



St. Philip the Apostle Catholic Church  
5201 Cross Timbers Road  
Flower Mound, TX 75022

## Requirements to Baptize at St. Philip the Apostle Catholic Church - Under the age of 7

### Parents

1. Complete a Baptism preparation class. If not at St. Philip's, I will need a certificate or letter of class completion
2. Complete the Baptism paperwork
3. Provide a Birth certificate copy for the child/ren to be Baptized

### Godparents

1. Complete a Baptism preparation class. If not at St. Philip's, I will need a certificate or letter of class completion
2. **Certificate of Eligibility-**  
Parishioner of St. Philip/s - Complete *only* your portion and return form to Gwen Kramer  
Parishioner at another parish - Complete your portion. Have your parish priest complete his portion and attach their parish seal. Return *original* form to Gwen Kramer

### Godparent Requirements (Canon law 872-874)

- Only one godparent is required; if two are chosen one must be male and one female
- May not be the parents
- Must be at least 16 years old
- Must be fully initiated: Baptism, Communion, and Confirmation in Catholic Church
- Must be living the Faith through regular attendance at Mass, etc.
- If married, must be in a marriage recognized as valid by the Catholic Church
- If unmarried, may not be cohabiting
- Only one "Christian Witness" (Baptized Non-Catholic) may take part in the ceremony but will not be listed on any certificates or Sacramental records

*Baptisms will not be scheduled until all requirements and paperwork are complete. Do not make travel plans prior to receiving a scheduled Baptism date. Baptisms are scheduled one Saturday of the month and at available weekend Masses. No Baptisms are scheduled during Lent and Holy weeks.*

Return all paperwork to Gwen Kramer  
Email: [gwenk@stphilipcc.org](mailto:gwenk@stphilipcc.org) OR  
St. Philip the Apostle Catholic Church  
Attn: Gwen Kramer  
2501 Cross Timbers Road  
Flower Mound, TX 75022

Please feel free to email me with any questions.



ST. PHILIP THE APOSTLE  
CATHOLIC CHURCH  
**BAPTISM INFORMATION**  
(Please print clearly)

Full Name of Child \_\_\_\_\_ Sex: M \_\_\_\_\_ F \_\_\_\_\_  
Last First Middle

Requested Month of Baptism \_\_\_\_\_ usually the 1<sup>st</sup> Saturday of the month at 11:00am

Date of Birth \_\_\_\_\_ City & State of Birth \_\_\_\_\_

Father's Full Name \_\_\_\_\_

Father's Religion \_\_\_\_\_

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

Mother's Religion \_\_\_\_\_

If Catholic, following the sacramental guidelines of the Roman Catholic Church by: (circle one)

Attending Mass regularly? Yes No Married in the Roman Catholic Church? Yes No

Address \_\_\_\_\_  
Street

City, State and Zip \_\_\_\_\_

Email \_\_\_\_\_ Home Phone \_\_\_\_\_

Father Cell \_\_\_\_\_ Mother Cell \_\_\_\_\_

Godfather's Full Name \_\_\_\_\_

Godfather's Religion \_\_\_\_\_

If Catholic, are you following the sacramental guidelines of the Roman Catholic Church by: (circle one)

Married in the Roman Catholic Church? Yes No Attending Mass regularly? Yes No Confirmed? Yes No

Godmother's Full Name \_\_\_\_\_

Godmother's Religion \_\_\_\_\_

If Catholic, are you following the sacramental guidelines of the Roman Catholic Church by: (circle one)

Married in the Roman Catholic Church? Yes No Attending Mass regularly? Yes No Confirmed? Yes No

If godparent (s) cannot be present for the Baptism,

Name of Proxy (ies) \_\_\_\_\_

Was the child Baptized due to emergency? (circle one) Yes No Was the child adopted? Yes No

Last \_\_\_\_\_  
First \_\_\_\_\_  
Birth Year \_\_\_\_\_

**FOR OFFICE USE ONLY**

Date attended Baptismal Seminar \_\_\_\_\_ at \_\_\_\_\_

Date of Baptism \_\_\_\_\_ Mass \_\_\_\_\_ Minister \_\_\_\_\_

Volume/Page/Line in Permanent Record Book \_\_\_\_\_ Entered in PDS \_\_\_\_\_

ID Number \_\_\_\_\_



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## Family Baptism Information

### During Mass

1. Parents and godparents should arrive at least 30 minutes before Mass.  
**IMPORTANT: If parents and godparents are not here 15 minutes before Mass begins, the Baptism will be rescheduled!**
2. Check in with the Sacristan upon arrival in the Narthex.
3. Bring a large white pillar candle (one that can stand without a holder).
4. Bring a white hand towel or wash cloth and keep it with you.
5. Bring your child dressed in their white Baptismal garment before Mass.
6. NO flash photography is allowed during the Baptism sacrament. The priest or deacon will return for photos after the Mass. This information should be shared with family and friends attending the Baptism.
7. If there is an emergency and you are not able to be here for the scheduled baptism, please phone the parish office as soon as possible. Please leave a message at 214-222-6707.

### Communal Baptism

1. Parents and godparents should arrive at least 15 minutes before Communal Baptism.
2. Bring a large white pillar candle (one that can stand without a holder).
3. Bring a white hand towel or wash cloth and keep it with you.
4. Bring your child dressed in their white Baptismal Garment.

Father's signature \_\_\_\_\_ Date \_\_\_\_\_

Mother's signature \_\_\_\_\_ Date \_\_\_\_\_



# Certificate of Eligibility

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Godparent or Sponsor For: \_\_\_\_\_  
(Name of person being Baptized and/or Confirmed)

## Godparent or Sponsor Information

I \_\_\_\_\_  
(please print your first and last name, initial each statement, and sign below)

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

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

I am at least 16 years of age. I am a practicing Catholic and I have received the sacraments of Baptism, First Holy Communion and Confirmation in the Catholic Church.

Church name and City/State of parish where I was confirmed:

\_\_\_\_\_  
Confirmation Date: \_\_\_\_\_

I participate in the Mass on Sundays and Holy Days and receive the Sacraments of Eucharist and Reconciliation regularly.

If married I am validly married according to the laws of the Catholic Church.

I actively strive to live out my commitment to Christ and to the community life of the Church by my loving response to those with whom I come in contact.

I realize that I assume great responsibility before God and the Church in becoming a godparent or sponsor and will faithfully fulfill the obligations connected with it. I will give support to the person by my prayers and by the Christian example of my daily life.

*By my signature I attest to the truth of these statements*

\_\_\_\_\_

Godparent or Sponsor Signature

**MUST BE COMPLETED AND STAMPED WITH SEAL BY THE SPONSOR'S CURRENT PARISH**

Priest Signature \_\_\_\_\_  
(must be signed by a Catholic Priest at your current parish)

Church Name \_\_\_\_\_

Address \_\_\_\_\_

