

*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.

**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 the week 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 each month
- 7:00 to 9:00 p.m.
- Come 15 minutes early to complete class sign-in.

Where -St. Francis House

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