

**OUR LADY OF GRACE CATHOLIC CHURCH**  
2203 W. MARKET STREET  
GREENSBORO, NC 27403

**Application for the Sacrament of Baptism for Children**

Month Requested for Baptism: \_\_\_\_\_

Registered and Active Member of O.L.G. Parish?      Yes                   No

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Child's Name (First, Middle, Last): \_\_\_\_\_

*Please Check:*    Male       Female

Child's Date of Birth: \_\_\_\_\_ Child's Ethnicity: \_\_\_\_\_

City and State of Birth: \_\_\_\_\_

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Child's Father's Full Name: \_\_\_\_\_

Child's Mother's Full Maiden Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Numbers: \_\_\_\_\_

Email Address: \_\_\_\_\_

Church of Parents' Marriage: \_\_\_\_\_  
In (*City and State*): \_\_\_\_\_

Was Marriage Blessed by Catholic Church?      Yes                   No

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Godfather's Name: \_\_\_\_\_

*Fully Initiated and Practicing Catholic?*      Yes                   No

Godmother's Name: \_\_\_\_\_

*Fully Initiated and Practicing Catholic?*      Yes                   No

Proxy Name(s): \_\_\_\_\_

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**The Following is for Parish Staff Use Only**

Baptismal Preparation Date Given: \_\_\_\_\_ By Whom: \_\_\_\_\_

Officiating Priest or Deacon: \_\_\_\_\_

## **OUR LADY OF GRACE BAPTISMAL GUIDELINES**

The Sacrament of Baptism welcomes the newly baptized into the faith life of the Church. Baptism is a communal celebration and brings together a group of children who are to receive this Sacrament.

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### **Scheduling:**

*Please note the Family must be Active and Registered Parishioners of Our Lady of Grace Catholic Church.*

Baptisms usually take place monthly on the 2<sup>nd</sup> Saturday of each month at 10 AM. However, due to our church schedule, not all Saturdays are available. Please confirm the date with the church office before settling on a date.

*(Please understand, a date cannot be scheduled and confirmed until all necessary preparation and paper work is completed in full and received by the Church Office.)*

### **Necessary Items Include:**

- Parish Registration
- Baptismal Preparation Class
- Baptismal Application
- Godparent Sponsor Forms/Letterforms

Once the date is set, if something arises that causes you to need to change the date of the Baptism, please notify the parish office as soon as possible.

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### **Godparents:**

It is preferable that both *Godparents* be Catholic, however, at least one of the *Godparents* **must** be a practicing Catholic and able to obtain a *Sponsor Form/Letter/Certificate of Eligibility* from their parish.

### **Catholic:**

Must obtain a *Sponsor Form/Letter/ Certificate of Eligibility* which affirms that the *Godparent* is a practicing Catholic and meets the following requirements:

- At least 16 years of Age
- Has received the Sacraments of Initiation in the Catholic Church;
  - Baptism
  - Eucharist
  - Confirmation
- If Married, has a Marriage that is recognized by the Catholic Church.

- Regularly participates in Sunday Mass and strives to live a life in harmony with the Church.
- Supports the person to be baptized by prayer and by the Christian example in their daily life.

*(We do have available a Godparent/Sponsor Form that the Godparent may take to their own parish church and have it signed and stamped with the church seal. We also accept a Sponsor Letter/Form/Certificate issued directly by the Godparent's church.)*

**Please have the form, letter or certificate sent directly to the Church Office to the Attention of: Olivia Henson**

Non-Catholic:

A baptized non-Catholic who is invited to participate in the celebration of a Baptism serves as a *Christian Witness*. While not needing a Sponsor Letter, a *Christian Witness* is a follower of Jesus Christ.

Proxies:

If a Godparent/Christian Witness is unable to attend the Baptism in person you will need to select someone to stand-in. This is called a proxy. In the case a proxy is needed, the following is required:

- A letter from the Godparent/Christian Witness identifying the person to stand-in for him or her.
- Each Catholic Godparent, though they are having someone stand-in for them, must still obtain a Sponsor Letter from their own parish.

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**Baptismal Donation:**

Many families ask if a donation is to be given to the priest or deacon who celebrates the Baptism. A donation is appreciated and may be made prior to the Baptismal Date in the Church Office or given directly to the priest or deacon.

*(The suggested offering for the church is \$50 and is due before your child's Baptism. Please check with the Church Office in regard to who Checks should be made payable to.)*

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If you would like to schedule the Baptism of your child, or have any questions, please contact:

**Olivia Henson**  
**336.274.6520 ext. 317**  
**ohenson@olgchurch.org**