

NATIONAL VOTIVE SHRINE OF OUR LADY OF PROMPT SUCCOR

2701 State Street

New Orleans, Louisiana 70118



SACRAMENT of BAPTISM DIRECTIVES

Baptisms may take place on the weekends:

Saturdays, following the 11:30 am Mass and Sundays following the 9:30 am Mass. The Baptism will be private, just for your baby and your families and special guests.

It is necessary to fill out and return the required forms that will be sent to you in order to comply with the Archdiocese of New Orleans policy on Baptism.. Please send in to us the:

- **Information Form** (with full names and the baby's DOB.
- **Testimonial Forms** from Parent(s) and Godparent(s).
- **Baptismal/Confirmation Certifications** (Parent–Baptism & Godparent–Baptism & Confirmation)

Forward to your selected priest or deacon:

- The **Request for Delegation** and have him email it back to us signed.

All documents may be scanned and emailed to this e–address;

shrineolps@gmail.com or direct mailed to 2701 State Street NOLA 70118.

- The Baptism Coordinator will check for completion, put the entire packet of documents together, and send it to Holy Name of Jesus Parish.
- The Pastor at Holy Name will issue and email "Delegation" to your priest or deacon.
- The Baptism Coordinator will complete an **Officiant's Form** and leave it in the Sacristy for the Officiant to sign on the day of Baptism. He should leave it in the Sacristy for OLPS to send over to Holy Name, as well.
(The National Shrine of Our Lady of Prompt Succor is not a Parish of the Archdiocese and is therefore required to turn in all documents to Holy Name of Jesus Parish for recording and reporting to the Archdiocesan Archives. HNJ will be sending your official Baptismal Certificate to you.)

IMPORTANT:

It is a requirement of the Archdiocese of New Orleans:

- That parents and godparents (at least one each) attend an hour-long preparation before the Sacrament of Baptism can take place.
- You may attend the class at Holy Name of Jesus Parish Church which is held on the FIRST WEDNESDAY of each month @ 7:00 pm at the Holy Name of Jesus Parish Center. Please call the HNJ Parish Center Office to register: 504. 865. 7430 ext.206 (Diane Blair). Or, you may attend a similar class held at a Catholic Church Parish elsewhere.
- It will not be necessary for parents or godparents to attend a prep class if they have already done so at an earlier time for another child's Baptism; please provide verification of this.
- **As noted above:** At least one parent must send in a copy of his/her Baptismal Certificate; and at least one godparent must send in a Baptismal Certificate which indicates that he/she has also been Confirmed.

When a date has been chosen, please contact the Baptism Coordinator for date availability and if you need any other information, such as, a contact information listing of priests and deacons.

Sometimes the Mass celebrants for Saturday and Sunday mornings may agree to administer the Sacrament following the Masses. If you choose a date on which a priest has already been scheduled, we will let you know so that you may contact him for his availability.

With blessings to you and your family,

Mary Lee Berner Harris

Baptism Coordinator

shrineolps@gmail.com

504.473.6750