

## Sacramental Records

### GENERAL INSTRUCTIONS

- **Keep Template Files as *original* and make copies each year. Reference detailed instruction sheet.**
- Recommended keeping electronic forms up-to-date monthly. **MAIL SIGNED FORMS AND E-MAIL ELECTRONIC FORMS BY JANUARY 31 FOLLOWING YEAR BEING REPORTED.**
- For all registers, keep all of the same type of records in the same file. Additional sheets are available by clicking on the sheet tabs at the bottom of the screen. (Reference detailed instruction sheet.)
- **ALL** pages of the records must be identified by adding the year, parish and city at the top of each page where indicated.
- E-mail each complete sacramental register (with all sheets in the file) as a single attachment (do not send as individual pages).
- **EACH** page of the mailed copy must be signed by the pastor.
- In parishes with a Parish Life Administrator, the records **must** be signed by the PLA.

### CENSUS STATISTICS

- Total number of entries on each sacramental register must agree with total number recorded for that sacrament on *Census Statistics* page.

### BAPTISMAL REGISTER

- RCIA catechumens are baptized and confirmed. Be sure to check the "Confirmed" box, too.
- If a person has been baptized before in another church where baptism is accepted by the Catholic Church, this is a "Profession of Faith." "Protestant Baptism" information – date, church and city – needs to be completed in last column on right. (Refer to list "Churches With Valid, Doubtful and Invalid Baptisms.")
- If previous baptism is not recognized by the Church, then it is treated as a catechumen and an absolute baptism is performed. In this case, the box marked "Absolutely" is checked.

### CONFIRMATION REGISTER

- Confirmations are listed with the parish that prepares (instructs) the candidates, not where the ceremony took place.
- Complete the "Clergy Officiating" column with the name of the bishop or pastor who presided. The bishop usually confirms a group annually. The pastor may confirm at a separate ceremony.
- Report the age in years (not birth date) in the "Age" column.
- If the candidate was baptized at another church, the parish will need to notify the church where candidate was baptized of the confirmation date and location.
- RCIA catechumens are baptized and confirmed. Be sure to check the "Confirmed" box on the *Baptismal Register*.

**MATRIMONIAL REGISTER** (no additional instructions)

**DEATH REGISTER**

- Deaths are recorded at the church where the liturgy is held.
- The names of the father and mother should be provided and the spouse when applicable. This information may need to be obtained from the newspaper obituary or from the funeral home (can check their website if available).