Christian Initiation

Forms

for use with

OCIA and OCIA adapted for Children

Diocese of Wheeling-Charleston

Table of Contents

Instructions for Christian Initiation Information Forms	**4**
Inquirer Information Form (for Adults)	**5-6**
Current Marital Status Follow-up	**7-8**
Christian Initiation Information (for Adults)	**9**
Information Regarding Confirming Baptized Catholics	**10**
Sponsor / Godparent Information	**11**
Certificate of Sponsorship	**12**
Inquirer Information Form (for Children / Youth)	**13-14**
Christian Initiation Information (for Children / Youth)	**15**
Appendix 1: Valid & Invalid Baptisms	**16**
Appendix 2: Creating a Baptismal Record	**17**
Appendix 3: Determining an Inquirer's Status	**18**

Instructions for Christian Initiation Information Forms

The following forms have been developed to help you obtain important information about those who inquire about Christian Initiation in your parish. A description of each form follows.

Inquirer Information Form (for Adults)

This form requests basic contact information, religious history, marital status and family information. **This is the only form that inquirers should complete by themselves.** The coordinator, a member of the clergy or another initiation minister should complete any other applicable form(s) in an interview format with the inquirer once he or she has completed this form.

Current Marital Status Follow-Up

If an inquirer is engaged, married or divorced and not re-married, there are specific questions that he or she should be asked to determine if there are marriage-related issues that will need to be addressed. Complete the appropriate section of this form with the inquirer in an interview format.

> **Previous Marriage Information:** If an inquirer and/or an inquirer's fiancé(e) or spouse has been previously married, additional information must be collected. Inform your parish priest for the proper form to be used from the website of the Diocese of Wheeling-Charleston at: www.dwc.org/diocese/administrative/diocesan-curia/the-tribunal/marriage-forms/. Complete the appropriate form(s) with the inquirer and/or the inquirer's fiancé(e) or spouse in an interview format, so that you can explain why you are asking certain questions. Keep in mind that previous marriage situations, no matter what the current status, **must be treated with pastoral sensitivity**.

Christian Initiation Information & Information Regarding Confirming Baptized Catholics

The first two sections of this form provide a place to record the dates and other significant information regarding an Inquirer's participation in the Christian initiation process for sacramental record keeping purposes. Use the reverse side of this form to record the dates on which the steps of the annulment process have been completed, if applicable.

Sponsor / Godparent Information and Certificate of Sponsorship

Use these forms to determine and acknowledge an individual's readiness to serve in this capacity.

Inquirer Information Form (for Children / Youth)

Use this form for older children and youth who are unbaptized and/or uncatechized, who are beyond the usual age of reception of first sacraments (typ. Grade Three) but have not yet reached adulthood recognized as age 18 years. These children and youth are to participate in OCIA adapted for Children.

Christian Initiation Information (for Children / Youth)

(Self-explanatory)

Appendix 1: Valid & Invalid Baptisms

List of Churches and ecclesial communities whose baptisms are recognized or not recognized as valid by the Roman Catholic Church; and those non-Catholic churches whose sacrament of confirmation is accepted as valid by the Roman Catholic Church.

Appendix 2: Creating a Baptismal Record

When a baptismal certificate is not available, use this sample form to send to the Church or ecclesial community at which baptism is believed to have been administered to recreate a baptismal record.

Appendix 3: Determining an Initiate's Status

Once the Inquirer's baptism status and validity has been confirmed, reference this chart to determine the course of action, if any, that needs to be taken in regard to this status.

Inquirer Information Form

(for Adults 18 yrs & older)

Information is held in confidence and is not shared without your permission.

Today's Date: _____

Name: First:_____Middle:_____Last:_____

Maiden Name (if applicable): _____

Date of Birth:_____Place of Birth _____

(City / State / Country, if not USA)

I. Contact Information

Mailing Address:_____Apt #: _____

City: _____State:_____Zip:_____

Phone: (Daytime)_____(Evening/Weekend)_____

Cell Phone:_____Occupation:_____

E-mail:_____(Other)_____

II. Religious History

1. What, if any, is your present religious affiliation? _____

2. Have you ever been baptized?_____ Yes____No_____I am not sure.

If you answered "Yes" to Question 2, please provide the following information:

(a) In what denomination were you baptized? _____

(b) Date or your approximate age when you were baptized: _____

(c) Place of Baptism (Name of church/denomination): _____

(d) Address, if known: _____

(e) City and State, if known; Country, if not USA: _____

3. If you were baptized as a Catholic, check those sacraments you have already received:

_____Reconciliation (Confession)_____Eucharist (First Communion)_____Confirmation

Continued on reverse side.

III. Current Marital Status

Check the appropriate statement below and provide any information requested beneath the statement.

_____1. I am single and I have never been married.

_____2. I am engaged to be married.

(a) Your Fiancé(e)'s Name: _____

(b) Your Fiancé(e)'s Current Religious Affiliation (if any): _____

(c) For you: ____This is your first marriage ____ I have been married before.

(d) For your fiancé(e): __This is his/her first marriage____My fiancé(e) was married before.

_____3. I am married.

(a) Your Spouse's Name: _____

(b) Your Spouse's Current Religious Affiliation (if any):

(c) For you: ____This is my first marriage _____I have been married before.

(d) For your spouse: _____This is his/her first marriage_____My spouse was married before.

(e) Date of Marriage _____

(f) Place of Marriage: _____

_____4. I am married, but separated from my spouse.

_____5. I am divorced and I have not remarried.

_____6. I am a widow/widower.

IV. Family Information

List the name(s) of any children or other dependents. (e.g. Daughter—Jane; Stepson—John.)

Relationship:_____Name:_____ Age:_

Relationship:_____Name:_____ Age:_

Relationship:_____Name:_____ Age:_

Relationship:_____Name:_____ Age: _____

Current Marital Status Follow-Up

Inquirer's Name: _____

*Depending on the responses given in the **"Inquirer Information Form, Section III,"** you may need to complete with the Inquirer additional information or ask follow-up questions as indicated below.*

If the Inquirer responds..."2. I am engaged to be married."

1. Look at Questions (c) and (d)

If either the inquirer and/or the inquirer's fiancé(e) has been previously married, the inquirer should be informed of the need to **contact their parish priest** as soon as possible and, if necessary, start a case. The DWC **Prenuptial Investigation Form M-A** (and/or Form M-B) is to be completed with all couples to determine their freedom to marry and to assess the quality of their intention to marry. These and other marriage-related forms may be found on the Tribunal webpage of the Diocese of Wheeling-Charleston at: www.dwc.org/diocese/administrative/diocesan-curia/the-tribunal/marriage-forms/. You will also need to inform the inquirer immediately that reception into the Church on Holy Saturday of the coming year cannot occur until the Tribunal investigation is complete.

2. Ask this Follow-Up Question

(e) When are you hoping to be married? _____

You may need to explain the process of marriage preparation in the Catholic Church and any applicable diocesan marriage policies that may affect a wedding date. A date for a future marriage should NOT be scheduled until the investigative process is complete and the party receives an affirmative decision. Since an affirmative decision is not guaranteed, and since the time can change significantly depending on the cooperation of witnesses, no promise to be received into the Church in the coming year should be extended.

If the Inquirer responds..."3. I am married."

1. Look at Questions (c) and (d)

If either the inquirer and/or the inquirer's spouse has been previously married, the inquirer should be informed of the need to **contact their parish priest** as soon as possible and, if necessary, start a case. The **Prenuptial Investigation Form M-A** (and/or Form M-B) is to be completed with all couples to determine their freedom to marry and to assess the quality of their intentions for marriage. These and other marriage-related forms may be found on the Tribunal webpage of the Diocese of Wheeling-Charleston at: www.dwc.org/diocese/administrative/diocesan-curia/the-tribunal/marriage-forms/. You will also need to inform the inquirer immediately that reception into the Church on Holy Saturday of the coming year cannot occur until the investigation is complete.

Continued on reverse side.

If the Inquirer responds..."3. I am married."

2. Ask these Follow-Up Questions

(g) Was your spouse baptized as a Catholic?_____Yes_____No

If neither the inquirer nor the inquirer's spouse was baptized as a Catholic, then no further questions are needed.

If either the inquirer or his/her spouse was baptized as a Catholic, then you will need to ask:

(h)Was your marriage witnessed by a Catholic priest or deacon?_____Yes_____No

If "Yes," then no further questions are needed.

If "No," then you will need to ask:

(g) Did you receive a dispensation to have someone other than a Catholic priest or deacon witness your marriage?_____Yes_____No_____I am not sure

If someone was baptized as a Catholic and did not either (1) have their marriage witnessed by a Catholic priest or deacon or (2) receive a dispensation from this requirement, you will need to inform the parish priest to determine if the marriage will need to be convalidated.

If the Inquirer responds..."5. I am divorced and I have not remarried."

1. Ask this Follow-Up Question

(a) Is your previous spouse alive? _____Yes _____ No

"Yes"—If the former spouse is alive, the inquirer may be received into the Church without having their previous marriage adjudicated. However, the following points must be addressed before taking this route.

While the adjudication of a previous marriage for someone who is divorced and not remarried is not strictly required to be received into the Church, there is a certain advisability for someone in this situation to contact their parish priest to start a case, if necessary, and *if a future marriage is a possibility.* If an inquirer chooses not to have a previous marriage adjudicated, the inquirer will need to understand that if he/she is received into the Church and then wants to marry again in the Catholic Church, he/she will have to have the previous marriage adjudicated at that point and, if the previous marriage is determined to be valid, he/she will not be able to marry in the Catholic Church until that marital bond is dissolved upon the death of the former spouse. If the inquirer clearly understands this, then they may be received into the Church.

"No"—If the former spouse has died, there is no impediment to the person being received into the Church because there is no existing marital bond. People sometimes think that even if they are divorced and their former spouse has died, they still cannot become Catholic. This is not true.

Christian Initiation Information

(for Adults age 18 yrs and over)

Use this form to record dates related to the Christian Initiation process and other sacramental record keeping.

Name: _____

____Has not been baptized ____Has been baptized ____ Is not sure of baptism

Father's First and Last Name: _____

Mother's First and Maiden Name: _____

I. For an Unbaptized Person

1. Date of Participation in the Rite of Entrance into the Catechumenate: _____

2. Date of Participation in the Rite of Election: _____

3. Date of Reception of Sacraments of Baptism_____Confirmation_____Eucharist ____

4. Elect Godparent(s): _____

5. Priest Conferring Baptism: _____

6. Confirmation Name: _____

II. For a Baptized Person

1. Baptismal Certificate received by_____Date: _____

2. Date of Participation in the Rite of Welcoming: _____

3. Date of Participation in the Call to Continuing Conversion:_____

4. Date of Reception of Sacraments of Confirmation_____Eucharist: _____

5. Sponsor(s):_____

6. Confirmation Name: _____

Information Regarding Confirming Baptized Catholics

Instructions

"The ordinary minister of Confirmation is a bishop; a presbyter provided with this faculty in virtue of universal law or the special grant of the competent authority also confers this sacrament validly." – Code of Canon Law, 882.

Observe the following distinctions if a participant is a Baptized Catholic:

A baptized, uncatechized Catholic is someone who was baptized as an infant but received neither the sacrament of Confirmation nor the Eucharist. In other words, he or she is preparing for the completion of the sacraments of initiation through **both** Confirmation and Eucharist. While not a catechumen, the Church provides for this individual to participate in the Christian initiation (RCIA) process to prepare them to receive their remaining sacraments (cf. "Preparation of Uncatechized Adults for Confirmation and Eucharist" OCIA, Chapter 5) as well as other certain liturgical rites.

A baptized, catechized Catholic is someone who has received the Eucharist and has lived as a Catholic (e.g. regular attendance at Mass, etc.) but was never confirmed. This individual is not generally included in the above category of "uncatechized."

Ideally, individuals who only need to be confirmed would participate in a formation program *separate from* the RCIA. If individuals preparing for confirmation do participate in the RCIA process for the purpose of formation, they would NOT participate in the liturgical rites.

It is the preference of the Bishop that these individuals be included in the parish celebration of the Sacrament of Confirmation of which the Bishop is the celebrant or sent to the nearest parish where the Bishop is celebrating the Sacrament of Confirmation.

Questions? Contact the Office of Worship & Sacraments at (304) 233-0880.

Sponsor/Godparent Information

Name: (First and Last) _____

(Please initial after reading the following paragraphs.)

_____I understand that as a sponsor/godparent. I am to live a life in harmony with the nature of this responsibility, meaning, for example, that I regularly attend Mass and receive the Eucharist; I am not in an irregular marriage, etc. I attest that I have received the sacrament of confirmation and that I am at least 16 years old.

_____I also understand that being a sponsor/godparent is a commitment of time. I will attend formation sessions for personal catechesis, the celebrations of liturgical rites, and other initiation-related events to the best of my ability.

I. Contact Information

Mailing Address:_____Apt:_____

City:_____State_____Zip_____

Phone: (Daytime)_____(Evening/Weekend)_____

Cell Phone:_____Occupation:_____

E-mail: (Home)_____(Other) _____

II. Sacramental History

Parish where you were Baptized: _____

Street Address (if known): _____

City, State, Zip, Country if not USA: _____

Name of parish at which you are currently registered:_____

Street Address: _____

Phone:_____Pastor's Name: _____

For Office Use

Godparent/Sponsor for:_____Date:_____

Date completed Sponsor Formation: _____

Notes:

Certificate of Sponsorship
for

_____

(Name of Catechumen or Candidate)

I RECOGNIZE that a sponsor/godparent has a special relationship to the person who is to be baptized or confirmed. Along with entire parish community, a sponsor/godparent serves as a model of Christian living for an individual as that person is renewed and strengthened by the power of the Holy Spirit.

WITH THAT UNDERSTANDING, I recognize that in order to serve as a sponsor/godparent, a person must:

- Be a Catholic who has been baptized, received the Eucharist and been confirmed, and who is currently living a sacramental life (*i.e.* attending Mass regularly) and is not in an irregular marriage.
- Be at least sixteen years of age.
- Lead a life of faith in harmony with the ministry they are undertaking, and have the intention of undertaking the ministry of a sponsor.
- Not be a parent of the individual to be confirmed.

I HEREBY ACCEPT these responsibilities and testify that I fulfill the requirements to serve in the ministry of sponsor/godparent.

_____

Signature of Sponsor/Godparent

I HEREBY TESTIFY that *(name of sponsor/godparent)*_____**is a registered member of** *(name of parish)*_____**and affirm that he/she fulfills all the requirements to serve in the ministry of sponsor/godparent.**

Parish seal

_____

Signature of Pastor *Date*

Inquirer Information Form for Children / Youth

(7 Years to 17 Years of Age)

Information is held in confidence and is not shared without parent / guardian permission.

Child / Youth Name:

First_____Middle_____Last _____

Date of Birth:_____Place of Birth (City, State, *Country, if not USA*):_____

Grade:_____ School: _____

I. Parent/Guardian Information

Parents'/Guardians' Names and present religious affiliation, if any:

Name:_____Relationship:_____

Religious Affiliation: _____

Name:_____Relationship:_____

Religious Affiliation: _____

Address:_____Apt:_____

City:_____State:_____Zip:_____

Phone (Daytime)_____(Evening/Weekend)_____

E-mail:_____

Parent/Guardian Signature: _____Date:_____

II. Religious History

1. Has your child ever been baptized?_____Yes____No____I am not sure.

If you answered "Yes" to Question 1, please provide the following information:

(a) In what denomination was your child/teen baptized? _____

(b) Date or approximate age when your child/teen was baptized: _____

(c) Place of Baptism (Name of church/denomination): _____

(d) Address, if known: _____

2. If your child was baptized as a Catholic, check those sacraments he/she has received.

____Reconciliation (Confession)_____Eucharist (First Communion)_____Confirmation

IV. Family Information

List the name(s) of any siblings. (e.g. John—Brother; Jean—Stepsister.)

Name:_____ Relationship:_____ Age: Name:

_____ Relationship:_____ Age: Name:

_____ Relationship:_____ Age: _____

IV. Learning Style

Not all people learn in the same way. Help us enrich your child's learning by responding to the following:

In what ways do you think your child enjoys learning?

Listening *(Lecture, storytelling)*

Seeing *(Looking at pictures; identifying symbols; watching a video.)*

Reading *(At what grade level does your child read? Does your child enjoy reading?)*

Writing *(At what level is your child's writing skills? Does your child like to write stories/keep a journal?)*

Hands On *(Does your child enjoy doing projects or making crafts?)*

Group Work *(Does your child enjoy working with others?)*

It will help to know your child's strongest attributes and challenges.

For example: "Mary is very outgoing and gets excited when she is having fun. She becomes quiet when she doesn't understand something. She works well with other children. Mary also has a 30% hearing loss in her left ear. She may not hear you if you are standing behind her and speaking normally."

Christian Initiation Information Form

(for use with Children & Youth, 7 Years to 17 Years of Age)

Use this form for Children and Youth to record dates of Christian Initiation process and for sacramental record keeping.

Name: _____

_____Has not been baptized _____ Has been baptized _____Not sure if he/she has been baptized

Father's First and Last Name: _____

Mother's First and Maiden Name: _____

Parent/Guardian Signature: _____Date: _____

I. For a Person Who Is Not Baptized

1. Date of Participation in the Rite of Entrance into the Catechumenate: _____
2. Date of Participation in the Rite of Election: _____
3. Date of Reception of Sacraments of Baptism_____Confirmation_____Eucharist _____
5. Priest Conferring Baptism: _____
6. Confirmation Name: _____

II. For a Baptized Person

1. Baptismal Certificate received by_____Date: _____
2. Date of Participation in the Rite of Welcoming: _____
3. Date of Participation in the Call to Continuing Conversion: _____
4. Date of Reception of Sacraments of Confirmation_____Eucharist _____
5. Confirmation Name: _____

III. Sponsor/Godparent Contact Information

(If more than one, repeat information on reverse side for each Sponsor / Godparent.)

Name:_____

Address:_____Apt:_____

City:_____State:_____Zip:_____

Phone: (Daytime)_____(Evening/Weekend)_____

Email (one used regularly) _____

Appendix 1: Valid & Invalid Baptisms

Churches and ecclesial communities whose baptisms are recognized as valid by the Roman Catholic Church:

All Eastern Rite Non-Catholic Churches (Orthodox)
African Methodist Episcopal (AME)
Amish (and Mennonites)
Anglican (Episcopalian, Church of England)
Assembly of God
Baptist
Church of the Brethren (formerly Dunkers)
Church of God
Church of the Nazarene
Congregational Church
Christian Church (Disciples of Christ)
Disciples of Christ
Dutch Reformed
Episcopal Church (Anglican)
Evangelical Churches
Evangelical United Brethren
Liberal Catholic Church
Lutheran
Methodist
Old Catholics
Old Roman Catholic Church
Polish National Catholic Church
Presbyterian
Reformed Churches
Seventh-Day Adventist

Ecclesial communities whose baptisms are NOT recognized as valid by the Roman Catholic Church:

Apostolic Church
Bohemian Free Thinkers
Christadelphians
Christian Scientists
Church of Divine Science
Holiness Churches
Jehovah's Witnesses
Masons
Mormons (The Church of Jesus Christ of Latter-Day Saints)
Quakers (Society of Friends)
Pentecostal Churches
People's Church of Chicago (Dr. Preston Bradley)
Salvation Army
Seventh-Day Adventists (if the "Trinitarian formula" or water was not used)
Unitarians
Universalists

Non-Catholic churches whose sacrament of confirmation is accepted as valid by the Roman Catholic Church:

Eastern Rite non-Catholic Churches (Orthodox)
Polish National Catholic Church
Society of St. Pius X

Appendix 2: Creating a Baptismal Record

Canon 876 "If it is not prejudicial to anyone, to prove the conferral of baptism, the declaration of a single witness who is above suspicion suffices or the oath of the baptized person, if the baptism was received at an adult age."

The sample below provides a sense of the wording and format for the "creation" of a baptismal record, which should be modified according to the particular circumstances, proof available, etc.

Parish Letterhead

"To whom it may concern:"

(A) If a witness can testify that the person was baptized as a child:

"This is to certify that on this day in my presence

[Full Name of Witness or Witnesses] [Address of Witness or Witnesses]

testified under oath that *[he/she]* was present in *[Place]* on *[Date (as accurate as possible)]* when

[Full Name of Candidate/Catholic] [Address of Candidate/Catholic]

was baptized by water and the Trinitarian formula."

(B) If the person was baptized as an adult:

"This is to certify that on this day in my presence

[Full Name of Candidate/Catholic] [Address of Candidate/Catholic]

testified under oath that *[he/she]* was baptized by water and the Trinitarian formula in *[Place]* on *[Date (as accurate as possible)]."*

"By this document I hereby create in this parish a formal record of the reception of this sacrament by *[Name of Candidate/Catholic.]"*

[Signature/Name of Priest/Deacon]
[Office in Parish]
[Date]
[Signature of Witness]

Parish Seal

Appendix 3: Determining Initiate's Status

Given the knowledge of the fact and validity of an Inquirer's baptism, refer to the table below to determine any action that needs to be taken and his or her status.

* DESCRIPTION OF INITIATE'S SITUATION	ACTION TO BE TAKEN	INITIATE'S STATUS
"I was never baptized."	N/A	Catechumen
"I was baptized in a denomination whose baptism is considered not valid."	N/A	Catechumen
"I was baptized in a denomination whose baptism is considered valid. Here is my baptismal certificate."	N/A	Candidate
"I was baptized as an infant. I cannot procure a baptismal certificate, but a witness can attest to it." (Denomination has valid baptism or description of baptism seems valid.)	** "Create" a baptismal record	Candidate
"I was baptized as an infant. I cannot procure a baptismal certificate, but a witness can attest to it." (Denomination is not known or description of baptism by witness does not seem valid.)	*** Discuss with your parish priest	Status to be determined by parish priest upon further discussions with Initiate
"I was baptized as an infant but I cannot procure a baptismal certificate and there are no witnesses/other proof." (Whether denomination is or is not known.)	*** Baptize the individual conditionally	Candidate
"I was baptized as an adult." (Denomination has valid baptism or description of baptism seems valid.)	** "Create" a baptismal record	Candidate
"I was baptized as an adult." (Denomination is not known or description of baptism does not seem valid.)	*** Discuss with your parish priest	Status to be determined by parish priest upon further discussions with Initiate

* See Appendix 1 for a list of Churches and ecclesial communities and whether or not their baptism is considered valid.

** See Appendix 2 for information on creating or recreating a baptismal record.

*** Discuss with your parish priest.

Diocese of
Wheeling-Charleston