

## Guidelines for Sacramental Paperwork

**Parish Registration:** Those who want to receive a Sacrament at St. Mary Magdalen need to be a registered parishioner. You can register online or pick up a registration form in English/Spanish from the Parish Office or in the back of the church. If you are registered elsewhere, a letter of permission is needed from the pastor of the parish where you are registered. We will not share your information outside of the parish and the Archdiocese of Seattle. This is not a legal document.

**Baptism:** The Birth Certificate of the child to be baptized and completed Infant Baptism Packet are required. Also, parents and Godparents need to take an Infant Baptism Class which is offered monthly at St. Mary Magdalen Parish in both English and Spanish. Upcoming class times and dates are listed on our parish website. For planning purposes, we ask that those planning to attend a class RSVP on our parish website. If needed, Class Completed Certificates are available to be picked up from the parish office. Parents and Godparents may also choose to take this Infant Baptism Class at another Catholic Church and provide their class completion certificate with the application.

**1<sup>st</sup> Reconciliation:** Copy of Baptismal Certificate is needed. If you bring in the original to the Parish Office, we can make a copy of it. Please do not submit originals. No sponsors/Godparents are required.

**1<sup>st</sup> Communion:**

**Confirmation:** Copy of Baptismal Certificate is needed. If you bring in the original to the Parish Office, we can make a copy of it. Please do not submit originals. Those to be confirmed are expected to have a sponsor (1) and the sponsor needs to turn in the sponsor application.

As indicated on the forms for Godparents for Baptism and Sponsors for Confirmation, additional paperwork is required to be submitted. Specifically, Godparents and Sponsors are asked to provide a copy of their Confirmation Certificate and, if they are married, a copy of their Sacramental Marriage Certificate.

**Marriage:** Several forms are needed such as the completed pre-marital investigation form by each party (Groom and Bride to be) as well as by one witness of each party. Catholics need to provide a recently issued (within 6 months of the wedding date) Baptismal Certificate. If there are no notations on the Baptismal Certificate about Confirmation, a copy of the Confirmation Certificate is also needed.

## Responses to Common Questions

### 1. How do I schedule a baptism?

Once all of the require paperwork has been submitted and the Infant Baptism Class attended by parents and Godparents, then the scheduling can take place by contacting Robert Brajkovich at the parish office. We suggested submitting fulfilling all requirements and scheduling a month before you want the baptism to take place.

### 2. When do Baptisms take place?

Baptisms take place on Saturday mornings at 10:00am in the church.

### 3. How often do Baptisms take place?

Usually twice a month, except during the penitential season of Lent when no baptisms are scheduled. Upon request a Baptism can be celebrated in Spanish. 6

### 4. Is there a cost for the Baptism?

There is no cost. Donations may be made.

### 5. How many children can be scheduled at one baptism?

We usually have 4-6 scheduled at each baptism.

### 6. When should we start the paperwork and take the Infant Baptism Class?

Start the paperwork well in advance and the Infant Baptism Class can be taken several months before the baptism.

### 7. How many Godparents are allowed when having my child baptized?

You may have two Godparents (1 male and 1 female). Only 1 Godparent is required.

### 8. What are the main requirements to be a Godparent?

The main requirements are listed on the Godparent application which is provided in the Infant Baptism Packet. These requirements include that the Godparents be fully initiated into the Catholic Church; meaning they have received the Baptism, Holy Communion and Confirmation. Additionally, if the Godparent is married, he/she needs to have been married in the Catholic Church. These individuals should be attending Mass every Sunday and under the responsibilities of the role of Godparent.

### 9. How do I obtain my baptismal certificate?

Make a request from the church where the baptism took place. If possible, have them send one to St. Mary Magdalen Parish. Please be sure to provide them with the name who is to receive the baptismal certificate.

### 10. Can I email a scanned copy or a photo of my baptismal certificate?

A scanned copy is preferred, although a photo may be accepted as long as it is complete and legible.

Name	Position	Phone	Email
Lorena Olsen (Habla Espanol):	Parish Reception	(425) 353-1211	lolsen@smmparish.org
Rochelle Staley	Parish Secretary	ext. 119	rstaley@smmparish.org
Brian Schafer	Youth & High School	ext. 106	bschafer@smmparish.org
Robert Brajkovich	Adults	ext. 118	rbrajovich@smmparish.org

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