

## **Guide for Recording Sacramental Information**

Keeping up-to-date and accurate sacramental records is an important role of pastors and those who may 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, take vows as a religious, to apply for the seminary and later for ordination, or to be married. If questions arise about the proper recording of the sacraments, please contact the Chancery Office or the Office of Sacred Worship. Another useful resource is the *The Catechuminate and the Law*, by John M. Huels, available from the Office of Sacred Worship.

In the Annual Report to the Bishop (“Bishop’s Report”) there is a statement of Spiritual Statistics which should be answered using the official registers.

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<b>STATEMENT OF SPIRITUAL STATISTICS</b>	
<b>BAPTISM</b>	What was the number of baptisms from the parish? Adults _____ Infants _____ Total _____ What was the number of baptisms from outside the parish? Adults _____ Infants _____ Total _____
<b>CONFIRMATION</b>	What was the number of people who were confirmed? _____ At what age is the sacrament usually received? _____ What was the number of already baptized Christians received into full communion with the Catholic Church? _____

These guidelines are directed by Canon Law. The Sacramental Registers (Canon 535, §1) are sacrosanct and once entered, information may not be altered in any way. (Cf. Canon 535, §§4-5) However, although you may not erase or whiteout any information in the physical registers; you may place a single line through the incorrect information and put the correct information above the original entry.

**Never** enter any information before the rite has been celebrated.

### **Guide for unbaptized child or adult.**

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).

In addition to the individual registers, notations regarding Confirmations, Marriages, Declarations of Nullity, Ordinations and Religious Professions are required to be entered in the Baptismal Register. (Canon 535, §2) This also helps with not having to examine each register when researching an individual’s sacraments.

*Always notify the parish of baptism of these sacraments performed at your parish.*

Notations regarding First Communion and funerals of parish parishioners may be registered in the Baptismal Register but is not required.

- All of this information should be entered into the individual's ParishSOFT sacramental information. ParishSOFT also has fields for Witnesses (a baptized non-Catholic may serve as a witness together with a Catholic godparent), General Remarks, Registry Volume, Registry Page and Registry Number.
- Although the original ParishSOFT parish record will automatically be updated if the baptismal parish and the current parish of registration records are linked through the database, the original parish will not receive a notification from ParishSOFT that a change has been made. The original parish will be able to view this information for entering into their register once they are called or e-mailed by the parish of registration.

When asked to fill out a certificate of Baptism for someone baptized at your parish, include all other Notations (Confirmation, Marriage, Declaration of Nullity, Ordination, and Religious Professions) which are listed in their record in the Baptismal Register.

Reconciliation: A child's or an adult's first Reconciliation (Confession) is not required to be entered into a register.

- ParishSOFT has a *Reconciliation* tab under the *Member Name; Sacraments; Edit/View Sacramental Details* where this information may be entered. The fields include General Remarks, Registry Volume, Registry page and Registry Number.

First Communion Register: First Communions are entered into the First Communion Register. A parish is not required to notify the parish of Baptism.

- ParishSOFT has a *First Eucharist* tab under the *Member Name; Sacraments; Edit/View Sacramental Details* where this information should be entered. The fields include General Remarks, Registry Volume, Registry page and Registry Number.

In the Confirmation Register: The name of the baptized, the minister, sponsor (s), confirmation name, and the place and date of the confirmation. (Canon 895, *Rite of Confirmation*, 14)

- ParishSOFT has a *Confirmation* tab under the *Member Name; Sacraments; Edit/View Sacramental Details* where this information should be entered. The fields include Confirmation Name, Sponsor, General Remarks, Registry Volume, Registry Page and Registry Number.

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.

Marriages, Declarations of Nullity are entered into the Marriage Register, and also the Baptism Register if they were baptized at the parish. If they were not baptized at the parish, notify the parish where they were baptized.

The Baptismal certificate from the parish where they were baptized, issued within the last six months, is needed prior to the marriage ceremony.

- ParishSOFT has a *Matrimony* button under the *Member Name; Sacraments; Edit/View Sacramental Details* where this information should be entered. Included are check boxes for dispensations from Canonical Form, Banns, and Disparity of Cult. Check these boxes if there was a dispensation from Canonical Form, the publication of the Banns, or Disparity of Cult.

Death/Funeral Register: Death and funeral information is entered into the Death Register.

- When entering this information into ParishSOFT be sure to change the status of the Member/Person Details to “Deceased”. This will bring up a field to enter the date of death and the member will automatically be marked with “dec” after their name in the member list. Un-check the registration and change the Family Group to “Deceased” if this is the only remaining active member in the record.

### **Guide for adult who has been baptized in a non-Catholic ecclesial communion.**

When receiving this type of candidate into the full communion of the Catholic Church (RCIA), the following entries are to be made.

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.

In the Confirmation Register: The name of the baptized, the minister, sponsor(s), confirmation name, and the place and date of the confirmation (Canon 895, *Rite of Confirmation*, 14).

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.

A RCIA Register is optional.

**Guide of Registration of Confirmation when performed at a parish other than the parish of recreation.** When the Sacrament of Confirmation is celebrated with more than one parish coming together at a single location, the fact of the conferral (names, minister, parents, sponsors, place and date (see Canon 895)) ought to be recorded in two registers. *In the parish where the confirmation takes place*, information for each one confirmed is entered, even for those from the visiting parishes. This is the obligation which Canon 895 imposes. It is appropriate to indicate the parish to which the one confirmed belongs in the “Remarks” or “Annotations” column. *In the confirmation registers of the parishes which are visiting*, information for their own particular parishioners should be entered, being sure to note also the place of the confirmation. This information is then more readily available for reporting the number of parishioners confirmed on the “Annual Report to the Bishop,” for example, or issuing certificates of confirmation. So if Blessed Sacrament Parish and St. Mary Parish travel to Holy Name of Jesus Parish for Confirmation, the host parish—Holy Name of Jesus Parish—enters information for all who were confirmed into its own register. Blessed Sacrament Parish and St. Mary Parish record information for their own confirmed parishioners in their own parish registers. Each individual parish should also notify the place of baptism of the confirmation of its own parishioners. This would be an automatic update to the original parish if the ParishSOFT record had been captured by the current parish.

The parish of registration is the parish that should ‘claim’ the sacrament for the Annual Report to the Bishop.