

SACRAMENTAL RECORD-KEEPING WORKSHOPS



Diocese of St. Petersburg
2023

Eucharistic Revival Prayer



Heavenly Father, we thank you for the gift of your Son, our Lord Jesus Christ, who promised to stay with us always, until the end of the age.

Reawaken our wonder at His presence in the Most Holy Eucharist.
May our hearts burn within us as He opens the Scriptures and breaks the bread.

Give us the eyes of faith to recognize His presence in our brothers and sisters, especially in the face of the poor and the suffering.

Nourished by the Eucharist, send us forth to walk faithfully as missionary disciples, proclaiming the Gospel to every heart and extending Your kingdom to every land.

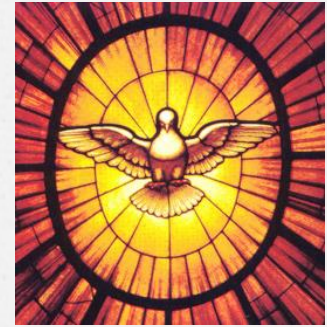
We ask this through Christ our Lord.
Amen.

Most Rev. Jose H. Gomez, Archbishop of Los Angeles - <https://lacatholics.org/eucharistic-prayer/>

In this workshop, we will cover:

- o Overview of Sacramental Registers
- o Baptism & Confirmation Registers
- o Marriage, Sick Calls, Death Registers and RCIA-related Registers
- o Archiving and protecting parish records
- o Diocesan Parish & School Records Policy Handbook
- o Additional Q & A and FAQs





Sacraments and their Registers



Deacon Rick Wells, JCL, Chancellor for Canonical Affairs

Lisa Mobley, Associate Director of Archives & Records

Canon Law Regarding Sacramental Registers

- o Each Parish is to have Baptism, Marriage and Death Registers as well as other register books and others required by the Conference of Bishops or by the Diocesan Bishop
- o The Pastor or his delegate is to ensure that these registers are accurate.

Code of Canon Law, can. 535, §1

Required Sacramental Registers

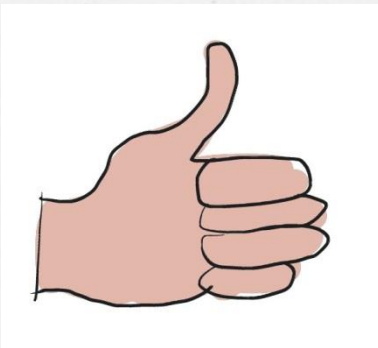
Per Canon Law (c. 535)

- o Baptisms
- o Confirmations
- o Marriages (Should also include Convalidations and Radical Sanations)
- o Deaths/Funerals
- o Book of Catechumens (per c. 788)



Recommended Sacramental Registers

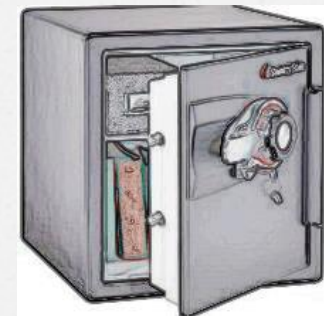
- o First Communions
- o Sick Calls
- o Book of Elect
- o Receptions Into Full Communion



**Highly
Recommended**

Storage of Record Books

- o Each parish is to have a safe storage area for its sacramental registers. Special items such as letters from bishops and vital parish documents which need to be preserved should be kept in the same place (cf. can. 535, §4).
- o Older parish books should also be carefully preserved in the same place (cf. can. 535, §5).

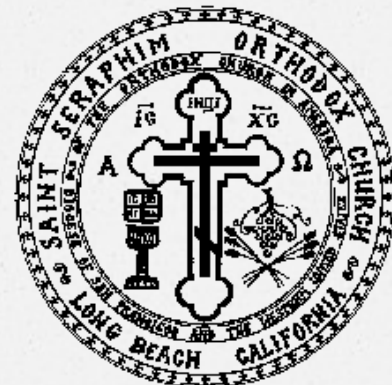


Confidentiality and Access to Registers

- o The Sacramental registers belong to the individual parish. They are maintained for the good of the Christian faithful and are both private and public:
 - o **Private** because they were created in circumstances presumed to be private and confidential.
 - o **Public** in that they will stand in civil law as valid and authentic evidence.
- o However, they are not open to examination and inspection by anyone for whatever reason.

Parish Seal

- o Each parish is to have its own seal.
- o Documents which are issued to certify the canonical status of the Christian Faithful (e.g., marriage certificates) as well as all acts which can have juridic importance are to be signed by the pastor or his delegate and sealed with the parish seal (cf. can. 535, §3).



Electronic Reproductions of Records

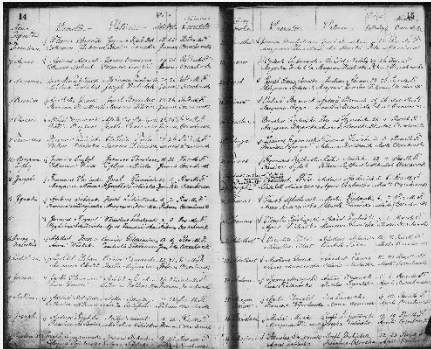
- o Sacramental records may be duplicated on computers.
- o However, a complete hand-printed record must be maintained in the registers, and the registers themselves are never to be destroyed or discarded.
- o The registers are considered the only authentic copy of sacramental records.

Entries

- o **Type of data:** All and only that information required by canon law and otherwise necessary for the complete and accurate maintenance of sacramental records is to be entered in the sacramental registers.
- o **Timeliness:** Entries should be made as soon as possible after the event to be recorded.

Entries

- Entries should be made in order of date. If the chronological order cannot be kept in some particular case, a small note should be made in the proper chronological location in the register cross-referencing the actual entry (e.g., “See JONES, page 37”).



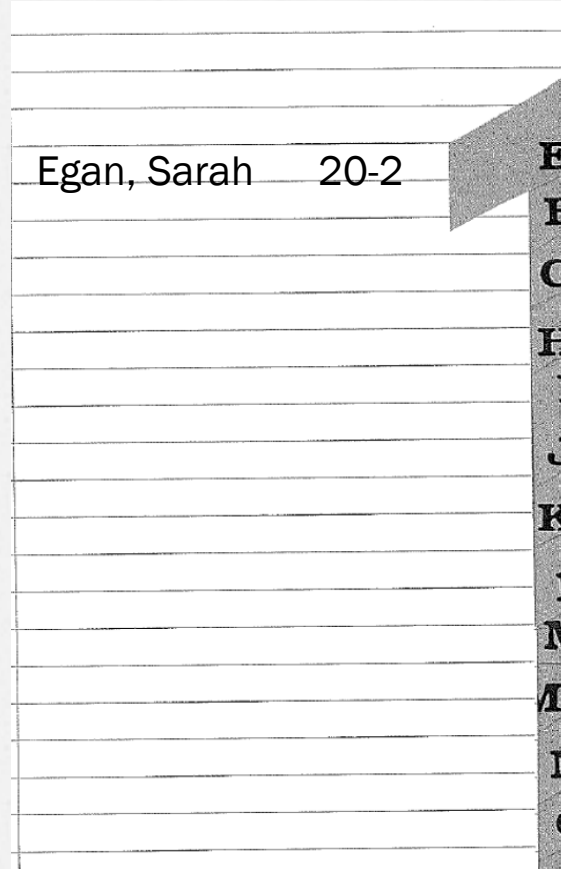
Standard Entry

- Every entry is to be listed in the register's index according to the person's last name. The index is usually included in the front of the sacramental register. Neat printing is preferred to script. Entries should be made in fade-proof/water-proof ink. Ink should be black. For example:

43		Baptism			
No.	NAME OF PERSON BAPTIZED	PLACE AND DATE OF BIRTH	DATE OF BAPTISM	FATHER'S NAME MOTHER'S MAIDEN NAME	
32	BROCKMAN	DAYTON		ROBERT J. BROCKMAN	
	RICHARD MARK	MAR. 4, 1950	MAR. 11, 1950	ANGELA M. TORRINI	

Alphabetical Index

- o Indexed by last name
- o Reference to page number and line number



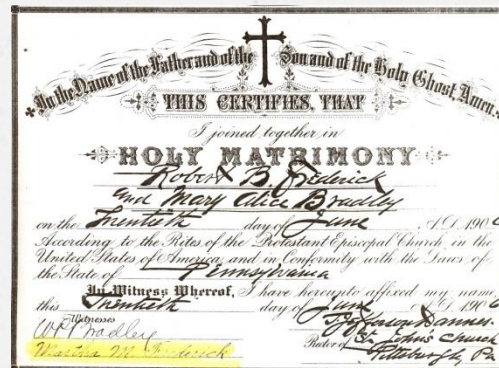
Egan, Sarah	20-2
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Recording of Minister's Name

- o The actual minister of a sacrament does not need to sign the register, if the person making the entry personally witnessed the event or has an available document (e.g., Sacristy Record of Baptism) signed by the minister which certifies the conferral of the sacrament.
- o In these cases, the name of the minister is simply printed in the register.

Certificates

- o A certificate is an official document certifying that an individual has received a sacrament. It is an exact duplicate of data already entered in a sacramental register.
- o Only the parish or other location holding the original sacramental record may issue a certificate.



Certificates

- o If a certificate is requested at a later time, only the actual register, rather than a photocopy or electronic record, should be used in preparing certificates.
- o A computer-generated certificate may be used for a certificate provided that the computer copy corresponds identically to the original.

Certificates

- Certificates must be typed, printed by computer or hand-printed in ink.
- They are to be signed by the pastor or pastoral administrator and impressed with the parish seal. Photocopies of certificates are not considered authentic.

975

Certificate of Baptism

I hereby certify, that Jose Octaviano Abita
Son } of Donato Abita and M^{re} dela Encarnacion Salda
Daughter }
was born in Lima, Peru on the 21 day of March 1983
and was Baptized according to the Rite of the Roman Catholic Church
on the 29 day of March 1983 by Rev. Jose L. Gaffa
the Sponsors being Alonso Ortega and M^{re} Raquel Sanchez
as appears in the Register of the Church.

Dated Apr 19 1983
Rev. Fr. L. J. Schneider Pastor
James Clarke Church Goods House, Denver, Colo.

Certificates

- o Certificates are to include all data contained in the sacramental register, except that which is marked confidential or is extraneous to the person's canonical status.
- o Data in the "Notations" column related to subsequent sacraments must be included. If there is no data in the "Notations" column, the words "No Notations" should be printed on the certificate.

Sample of Notations Page

NOTATIONS	
FIRST COMMUNION	Date _____ Church _____ Place _____
CONFIRMATION	Date _____ Church _____ Place _____
MARRIAGE(S)	To _____ Date _____ Church _____ Place _____
DIACONATE	Date _____ Church _____ Place _____
RELIGIOUS PROFESSION	Date _____ Order _____ Place _____
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ParishSOFT Entries

- o Check the sacramental register before printing certificates from ParishSOFT.
- o Add notations from registers to ParishSOFT.
- o A quality control check should be made to ensure that data entries made by volunteers are correct.

Changes to Entries

- o Once entered into a sacramental register, data is considered official and permanent. It may not be modified except under special condition.
- o Original data should never be scratched out, erased, “whited out” or otherwise destroyed or obliterated.

Changes to Entries

- ◊ Minor changes (e.g., correcting a misspelling) may be made directly to the original entry.
- ◊ Such changes are to be made by drawing a straight, simple line through the word, number, or letter to be changed and printing the change immediately above or below it.

Example of a Minor Change

3)	34	THOMPSON	COLUMBUS, OHIO		MICHAEL A. THOMPSON
		LINDA SUSAN SUZANNE	AUG. 8, 1943	APR. 13, 1950	GLORIA N. QUINN

Major Changes to Entries

- o **Major changes** (e.g., to record an adoption after baptism) may require that a new entry be created. In these cases:
 - o The original entry is to be preserved without change,
 - o A new entry with all the data from the original reproduced (except the relevant change or changes) is to be made in the same register as close to the original entry as possible;
 - o Both entries, as well as listings in the index are to be cross referenced.
 - o “Do Not Issue Certificate from This Record” is to be printed carefully across the face of the original entry.

Example of a Major Change

Major Change,
Termination of the
Original Entry

43 Baptism				
No.	NAME OF PERSON BAPTIZED	PLACE AND DATE OF BIRTH	DATE OF BAPTISM	FATHER'S NAME MOTHER'S MAIDEN NAME
32	BROCKMAN	DAYTON		ROBERT J. BROCKMAN
	RICHARD MARK	MAR. 4, 1950	MAR. 11, 1950	ANGELA M. TORRINI
33	MARTIN	DAYTON		
	TERESA ANN	FEB. 21, 1950	MAR. 18, 1950	MARGARET S. MARTIN
34	THOMPSON	COLUMBUS, OHIO		MICHAEL A. THOMPSON
	LINDA SUSAN SUZANNE	AUG. 8, 1943	APR. 13, 1950	GLORIA N. QUINN
35	FASSOUD	DAYTON		EMIL FASSOUD (MARONITE)
	DANIEL LOUIS	MAR. 22, 1950	APR. 20, 1950	MARCIA L. DUPAGE

43 Register				
SPONSORS	PRIEST	DATE OF CONFIRMATION	Record of Marriage, or Sub-Diaconate.	Religious Profession Remarks
PHILIP BROCKMAN AGNES LIPPERT	John J. Farrell	OCT. 23, 1961 ST. HILLEN DAYTON	MARRIED JANICE KENNEDY JUNE 14, 1973, ST. GABRIEL, GLENDALE	
RALPH MARTIN RUTH MARTIN	DO NOT John J. Farrell FROM THIS	ISSUE CERTIFICATE RECORD	SEE LONERGAN PG. 45	
THOMAS QUINN ANDREA QUINN	John J. Farrell	MAY 3, 1955 HOLY SPIRIT	RITE OF BRINGING BAPTIZED CHILD; BAPTIZED AT HOME BY GRANDMOTHER, OCT. 1943; PER GRANDMOTHER'S TESTIMONY (CONT'D. BELOW)	
MICHAEL GEORGE FRANCES DUPAGE (CHRISTIAN WITNESS)	JOHN J. FARRELL	NOV. 15, 1960 ST. PATRICK SYRACUSE NY	ASCRIBED AS MARONITE	

Testimony of a
Witness Verifying
the Reception of a
Sacrament

Unmarried Parents No Father Listed

2	33	MARTIN	DAYTON		
		TERESA ANN	FEB. 21, 1950	MAR. 18, 1950	MARGARET S. MARTIN

Changes to Entries

- o More significant errors and other changes require authentic supporting documentation. Such documentation will ordinarily consist of a “raised seal” certificate from a civil or ecclesiastical office, court, agency, etc.
- o The issuing agency, date of the certificate and any protocol number should be printed in the “Notations” column.

Changes to Entries

- o Permitted changes include:

- o correct name
- o correct date
- o correct spelling
- o new legal name
- o adoptive parent(s)



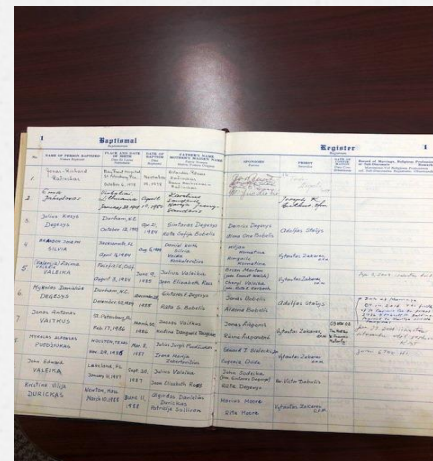
Changes to Entries

- o Non-permitted changes include:
 - o Non-adopting step-parents or foster parents
 - o customary name or nickname



Changes to Entries

- o The baptism record is the primary sacramental record for Catholics. It serves as a log for all the significant, public developments in one's relationship with the Church. As a result, most changes will be made in the Baptism Register.

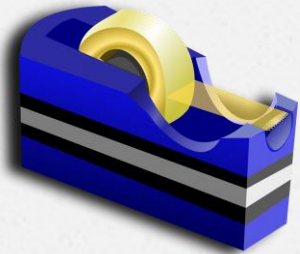


Notations

- o The following items are to be listed under “Notations” in the Baptism Register:
 - o Confirmation
 - o Marriage/ annulments/ convalidations/ sanations
 - o Adoption
 - o Reception of Holy Orders
 - o Perpetual Profession in a Religious Institute
 - o Change of Rite
- o Except for adoption information, these items are to be included in the “notations” section on copies of one’s baptism certificate (cf. can. 535, §2).

What to Do and What to Avoid

- Do not use tape, paper clips, staples, or binder clips on sacramental registers.
- Documents are not to be placed within the pages of the registers.
- Additional notes should be kept in a separate folder, with one folder per register.
- Example: If you have four baptismal registers, marked “1, 2, 3, 4,” keep notes for register #4 in a folder marked, “Baptism Register #4 notes.”



Baptism Register

- o The Pastor of the place where the Baptism is celebrated [or his delegate] must carefully and without delay record in the Baptismal book the names of those baptized making mention of the Minister, Parents, Sponsors, Witnesses, if any, and the place and date of the conferred Baptism, together with an indication of the date and place of birth (Can. 877, §1).



Baptism Register

- o Ordinarily data used originates on a “Sacristy Record”
- o The Sacristy Record is filled out either by the parish office at the time the baptism is scheduled, by a member of the baptism preparation team or by the minister of the baptism at the time of the baptism.
- o It should be reviewed by the parent or guardian for accuracy before being entered.
- o It should be signed by the minister performing the baptism.
- o It should be entered into the register as soon as possible after the baptism is performed.

Baptism Register

- o If an emergency baptism was previously performed, and the child survives, the pastor of the family's parish should celebrate the rite of Bringing a Baptized Child into the Church ("supplying the baptism ceremony"), create a record of that event, and include a notation of the date, place and minister of the emergency baptism in the "Notations" column.
- o The same procedure should be followed when a person is baptized "privately" by a lay person even though there is no danger of death.

Baptism Register

- o **Number of Godparents:** No more than two names may be entered in the ‘Godparents’ or ‘Sponsors’ column, even if other witnesses are present.
- o **Proxy for godparent(s):** When a godparent or sponsor appoints a proxy to participate in the rite of baptism both names should be entered in the register with ‘Proxy’ written after that person’s name.

Witness Affidavit

AFFIDAVIT OF CONFIRMATION

I/We _____, attest that

(name of person providing affidavit)

Full name of person confirmed: _____

Born: _____

at: _____

Full name of father: _____

Full name of mother (including maiden name): _____

Was confirmed into the Roman Catholic Church on: _____

At the Church of: _____

(City)

Sponsors: _____

(if known)

Minister of the confirmation: _____

I know this because I am: ____ a parent ____ a godparent ____ a person present at the ceremony ____

Other (Please explain) _____

Signature and date: _____

Witnesses and date: _____

Notarization: I do hereby certify that the above-named individuals making this sworn statement in writing did appear before me in person with sufficient identification.

(Signature of Notary Public) Date _____

Office use only:

Date affidavit received: _____

Received by: _____

Confirmation Register



- o The names of the confirmed, the minister, the parents, sponsors, place and date of the conferral of Confirmation are to be noted in the Confirmation Register (cf. can. 895).
- o The pastor of the confirmand must advise the pastor of the place of baptism about the conferral of Confirmation so that notation be made in the baptismal register (Can. 535 §2). Notification should also include the recipient's date of baptism, along with the place and date of confirmation.



Marriage Register

- o After a marriage has been celebrated, the pastor of the place of celebration should as soon as possible note the following in the marriage register:
 - o Names of the spouses
 - o Priest/deacon/layperson who assisted (“officiated”)
 - o Names of the two witnesses
 - o The place and date of the marriage celebration
(Can. 1121, § 1).

Marriage Register

- o The marriage is also to be noted in the baptism register in which the baptism of the spouses has been inscribed (Can. 1121, §1)
- o Whenever a marriage is convalidated, is declared null or is legitimately dissolved other than by death the pastor of the place where it was celebrated must be informed so that a notation can be duly made in the marriage register (Can. 1123), and so he can notify the place of baptism of the event.

Marriage Register

- o **Convalidations:** When a marriage is convalidated, the information concerning the convalidation is to be recorded in the usual columns. The date, place and official of the original ceremony are to be noted in the “Notations” column.

Marriage Register

- o **Radical Sanations:** When a marriage is sanated, the data concerning the original ceremony are to be placed in the usual columns. The date, diocese and protocol number of the sanation are entered in the “Notations” column.
- o This is sometimes referred to by its Latin title *sanatio in radice* (“healed at the root”).

Marriage Register

- o **Dispensation from Canonical Form:** When, by dispensation, a marriage between a Catholic and a non-Catholic Christian or unbaptized person is celebrated in a place of worship other than a Catholic church by a non-Catholic minister, the pastor of the Catholic party's parish is to record the marriage in the Marriage Register, including a notation stating that the couple was dispensed from canonical form (per cann. 1121, §3; 1127, §2).

Marriage Register

- o **Previous Civil Marriage:** When at least one party is a Catholic and is married outside of the Catholic Church without a dispensation (known as a “civil union”), and later celebrates marriage with the same spouse in the Catholic Church, the marriage is recorded in the marriage register in the same way as other marriages, without reference to the civil union. The word “convalidation” is not to be included in the notations column.
- o The fact of this marriage is also communicated to the parish of baptism to be notated in the Catholic party’s baptismal record.

Marriage Register

- o **Notation of Dispensations or Annulments:**
When a dispensation is granted prior to marriage or an annulment is granted after marriage the date, the diocese and protocol number along with the type of dispensation (e.g. “Dispensation from Disparity of Worship”) or the word “Annulment” are to be noted in the “Notations” Column. Special recording directions in the dispensation or annulment document are to be followed.

Confidentiality

- o **Genealogical Research:** Sacramental registers should never be made available to genealogical researchers. The pastor or other regularly designated person may research information as requested and time permits and make the information available on a separate paper. Care must be taken not to disclose confidential information.

CLASSIFIED

Sick Calls Register

- ◊ Somewhere in this register should be included a list of names and addresses of hospitals and nursing homes. Or you could keep this on a separate sheet and include it in the back of your book.
- ◊ You also want to record each time you visit a person and which sacrament or ministry was administered.

Sick Calls Register

- o List of abbreviations and definitions:
 - o C'fes = Confession
 - o Com = Holy Communion
 - o Viat = Viaticum (communion given to a dying person)
 - o Ant'g = Anointing of the Sick (This includes a final anointing before death)
 - o Last B = Last Blessing / Prayers of Commendation for the Dying

Death Register

- o After a burial has been completed, an entry is to be made in the death register in accord with the norm of particular law (Can. 1182).
- o Information on the deceased is usually provided by the funeral director.
- o No notification needs to be sent to the church of baptism.

Death Register

- o When a person's funeral is celebrated in a parish other than his/her own parish, it is **ADVISABLE** to record the death of the person **BOTH** in that parish and in his/her home parish (Per J. Huels, *Commentary on the Code of Canon Law*, p. 1411).

20 1927

Record of Interviews

Record of Interviews

EXHIBIT NO. IN CASE	NAME OF DEFENDANT	DATE OF INTERVIEW	BY
21 May 10 to May 11	Raymond Joseph	Feb 2nd	W. J.
22 May 11 to May 12	John A. McLaughlin	Feb 2nd	W. J.
23 May 12 to May 13	Raymond Joseph	Feb 2nd	W. J.
24 May 13 to May 14	Raymond Joseph	Feb 2nd	W. J.
25 May 14 to May 15	Raymond Joseph	Feb 2nd	W. J.
26 May 15 to May 16	Raymond Joseph	Feb 2nd	W. J.
27 May 16 to May 17	Raymond Joseph	Feb 2nd	W. J.
28 May 17 to May 18	Raymond Joseph	Feb 2nd	W. J.
29 May 18 to May 19	Raymond Joseph	Feb 2nd	W. J.
30 May 19 to May 20	Raymond Joseph	Feb 2nd	W. J.
31 May 20 to May 21	Raymond Joseph	Feb 2nd	W. J.
32 May 21 to May 22	Raymond Joseph	Feb 2nd	W. J.
33 May 22 to May 23	Raymond Joseph	Feb 2nd	W. J.
34 May 23 to May 24	Raymond Joseph	Feb 2nd	W. J.
35 May 24 to May 25	Raymond Joseph	Feb 2nd	W. J.
36 May 25 to May 26	Raymond Joseph	Feb 2nd	W. J.
37 May 26 to May 27	Raymond Joseph	Feb 2nd	W. J.
38 May 27 to May 28	Raymond Joseph	Feb 2nd	W. J.
39 May 28 to May 29	Raymond Joseph	Feb 2nd	W. J.
40 May 29 to May 30	Raymond Joseph	Feb 2nd	W. J.
41 May 30 to May 31	Raymond Joseph	Feb 2nd	W. J.
42 May 31 to June 1	Raymond Joseph	Feb 2nd	W. J.
43 June 1 to June 2	Raymond Joseph	Feb 2nd	W. J.
44 June 2 to June 3	Raymond Joseph	Feb 2nd	W. J.
45 June 3 to June 4	Raymond Joseph	Feb 2nd	W. J.
46 June 4 to June 5	Raymond Joseph	Feb 2nd	W. J.
47 June 5 to June 6	Raymond Joseph	Feb 2nd	W. J.
48 June 6 to June 7	Raymond Joseph	Feb 2nd	W. J.
49 June 7 to June 8	Raymond Joseph	Feb 2nd	W. J.
50 June 8 to June 9	Raymond Joseph	Feb 2nd	W. J.
51 June 9 to June 10	Raymond Joseph	Feb 2nd	W. J.
52 June 10 to June 11	Raymond Joseph	Feb 2nd	W. J.
53 June 11 to June 12	Raymond Joseph	Feb 2nd	W. J.
54 June 12 to June 13	Raymond Joseph	Feb 2nd	W. J.
55 June 13 to June 14	Raymond Joseph	Feb 2nd	W. J.
56 June 14 to June 15	Raymond Joseph	Feb 2nd	W. J.
57 June 15 to June 16	Raymond Joseph	Feb 2nd	W. J.
58 June 16 to June 17	Raymond Joseph	Feb 2nd	W. J.
59 June 17 to June 18	Raymond Joseph	Feb 2nd	W. J.
60 June 18 to June 19	Raymond Joseph	Feb 2nd	W. J.
61 June 19 to June 20	Raymond Joseph	Feb 2nd	W. J.
62 June 20 to June 21	Raymond Joseph	Feb 2nd	W. J.
63 June 21 to June 22	Raymond Joseph	Feb 2nd	W. J.
64 June 22 to June 23	Raymond Joseph	Feb 2nd	W. J.
65 June 23 to June 24	Raymond Joseph	Feb 2nd	W. J.
66 June 24 to June 25	Raymond Joseph	Feb 2nd	W. J.
67 June 25 to June 26	Raymond Joseph	Feb 2nd	W. J.
68 June 26 to June 27	Raymond Joseph	Feb 2nd	W. J.
69 June 27 to June 28	Raymond Joseph	Feb 2nd	W. J.
70 June 28 to June 29	Raymond Joseph	Feb 2nd	W. J.
71 June 29 to June 30	Raymond Joseph	Feb 2nd	W. J.
72 July 1 to July 2	Raymond Joseph	Feb 2nd	W. J.
73 July 2 to July 3	Raymond Joseph	Feb 2nd	W. J.
74 July 3 to July 4	Raymond Joseph	Feb 2nd	W. J.
75 July 4 to July 5	Raymond Joseph	Feb 2nd	W. J.
76 July 5 to July 6	Raymond Joseph	Feb 2nd	W. J.
77 July 6 to July 7	Raymond Joseph	Feb 2nd	W. J.
78 July 7 to July 8	Raymond Joseph	Feb 2nd	W. J.
79 July 8 to July 9	Raymond Joseph	Feb 2nd	W. J.
80 July 9 to July 10	Raymond Joseph	Feb 2nd	W. J.

EXHIBIT	DATE	BY	REMARKS
21	Feb 2nd	W. J.	Raymond Joseph
22	Feb 2nd	W. J.	John A. McLaughlin
23	Feb 2nd	W. J.	Raymond Joseph
24	Feb 2nd	W. J.	Raymond Joseph
25	Feb 2nd	W. J.	Raymond Joseph
26	Feb 2nd	W. J.	Raymond Joseph
27	Feb 2nd	W. J.	Raymond Joseph
28	Feb 2nd	W. J.	Raymond Joseph
29	Feb 2nd	W. J.	Raymond Joseph
30	Feb 2nd	W. J.	Raymond Joseph
31	Feb 2nd	W. J.	Raymond Joseph
32	Feb 2nd	W. J.	Raymond Joseph
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42	Feb 2nd	W. J.	Raymond Joseph
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44	Feb 2nd	W. J.	Raymond Joseph
45	Feb 2nd	W. J.	Raymond Joseph
46	Feb 2nd	W. J.	Raymond Joseph
47	Feb 2nd	W. J.	Raymond Joseph
48	Feb 2nd	W. J.	Raymond Joseph
49	Feb 2nd	W. J.	Raymond Joseph
50	Feb 2nd	W. J.	Raymond Joseph
51	Feb 2nd	W. J.	Raymond Joseph
52	Feb 2nd	W. J.	Raymond Joseph
53	Feb 2nd	W. J.	Raymond Joseph
54	Feb 2nd	W. J.	Raymond Joseph
55	Feb 2nd	W. J.	Raymond Joseph
56	Feb 2nd	W. J.	Raymond Joseph
57	Feb 2nd	W. J.	Raymond Joseph
58	Feb 2nd	W. J.	Raymond Joseph
59	Feb 2nd	W. J.	Raymond Joseph
60	Feb 2nd	W. J.	Raymond Joseph
61	Feb 2nd	W. J.	Raymond Joseph
62	Feb 2nd	W. J.	Raymond Joseph
63	Feb 2nd	W. J.	Raymond Joseph
64	Feb 2nd	W. J.	Raymond Joseph
65	Feb 2nd	W. J.	Raymond Joseph
66	Feb 2nd	W. J.	Raymond Joseph
67	Feb 2nd	W. J.	Raymond Joseph
68	Feb 2nd	W. J.	Raymond Joseph
69	Feb 2nd	W. J.	Raymond Joseph
70	Feb 2nd	W. J.	Raymond Joseph
71	Feb 2nd	W. J.	Raymond Joseph
72	Feb 2nd	W. J.	Raymond Joseph
73	Feb 2nd	W. J.	Raymond Joseph
74	Feb 2nd	W. J.	Raymond Joseph
75	Feb 2nd	W. J.	Raymond Joseph
76	Feb 2nd	W. J.	Raymond Joseph
77	Feb 2nd	W. J.	Raymond Joseph
78	Feb 2nd	W. J.	Raymond Joseph
79	Feb 2nd	W. J.	Raymond Joseph
80	Feb 2nd	W. J.	Raymond Joseph

Additional Books as Required by Canon Law

o Book of Catechumens:

- o This is a book of unbaptized persons (per can. 788, §1) formally accepted into the catechumenate, through the Rite of Acceptance.
- o Why is this important? Canon Law recognizes catechumens as having “various prerogatives which are proper to Christians” (Can. 206).
- o Also, should a catechumen move to another parish for some reason, there would be a record of his/her acceptance into the catechumenate, should he/she desire to continue toward full initiation into the Catholic Faith.

Additional Books as Required by Canon Law

o Book of Catechumens (cont.):

o The following should be included in this register:

- o Name of Catechumen
- o Name of Sponsor
- o Minister of the Rite of Acceptance
- o Date and Place of Celebration of Rite of Acceptance



Books Recommended by *RCIA*

- o **Book of the Elect:**

- o In this book is recorded the names of catechumens (age 7 and above) to be baptized and to receive the other Sacraments of Initiation, according to the *Rite of Christian Initiation of Adults*.
- o Typically, the names are signed during a separate ceremony at the parish (“Rite of Sending”) and are brought to the Cathedral church for the Rite of Election, to be acknowledged and signed by the Diocesan Bishop or his delegate.
- o Although this is a liturgical rite and not a sacrament, this book is still to be kept in the same safe place as the sacramental record books.

Books Recommended by *RCIA*

o **Register of Receptions Into Full Communion:**

- o A separate book is preferable, but not mandatory. But even if you do have this register:
- o Those received into full communion with the Catholic Church must also be included in the BAPTISMAL register, with mention of their reception into full communion in the “Notations” column, and the date and place of their Christian baptism in the same column. Their information should also be included in the books of other sacraments they have received (Confirmation, Holy Communion).

Books Recommended by *RCIA*

- o **Register of Receptions Into Full Communion (cont.):**
 - o WHY is such a book helpful to have?
 - o In addition to the baptismal register, this book allows for easier tracking of names of numbers of those received into full communion each year.
 - o If preferred, such records can be kept electronically, but a hard copy should also be kept in the same safe place as the other registers.

Books Recommended by *RCIA*

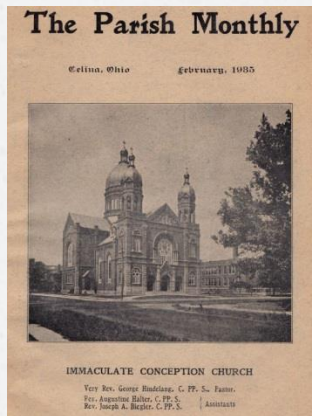
- o **Register of Receptions Into Full Communion (cont.):**
 - o Also, children who are below the age of reason (below age 7), must also be included in this register, if their parents have made a profession of faith on their behalf. It is the faith of the parent that suffices. This information is also included in the Baptismal Register.
 - o This is commonly done when a parent is received into the Church and wants his/her young children also to be received into the Church.
 - o Children who have the use of reason (age 7 and above) can be treated as adults when it comes to being received into full communion and are capable of making the profession of faith. They must also be included in this register.

Helpful Idea

- o It is best to have at least 2 persons who are properly trained to enter information in the sacramental records.
- o While it is best that one person is responsible for records entry (for the sake of consistency), a second and even a third person provide the backup which might be necessary if the main person is unable to perform this function for some reason.



Archiving and Protecting Parish Records



Lisa Mobley

Associate Director of Archives and Records

*Our Lady of the Archives – by
Msgr. Francis J. Weber (portions
reprinted from the Tidings)*

*Because of the Church's ancient
role as "preserver of culture," it
was thought the Our Lady's
patronage for this vital function
should be dramatized by
depicting her as "Our Lady of the
Archives."*

*This 6 x 11 foot ceramic tile
portrayal was designed by Isabel
Piczek and is affixed to the
building housing the Archival
Center for the Archdiocese of Los
Angeles.*



Proper Storage of Books

- Store books HORIZONTALLY in a climate-controlled environment. If in a filing cabinet, upright on their spine. If too large, no more than 3 stacked upon one another.
- Ideal temperature: 68° F, with a relative humidity of 45%.
- Avoid prolonged exposure to sunlight or artificial light.



Proper Storage of Books

- o **Highly Recommended:** Fireproof, water-resistant safes are best for storage of books and other highly important documents.



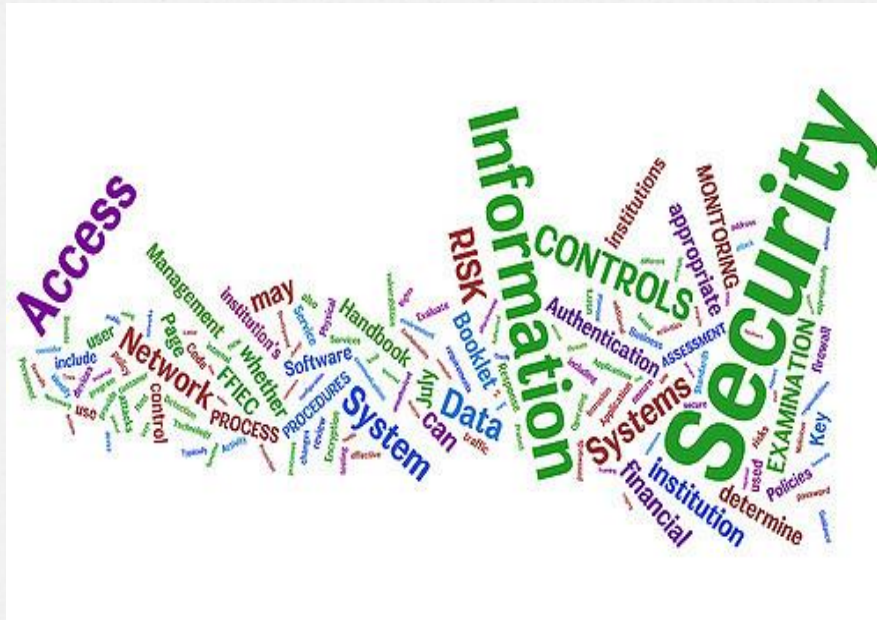
Proper Storage of Books

- o Please avoid the following:
 - o Storing books and documents near overhead water pipes or steam pipes, or near other sources of water.
 - o Storing books and documents on the floor.



Security of Books and Documents

- Records should be **secured and locked** at all times.



Restoration of Parish Record Books

- o Please consult the Diocesan Archivist before any rebinding or restoration work is done on your parish registers.



Copies of Sacramental Registers

- o As a way of protecting and “backing up” your sacramental books, you may use several means for doing so:
 - o Transcripts
 - o Photo-reproduction
 - o Microfilm
 - o Computer (including databases, spreadsheets and scanned files)



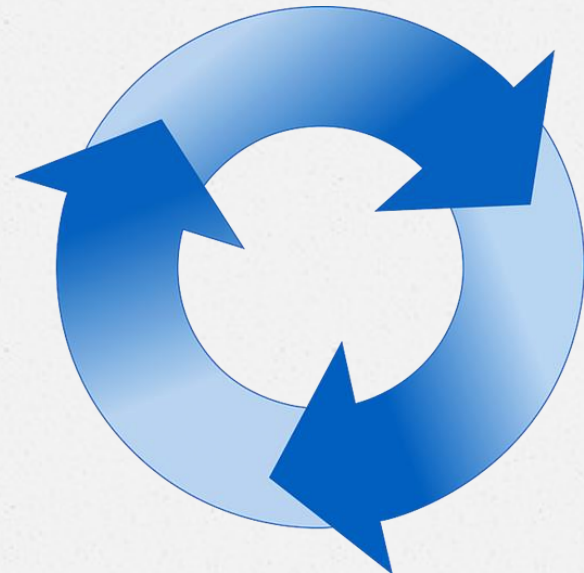
Preservation of registers

- Bindings and paper should be of a “permanent quality,” durable and acid-free.
- Entries should be neatly printed (no cursive). Ink should also be of a permanent quality.
- Have appropriate building maintenance performed.
- Find sources of leaks and move your registers away from them.



The Life Cycle of Records

- o **CREATION** – Minutes of meetings document decisions that were made.
- o **MANAGEMENT** – A retention schedule is a tool that takes guesswork out of how long to retain.
- o **RETAIN** – Retaining records just in case is costly.
- o **DESTROY** – per legal requirements & retention schedule.



Records That Can Be Destroyed

- o Preliminary documents (“sacristy records”) for baptism, confirmation, or marriage, as well as death records, once the information has been recorded in the proper parish registers.
- o Mass Intention Books – Best to keep for one year after the end of the calendar year and then destroy.
- o Sick Call Registers – Once filled, the register may be destroyed.



Updated Sacramental Records Handbook

- o The Handbook will also be available in PDF format on the DOSP website. Physical copies may be printed from the PDF document
- o Parishes will be notified when updates are made to the website version.



Parish & School Records Handbook

- o The Handbook will also be available in PDF format on the DOSP website. Physical copies may be printed from the PDF document
- o Parishes will be notified when updates are made to the website version.

MORE INFORMATION ABOUT RECORD RETENTION CAN BE FOUND HERE:

Diocese of St. Petersburg – Pastoral Center Records Retention Policy and Records Retention Schedules

<https://www.dosp.org/wp-content/uploads/2019/12/Records-Retention-Policy-Schedule-Updated-6-2019-1.pdf>

Finance Office - Financial Guidelines and Policies Manual for Parishes, Schools and Early Childhood Centers

<https://www.dosp.org/wp-content/uploads/2019/10/DOSPGuidlines.pdf>

Diocese of St. Petersburg – Parish & School Records Management Policy (effective 7/1/2021):

<https://www.dosp.org/wp-content/uploads/2021/05/Parish-School-Records-Management-Policy-7-1-2021-1.pdf>

NARA – National Archives and Records Administration

<https://www.archives.gov/records-mgmt/training>

FAQs and Q & A

- o Transgender issues
 - o Later requests for change of name in baptismal register
- o Same-sex parents of children to be baptized
 - o Biological or adopted child of one partner
 - o Mutual adoption by partners



THANK YOU

**For your service
to God's people
and for joining us today!**

