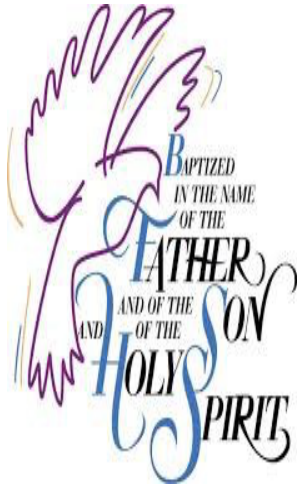


CHURCH OF THE EPIPHANY • 827 VIENNA ST. • SAN FRANCISCO • CA 94112 • (415) 333-7630 • FAX (415) 333-1803



Sacrament of Baptism: The parents of the child are responsible for contacting the Parish office.

❖ WHO MAY BE BAPTIZED AT EPIPHANY:

- Catholic living within the Epiphany boundaries, registered or not
- Catholic living outside the Parish boundaries with some connection to Epiphany **AND must obtain written permission from their parish of residence, as a matter of courtesy among parishes.**

❖ FOR SCHOOL-AGE CHILDREN 6 YEARS UP TO 17 YEARS OF AGE

- Please call the parish office at 415-333-7630 and speak with Director of Religious Education or the assistant in regards to enrolling the child into the Religious Education program.

❖ FOR ADULTS 18 YEARS AND UP

- Contact the parish office 415-333-7630, regarding RCIA (the Rite of Christian Initiation of Adults).

❖ GODPARENTS:

- The guidelines from the Archdiocese of San Francisco and Code of Canon Law state, "to be Godparent, the person must be:
 - a.) appointed by the parents or whoever stands in their place,
 - b.) at least 16 years of age,
 - c.) a practicing Catholic (living in accord with the Catholic Church's Teachings) who has already received the Sacrament of Confirmation. **If married, must have been married in the Catholic Church.**
 - d.) One Male and (or) one Female.
 - e.) Completion of Sponsor Eligibility Certificate.

❖ NO BAPTISMS SCHEDULED DURING LENT



May the Lord give His angels
charge over you, to guide you in all your ways

Psalm 91:11

STEPS IN THE PREPARATION FOR BATISM OF INFANT UP TO 6 YEARS OF AGE:

- Must be completed by the parent of the child to be Baptized.
- Overview of Steps: 1. Application
2. Interview
3. Preparation Class



1. **REGISTRATION/APPLICATION** Please the following:

- If NOT registered or living within Epiphany boundaries, obtain written permission from your church of residence,
- Fill out the application (see attached) **this includes godparent's signed eligibility form,**
- provide a copy of the child's birth certificate and attach to the application,
- \$100.00 fee for the following supplies-booklet for the Godparents, Baptismal and verification, a candle, a stole, mailing fees and church and class fee.
- Return application, birth certificate, **FEE** and permission (if not registered or living within Epiphany boundaries) to the Parish office.
- If parents and/or Godparents have attended a Baptismal Preparation Class within the LAST 3 years, please provide a letter of verification from the parish where the class was taken and attach to the application.

ONCE ALL PAPERWORK IS COMPLETED AND RETURNED TO THE PARISH OFFICE, ONLY THEN CAN AN APPOINTMENT FOR AN INTERVIEW BE SCHEDULED (STEPS 2)

2. **INTERVIEW:**

- a.) A meeting with **ONLY** the parents of the child with one of the members of the Baptismal Preparation Team. It is usually about 30-45 minutes. Please contact the Parish office at 415-333-7630 to schedule the interview.

3. **BAPTISMAL PREPARATION CLASS: (Please do not bring children)**

- o **PARENTS ARE NOT TO COME TO THE CLASS IF THEY HAVE NOT HAD AN INTERVIEW.**
- o **Classes** are held in O'Keefe Hall (North East corner of Amazon Avenue & Naples Street)
- o **English:** Held every SECOND Friday of each month from 7:00pm-9:00pm
- o **Spanish:** held every FIRST Sunday of each month from 9:30am-11:00am

4. **Baptismal Ceremony:**

- o **English:** every Saturday at 11:15am.
- o **Spanish:** every 4th Sunday of the month at 2:30pm.

5. **Scheduling:**

- o Please indicate the desired date of Baptism on the Baptism Application. It is recommended that you call the parish office to make sure the date will be available pending other events (Private Masses, First Communions, Confirmations, etc.)

6. **Day of Baptism:**

- o Please arrive 15 minutes early. Baptism will begin promptly at 11:15am/2:30pm. If you arrive too late or do not show up, you may be assessed a rescheduling fee. Please notify the office of any rescheduling at least a week prior.
- o Baptism Candles and Stoles (for babies) are provided by the church but are welcome to bring your own.
- o Time will be allotted after Baptism for photos, please keep in mind that at times there will be events in the church directly after, we ask you for your patience and courtesy.
- o Baptism Certificates will be mailed out the following week after being recorded in the Sacramental Register, **please make sure your mailing address is current and correct.**



**FOR ANY OTHER INQUIRIES PLEASE CALL THE PARISH OFFICE
MONDAY-FRIDAY FROM 8:30AM-12:00PM.**

APPLICATION FOR BAPTISM AT CHURCH OF THE EPIPHANY

NAME OF CHILD: _____
FIRST MIDDLE LAST
(Name should appear as on the Birth Certificate)

Child's date of birth (MM/DD/YYYY): _____ City, State of child's birth: _____

Address: _____ Telephone#: _____
Street, City, And Zip Code

Father's Name: _____ Religion: _____
First Middle Last

Mother's Name: _____ Religion: _____
First Middle Maiden

1. Are the parents registered at Epiphany? Yes No
If NO, please attach permission to Baptize at Epiphany from parish of residence. Attached? Yes No

2. Are the parents of the child married? Yes No
If YES, then was it in: Catholic Church Other ecclesial community/Minister _____ Civil

Godfather's Name: _____ Religion: _____
First Middle Last

Godmother's Name: _____ Religion: _____
First Middle Last

*** Godparents must be practicing Catholic and have received their Sacraments (see 1st page)**

3. Parents have previously attended a Baptism Prep. Class Yes No

4. Godparents have previously attended Baptism Prep. Class Yes No

Date of Baptism: _____



FOR OFFICE USE:

Paperwork recv'd on & by: _____ Fees recv'd on & By: _____

Interviewed on: _____ by: _____ Book given no: _____

Parents attended class on: _____ Godparents attended class on: _____

Certificate mailed on: _____ Permanent Record: _____

Priest/Deacon _____

MALE – SPONSOR ELIGIBILITY CERTIFICATE

For the Baptism of: _____

Baptism date: _____

CODE of CANON LAW Chapter IV Sponsors

Can. 874 §1. To be permitted to take on the function of sponsor a person must:

1/ be designated by the one to be baptized, by the parents or the person who takes their place, or in their absence by the pastor or minister and have the aptitude and intention of fulfilling this function;

2/ have completed the sixteenth year of age, unless the diocesan bishop has established another age, or the pastor or minister has granted an exception for a just cause;

3/ **be a Catholic who has been confirmed and has already received the most holy sacrament of the Eucharist and who leads a life of faith in keeping with the function to be taken on; [if married the sponsor needs to have been married in the Catholic Church]**

4/ not be bound by any canonical penalty legitimately imposed or declared;

5/ not be the father or mother of the one to be baptized.

AFFIRMATION:

I am a parishioner of _____ (parish name).

I hereby affirm that I am an actively practicing Catholic, and I attest to the fact that I fulfill all of the above requirements.

Date: _____

PRINT NAME

SPONSOR SIGNATURE

FEMALE – SPONSOR ELIGIBILITY CERTIFICATE

For the Baptism of: _____

Baptism date: _____

CODE of CANON LAW Chapter IV Sponsors

Can. 874 §1. To be permitted to take on the function of sponsor a person must:

1/ be designated by the one to be baptized, by the parents or the person who takes their place, or in their absence by the pastor or minister and have the aptitude and intention of fulfilling this function;

2/ have completed the sixteenth year of age, unless the diocesan bishop has established another age, or the pastor or minister has granted an exception for a just cause;

3/ **be a Catholic who has been confirmed and has already received the most holy sacrament of the Eucharist and who leads a life of faith in keeping with the function to be taken on; [if married the sponsor needs to have been married in the Catholic Church]**

4/ not be bound by any canonical penalty legitimately imposed or declared;

5/ not be the father or mother of the one to be baptized.

AFFIRMATION:

I am a parishioner of _____ (parish name).

I hereby affirm that I am an actively practicing Catholic, and I attest to the fact that I fulfill all of the above requirements.

Date: _____

PRINT NAME

SPONSOR SIGNATURE