringing a child for baptism. However, St. Luke also needs his name even if the father is not bringing the child for baptism (unless his name does not appear on the child's birth certificate). If the child instead has a male legal guardian, please use this section for him (St. Luke will then get the father's information from the birth certificate).

Please make sure to list this parent's (or guardian's) religious affiliation; at least one parent (or guardian) must be Catholic for the child to be baptized Catholic.

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Are you a registered parishioner at St. Luke? Is St. Luke your home parish?  Yes;  No

Religious Affiliation: \_\_\_\_\_

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### **Mother/Female Guardian**

This section is here for a female person bringing a child for baptism. However, St. Luke also needs her name even if the mother is not bringing the child for baptism (unless her name does not appear on the child's birth certificate). If the child instead has a female legal guardian, please use this section for her (St. Luke will then get the mother's information from the birth certificate).

Please make sure to list this parent's (or guardian's) religious affiliation; at least one parent (or guardian) must be Catholic for the child to be baptized Catholic.

Last Name: \_\_\_\_\_ Maiden Name: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Are you a registered parishioner at St. Luke? Is St. Luke your home parish?  Yes;  No

Religious Affiliation: \_\_\_\_\_

## Godfather

This section is meant for a godfather. Only one godparent is required.

This section can also be used for a male Christian witness, in place of a godfather.

A person being baptized must have at least one true godparent; he or she cannot simply have two Christian witnesses.

Godparents and Christian witnesses must fill out a separate godparent form where they affirm that they fulfill the requirements (listed on that form) to be a godparent or Christian witness. (At least one godparent form for a true godparent must be handed in to St. Luke before a baptism celebration date can be set.) **PARENTS MUST CUE GODPARENTS TO FILL OUT THE GODPARENT FORM;** otherwise, they will not know that they need to.

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Are you a registered parishioner at St. Luke? Is St. Luke your home parish?  Yes;  No

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Sometimes the person reading this form is not able to discern good contact information from it. Please provide both an e-mail address and a phone number for each adult listed so that St. Luke has multiple ways to contact your family.

Classes provided virtually require an e-mail address to which St. Luke may send the link to join.

St. Luke plans to e-mail both the parents and godparents' information about the next available session. This e-mail will include additional information about baptism preparation, including a link to the godparent form.

Registration for a particular class closes nine days before the date the class starts. This gives our baptism preparation team time to prepare; if you register past the deadline, St. Luke will instead e-mail you about the next session

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## Godmother

This section is meant for a godmother. Only one godparent is required.

This section can also be used for a female Christian witness, in place of a godmother.

A person being baptized must have at least one true godparent; he or she cannot simply have two Christian witnesses.

Godparents and Christian witnesses must fill out a separate godparent form where they affirm that they fulfill the requirements (listed on that form) to be a godparent or Christian witness. (At least one godparent form for a true godparent must be handed in to St. Luke before a baptism celebration date can be set.) **PARENTS MUST CUE GODPARENTS TO FILL OUT THE GODPARENT FORM;** otherwise, they will not know that they need to.

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Are you a registered parishioner at St. Luke? Is St. Luke your home parish?  Yes;  No

## Other

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**Attendance:** Infant baptism class(es) is(are) designed for both parents (even if one is not Catholic) and for both godparents. However, sometimes one or more parties will take the class(es) at another parish or at another time. In fact, some parents take classes in another parish and have only the baptism celebration at St. Luke. St. Luke assumes that all four of you will attend the classes, unless you indicate otherwise. Please let St. Luke know if anyone of these four will not be in attendance.

- The father (or male guardian) will not attend the upcoming class(es).
- The mother (or female guardian) will not attend the upcoming class(es).
- The godfather (or male Christian witness) will not attend the upcoming class(es).
- The godmother (or female Christian witness) will not attend the upcoming class(es).

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**What does St. Luke need to know?**

- We need a letter affirming that we took classes at St. Luke; we are baptizing at another parish; the address of this other parish is provided below. [You do not need to hand in a godparent form or a birth certificate.]
- All of us (parents and godparents) have taken the class(es) at St. Luke within the last three years; we will not be attending this time. (We are listing previous child(ren) and class date(s) below.) [You do not need to pay the materials fee.]
- We have attended classes elsewhere (within the past three years) and will provide a letter affirming our training for baptism before we schedule our baptism ceremony. (For parents only). [You do not need to pay the materials fee.]

The following church-address items are only for baptisms taking place at another parish.

Name of Church: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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**Materials Fee:** The materials fee is paid all at once for a whole family, no matter how many children (of the same parents) you are bringing to be baptized. Payment is only necessary for those taking classes at St. Luke. If classes were taken at St. Luke within the last three years, the fee was already paid then.

Child's Name for whom payment of the materials fee was previously paid: \_\_\_\_\_

Date(s) of infant baptism class(es) taken within the last three years: \_\_\_\_\_

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**Birth Certificate:** While St. Luke can provide you with baptism classes and celebrations without a formal birth certificate for your child, St. Luke can neither complete your child's baptism record nor provide you with a baptism certificate without a formal birth certificate. Please bring the certificate to the Parish Office so that the receptionist can make a photocopy of it, or scan it and attach it to an e-mail to [reception@stlukescatholic.com](mailto:reception@stlukescatholic.com).

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# Godparent Form

Each godparent or Christian witness candidate must fill out a separate godparent form.

Name of Child Being Sponsored: \_\_\_\_\_

Name of Godparent Candidate: \_\_\_\_\_

Only one true godparent is required. If there is more than one godparent and/or Christian witness, one must be a male person and the other a female person. Please indicate your gender.

Male

Female

"Godparent" is a distinctive role within the Catholic Church. According to this role, godparents promise to help the parents raise their child, who is being baptized, in the Catholic faith. The parents are the primary religious educators of their own children, and godparents assist them in this role. Because of this task that godparents promise to fulfill, they need to be practicing Catholics, who are in good standing with the Church. This is why the Church has criteria for godparents. Additionally, it is best that godparents have a regular presence in the child's life. Within the family, godparents may have other roles that the Church does not define.

"Christian witnesses" take on a role similar to godparents within the family, but do not meet the Catholic criteria to be considered true godparents.

Both godparents and Christian witnesses are official witnesses so, they must be present at the baptism. The names of both will be recorded in the official baptism record of the child. A Christian witness will be noted specifically as a "Christian witnesses."

## **CRITERIA TO BE A FULL (TRUE) GODPARENT**

- ✘ I am at least sixteen years old
- ✘ I have received the Sacraments of Baptism, Confirmation, and Eucharist in the Catholic Church.
- ✘ I am EITHER unmarried OR my marriage is recognized by the Catholic Church. ('Recognized by the Church': This typically means that you were married in a Catholic Church, had a Catholic priest or deacon present at your marriage as an official witness of the Catholic Church, and/or had your marriage blessed (convalidated) in the Catholic Church.)
- ✘ I attend Mass regularly, and have an active sacramental life.
- ✘ I am neither the father nor the mother of the child being baptized.

I affirm that I am the godparent candidate named above and that:

- I meet all of the above-listed criteria to be a full godparent.
- Though I do not meet the criteria for a true godparent, I do meet the criterion listed below for a Christian witness.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **CRITERION FOR A CHRISTIAN WITNESS**

- ✘ I have been baptized in water by another person in the name of the Father and of the Son and of the Holy Spirit.

Those being baptized must have at least one true godparent; dates for the celebration of baptism cannot be set until at least one godparent form (for a true godparent) has been submitted to the Parish Office

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- Though I do not meet the criteria for a true godparent, I do meet the criterion listed below for a Christian witness.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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