

Baptism and Profession of Faith Entries

Policy No. 811

Policy Statement: Complete information for each Baptism is to be legibly entered in the hardbound Baptism Register.

Intent of Policy: To ensure correct and complete entry of information.

Definitions: **Birth Certificate with Personal Information Only**

Includes:

- Full name of the individual
- Date of birth
- Place of birth
- Sex of the individual
- Registration number
- Registration date
- Date issued
- Sample [Birth Certificate with Personal Information Only](#) (pdf)
- There is only one size of birth certificate; what varies is the amount of information they contain.
- All certificates are certified extracts of the original Registration of Birth.

Birth Certificate with Personal Information and Parentage

Includes:

- Full name of the individual
- Date of birth
- Place of birth
- Sex of the individual
- Mother's name
- Mother's place of birth
- Father/co-parent's name
- Father/co-parent's place of birth
- Registration number
- Registration date
- Date issued
- There is only one size of birth certificate; what varies is the amount of information they contain.
- All certificates are certified extracts of the original Registration of Birth.

Procedure: Entries into the Baptismal Register must be **clearly printed** using a permanent black ink pen.

The information required as the columns generally appear (there may be some variation) in the hardbound Baptism Register:

Column 1 NUM (Number)

- List the entries chronologically: No. / Year
▶ 1/2007, 2/2007, 3/2007 ...
- Except for the original certificate, when subsequent copies are issued use this column for writing the date, purpose and initials of the person issuing a copy.

Column 2 DIE MENSIS ANNO (Date of entry)

- Enter the date when the entry is made in the register
▶ 21 January 2007

Column 3 NOMEN (Name)

- Name of the person baptized exactly as it appears on the Birth Certificate (with parentage).
- Surname must be underlined. Hyphenated names must be clearly indicated. If the surname consists of two names, indicate if it is all one word or if there is a space between, e.g., Vander Mann vs Van Der Mann.
- Unless listed on the Birth Certificate, an initial or initials are not considered a name.
- If the person is a female, her **maiden name** is to be entered. For cross-reference purposes '*Married name: NAME*' may be entered below.
- **Mark "M" for male or "F" for female in the corner of this column to indicate sex.**

Column 4 DIE ET LOCUS NATALIS (Date and Place of Birth)

- Date of birth Day / Month / Year ▶ 02 Jan 2007
- Place of birth city or town / province or state / country, if outside Canada ▶ [country of birth e.g. Spain]

Column 5 DIE ET LOCUS BAPTISMI (Date and Place of Baptism)

- Date of Baptism Day / Month / Year ▶ 20 Jan 2007
- Name of Church and Place / City or town
▶ Our Lady of the Rockies, Suza Creek
- If all the baptisms took place at the same church, the name and location of the church can be printed or stamped at the top of each page of the register.

Column 6 PARENTES (Parents)

- The name of the parents exactly as they appear on the Birth Certificate with Parentage.
- Only full legal names of the birth or adoptive parents are entered in the Baptism Register.
- The maiden name of the mother (birth or legally adoptive) is the name to be used in the register. In the case of a father who has taken the mother's last name in marriage, his original name must be entered as his surname.
- Foster parents, step-parents or guardians are NOT entered in this column.
- Children baptized before adoption will have an Entry A in the Baptism register. After adoption, the names of the adoptive parents are entered as Entry B in the register of the same parish. (See Policy No. 812 Baptism Entries of Adopted Children)

Column 7 PATRINI (Sponsor)

- The legal name of the sponsor.
- If there is a Witness (along with one sponsor) their name is entered in the Register with 'Witness' beside it. The name of the Witness is not to appear on the Baptism Certificate.
- The Sponsor entered in the Baptism Register cannot be changed as this is a recorded factual event.

Column 8 PRESBYTER (Priest)

- The name of the priest or deacon must be printed in full below his signature. The name and signature must appear for EACH Baptism entry.
- Emergency Baptism entries require the signature of the clergy (or person) who conferred the sacrament.
- Without a signature, the entry has no official or legal force in terms of the corresponding Baptism Certificate issued.

Column 9 DIES ET LOCUS CONFIRMATIONIS (Date and Place of Confirmation)

- Date of Confirmation Day / Month / Year ▶ 20 May 2007
- Place of Confirmation Name of church / City or town
▶ Immaculate Heart, Bashaw
- Name of priest or archbishop who conferred Confirmation
▶ Archbishop Smith

Column 10 DIES ET LOCUS MATRIMONII (Date and Place of Marriage)

- Date of Marriage Day / Month / Year ▶ 20 July 2007
- Place of Marriage Name of church / City or town
▶ St. Mary, Red Deer
- Full legal name of the spouse ▶ Susan Smith (maiden)

Column 11 ADNOTATIONES (Annotations)

- Date and place of any other event affecting the canonical status of the person, e.g.,
 - Profession of Faith
 - Marriage
 - Holy Orders
 - Religious Profession
 - Decree of Nullity
 - Defection from the Faith
- Name of ‘Proxy’ standing for a Sponsor who is absent
- ‘Conditional Baptism’
- Ceremonies supplied after an emergency Baptism (date, parish where the ceremony took place, officiating clergy).
- Foster parent(s) or court appointed guardian(s) may be entered as the one(s) bringing a child forward for Baptism.
- Significant information affecting the legal status of the person, e.g., change of name.
- Significant information justifying a change to the original entry, e.g., new birth certificate registration number.

Profession of Faith

Entries (in addition to Baptism entries)

Column 3 NOMEN (Name)

If the person is female, her maiden name is to be entered. For cross-reference purposes ‘*Married name: NAME*’ may be entered below.

Column 5 DIE ET LOCUS BAPTISMI (Date and Place of Baptism)

- Indicate Profession of Faith ▶ P of F
- Date of Profession of Faith entered Day / Month / Year
▶ 20 April 2007
- Name of church and place / City or town
▶ St. Anne, Edmonton

Column 7 PATRINI (Sponsor)

- Legal name of sponsor for Profession of Faith.

Column 8 PRESBYTER (Priest)

- The name of the priest, who receives the candidate’s Profession of Faith and, if applicable, confers Confirmation, must be printed in full below his signature. The name and signature must appear on EACH Profession of Faith entry.
- Do not enter the minister of the original Baptism.

Column 9 DIES ET LOCUS CONFIRMATIONIS (Date and Place of Confirmation)

- Date of Confirmation Day / Month / Year ▶ 20 April 2007
- Place of Confirmation Name of Parish / City or town
▶ St. Anne, Edmonton
- Minister of Confirmation entered/ Name of archbishop or priest ▶ Archbishop Smith
- Sponsor

Column 11 ADNOTATIONES (Annotations)

- Date of original Baptism Day / Month / Year
▶ 10 February 1990
- Name of church and denomination
▶ St. Luke Anglican Church
- Place of original Baptism / City or Town
▶ Red Deer, AB
- Children under the age of reason are to also have, in their entry, the notation: 'By virtue of parent's P of F'.

Refer to Policy:

- No. 603 Registration Requirements for Baptism
- No. 605 Selection of Sponsor
- No. 612 Profession of Faith
- No. 615 Permanent File
- No. 812 Baptism Entries of Adopted Children

Refer to Appendix:

- 826A Profession of Faith Certificate (Adult) Template
- 826B Profession of Faith Certificate (Child) Template