

**CHURCH OF THE HOLY CROSS -- BAPTISMAL DRAFT FORM**

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ AM / PM  
(last name) (month) (day) (year) (time of baptism)  
(date of baptism)

Please supply the following information as it will appear on Baptismal Certificate.

**Father's** full name \_\_\_\_\_  
First Last

**Father's** birthplace (city/state/country) \_\_\_\_\_

**Mother's** full name \_\_\_\_\_  
First MAIDEN Last CURRENT Last

**Mother's** birthplace (city/state/country) \_\_\_\_\_

Current address \_\_\_\_\_  
Street City Zip Code

Home phone # \_\_\_\_\_ Business phone # \_\_\_\_\_

Family e-mail address (where you most frequently receive/read email) \_\_\_\_\_

City of candidate's birth \_\_\_\_\_

Date of **candidate's** birth \_\_\_\_\_ Male Female (circle)

**Candidate's** name as recorded on birth certificate \_\_\_\_\_

Greek Baptismal name \_\_\_\_\_

Name of **Sponsor** \_\_\_\_\_  
First Middle Last

Current address \_\_\_\_\_  
Street City Zip Code

Phone \_\_\_\_\_ Email \_\_\_\_\_ **Sponsor's** Parish \_\_\_\_\_

IMPORTANT Sponsors must be active stewards of the Church and free of canonical impediment. For example, if married, the Sponsor must have been married in the Orthodox Church.

IMPORTANT If the Sponsor comes from another Parish, a letter from his/her Priest **must** be requested to be sent to this office immediately, certifying both membership in good standing and eligibility to act as Sponsor.

**Father's** faith \_\_\_\_\_

**Mother's** faith \_\_\_\_\_

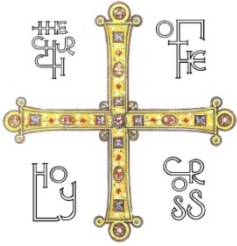
Date of marriage \_\_\_\_\_

Place of marriage \_\_\_\_\_

Marriage performed by \_\_\_\_\_  
Name

priest / minister / justice of the peace / civil official  
select one of the above

Please complete and mail immediately to : **Church of the Holy Cross, 900 Alameda, Belmont, CA 94002-1604**  
or email to **office@goholycross.org**  
or fax to : **(650) 508-9846 (no cover sheet necessary)**



## THE CHURCH OF THE HOLY CROSS

900 Alameda  
Belmont, California 94002-1604  
(650) 591-4447; fax (650) 508-9846  
e-mail: [office@goholycross.org](mailto:office@goholycross.org)  
website: [www.goholycross.org](http://www.goholycross.org)

### GUIDELINES WHEN PLANNING A BAPTISM

#### SCHEDULING

The date and time of the Sacrament should be arranged with one of the Priests as far in advance as possible. The latest a Sacrament may be scheduled is at 4:00 PM. An initial meeting may be scheduled with both the parent(s) and the sponsor(s) to confirm the date and discuss the Sacrament. No Sacrament will be confirmed until this time.

The **Baptismal Draft Form** is to be completed and returned **promptly** so that the Baptismal Certificate can be prepared. Parents and Sponsors should be present 15 minutes before the scheduled time to receive instruction as to the order of service.

#### THE ROLE OF THE SPONSOR

The newly illumined are guided in the faith ultimately by the Church yet under the direct instruction of their parents. Assisting the parents in this sacred task is the godparent (sponsor), a practice dating back to the First Century. Today, the godparent is obliged to not only observe the spiritual growth of the young Christian, but provide witness, care, and guidance in accordance with the Orthodox Faith and Tradition.

*The Sponsor will be expected to make the appropriate responses and to read the Creed during the preliminary Office of the Making of a Catechumen.*

#### ITEMS TO BE PROVIDED :

- ❖ a white hand towel
- ❖ an undershirt
- ❖ a large white bath towel and sheet to wrap the candidate
- ❖ a bottle of olive oil
- ❖ an 18"-24" white candle (three may be provided)
- ❖ a Cross with chain

#### STEWARDSHIP :

##### FOR PARENTS :

The Parents must be stewards of the Church of the Holy Cross. Active stewardship through participation in Divine Services as well as the offering their time, talent, and treasury to the Church. Regular attendance at Divine Services is also strongly encouraged along with committing to a financial yearly pledge. We encourage a financial commitment equal or better than the parish's average yearly Stewardship pledge of \$1600 per family.

## **STEWARDSHIP :**

### **FOR THE SPONSOR(S) :**

The Sponsor(s) must be of the Orthodox faith, free of any impediment as regards Church law, and a *practicing* member of the Church. If the sponsor is not an active, pledging steward of Holy Cross, s/he will be required to fulfill the minimum Stewardship commitment, i.e., participation in Divine Services, participation in the "Study Class," and a pledge commitment of the average Stewardship pledge. If a member of another Parish, s/he must request the Priest of that Parish to forward a letter to Holy Cross attesting that s/he is an active steward in good standing and is free of any canonical impediment to act as Sponsor, at least 3 weeks in advance.

### **PHOTOGRAPHS**

Discreet taking of photographs and/or video (without flash) is permitted. The Priest must be consulted beforehand.

### **BAPTISM PROGRAM**

If you are providing a program on the Sacrament of Baptism, it is preferred that the "Rite of Baptism in the Orthodox Church" text be used. It may found on our website or may be sent to you via email.

### **CHURCH ETIQUETTE**

Please remember that the Church is first and foremost a house of worship. It is therefore requested that there be no gum chewing, loud talking, clapping, or other inappropriate behavior that interferes with the prayers and worship of others.



If you have questions about the sacrament,  
please contact Father Peter at (650) 591-4447 or [frpeter@goholycross.org](mailto:frpeter@goholycross.org).  
Otherwise, general questions may go to the church office  
at (650) 591-4447 or [office@goholycross.org](mailto:office@goholycross.org).