

## **Policies and Guidelines for the Sacrament of Baptism**

Ordinarily, Baptisms are celebrated after the 11 am Mass on Sundays. Family and friends are invited to attend Mass and then gather around the Baptismal font at the entrance of the church about ten minutes after Mass.

### **REQUIREMENTS**

**Scheduling:** Call the parish office (504-529-1477) and speak to the parish secretary in order to schedule a date for Baptism and/or to register for the Baptismal preparation class.

If a particular priest or deacon has already agreed to perform the Baptism, give his name and contact number at this time. Otherwise, the priest who celebrates the 11 am Mass will be scheduled for the Baptism. Visiting priests and deacons are welcome at Immaculate Conception.

**Permission from home parish:** For non-parishioners, permission from the home pastor is required. This must be sent to Immaculate Conception by mail, fax or email prior to the date of the Baptism.

**Baptismal class:** required (for both parents) in case of first child and if 5 years have elapsed since last class. *The Baptismal preparation need not be done at Jesuit Church. In that case, the parish providing instruction must send a letter or certificate to our office.*

**Godparents:** It is customary to have two Catholic godparents. However, as a rule, there must be at least one Godparent or sponsor who meets the following requirements:

- has completed his or her 16th year;
- is a baptized, confirmed, and practicing Catholic;
- is in good standing with the Church.

A letter testifying to the above is to be sent to our office by the home pastor of each Catholic Godparent.

**Sacramental Registry:** Sheets that gather information for our sacramental registry are to be completed and returned to the office at least two working days before the scheduled baptism. The church where your child is baptized becomes the place of his or her permanent sacramental registry.

N.B. A permanent record indicating reception of First Communion, First Reconciliation, Confirmation, Matrimony, and Holy Orders will be kept in the registry at Immaculate Conception for all those baptized here.

**Baptismal certificates:** Baptismal certificates will be mailed out within two weeks of the Baptism.

**Fees:** There are no pre-determined fees for Baptism. Donations are greatly appreciated to help cover costs involving the use of the church, the preparation class, the time and effort of the minister, and clerical costs associated with record-keeping. It is not necessary to give on-staff priests an additional stipend. It is customary, however, to give an *additional* stipend to visiting priests and deacons.

### **BAPTISMAL CLASSES**

Held at Jesuit Church on the second Saturday of each month from 2:30 pm to 3:45 pm, just prior to our 4 pm Vigil Mass.

Participants should call the parish office (504-529-1477) to register for the class.

The classes are held in Lenes Hall, our parish reception hall behind the rectory. To enter, ring the doorbell at 130 Baronne Street or just enter the church and proceed up the side aisle to the exit door on the left.

There is no charge *per se* for the preparatory class.