

## ST. MARK THE EVANGELIST CATHOLIC CHURCH BAPTISM INFORMATION

Child's Name: \_\_\_\_\_  Male  Female  
Last First Middle

Date of birth or Expectant Date: \_\_\_\_\_  
 Place of birth: \_\_\_\_\_ State Birth Certificate (Copy) Included:  Yes  No  
City State

To Baptize at "St. Mark the Evangelist Catholic Church" parents or a family member must be registered with Parish.  
 Are Parents registered?  Yes  No If no, where do you attend church? \_\_\_\_\_  
 Name of family member who is registered: \_\_\_\_\_

Parents are you married?  Yes  No In the Catholic Church?  Yes  No

**Father's name:** \_\_\_\_\_  
last first middle  
 Catholic?  Yes  No If no, what religion? \_\_\_\_\_  
 Please check sacraments received:  Baptism  Eucharist  Confirmation

**Mother's name:** \_\_\_\_\_  
maiden first middle  
 Catholic?  Yes  No If no, what religion? \_\_\_\_\_  
 Please check sacraments received:  Baptism  Eucharist  Confirmation

Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
Home Cell (hers) Cell (his)

E-Mail Address: \_\_\_\_\_  
 \*\*\*\*\*

**Godfather:** \_\_\_\_\_ **married?**  Yes  No  
last first middle  
**Documents to be Received:** 1) Verification of Marriage in Catholic Church .....  Yes  No  
 2) Confirmation  Yes  No 3) Date of Baptism Prep. Class \_\_\_\_\_  
 \*\*\*\*\*

**Godmother:** \_\_\_\_\_ **married?**  Yes  No  
last first middle  
**Documents to be Received:** 1) Verification of Marriage in Catholic Church .....  Yes  No  
 2) Confirmation  Yes  No 3) Date of Baptism Prep. Class \_\_\_\_\_  
 \*\*\*\*\*

Optional: Christian Witness: \_\_\_\_\_  
last first middle  
 Christian Witness: \_\_\_\_\_  
last first middle  
 \*\*\*\*\*

Date chosen for Child's Baptism (must verify with Baptism coordinator) \_\_\_\_\_  
 Time chosen for Child's Baptism Mass \_\_\_\_\_ or Rite \_\_\_\_\_  
 \*\*\*\*\*

**\*\* FOR OFFICE USE ONLY\*\***

Recorded _____	Interviewed by _____
Certificate Issued _____	Interview date _____
Card To Archdiocese _____	Class date attended _____
Data Services _____	Birth Certificate _____

Priest or Deacon baptizing Child: \_\_\_\_\_

**Submit to Office**

**ST. MARK THE EVANGELIST CATHOLIC CHURCH**  
**Faith Formation Office**  
1602 Thousand Oaks Dr., San Antonio, Texas 78232  
(210) 494-7434 / Fax (210) 494-4957

*Godparent / Christian Witness Requirements*

The Catholic Church's Code of Canon Law lists these requirements for a person to be a valid and lawful godparent in Baptism:

- Canon 872 - The godparent's role with the parents is to present the infant for the sacrament of Baptism and help the child live a life befitting a baptized Catholic Christian.
- Canon 873 – There may be only one male godparent or one female godparent or one of each.
- Canon 874

§1 To be permitted to take on the function of godparent a person must:

1. Be designated by the parent and must be mature enough to undertake this responsibility;
2. Be at least 16 years of age;
3. \*Be a Catholic who has received the three sacraments of initiation, namely Baptism, Eucharist and Confirmation, and live a life of faith in keeping with the function to be taken on (i.e., must believe all that the Catholic Church believes and teaches, and truly make a serious effort to live a good moral life worthy of imitation, and sees to the religious instruction of his/her family). Must be an actively practicing Catholic who attends weekly Mass;
4. \*Not be bound by any canonical penalty legitimately imposed or declared by the Church (This means that Catholics living in an invalid marriage and those that are cohabitating [living together without marriage] cannot serve as a sponsor.);
5. Must not be the father or mother of the one to be baptized;

§2 A baptized person who belongs to a non-Catholic Christian community may not be admitted as a godparent but as a witness to the Baptism together with a Catholic godparent.

The intent of Canon 874.2 is to allow someone who is baptized in another Trinitarian Protestant Faith (i.e., Baptist, Episcopal, etc.) to participate in the baptismal ceremony in conjunction with a qualified Catholic sponsor. It is not intended to allow for the following situations: a baptized Catholic who is not living out his or her Catholic faith; a baptized Catholic under the age of 16 years; or a baptized Catholic who has not yet received the sacrament of Confirmation. An ex-Catholic is still a Catholic, one who is under canonical penalty, having been excommunicated, therefore not in good standing with the Catholic Church.

\*A copy of your Baptism, First Communion, and Confirmation (and Marriage, if applicable) Sacramental certificates will also be required.

# ST. MARK THE EVANGELIST CATHOLIC CHURCH

## *Baptism Preparation and Requirements*

Dear Parishioners:

The staff of St. Mark the Evangelist congratulates you on your newest family addition and welcomes you to our Baptism preparation. We encourage you to complete the necessary steps before the birth or adoption of your child. To begin the process, please follow the instructions listed below:

Complete as much information as possible on the **Baptism Information form** (found online or available in the Faith Formation Office) and return it to Maritza Shreffler before scheduling your Baptism date, interview, and attending the class.

- ❖ *Dates available for Baptism Masses, Rites, Interviews, and Classes are posted on the Baptism Calendar found online or attached to the email.*
- ❖ *If you are not a registered parishioner at St. Mark's, please provide a **Letter of Good Standing and Permission** from your Church; if you are newly registered (within last 6 months) at St. Mark's, provide a **Letter of Good Standing** from your previous Church of registration.*

A copy of your **child's state birth certificate** must be submitted prior to the Baptism.

**Classes for parents, Godparents, and witnesses** is held the last Saturday, every other month from **10:00am –12:00pm**. The class is held in New Legacy in the Building 1 (see Baptism Calendar for dates).



**There is a \$25 administrative fee for baptism. Use QR CODE to pay  
This includes: Preparation class, candle, stole and certificate per child.**

**Godparent minimum requirements by Canon Law (872-874):** They must be at least 16 years of age, must have documentation for the validity of receiving the Sacrament of Confirmation, and who lives a life of faith which befits the role to be undertaken. *There must only be one male sponsor or one female sponsor or one of each.*

- ❖ *If a Godparent is married, they must have documentation for the Sacrament of Marriage performed in the Catholic Church.*
- ❖ *If the Godparent is not a registered parishioner at St. Mark's, or if he/she is newly registered (within last 6 months), a **Letter of Good Standing and Permission** is required from his/her Church.*
- ❖ *Godparent must attend weekly Mass.*

The Baptismal Rite is a ceremony complete with scripture readings and hymns.

For any questions not answered above, or for additional information, contact:

**Maritza Shreffler**

1602 Thousand Oaks Drive

San Antonio, TX 78232

**210-494-1959**, ext. 333

e-mail: [mshreffler@stmarkevangelist.com](mailto:mshreffler@stmarkevangelist.com)

<http://www.stmarkevangelist.com>