

## NATIVITY CATHOLIC CHURCH

5220 Johnson Street  
Hollywood, FL 33021

(954)987-3300 ext. 203

Fax: (954) 987-3044

[melanie@nativityhollywood.org](mailto:melanie@nativityhollywood.org)

[www.nativityhollywood.org](http://www.nativityhollywood.org)

### **ALL DOCUMENTS MUST BE SUBMITTED PRIOR TO RESERVING A BAPTISM DATE**

#### **Details you need to know about Baptisms at Nativity Catholic Church**

##### **Registering for a Baptism at Nativity**

- Read the pages and submit all documents to the Parish Office by mail or e-mail. Due to our office being under construction, e-mail ([melanie@nativityhollywood.org](mailto:melanie@nativityhollywood.org)) is the best and most efficient way to submit the registration form and supporting documents.

##### **Baptisms Days and Times**

- Baptisms are held on Sundays after the 11:30AM Mass. Please plan on attending the 11:30AM Mass. Tell family and friends to arrive no later than 12:40 pm for the baptism, if they are not attending the 11:30AM Mass. You should enter church quietly and respectfully.
- English baptisms are held the first, second, and fourth Sundays of the month.
- Spanish baptisms are held once a month, on the third Sunday of the month.
- To schedule a date for the baptism, all paperwork must be submitted. (See checklist on page 3)
- Baptisms generally have no more than five children which takes approximately one hour to complete.

##### **Baptism Fee/Donation**

- No fee is asked for the baptism of your child. A donation of \$100 per child would be appreciated and can be given to the priest or deacon on the day of the baptism.

##### **Clothing Requirements and Candle**

- All children should be dressed in white clothing. Ivory and other shades of white are accepted.
  - We do not give a white garment at the baptism due to the age range of children.
- Parents, godparents, family and friends should be dressed in church appropriate clothing.
- A candle is given to you at the baptism.

##### **Baptizing a child over the age of 6**

- Because children over the age of 6 years old are at an “age of reason” and are aware of what is happening, the Archdiocese requires children over the age of 6 years old to attend Religious Education Classes and prepare to receive First Holy Communion.

##### **Parent Requirements**

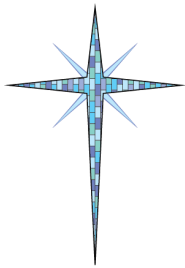
- As parents, baptizing your child holds great responsibility. Since your child is too young to know what is happening, you promise to help your child to grow each day as faithful followers of Jesus Christ and members of the Church. Please remember your promise by attending Sunday Mass weekly with your child and enrolling your child in religious education when they enter school.
- At least one parent should be a practicing member of Nativity parish for at least three months. To register in the parish, visit our website, [nativityhollywood.org](http://nativityhollywood.org).
- The baptismal registration form can be submitted by e-mail, fax or mailed to the church office.
- Parents must attend a baptism class.
- A copy of the child’s birth certificate is needed. To obtain the certificate if born in Broward County, call or go to Broward County Health Dept., Vital Statistics Office, 2421-A S.W. 6<sup>th</sup> Avenue, Ft. Lauderdale, FL (on State Road 84, one mile East of I-95 on the South side of State Road 84 & 6<sup>th</sup> Avenue.) Phone (954) 467-4413.
- If one parent is not Catholic, we require a brief notarized letter from the parent stating the parent permits the child to be baptized catholic at Nativity Catholic Church.
- If you are divorced or not married and one parent is not participating in the baptism, we require a copy of the document of sole custody or a notarized letter stating the parent permits the child to be baptized catholic.
- If the child is adopted, we require a copy of adoption papers.
- If you are from another parish, we must have written permission from your parish for your child to be baptized at Nativity church.

## Godparent Requirements

- A Godparent should be a person you feel will help your child grow to be a follower of Jesus Christ and a member of the Catholic Church.
- The godparent must be a Catholic in good standing, which means a baptized Catholic who received Communion, Confirmation, attends Mass regularly, and is in a valid marriage or single and not living with someone outside of a valid marriage.
- The godparent must be 16 years or older.
- A sponsor's certificate is required. It is a letter or certificate from the Catholic parish the godparent attends stating they are a Catholic in good standing and verifying/permitting the person to be a godparent.
- One godparent is required. Two godparents are strongly recommended.
  - One Confirmed Catholic is required. Two Confirmed Catholics are recommended.
  - If there are two godparents, one must be male and one female.
  - Non-Catholics may not serve as Catholic godparents.
  - A Catholic who has not received all three sacraments of initiation cannot be a godparent.
  - We strongly recommend the Rite of Christian Initiation for Adults (RCIA) (Religious Education for Adults) program for our Catholic friends and family who were unable to complete all the sacraments at a younger age. Classes begin in September and end around Easter time, please contact the rectory for more information.
  - If the Godparent is unable to attend, another person may stand in as proxy. The proxy must meet the same requirements as the godparent.

## Baptism Class Information

- Parents and godparents are required to take a baptism preparation class.
- Generally English Baptism Class is held the **third Saturday of the month** in the **Parish Hall at 10 a.m.** The class is taught by the deacons. Do not bring documents to class. All documents should be submitted directly to the Parish Office by mail or e-mail.
- Generally Spanish baptism class is held the **second Saturday of the month at 10 a.m.** in the **Parish Hall**.
- You may attend a baptism class at another Catholic parish. You must submit a document from that church stating you attended the baptism class there.
- If you have taken the class within the last 5 years, you do not need to take it again, but must provide proof of attending.



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Child's Name \_\_\_\_\_

Parents' Names \_\_\_\_\_

Requested Date of Baptism \_\_\_\_\_

Both parents must initial the below statements.

\_\_\_\_\_ I have read the Baptism Information and Registration document

Parent Initials

\_\_\_\_\_ I understand that the parents and godparents must attend a baptism class at a Catholic Church

Parent Initials

\_\_\_\_\_ I understand that all documents must be submitted prior to reserving a date

Parent Initials

\_\_\_\_\_ I understand that the godparents must be Catholics that received the Sacrament of Confirmation and attend Mass regularly

Parent Initials

\_\_\_\_\_ I understand that the godparents must submit a Sponsor Letter from their church prior to reserving a date for baptism

Parent Initials

\_\_\_\_\_ I understand that a non-Catholic parent must submit a notarized letter giving permission to baptize the child Catholic

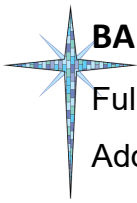
Parent Initials

\_\_\_\_\_ I understand that children over the age of 6 years old, must attend Religious Education classes prior to Baptism

Parent Initials

## Parent Checklist

- Birth Certificate
- Mother Attended Baptism Class (Date and location: \_\_\_\_\_)
- Father Attended Baptism Class (Date and location: \_\_\_\_\_)
- Godfather Attended Baptism Class (Date and location: \_\_\_\_\_)
- Godmother Attended Baptism Class (Date and location: \_\_\_\_\_)
- Parent Letter from Parish (Church: \_\_\_\_\_ )
- Godfather Sponsor Letter from Parish (Church: \_\_\_\_\_ )
- Godmother Sponsor Letter from Parish (Church: \_\_\_\_\_ )
- If required, notarized letter from non-Catholic parent



# BAPTISM REGISTER

Date of Baptism \_\_\_\_\_

Full Name of Child \_\_\_\_\_

Address \_\_\_\_\_  
City State Zip Code

Phone Number \_\_\_\_\_ E-Mail \_\_\_\_\_

Date of Birth \_\_\_\_\_ City and State \_\_\_\_\_

Was child privately baptized? \_\_\_\_\_ Was child adopted? \_\_\_\_\_

Mother's Full Maiden Name \_\_\_\_\_  Catholic  Christian  Other

Nativity Parishioner  Yes  No

Fathers Full Name \_\_\_\_\_  Catholic  Christian  Other

Nativity Parishioner  Yes  No

Are the parents married?  Yes, by a priest  Yes, civil union  No, but interested  No

Godfather's Full Name \_\_\_\_\_  Catholic  Christian  Other

Baptized  Yes  No Confirmed  Yes  No Church \_\_\_\_\_

Godmother's Full Name \_\_\_\_\_  Catholic  Christian  Other

Baptized  Yes  No Confirmed  Yes  No Church \_\_\_\_\_

If godparents are not present, proxy must be a Confirmed Catholic.

Name of Proxy \_\_\_\_\_

## Things you should know:

- Parent(s) must belong to a Catholic Parish
  - If not Nativity, provide a letter from the Parish giving permission to baptize the child at Nativity Parish
  - If you attend Mass at Nativity but never registered, please register at nativityhollywood.org and use your envelopes (this is the only way we can track Mass attendance)
- Birth Certificate must be submitted
- If parent is not Catholic, provide notarized statement of permission to baptize child in the Catholic Church
- Godparent(s) must be a practicing Catholic that received the Sacrament of Confirmation
- Only 1 godparent is necessary, 2 are recommended
- All godparents must submit a Sponsor Letter from the church that they attend
- All parents and godparents must attend Baptism Class
  - If attended in past 5 years, provide proof
  - If attended at another parish, provide proof

## FOR OFFICE USE ONLY

- Birth Certificate
- Mother Attended Baptism Class
- Father Attended Baptism Class
- Godfather Attended Baptism Class
- Godmother Attended Baptism Class
- Parent Letter from Parish
- Godfather Sponsor Letter from Parish
- Godmother Sponsor Letter from Parish
- If required, notarized letter from non-Catholic parent

## Signature of Priest/Deacon Baptizing

Notes: \_\_\_\_\_