

Good Shepherd Catholic Community  
1000 Tinker Road  
Colleyville, Texas 76034

Dear Parents,

Enclosed you will find the Good Shepherd Catholic Community information packet for the Sacrament of Baptism of infants through age six (6) years.

Children seven (7) years of age or older and beyond the second grade need to be registered in our Christian Initiation Process (RCIA) Adapted for Children and in our Family Faith Formation Classes with their peers, Contact Fr. Ronald at 817-421-1387.

We ask you to read it carefully and provide us with all information necessary as you prepare for the Baptism of your child. All information needed is in conformity with The Guidelines for Infant Baptism for the Diocese of Fort Worth.

We hope to make this a life-giving celebration for your family as together, we prepare to welcome your child into the Faith Life of Good Shepherd Catholic Community.

If you have any questions, please call Diane Kain at 817-421-1387.

We wish you God's blessings as you begin this journey with your child.

Good Shepherd Catholic Community  
1000 Tinker Road  
Colleyville, Texas 76034

## **BAPTISM GUIDELINES**

*Through the Sacrament of Baptism, we are reborn as children of God,  
and welcomed into the community of faith.*

### **Parents**

**Parents should understand that presenting their child for Baptism is a promise to faithfully raise their child in the Catholic faith, and to be an example of Christian living for their child.**

In order to be baptized at Good Shepherd Catholic Community, the following requirements must be met:

1. The parents who are Catholic are expected to be practicing Catholics.  
This means giving of their time, talent, and treasure in support of their parish.
2. **Parents are to complete an “Initial Information Form for Infant Baptism”, provide a Copy of the birth certificate of their child, the godparent information, and the completed Baptism Information Sheet to our Parish Office.**
3. Parents must attend a Baptism Preparation Session. (*See “Baptism Preparation Session” for details.*).
4. Parents must reside in Good Shepherd Catholic Community boundaries, or be registered in Good Shepherd Catholic Community.
5. Parents who do not reside in GSCC Parish boundaries, or are not registered at GSCC must provide verification of registration in another parish signed by the Pastor of that parish with church seal, and returned by the Pastor to GSCC prior to scheduling a Baptism. Their Pastor must also give permission for the Baptism to be celebrated at GSCC.

### **Godparents**

In order to serve as a Godparent(s), the following requirements **MUST** be met:

1. Each Godparent **MUST** be a confirmed Catholic and practicing their Catholic faith.
2. One Godparent is required, but you may have two. If there are two godparents, they must be one male and one female.
3. Godparents(s) are to be at least 16 years old and confirmed.
4. Married Godparents must be in a valid Catholic marriage, which is, married by a priest or deacon in the Catholic Church, or have had the marriage validated, or had a dispensation from the local Bishop to be married in the church of another faith tradition.
5. Godparents are required to attend a Baptism Preparation Session, either at Good Shepherd Catholic Community or in their own parish. (*See “Guidelines for Baptism Preparation Session”, page 2, for details.*)
6. Godparents are Catholics in good standing who are registered in a parish, attend Mass, and are giving of their time, talent, and treasure to their parish.
7. **Godparents are to complete a “Godparent Certificate”, which must be signed by the Pastor of their home parish with the church seal, and returned to our Parish Office before a Baptism will be scheduled.**

## Guidelines for Baptism Preparation Session

### Baptism Preparation Classes

Parents and Godparent(s) will be prepared for their role as examples of Catholic Christian living by attending a Baptism Preparation Session in fulfillment of the requirement of Canon #851, #2 of the code of Canon Law.

*“The parents of an infant (or child) who is to be baptized and likewise those who are to undertake the office of Godparent are to be properly instructed in the meaning of this sacrament and the obligations which are attached to it.”*

Good Shepherd Catholic Community Baptism Preparation Sessions are offered the first Saturday of the month (except for July & December) 9:30am to Noon; check with receptionist at main office for classroom location.

Registration for a Baptism Preparation Session is required. Register online at [www.gsccl.net](http://www.gsccl.net) click Sacraments and click Baptism. Childcare is available by reservation only. To make reservations for childcare on the Baptism page click on the line that reads Register for childcare no later than 1 week prior to the class.

Guidelines for Baptism Preparation Sessions are as follows:

- Parents and Godparents who have participated in the program within the past three (3) years, need not repeat the session. Documentation of previous participation within three years will be required. **It is highly recommended that parents who have not previously participated in a Baptism Preparation Session at Good Shepherd attend a session here.**
- **Parents and Godparents may participate in a Baptism Preparation Session before or after the child is born.**
- Godparents who live out of town are expected to attend a Baptism Preparation Session offered in their own parish or any other parish. **However, the Godparent Certificate verifying Baptism Preparation Session attendance at another parish must be mailed as soon as completed by the Godparents to:**

**Good Shepherd Catholic Community  
Attn: Diane Kain  
1000 Tinker Road  
Colleyville, Texas 76034**

**so that the Parents may schedule their child's Baptism.**

## **The Celebration of Infant and Children's Baptism**

### **Scheduling**

The Sacrament of Baptism is celebrated outside of Mass on one Sunday per month at 1pm. Please contact Diane Kain @ 817-421-1387 to schedule when all forms have been submitted.

**Special Note: Baptisms are not celebrated during Lent (from Ash Wednesday – Easter Sunday).**

Baptisms will be scheduled **ONLY** when all requirements are met, including preparation of Parents and Godparents, and when required documentation is on file at Good Shepherd Catholic Community. Upon receipt of the necessary forms and attendance at a Baptism Preparation Session, you will be contacted to schedule the Baptism. (*See #2 on previous page under Parents*)

**If you have family who will be traveling to attend the Baptism of your child, please wait until the Baptism has been scheduled to make any travel arrangements.**

### **Ceremony**

The Baptismal garment and candle will be given to you at the Baptism. Please remember to arrive 20 minutes early.

**Flash photography is not permitted during the Celebration of Baptism.** The celebrant will be happy to pose for pictures with your family and friends following the Celebration. Videotapes are acceptable during the ceremony.

### **Parish Records**

All Baptisms will be recorded in the Parish records from the information provided on the registration form. Please be sure to use the **legal names** on all forms. The parish records cannot be changed once an entry is made.

If we can be of help in any way, please feel free to contact our Parish office 817-421-1387.

**BAPTISM PREPARATION**  
Good Shepherd Catholic Community  
Colleyville, Texas

As a **Parent** you are seeking Baptism for your child. You will promise to raise your child in the Catholic Faith, celebrate the sacraments, and raise your child to be faithful to the Gospel of Jesus Christ. This is a serious commitment and not to be taken lightly. You will promise to do the above in front of the community of faith and to God. You will promise to be the first teacher of the faith for your child, and model the Christian life with your own life choices.

As **Godparents** you will support your Godchild's parents in their promise to model the Christian life. You are required to be a Catholic in Full Communion with the Catholic Church. You have a role that is not to be taken lightly. You will promise along with your Godchild's parents to be a faithful Catholic and to be faithful to the Gospel of Jesus Christ.

**Question: What does it mean to be in Full Communion with the Catholic Church?**

- Being in Full Communion with the Catholic Church means that you have been baptized and have celebrated the Sacraments of Eucharist and Confirmation.
- If you are married, you have been married by a priest or a deacon, have had your marriage validated or had a dispensation from the local Bishop to be married in the church of another faith tradition.

It also implies that you are a ***practicing Catholic***, attending Church regularly, are a registered member of a Catholic Parish and witnessing to your faith with your life choices.

***Why am I NOT considered to be in Full Communion with the Catholic Church?***

- You have not celebrated all three sacraments of initiation:  
Baptism, Eucharist, and Confirmation.
- If you are married, you are not married by a Catholic priest or deacon, but rather you were married by a judge, justice of the peace, or minister of another religion and your marriage has not been validated by the Catholic Church.
- You are not married and are living together.
- It may imply that you are not participating at Mass regularly, are not a member of a Catholic Parish, or not witnessing to your faith with your life choices.

***If you are not in Full Communion with the Catholic Church, how can your parish help you to reconcile the situation and come into Full Communion with the Church?***

- If you are married but not married by a priest or deacon, contact Deacon Rick Wright, (817-421-1387), and he will help you to have your marriage validated or recognized in the church.
- If you have a previous marriage or marriages, contact Deacon Rick Wright at (817-421-1387) for information on the annulment process.
- If you have not been confirmed, contact your Parish about the Adult Confirmation Process.

We desire to assist you in all ways possible to come into Full Communion with the Catholic Church. The Baptism of a child is a time for wonderful new beginnings in your journey of faith with God and with your community of faith.

We are here to help.

Good Shepherd Catholic Community  
1000 Tinker Road  
Colleyville, Texas 76034

### CHECKLIST FOR BAPTISM OF INFANTS

\_\_\_\_\_ Make reservations to attend the Baptism Preparation Session of your choice registering at [www.gsccl.net](http://www.gsccl.net) under "Sacrament". Childcare is available with one week's notice.

\_\_\_\_\_ Inform Godparents of their requirements to attend a Baptism Preparation Session. Session may be taken at Good Shepherd Catholic Community or at their parish.

\_\_\_\_\_ Attend Baptism Preparation Session. You will be given instructions. Your baptismal garment and candle will be given to you at Mass.

\_\_\_\_\_ Complete the necessary forms and return to **GSCC Parish Office**. Office hours are Monday through Thursday 8:00am to 5:00pm, Friday 8:00am to 2:00pm, Saturday 11:00am to 5:00pm and Sunday 8:00am to 1:00pm. Staff Contact is Diane Kain at 817-421-1387

The required forms are as follows:

1. \_\_\_\_\_ Baptism Information Sheet
2. \_\_\_\_\_ Initial Information Form for Infant Baptism, to be completed by parents.
3. \_\_\_\_\_ Photocopy of your child's birth certificate. Information on the baptism certificate must be listed exactly as it is shown on the birth certificate.
4. \_\_\_\_\_ Proof of attendance at a baptism class within the past 2 years
5. \_\_\_\_\_ Godparent Certificates, to be completed by Godparents. This form has **three (3)** (all sections must be completed to be accepted)  
**Godparents signature** — this section is to be read and signed by the Godparent, and confirms that the Godparent is prepared to make the commitment required of her/him  
**Priest signature** - this section is signed by the priest and affixed with the church seal of the Godparent's home parish. This form verifies that she/he is in Full Communion with the Catholic Church.  
**Instructor signature** - this section is to be signed by the instructor of the Baptism Preparation Session on the date of the session, and verifies that the Godparent has completed the necessary session.

*Special note: If the Godparent has taken a session within the last three years, no session is necessary. HOWEVER, our parish will need verification of attendance from the church where the session was attended.*

\_\_\_\_\_ If you are making a request for a **visiting priest or deacon** to perform your child's Baptism, special arrangements must be made and pastoral approval must be given.

**ALL necessary paperwork must be received by our Parish Office prior to scheduling a Baptism. Baptisms will not be scheduled until after the parents and godparents have attended their sessions. Do not assume your child's baptism date is set until you have confirmation.**

I have read and understand all requirements must be met prior to scheduling a date of Baptism.

\_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**GSCC SACRAMENTS of INITIATION FORM**

**Circle one:**                      *Baptism*                      *First Communion*                      *Confirmation*

***SUBMIT ALL COMPLETED FORMS BEFORE A DATE WILL BE SET***

**Today's Date:** \_\_\_\_\_

Child's Baptismal Name (*first, middle, last*) \_\_\_\_\_

Birth Information \_\_\_\_\_  
Date                                      City/State                                      Current Age      Male/Female

**Baptism** \_\_\_\_\_  
**Information**                                      Date                                      City/State                                      Church

*Copy of Baptismal Certificate **must** be on file at the GSCC for all candidates for First Communion and Confirmation.*

If your child was baptized in a church other than the Roman Catholic Church you will need to make an appointment with Fr. Mike for him/her to make a Profession of Faith in the Catholic Church BEFORE you receive Reconciliation or schedule the 1st Communion.

Father's Name \_\_\_\_\_  
First                                      Last

Mother's Name \_\_\_\_\_  
First                                      Last                                      **Maiden**

Were you married by a Catholic priest or deacon? Yes \_\_\_\_\_ No \_\_\_\_\_

Proxy? Yes \_\_\_ No\_\_\_ If yes, name(s): \_\_\_\_\_

Email Address \_\_\_\_\_

Address \_\_\_\_\_

City/State/ZipCode \_\_\_\_\_

Phone Number(s) \_\_\_\_\_  
Home                                      Work/Cell

Godfather: \_\_\_\_\_ Godmother: \_\_\_\_\_

\*\*\*\*If the Sacrament will be received at a church other than Good Shepherd Catholic Community, a letter from Fr. Richard to that church is required.

**Sacramental Preparation for 1<sup>st</sup> Communion AND Confirmation**

School attending \_\_\_\_\_ Current Grade \_\_\_\_\_

LFF Class \_\_\_\_\_ Day/Time \_\_\_\_\_

Year 1:      Year completed: \_\_\_\_\_ Location: \_\_\_\_\_

Year 2:      GSCC LFF      Program name \_\_\_\_\_ Other \_\_\_\_\_

**If Year 1 WAS NOT completed at Good Shepherd, an attendance record from that program must be provided to the LFF office.**



# Good Shepherd Catholic Community

1000 Tinker Road Colleyville, Texas 76034 (817) 421-1387 (817) 421-4709 fax

## **INITIAL INFORMATION FORM FOR INFANT BAPTISM (Ages Infant-6 years)**

Please print, and remember that this form will provide permanent information for the Baptism records for your child. Please verify legal spelling of names. Attach a photocopy of your child's birth certificate to this form.

Name of Child: \_\_\_\_\_  
(first) (middle) (last)

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_  
(month, ,day, year) (city,) (state) (country)

Are you the parents or legal guardians of the child? Parent Guardian

If legal guardian, is this your child by legal adoption? Yes No

Has child been previously Baptized? Yes No (if yes, please give information below)

Date of Baptism: \_\_\_\_\_ Church Chapel Hospital Home

Names and ages of siblings \_\_\_\_\_

### **PARENT INFORMATION**

Name of Father: \_\_\_\_\_  
(first) (middle) (last)

Address: \_\_\_\_\_  
(street) (city) (state) (zip code)

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

Religion of Father: Catholic? Yes No If no, what religion? \_\_\_\_\_

If no, does father consent to Catholic Baptism? Yes No

Signature of consent: \_\_\_\_\_

Name of Mother: \_\_\_\_\_  
(first) (middle) (last) (maiden)

Address: \_\_\_\_\_  
(if different) (street) (city) (state) (zip code)

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

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

Religion of Mother: Catholic ? Yes No If no, what religion? \_\_\_\_\_

If no, does mother consent to Catholic Baptism? Yes No

Signature of consent: \_\_\_\_\_

**Name of Parish where parents are presently registered** \_\_\_\_\_

Parents are not registered in any parish. Yes No Are parents residing in GSCC Parish boundaries? Yes No

Do parents attend Mass? Yes No How often? \_\_\_\_\_

Marital Status: Married Separated Divorced Unmarried

Were parents married in the Catholic Church? Yes No Civilly? Yes No

If no, has marriage been validated by the Catholic Church? Yes No

If separated/divorced or unmarried, who has legal custody of the child?

Name \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Address \_\_\_\_\_  
(if different) (street) (city) (state) (zip)

Where did parents take Baptismal session? \_\_\_\_\_  
(name of parish)

Address of Parish: \_\_\_\_\_  
(city and state)

Date of Baptismal session taken: \_\_\_\_\_

**GODPARENT INFORMATION**

**Please note:** One of the sponsors (godparents) for Baptism may be a non-Catholic Christian, **however**, they must be baptized in a Christian religion and **provide proof of baptism**. They will be recognized as a Christian Witness to the baptism. Non-baptized persons cannot be godparents or witnesses, since they cannot profess faith in Christ, nor can they renew the vows of their own baptism.”

Name of Godfather/Witness: \_\_\_\_\_  
(first) (middle) (last)

Catholic? Yes No RCIA? Yes No Married? Yes No

Was Godfather married in the Catholic Church? Yes No Civilly? Yes No

If no, has marriage been validated by the Catholic Church? Yes No

Confirmed in the Catholic Church? Yes No

Baptismal session taken at Good Shepherd? Yes No Other Parish? \_\_\_\_\_  
(provide certificate of attendance)

Date Baptismal session taken: \_\_\_\_\_

Name of Godmother/Witness: \_\_\_\_\_  
(first) (middle) (last)

Catholic? Yes No RCIA? Yes No Married? Yes No

Was Godmother married in the Catholic Church? Yes No Civilly? Yes No

If no, has marriage been validated by the Catholic Church? Yes No

Confirmed in the Catholic Church? Yes No

Baptismal session taken at Good Shepherd? Yes No Other Parish? \_\_\_\_\_  
(provide certificate of attendance)

Date Baptismal session taken: \_\_\_\_\_

**The Sacrament of Infant Baptism  
Godfather Certificate**

**Section One: Signature of Godfather**

I, \_\_\_\_\_, a registered member of \_\_\_\_\_  
Catholic Church, located at \_\_\_\_\_,  
(address of Parish)  
have been asked to be a Godfather for \_\_\_\_\_,  
(name of child)  
daughter/son of \_\_\_\_\_,  
(name of parents)  
who reside at \_\_\_\_\_,  
(address of parents)  
home number \_\_\_\_\_, work number \_\_\_\_\_, cell number \_\_\_\_\_.  
(parents) (parents) (parents)

As she/he celebrates the Sacrament of Baptism, I affirm that:

- I am at least 16 years of age and not the parent or step-parent of the person for whom I am a Godfather.
- I have celebrated the Sacraments of Initiation: Baptism, Eucharist and Confirmation in the Catholic Church, and am in Full Communion with the Catholic Church.
- I participate regularly in Sunday Mass and am able to receive the Eucharist.
- I am an active Catholic contributing of my time, talent, and treasure to my parish.
- I am in a valid Catholic Marriage (applies only to married persons).
- I am single and am not living together (applies only to unmarried persons).
- I actively witness to my faith in Jesus Christ by the way I live in service and love to the people with whom I come in contact daily.
- I shall give Christian witness and pray for my Godchild as her/his Godfather.

I understand and accept the responsibility that I undertake as Godfather.

\_\_\_\_\_  
Signature of Godfather Date

\_\_\_\_\_  
Address City State Zip

\_\_\_\_\_  
Home phone cell phone other

\_\_\_\_\_  
E-mail

**Section Two: Verification of Full Communion with the Catholic Church  
Pastor's Signature**

I certify that, to the best of my knowledge, \_\_\_\_\_,  
*(name of Godfather)*

who is an active member of \_\_\_\_\_,  
*(name of church)*

is capable of assuming the duties and responsibilities of the role of Godfather, and is in Full Communion with the Catholic Church which means the following:

- He has celebrated the Sacraments of Initiation: Baptism, Eucharist and Confirmation in the Catholic Church.
- He participates regularly in Sunday Mass and is able to receive the Eucharist.
- He is an active Catholic contributing of his time, talent, and treasure to his parish.
- He is in a valid Catholic Marriage (applies only to married persons).
- If single, is not living together (applies only to unmarried persons).
- He actively witnesses to his faith in Jesus Christ by the way he lives in service and love to the people with whom he comes in contact daily.
- He shall give Christian witness and pray for his Godchild as her/his Godfather.

*(Parish Seal)*

\_\_\_\_\_  
Pastor/Associate Pastor

\_\_\_\_\_  
Date

---

**Section Three: Verification of Baptism Session Attendance  
Instructor's Signature**

The Godfather has attended a Baptism Preparation Session as outlined below:

Name: \_\_\_\_\_

Location: \_\_\_\_\_

Date Attended: \_\_\_\_\_

\_\_\_\_\_  
Baptism Preparation Instructor

\_\_\_\_\_  
Date

**The Sacrament of Infant Baptism  
Godmother Certificate**

**Section One: Signature of Godmother**

I, \_\_\_\_\_, a registered member of \_\_\_\_\_  
Catholic Church, located at \_\_\_\_\_,  
(address of Parish)  
have been asked to be a Godmother for  
\_\_\_\_\_,  
(name of child)  
daughter/son of \_\_\_\_\_,  
(name of parents)  
who reside at \_\_\_\_\_,  
(address of parents)  
home number \_\_\_\_\_, work number \_\_\_\_\_, cell number \_\_\_\_\_.  
(parents) (parents) (parents)

As she/he celebrates the Sacrament of Baptism, I affirm that:

- I am at least 16 years of age and not the parent or step-parent of the person for whom I am a Godfather.
- I have celebrated the Sacraments of Initiation: Baptism, Eucharist and Confirmation in the Catholic Church, and am in Full Communion with the Catholic Church.
- I participate regularly in Sunday Mass and am able to receive the Eucharist.
- I am an active Catholic contributing of my time, talent, and treasure to my parish.
- I am in a valid Catholic Marriage (applies only to married persons).
- I am single and am not living together (applies only to unmarried persons).
- I actively witness to my faith in Jesus Christ by the way I live in service and love to the people with whom I come in contact daily.
- I shall give Christian witness and pray for my Godchild as her/his Godmother.

I understand and accept the responsibility that I undertake as Godmother.

\_\_\_\_\_  
Signature of Godmother Date

\_\_\_\_\_  
Address City State Zip

\_\_\_\_\_  
Home phone cell phone other

\_\_\_\_\_  
E-mail

**Section Two: Verification of Full Communion with the Catholic Church  
Pastor's Signature**

I certify that, to the best of my knowledge, \_\_\_\_\_,  
*(name of Godmother)*

who is an active member of \_\_\_\_\_,  
*(name of church)*

is capable of assuming the duties and responsibilities of the role of Godmother, and is in Full Communion with the Catholic Church which means the following:

- She has celebrated the Sacraments of Initiation: Baptism, Eucharist and Confirmation in the Catholic Church.
- She participates regularly in Sunday Mass and is able to receive the Eucharist.
- She is an active Catholic contributing of her time, talent, and treasure to her parish.
- She is in a valid Catholic Marriage (applies only to married persons).
- If single, is not living together (applies only to unmarried persons).
- She actively witnesses to her faith in Jesus Christ by the way she lives in service and love to the people with whom she comes in contact daily.
- She shall give Christian witness and pray for her Godchild as his/her Godmother.

*(Parish Seal)*

\_\_\_\_\_  
Pastor/Associate Pastor

\_\_\_\_\_  
Date

---

**Section Three: Verification of Baptism Session Attendance  
Instructor's Signature**

The Godmother has attended a Baptism Preparation Session as outlined below:

Name: \_\_\_\_\_

Location: \_\_\_\_\_

Date Attended: \_\_\_\_\_

\_\_\_\_\_  
Baptism Preparation Instructor

\_\_\_\_\_  
Date

*Knowledge of Parishioner and Pastor's Permission to Baptize  
Pastor's Signature for Non-Members of Good Shepherd*

According to our information, \_\_\_\_\_,  
*(name of parents)*

are parishioners of \_\_\_\_\_,  
*(name of church)*

located at \_\_\_\_\_.  
*(address of parish)*

These parents request your permission to have their child, \_\_\_\_\_,  
*(name of child)*

baptized at Good Shepherd Catholic Community, 1000 Tinker Road, Colleyville, TX 76034,  
located in the Diocese of Fort Worth.

Please provide the following information to the extent that you are able:

\_\_\_\_ They are known and are registered members, in good standing, of our parish.

\_\_\_\_ They live in the territorial boundaries of our parish, but are not known to us.

\_\_\_\_ One or both are practicing Catholics and regularly attend our Sunday Masses.

\_\_\_\_ One or both have recently attended Baptism Preparation Sessions in our parish.

I certify that, to the best of my knowledge, one or both of these parents are capable of assuming the duties and responsibilities of raising their child in the Catholic faith.

I therefore give permission that these parents may celebrate the Sacrament of Baptism of their child at Good Shepherd Catholic Community.

*Parish Seal*

\_\_\_\_\_  
Pastor

\_\_\_\_\_  
Date

Please return to:  
Good Shepherd Catholic Community  
1000 Tinker Road  
Colleyville, TX 76034