

St. Margaret, Queen of Scotland Catholic Church



Baptism Policies

“In the sacraments of Christian initiation, we are freed from the power of darkness and joined to Christ’s death, burial, and resurrection. We receive the spirit of filial adoption and are part of the entire people of God in the celebration of the memorial of the Lord’s death and resurrection.”

Rite of Baptism for Children, Paragraph 1

Table of Contents

Why Are You Here?

Requirements for Baptism

The Ceremony

Sponsors (Godparents)

The Baptism Ministry Visit

Baptism Seminars

The “Nuts & Bolts” of It All

May I Serve as A Catholic Godparent or Confirmation Sponsor?

Forms to be Completed by Parents or Legal Guardian:

Baptism Information Form

Sponsor Eligibility Form

Witness Eligibility Form

Please note: A sponsor form MUST be completed for EACH Catholic sponsor. A Witness Eligibility Form MUST be completed for the non-Catholic godparent, if applicable.

Contact Information

Office Hours:

Tuesday – Friday, 8:00 a.m. – 3:00 p.m.
*Closed from 12:00 p.m. – 1:00 p.m. for lunch.

Physical Address:

30300 Catholic Hall Road
Hammond, Louisiana 70403

Mailing Address:

Post Office Box 100
Albany, Louisiana 70711

Phone:

(225) 567-3573

Website:

<https://stmargaretstthomas.com>

St. Margaret & St. Thomas Clergy

Fr. Paul August Gros, Pastor

pgros@stmargaretstthomas.com

Deacon William “Byrd” Corbett

bcorbett@stmargaretstthomas.com

Deacon Tim Messenger

tmessenger@stmargaretstthomas.com

Sacramental Coordinator

Baleigh Olah Henderson

bohenderson@stmargaretstthomas.com

Why Are You Here?



No matter your stage of parenting, YOU have been entrusted with a great gift from God. As a parent, you will serve in many roles. Perhaps the greatest and most influential role you possess is being the teacher of your child in the ways of the faith.

St. Margaret, Queen of Scotland Catholic Church is here to help you in this role. We expect you to participate (with your child!) in the celebration of Sunday Mass every weekend and we are happy to offer you the Sacrament of Baptism for your child.

As the *Catechism of the Catholic Church* notes, 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” (CCC 1213).

The Baptism liturgy invites you to think about the hopes and dreams that you have for your child and the values you want to communicate to him or her in everyday life. These hopes, dreams, and values are expressed in the many choices you make as a parent, the traditions you foster in your families, and the habits and interests you cultivate in your child. These ritual actions celebrate the beginning of your child’s life as a child of God and a member of the Church.

Requirements for Baptism

Parents who desire to have their child baptized at St. Margaret Church or St. Thomas Chapel need to be aware of the following requirements:

1. Parents of the child to be baptized must be registered parishioners of St. Margaret Catholic Church or they must obtain the permission of the pastor in which they are registered to have the child baptized at our church parish.
2. Baptisms are communal celebrations, and as such, are to be held in the context of the Eucharistic liturgy. Exception to this norm is made only in extreme circumstances with the permission of the pastor.
3. No baptisms are performed during the liturgical season of Lent.
4. Parents with children between the ages of seven (7) and seventeen (17) who are not baptized are encouraged to learn more about the Order of Christian Initiation for Children (OCIC). Adults interested in being baptized should also inquire about the Order of Christian Initiation for Adults (OCIA).

The Ceremony

During the liturgy, expect for you (parents), the sponsor(s), and your child to be brought up before the assembly almost immediately after the Introductory Rites begin so that you might formally present the child to be baptized to the Church for Baptism.

After the Liturgy of the Word, subsequent homily, and general intercessions you will return to that same place before the assembly for the celebration of the sacrament, including the Renunciation of Sin and Profession of Faith, Baptism, and Explanatory Rites. After, you will be invited to return to your seat for the remainder of Mass.

At St. Margaret Church and St. Thomas Chapel, children are baptized by “infusion,” which involves the pouring of water three (3) times over the child’s forehead as the priest or deacon recites the baptismal formula.

Baptism Sponsors (Godparents) & Christian Witness

A Baptism Sponsor(s) plays a vital role in the faith of the child being baptized. In order to be a Baptism Sponsor (godparent), a person **MUST**:

1. Be fully initiated into the Catholic Church;
2. Be in good standing with the Catholic Church; and
3. Over the age of sixteen (16).

Practically, this means that sponsors must have received the sacraments of Baptism, the Most Holy Sacrament of the Eucharist, and Confirmation. The person you select as your child’s sponsor(s) should lead a life of faith in keeping with the function to be taken. They should also not be bound by any canonical penalty, legitimately imposed or declared, and must be in a valid sacramental marriage, meaning they were married in the Catholic Church or later had their marriage convalidated with the Catholic Church.

These requirements are important since the sponsor(s) represents the Catholic Church at Baptism and serves as a role model throughout the child’s life by living an exemplary Christian life.

The mother or father of a child to be baptized **CANNOT** be that child’s sponsor(s); however, grandparents and other family members or friends may serve in this role.



Only one sponsor (godparent) is required in Church law. If there is a second sponsor, he or she must fulfill the same requirements as the other sponsor. If there a Catholic sponsor, another person who is non-Catholic, but baptized Christian none-the-less, can serve as a Christian Witness.

A Catholic cannot serve as a witness. If he or she was baptized Catholic, but no longer consider himself or herself to be Catholic, he or she cannot serve either as a sponsor or as a witness.

For more information or clarification as to whether one can serve as a sponsor, please see the “May I Serve As A Catholic Godparent or Confirmation Sponsor?” chart at the end of this policy.

The sponsor(s) and witness must return the Sponsor Eligibility Form(s) before the Baptism Ministry Visit can be scheduled. For a Catholic sponsor, this form **MUST** be signed by the Pastor of the parish in which they are registered. A Witness Eligibility Form must also be completed, if applicable.

Without these forms, the person(s) designated will not be allowed to serve in either role!

Baptism Ministry Visit



Once the Baptism preparation forms are completed, a member of the Baptism Preparation Ministry Team will contact you to schedule a meeting. This meeting may be held at your home, their home, the Church office, or other location agreed upon by all parties. These visits are important, as they give the Church an opportunity to meet with you, your family, and the sponsor(s) and/or witness to discuss the important role of this sacrament, but also to celebrate the upcoming Baptism.

These representatives will accompany you through your child’s Baptism; they are also available to address any concerns you might have.

Baptism Seminars

Seminars *are not* required of those who participate in the visits by members of the Baptism Ministry Preparation Team. Attendance at a Baptism seminar *is* required for those sponsors or witness who cannot be part of the Team visit. Sponsors who have attended a Baptism seminar or Team visit either at St. Margaret or at another Catholic Church within the last three (3) years are exempt from attending. If the seminar was completed at another Church parish, proof of attendance with the corresponding date must be provided with the Baptism Forms.

Sponsors may attend seminars at other Catholic Churches but must provide proof of attendance to the Parish Office.

The “Nuts & Bolts” of It All

Now that you are here, it is time for you and the people of St. Margaret and St. Thomas to prepare for your child’s Baptism. This step-by-step guide will assist in preparing for this special day in the life of your child.

1. Complete the Baptism Preparation Form and Sponsor Eligibility Form or Witness Eligibility Form and return them to the Parish Office, with attention to the Sacramental Coordinator.
 - . Be sure to include the requested date of Baptism on the form (while we try to accommodate the requested date for your child’s Baptism, that date may not always be available).
 - . Baptisms are normatively held at any of St. Margaret or St. Thomas’ parochial Masses: Saturday, 4:00 PM; Sunday – 8:00 AM (St. Thomas Chapel), 10:00 AM, and 5:30 PM.
2. Once the packet arrives at the Parish Office and the Sacramental Coordinator ensure that everything is complete, a member of the Baptism Preparation Ministry Team will contact you to arrange a meeting. Parents and sponsors should all be present for the meeting. If a sponsor is unable to attend the meeting, he or she **MUST** attend a Baptism Seminar (if he or she has not done so in the last three (3) years).
3. The Sacramental Coordinator will contact you after the meeting with the Baptism Preparation Ministry Team to confirm the time and date of your child’s Baptism.
4. When the special day arrives, a pew will be reserved for parents and sponsors at St. Margaret Church or St. Thomas Chapel, and your son or daughter will be welcomed into our community of faith through the saving waters of grace!

If you have any questions or concerns, please contact our Sacramental Coordinator, Baleigh Henderson, by calling (225) 567-3573, or via email at bohenderson@stmargaretstthomas.com.

MAY I SERVE AS A CATHOLIC GODPARENT OR CONFIRMATION SPONSOR?

I am a baptized Catholic.

ARE YOU A CONFIRMED CATHOLIC?

YES: I am a CONFIRMED Catholic.

ARE YOU OR HAVE YOU EVER BEEN MARRIED?

NO: I have NEVER been married.

YES: I was married by a priest in the Sacrament of Marriage in a Catholic Church.

IF YOU HAVE BEEN MARRIED, ARE YOU DIVORCED?

NO: I am NOT divorced.

NO: I did NOT remarry after I divorced AND received an annulment.

NO: I did NOT remarry after I divorced and did NOT receive an annulment after being married in the Sacrament of Marriage.

YES: I received an annulment after I was divorced AND I remarried in the Sacrament of Marriage in the Catholic Church.

IF DIVORCED, HAVE YOU REMARRIED?

YES: I remarried after I was divorced but did NOT receive an annulment.

YES: I received an annulment after I was divorced and remarried in a CIVIL UNION.

If you have never been baptized Catholic, but were Christened in a mainstream Protestant denomination, you may serve as a Christian Witness for ONLY Baptism; you MAY NOT be a Confirmation Sponsor. Parents MAY NOT serve as Godparents or Sponsors.

NO: I am NOT a Confirmed Catholic.

YES: I was married in a civil union NOT in a Catholic Church.

YES: I was married in a civil union NOT in a Catholic Church and later received a CONVALIDATION.

Congratulations! You MAY serve as a Catholic Godparent of Confirmation Sponsor at this time.



St. Margaret, Queen of Scotland
Catholic Church

Sorry, you MAY NOT serve as a Catholic Godparent or Confirmation Sponsor at this time. Please contact a priest to obtain sacraments or an annulment in order to proceed.



ST. MARGARET, QUEEN OF SCOTLAND

ST. THOMAS CHAPEL • SPRINGFIELD

Post Office Box 100 • Albany, Louisiana 70711-0100 • 225.567.3573

Baptism Information Form

Full name of child to be baptized: _____
First Middle Last

Address: _____
Street Address City State Zip

Email Address: _____ Phone: _____

Child's date of birth: _____ Child's place of birth: _____

Anticipated date of baptism: _____

Father's Name: _____
First Middle Last

Father's Religion: _____

Mother's Name: _____
First Middle Maiden Last

Mother's Religion: _____

Godfather's Name: _____
First Middle Last

Godfather's Religion: _____

Godmother's Name: _____
First Middle Maiden Last

Godmother's Religion: _____

In which church parish are the parents of the child registered?

Name of Church City/State Archdiocese/Diocese

OFFICE USE ONLY!

Home Visit Date: _____ Visit Team: _____



ST. MARGARET, QUEEN OF SCOTLAND

ST. THOMAS CHAPEL • SPRINGFIELD

Post Office Box 100 • Albany, Louisiana 70711-0100 • 225.567.3573

SPONSOR ELIGIBILITY FORM

For Baptism, Confirmation, and RCIA

Please print all information on this top portion of the document. The sponsor's signature is required at the appropriate place. The sponsor must have this document signed by a priest in the parish where he/she is registered and attends Sunday Eucharist regularly. Return this form to St. Margaret by mail or in person by the specified due date.

NAME OF SPONSOR: _____

ADDRESS OF SPONSOR: _____

PHONE NUMBER: _____ EMAIL ADDRESS: _____

NAME & ADDRESS OF CATHOLIC CHURCH WHERE THE SPONSOR IS REGISTERED:

CHURCH NAME	ADDRESS	CITY	STATE	ZIP CODE

As a sponsor for _____, I declare that I am at least 16 years of age, and I am a baptized Catholic who has completed my initiation in the Catholic Church through the Sacrament of Confirmation. I am a registered, active and supporting member of the Catholic Parish stated above.

I believe what the Catholic Church teaches and I make a serious effort to live my life according to the Gospel and worthy of imitation by the person I am sponsoring. I realize the great honor and responsibility placed on me before God and the Church in serving as a sponsor. I intend to encourage and support the person I am sponsoring in the practice of the Catholic faith by my word and example.

Signature of Sponsor

*This section is to be completed by the priest where the sponsor is registered and attends mass. **Please also affix the parish seal on this document.** Feel free to include additional remarks on the back of this page.*

Signature of Catholic Priest: _____

Name of Church Parish: _____

Date: _____





ST. MARGARET, QUEEN OF SCOTLAND

ST. THOMAS CHAPEL • SPRINGFIELD

Post Office Box 100 • Albany, Louisiana 70711-0100 • 225.567.3573

WITNESS ELIGIBILITY FORM for Baptism Non-Catholic

Please print all information on this top portion of the document. The witness' signature is required at the appropriate place. Return this form to St. Margaret by mail or fax by the specified due date.

NAME OF SPONSOR: _____

ADDRESS OF SPONSOR: _____

PHONE NUMBER: _____ EMAIL ADDRESS: _____

RELIGION: _____

As a witness for _____, I declare that I am at least 16 years of age, and I am a baptized Christian.

I realize the great honor and responsibility placed on me before God and the Church in serving as a witness. I intend to encourage and support the person I am sponsoring in the practice of the Catholic faith by my word and example.

Signature of Sponsor