

Baptism Process at St. John the Evangelist Catholic Church, Encinitas, CA

Introduction:

This narrative provides information to have your child baptized at Saint John the Evangelist Catholic Community in Encinitas, California. This is a joyous occasion not only for your family but also the entire parish. The following information is the administrative and catechetical steps to prepare you for the Rite of Baptism. Information for Godparent certification is also provided.

Eligibility:

- Child has to be less than the age of Seven (7) at the time of the baptism
- Provide a copy of child's Birth Certificate or adoption papers
- Parents are to be registered members of St John the Evangelist Parish
- If parents are registered members of a parish other than St John the Evangelist, parents must provide a permission letter from their pastor to have the baptism at St John the Evangelist
- If parents are not registered parish members, they must contact the Baptism Team Administrator directly to explain their situation

Baptism Schedule:

The schedule for the Rite of Baptism and Baptism Classes is available on the parish website. Please note that the schedule can change so always view the on-line schedule before making arrangements.

Baptism Intake Form:

This form is available on the parish website and used to give our Baptism Team a clear understanding of your situation and to provide information the clergy representative will need when he interviews the parents. The form should be completed before you arrive at the first class and should be emailed to the Baptism Team Administrator who can provide confirmation on having a reservation for the baptism date requested. It is important to fill out the form as accurately and as legible as possible because this information will be used to prepare the baptismal certificate and permanent baptism record in the parish office.

Complete as much of the form as possible and either return to our Baptism Team Administrator or bring with you to the first baptism class before the actual baptism date. If you have proof you attended baptism classes within the last three years, you do not have to attend class, but you will still have the interview with clergy.

Requirements for Baptism:

- a) Fill out and turn in the Baptism Intake Form to the Baptism Team Administrator
- b) Parents attend two evening baptism preparation classes at St. John the Evangelist Catholic Church or provide proof they have attended classes in the past thirty-six months or (on an exception basis) have completed the On-line Baptism Course.
- c) Parents interviewed by clergy at St. John the Evangelist Catholic Church
- d) Parents state in interview with clergy they will bring their child up in the practice of the Catholic Faith
- e) There only needs to be one godparent but if two are desired, they have to be one of each sex. Provide the names of either one godfather or one godmother or one of each. The godparent(s) have to be:

Baptism Process at St. John the Evangelist Catholic Church, Encinitas, CA

- a. Practicing Catholics; this is understood to be someone who regularly participates in the sacraments of the Church and is otherwise in good standing with the Church.
- b. Fully initiated Catholic; received the Sacraments of:
 - i. Baptism
 - ii. Eucharist
 - iii. Confirmation
- c. Godparent(s) have attended the baptism preparation classes at St. John the Evangelist Catholic Church or provide adequate proof of having attended the same classes at another Catholic Church or complete the On-line Baptism Course provided by St John the Evangelist. Information for the on-line course can be obtained from the Baptism Team Administrator.
- f) Receive a reservation for both date and time of the baptism from the Baptism Team Administrator
- g) The family should consider making a "Love Offering" as a way of showing their support of the Church Community. No suggested amount. This is left up to the family. Your offering can be brought to the Church at the time of the baptism.

Sunday Rite of Baptism in Church:

Baptisms will normally start at 2:00 PM Sunday with a maximum of six families. If there are more than six families, a second session will start at 3:00 PM with the session limited to another six families.

Presider Other than St. John the Evangelist Clergy:

Arrangements to use other than St. John clergy as Presider have to be made directly with the Baptism Team Administrator at least 30 days in advance of the baptism date. Proof of having current faculties to preside at Rite of Baptism will have to be provided to the Baptism Team Administrator before the baptism and is subject to the final approval of the pastor.

Baptism Preparation Classes for Parents:

Classes for Baptism preparation for parents are usually on the first two Wednesdays of the month and start at 7:00 PM and usually end at or before 8:30 PM. Classes are held in the Encinitas Room inside the Parish Hall. An On-line Baptism Course is available to registered members of St John the Evangelist Parish on an exception basis for those who cannot attend the classes at St John the Evangelist. Contact the Baptism Team Administrator if you need the on-line course.

Baptism Preparation Classes for Godparents:

Requirements for a person to be a Catholic Godparent:

- a. Practicing Catholics; this is understood to be someone who regularly participates in the sacraments of the Church and is otherwise in good standing with the Church.
- b. Fully initiated Catholic; received the Sacraments of:
 - i. Baptism
 - ii. Eucharist
 - iii. Confirmation

Baptism Process at St. John the Evangelist Catholic Church, Encinitas, CA

Class for Godparent preparation is usually on the first Wednesday of the month and starts at 7:00 PM and usually ends at or before 8:30 PM. Godparents attend the first class to obtain a certificate of attendance but are invited to attend the second class. Classes are held in the Encinitas Room inside the Parish Hall. An On-line Baptism Course is available to Godparents who are registered members of St John the Evangelist Parish on an exception basis for those who cannot attend the classes at St John the Evangelist. The on-line class is also available to Godparents who while not members of Saint John the Evangelist Parish are Godparents to a family that is a member of our parish. Contact the Baptism Team Administrator if you need the on-line course.

Parent Interview with Clergy:

St John the Evangelist clergy will use the parish office for interviewing the parents. This will normally be in the evenings and is usually in the conference room in the parish office. The timing will usually be around the time of the first baptism preparation class but could be other than that to meet the needs of the parishioners. Contact the Baptism Team Administrator to make arrangements.

Recording of Baptism and Baptism Certificates:

The parish office staff will record the baptisms in the official Church records. The Baptism certificates will also be prepared and will be available for pick up at the parish office or will be mailed to the address provided on the Baptism Intake Form.

Baptism Team Contacts:

Baptism Team Administrator: baptismteam@saintjohnencinitas.org

Clergy: deacon@saintjohnencinitas.org 760-753-6254 x206