

Furthering the
Reign of God,
Where All
are Welcome



Baptism at The Madeleine A Step-By-Step Guide for Parents

We are thrilled that you have chosen to baptize your child here at The Madeleine! Below you will find all of the steps that must be completed before receiving the sacrament. It is our pleasure to help you through this process. Please do not hesitate to contact Darlene Maurer with any questions you have. The best way to reach Darlene is through email: dmaurer@themadeleine.edu



1. **Families must be registered parishioners** at The Madeleine, and active in our parish community for a minimum of three months, to participate in the sacrament of baptism.
2. At baptism, parents promise to raise their child up in the Catholic faith. Attending weekly Mass is a number one way to fulfill this promise.
3. **Please complete and return the Baptism Registration Form and include a copy of the child's birth certificate.** You may submit these documents via "snail mail," email, or by dropping them off in the church office. We request a \$30 donation to cover costs.
4. **Parents need to meet with our Administrator, Father Bonaventure Rummell**, before the baptism is scheduled. Parents can simply contact Father Bonaventure directly to set up the appointment or Darlene Maurer can schedule it for you. Your pre-baptismal appointment will take up to 20 minutes.
5. **Choose Godparents for your child.** Godparents must be someone other than the parents, at least 16 years of age, registered members of any Catholic parish, and have received all of the Sacraments of Initiation (Baptism, Eucharist and Confirmation).

Only one Godparent is required, but you can choose two (if two, one must be male and one female). If you choose someone from another faith tradition, they will officially be considered a "witness," not a Godparent – this is perfectly fine as long as one of your chosen friend/family meets the stated requirements. Please let us know if you have concerns with these requirements. We are here to assist you.
6. **Parents must complete our baptism classes.** Our course consists of one 45-minute class and one 20-minute run-through of the baptism process. Please see the class schedule to choose which dates work best for you. Contact Darlene Maurer to sign up.
7. **Godparent(s) must complete a baptism course.** This can be at The Madeleine, or at their home parish. Those completing the course elsewhere

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will need to provide proof – typically a signed letter or certificate from their church.

8. **Set the date for your baptism.** This is the final step. Please see the schedule. Darlene Maurer can pencil in a tentative date for you at any point, however, the date is not set until all of the above requirements have been met.

A few details ...

- At The Madeleine, we baptize during Saturday evening and Sunday morning Masses. We celebrate with you and welcome your child into our community of faith. Note that one or more children may be baptized at a Mass. You may also schedule a baptism outside of Mass.
- You will have one pew reserved for you on the day of the baptism, which will accommodate ten people. Please plan to arrive twenty minutes before Mass. Parents, child, and Godparents will process into the church with Father at the beginning of Mass.

Finally, while going through the baptism process, please consider any other spiritual or sacramental needs we can assist you with. Perhaps a member of your family would like to become Catholic? Are you curious about the annulment process? We are here to help.

May God bless you and your family!