

*St. John Vianney Catholic Church*  
*Diocese of Austin*  
*3201 Sunrise Road, Round Rock, Texas 78665*  
*Phone: 512-218-1183, Fax: 512-218-8272*  
[www.sjvroundrock.org](http://www.sjvroundrock.org)

Congratulations! It is with great joy that we anticipate celebrating the Sacrament of Baptism with you. To help with this process, St. John Vianney Catholic Church (SJV) has established the following *Guidelines*.

**Who:** Children and infants who are under 7 years of age

**When**

- Baptisms are scheduled for the 3<sup>rd</sup> Sunday of the month after the 11:00 a.m. Mass.
- In addition, there will four times during the year when they will be held during a weekend Mass.
- Baptisms are not scheduled during Advent and Lent.

**Requirements**

Residence. The child's parents must meet one of the following:

1. Be registered members of St. John Vianney or
2. Live within the parish boundaries of St. John Vianney or
3. Obtain permission from their pastor granting permission to have their child baptized at St. John Vianney.

Documents

1. St. John Vianney Baptism Application
2. Parents' Information Sheet for Baptism Application
3. Official Birth Certificate from the State of birth
4. Baptism Preparation Class Certificate of Attendance for each parent
5. For each Godparent:
  - a. Godparent Covenant Form
  - b. Baptism Preparation Class Certificate of Attendance
  - c. If not a St. John Vianney parishioner, obtain a pastor/parish letter confirming membership and good standing.
6. All documents must be turned in to the SJV Office at least 2 weeks before the scheduled Baptism.

**Preparation Steps**

Parents

1. Obtain child's official birth certificate.
2. Choose one or two godparents/sponsors. See below for their qualifications.
3. Complete the SJV Baptism Application.
4. Complete the Parents' Information Sheet for Baptism Application.
5. Turn in the Application and the Information Sheet to the parish office.
6. Contact the parish office to register for a Baptism Preparation Class.
7. Attend a Baptism Preparation Class. If you have attended a Baptism Preparation Class within the last two years and can present a copy, this will meet the requirements.
8. Check with the parish office for a tentative date of Baptism.
9. Finalize the date of Baptism when all paperwork has been completed and handed in to the parish office.

10. Attend the Ceremony. On the date of a Baptism during Mass, arrive 15 minutes prior to the start of Mass. For a Baptism performed outside the Mass, arrive 15 minutes prior to the start of the Baptism. Attending Mass before the ceremony is a great way to precede the ceremony.

### Godparents

1. Make sure you meet the qualifications to be a godparent. (See below.)
2. Register and attend a Baptism Preparation Class. If you have attended a Baptism Preparation Class within the last two years, this will meet the requirements. If godparents are not from the same parish or the geographic area, they may attend the class in another parish. If this is the case, they are to provide verification that they attended the class.
3. Complete, sign and return the Covenant Form to the parish office.
4. If not a St. John Vianney parishioner, submit a pastor/parish letter of good standing.
5. Attend the Ceremony. On the date of a Baptism during Mass, arrive 15 minutes prior to the start of Mass. For a Baptism performed outside the Mass, arrive 15 minutes prior to the start of the Baptism.

### **Fees**

There are no fees for having your child baptized. We would certainly welcome a gift to help with the costs associated with the celebration and to assist with the ministry of the parish. If you would like to offer a gift specifically to the celebrant of the sacrament, please designate your offering.

### **Qualifications for Godparents**

Only one godparent/sponsor is required.

If two are chosen, one of each gender must be selected.

To be qualified to serve as a godparent, a person must:

- Be older than 16 years
- Be a Catholic who has received Baptism, Eucharist, and Confirmation (Sacraments of Initiation)
- Be a practicing Catholic who leads a life in harmony with the Faith and the role to be undertaken.
- If the godparent is married, the marriage must be a marriage recognized by the Roman Catholic Church as valid. The parish staff can assist you if you have any questions about this.
- Not be the mother or father of the child

### **Classes**

When

- First Monday of: January, March, May, July, September, and November
- 7:00 to 9:00 p.m.
- Come 15 minutes early to complete class sign-in.

Where St. Monica Hall

To Register Contact Parish Office at 512-218-1183.

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## **Children and Infant Baptisms** (those under 7 years of age)

### **Frequently Asked Questions**

#### **Can a member of my family who is not Catholic but a Christian be a godparent?**

A godparent or sponsor is required by Canon Law to be a fully initiated Catholic in good standing (*This means that have received Baptism, Holy Communion and Confirmation. If they are married, they must have a marriage recognized by the Catholic Church.*) A non-Catholic, then cannot serve as a godparent in a Catholic baptism. A Christian may serve as a Christian witness. A godparent is asked to promise to help the parents of the child to raise the child in the Catholic faith.

#### **Can a family member who is not Christian be a witness?**

No, the Church requires for Baptism that a witness be Christian. Non-Christians are welcome to attend a celebration of the Sacrament; however, the Church makes no demands on their conscience to participate in a Rite which may be contrary to their beliefs.

#### **Can a married family member who is Catholic but did not marry in the Church be a godparent?**

Unless the marriage is otherwise recognized as valid by the Church, this person cannot serve as a godparent. This person may very well be a good person in many ways, but the marital situation needs to be reconciled before they fulfill the role of godparent. To answer specific questions about a particular situation please call the Parish Office and speak to one of our clergy.

#### **Can a family member who was married in the Church but now is separated or divorced be a godparent or sponsor?**

Possibly. Separation or divorce does not necessarily inhibit a person from being a godparent, but please contact the Parish Office and speak to one of our clergy for clarification.

#### **Can I have my child baptized if my spouse or parent is not Catholic?**

Yes, only one parent needs to have received the Sacrament of Baptism. The other parent must agree to have the child baptized. Please note, however, that if one or both of the parents have expressed an intent to become Catholic, the child may be baptized. As long as there is an earnest desire for the child to be reared in the Catholic faith, the Church will work with the parents on baptizing the child and addressing any specific concerns.

#### **Do I have to be married in the Church to have my child baptized?**

No, however; we would invite those who have not received this sacrament to talk to one of the parish clergy for more information on how to celebrate this sacrament.

**Do I have to be confirmed to have my child baptized?**

No, however, we would invite anyone who is an adult and has not been confirmed to enroll in our Adult Confirmation course.

**Can I have more than two godparents or sponsors?**

No, however, we would invite your entire family to be involved in the upbringing of your child in the Catholic faith. Different family and cultural traditions are important to raising your children in the faith and are encouraged by the Church.

**What is the procedure for children over the age of 7 years?**

For those children 7 and older, please call our parish office and speak with our Elementary Director of Religious Education.

If you have any other questions concerning the celebration of baptism, please contact the Parish Office.

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**BAPTISMAL APPLICATION**

Email: [sjvoffice@roundrock.org](mailto:sjvoffice@roundrock.org)

You must fill out and turn in this form two (2) weeks before the scheduled Baptism.

Please fill out this form legibly and accurately.

All of the information will go into your child's permanent records.

**Child's Name:** \_\_\_\_\_ Sex: \_\_\_\_\_  
(Last) (First) (Middle)

A copy of the child's birth certificate or hospital certificate must be given to St. John Vianney before the child can be baptized.

Date of Birth: \_\_\_\_\_ City/State of Birth: \_\_\_\_\_

**Mother's Name:** \_\_\_\_\_  
(Last) (First) (Middle) (Maiden)

**Father's Name:** \_\_\_\_\_  
(Last) (First) (Middle)

**Sponsor Name:** \_\_\_\_\_ Confirmed: \_\_\_\_\_  
(Female)

Religion: \_\_\_\_\_ Parish: \_\_\_\_\_

If godmother will not be at the Baptism, give name of proxy: \_\_\_\_\_

**Sponsor Name:** \_\_\_\_\_ Confirmed: \_\_\_\_\_  
(Male)

Religion: \_\_\_\_\_ Parish: \_\_\_\_\_

If godfather will not be at the Baptism, give name of proxy: \_\_\_\_\_

**Information Check List**

**Parents**

\_\_\_ Copy of Child's Birth Certificate  
\_\_\_ Baptism Preparation Class (Father)  
\_\_\_ Baptism Preparation Class (Mother)

**God Father**

\_\_\_ Godparent Covenant Form  
\_\_\_ Pastor's Letter  
\_\_\_ Baptism Preparation Class

**God Mother**

\_\_\_ Godparent Covenant Form  
\_\_\_ Pastor's Letter  
\_\_\_ Baptism Preparation Class

**OFFICE USE**

Tentative date for Baptism: \_\_\_\_\_ Presider: \_\_\_\_\_

Sacrament conferred on (date and time): \_\_\_\_\_

Signature of Presider: \_\_\_\_\_

Date entered into parish record: \_\_\_\_\_ by: \_\_\_\_\_

Date entered into Church PDS: \_\_\_\_\_ by: \_\_\_\_\_

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**PARENTS INFORMATION SHEET FOR CHILD'S BAPTISM**

**Name of Infant to be Baptized:** \_\_\_\_\_

**Infant's Date of Birth:** \_\_\_\_\_

**Mother's Name:** \_\_\_\_\_

\_\_\_\_\_

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

**Mailing Address:** \_\_\_\_\_  
(if different)

**Phone #** \_\_\_\_\_

**e-mail address** \_\_\_\_\_

**Father's Name:** \_\_\_\_\_

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

**Mailing Address:** \_\_\_\_\_  
(if different)

**Phone #** \_\_\_\_\_

**e-mail address** \_\_\_\_\_

**Residence Requirement**

Are you registered members of St. John Vianney Parish?       Yes       No

If No, are you registered members of another parish?       Yes       No

If No, do you live in St. John Vianney Parish boundaries?       Yes       No

**Sacrament Status:** Please check below which sacraments you have received. If any of your Sacrament status boxes are not checked, we invite you to talk with our pastor or one of our deacons for more information on how to receive these sacraments.

**Mother**     Baptism     Eucharist     Confirmation     Married in the Church

**Father**     Baptism     Eucharist     Confirmation     Married in the Church

## BAPTISM SPONSOR COVENANT

As a Baptism sponsor, your role is to encourage the faith of your candidate and be an “example” to your Godchild and to reflect with your Godchild as they grow on the meaning of a life of Catholic discipleship.

The Code of Canon Law (Church Law) specifies the requirements for serving as Godparents at Baptism (Canon 874): You may not be the parent of the person being baptized; you must be at least 16 years old; you must be fully initiated (Baptism, Confirmation, Eucharist); if married, be in a valid Catholic marriage; and live a life of active faith in the Catholic Church.

I understand the requirements of being a Baptism sponsor and I state that I received the

**Sacrament of Baptism:**

at \_\_\_\_\_ Church in  
\_\_\_\_\_ (City and State) on \_\_\_\_\_ (Date)

I received the **Sacrament of Confirmation:**

at \_\_\_\_\_ Catholic Church in  
\_\_\_\_\_ (City and State) on \_\_\_\_\_ (Date)

(And if married) Celebrated the **Sacrament of Marriage:**

at \_\_\_\_\_ Catholic Church in  
\_\_\_\_\_ (City and State) on \_\_\_\_\_ (Date)

My Godchild’s name is: \_\_\_\_\_

Name of parish and city where the **Sacrament of Baptism** is to take place:

Parish \_\_\_\_\_ City \_\_\_\_\_

**I am active in the Catholic Church, fully initiated into the Catholic Church, regularly attend Mass on Sunday and strive to live my faith.**

Please print your

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_ Current Parish \_\_\_\_\_

(City and State) \_\_\_\_\_

## BAPTISM SPONSOR COVENANT

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**Sacrament of Baptism:**

at \_\_\_\_\_ Church in  
\_\_\_\_\_ (City and State) on \_\_\_\_\_ (Date)

I received the **Sacrament of Confirmation:**

at \_\_\_\_\_ Catholic Church in  
\_\_\_\_\_ (City and State) on \_\_\_\_\_ (Date)

(And if married) Celebrated the **Sacrament of Marriage:**

at \_\_\_\_\_ Catholic Church in  
\_\_\_\_\_ (City and State) on \_\_\_\_\_ (Date)

My Godchild's name is: \_\_\_\_\_

Name of parish and city where the **Sacrament of Baptism** is to take place:

Parish \_\_\_\_\_ City \_\_\_\_\_

**I am active in the Catholic Church, fully initiated into the Catholic Church, regularly attend Mass on Sunday and strive to live my faith.**

Please print your

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_ Current Parish \_\_\_\_\_

(City and State) \_\_\_\_\_