

### **Note on Sacramental Records for Candidates and Catechumens**

Keeping up-to-date and accurate sacramental records is an important—and sometimes confusing—role of pastors and those who might assist them in the preparation and celebration of the sacraments. Reference to these records may be made in the future if, for example, one were asked to be a godparent, to apply for the seminary and later for ordination, or to be married. If questions arise in the future about the proper recording of the sacraments, please contact the Chancery Office or the Office of Sacred Worship. Another useful resource in this regard is *The Catechuminate and the Law*, by John M. Huels, available from the Office of Sacred Worship.

At the reception of a non-baptized person into the Church, the following entries are to be made:

1. **In the Baptismal Register:** the name of the baptized, the minister, godparent(s), the place and date of the celebration, and the date and place of birth (canon 877 §1).
2. **In the Confirmation Register:** the name of the baptized, the minister, the godparent(s), and the place and date of the confirmation (canon 895, *Rite of Confirmation*, 14).
3. **In the Marriage Register** (if applicable): the names of the spouses, the priest or deacon who officiated the wedding/convalidation (including any delegation of faculty – Canon 1108 §1), the witnesses, and the date and place of the celebration of the wedding/convalidation (canon 1121 §1). If the wedding was a convalidation, this fact should also be indicated.

When receiving a candidate (that is, one who had been baptized in a non-Catholic ecclesial communion) into the full communion of the Catholic Church, the following entries are to be made:

1. **In the Register of those Received into Full Communion:** the full name of the individual; the date and place of the profession of reception; the name of the sponsor(s); the name of the officiating priest; and the date, place, and minister of baptism (see RCIA, 486; Diocese of La Crosse *Parish Administration Manual*, VI. page 2). If necessary, this same information may be registered in a special place in the Baptismal Register.
2. **In the Confirmation Register:** the name of the baptized, the minister, the godparent(s), and the place and date of the confirmation (canon 895, *Rite of Confirmation*, 14).
3. **In the Marriage Register** (if applicable): the names of the spouses, the priest or deacon who officiated the wedding/convalidation (including any delegation of faculty – Canon 1108 §1), the witnesses, and the date and place of the celebration of the wedding/convalidation (canon 1121 §1). If the wedding was a convalidation, this fact should also be indicated.