

PARENT REQUIREMENT CHECKLIST

'I baptize you with water for repentance, but he who is coming after me is mightier than I, whose sandals I am not worthy to carry. He will baptize you with the Holy Spirit and fire.'

[Matthew 3:11]

Parents should contact the church office as soon as possible. Attendance at a Baptismal preparation class is a requirement to schedule a baptism at our parish. Classes are scheduled the third Tuesday of each month at 7:30 pm. Classes are held in Room 2 of the Faith Formation Building.

Do not make reservations of any kind until a baptism date is set with the parish office. Do not nominate anyone as godparents until you have checked the guidelines for being a godparent. Baptism of older children requires preparation through the Religious Education Department. For more information, please contact the Parish Office.

_____ **Registered Parishioner at St. Thomas More Church**

If you are not already registered with us fill out the Registration form at our Parish office or online at www.stmbb.org. You will receive your Welcome Letter with Parishioner information in the mail shortly after.

_____ **Submit Baptism Application & \$20 processing fee.**

On the following Page you will see a copy of the Baptism Application. This should be filled out and turned into our Parish Office along with the \$20 processing fee. You will receive a phone call back to review outstanding documentation and information regarding the process within a week's time.

_____ **6 Months of Active Participation the Mass Celebration**

You are permitted 3 absences during this time. Regular absences from Mass may result in the delay of the Baptism.

_____ **Certificate of Attendance to Baptism Preparation Class**

A certificate or letter is typically issued for attendance to a Baptism Class. If you have lost your record try contacting the Parish that you have taken the Class from. St. Thomas More offers regular Baptism Classes. To register please contact our Parish Office.

_____ **\$50.00 Minimum Donation to Parish Office**

The donation is required before we are able to schedule the Baptism date with you. You can submit it with the application, or after all documents have been provided. The payment is deposited on the date that it is received. Refunds are not granted if you should fail to complete the Baptism Process.

_____ **\$50.00 Clergy Liturgical Donation**

SCHEDULE DATE WITH PARISH OFFICE: Parishioners must complete all other requirements before scheduling date of Baptism.