



CHRIST THE KING CATHOLIC CHURCH

Baptismal Preparation Process Step by Step Guide for Children Four and Younger

Welcome! Thank you for inquiring about Baptism here at Christ the King. We are excited for you and look forward to journeying with you as you prepare for this exciting time in your family's life.

Here is a step by step guide to help through preparation process for Baptism.

Step 1 - Parish Registration

If a family is not already a registered member of Christ the King, the New Parishioner Form can be found at the Parish Office Monday – Friday 8am – 4pm. It is also available at the Welcome Desk in the Narthex of the church before and after each Sunday Mass. You can also obtain this form by contacting Neil Kennedy or Maggi Neil in the Ministry Office.

If your family is registered at another Catholic church, we would ask for a letter of permission from your pastor giving permission for your child's baptism to take place here at Christ the King.

Step 2 - Baptism Request Form

This form gives basic information regarding the name of the child to be baptized as well as information on godparents. Please complete a separate form for each child. Our online Baptism Request Form can be found at <https://ctk-tampa.typeform.com/baptismrequest>.

Step 3 - Meeting with the Coordinator of Adult Faith Formation

This meeting is for the parents and our Coordinator of Adult Faith Formation to discuss the baptismal process, and answer any questions, and to get to know each other. This meeting can be scheduled at <https://calendly.com/ctk-nkennedy/baptism-initial-meeting>.

Step 4 - Certificate of Completion of Baptism Class from Parents

The parents of the child would have an opportunity to participate in our Baptism Classes here at Christ the King. These classes are designed to be interactive and provide opportunities for learning, meeting other parents, and deepening your own spiritual life.

You can sign up for our baptism classes (Session A and Session B) at <https://ctk-tampa.typeform.com/to/Prs1vrRd>.

Those parents who have completed baptism classes Session A and B at Christ the King in 2017 or later are not required to take another baptism class.

Parents also have the option of attending a Baptism Class at another parish. Parents that choose this option would need to return a certificate or letter of completion from the other parish to the Office of Adult Faith Formation. A baptism class from another parish would need to be completed from 2017 or later.(over)

Step 5 - Godparent Eligibility Form

[This form is found here](#). A separate form is needed for each godparent. The top of this form can be filled out by each Godparent. The form can then be brought to the godparent's parish of registration to complete the bottom of the form. This form can then be mailed back to Neil Kennedy at Christ the King. Each family has a few options when it comes to godparents and Christian Witnesses:

- Godparent/Christian Witness Options
 - A child may be baptized with:
 - No godparents and no Christian Witness.
 - One godparent (a godfather or a godmother).
 - One godparent and a Christian Witness of the opposite gender of the godparent.
 - A godfather and a godmother and no Christian Witness.

- Notes about Godparents
 - Here are the minimum requirements for being a godparent:
 - Baptized, Confirmed, and have received First Communion in the Catholic Church.
 - Age 16 or over.
 - If married, are married in the Catholic Church, have had the marriage convalidated, or received proper permissions from the couple's pastor and/or bishop for a marriage to be recognized by the Catholic Church.
 - If single, not cohabitating with someone outside of marriage.
 - Not the parents of the child being baptized.
 - Registered at a Catholic Church and regular participation in Mass.
 - Reception of the sacrament of Penance (Reconciliation) at least once a year.
 - Those who have been baptized Catholic and are practicing another Christian tradition are not eligible to be a godparent.

- Notes about Christian Witnesses
 - If a family chooses to have a Christian Witness, the Christian Witness does not need to complete a Baptism Class but will need to submit a Proof of Baptism. This can be a baptismal certificate or a letter from the church of baptism.
 - Those who have been baptized Catholic and are practicing another Christian tradition are not eligible to be a Christian Witness.

Step 6 - Godparent Certificate of Completion for Baptismal/Godparent Class

Each Godparent would need to show completion of a Godparent/Baptismal class. If the class is taken at Christ the King, godparents are specifically invited to session B. If the Baptismal/Godparent Class is taken at another parish, we ask for a letter or certificate of completion from the parish. In either case, a baptismal class would need to be completed in 2017 or later. Godparents can sign up for a baptism class (Session B) at <https://ctk-tampa.typeform.com/to/Prs1vrRd>.

Step 7 - Request Date of Baptism

Once all paperwork has been returned and all Baptism Classes have been completed for parents, godparents, and Christian Witnesses (if needed), you will receive an email with a list of dates of baptisms that are available. Please respond to this email with your preferred date from that list. You will receive an email from a member of our office that explicitly confirms that you are on the schedule for that desired date. **Please note: No children will be scheduled for baptism until you have received this confirmation email. Please refrain from making any plans until you have received this confirmation email.** If you are unsure if your date is confirmed, please ask prior to making any plans.