

SACRAMENTAL RECORDS

A Guide for Schools creating Sacramental Records

INTRODUCTION

This guide provides information on the notification to parishes of sacraments conferred in schools within that parish territory.

GENERAL

Sacramental Registers are legal documents produced by the Catholic Church that contain vital records of the sacraments instituted by Jesus and conferred in our parishes. They are also essential for tracking parishes, populations, and communities as well as the ethnicity of areas within a diocese.

Each parish in the Catholic Diocese of Christchurch, according to Canon Law, will have registers of baptisms, marriages, confirmations, and deaths. It is optional for a parish to keep registers of First Holy Communion. Each parish priest oversees that these registers are appropriately preserved and inscribed (Canon 535). It is the responsibility of the Bishop's Office, in collaboration with those priests and those in parish administration, to ensure the correct use of these records.

Where a sacrament is celebrated outside of the parish church, details of the sacrament conferred must be entered in the proper parish Sacramental Registers. The proper parish for the recording of sacraments is the parish in whose territory the sacraments were celebrated. Such sacraments may not be recorded in the parish where the priest (celebrant) is assigned if it is not the territorial parish. Entries should be made available to the proper parish as soon as possible after the sacraments are conferred.

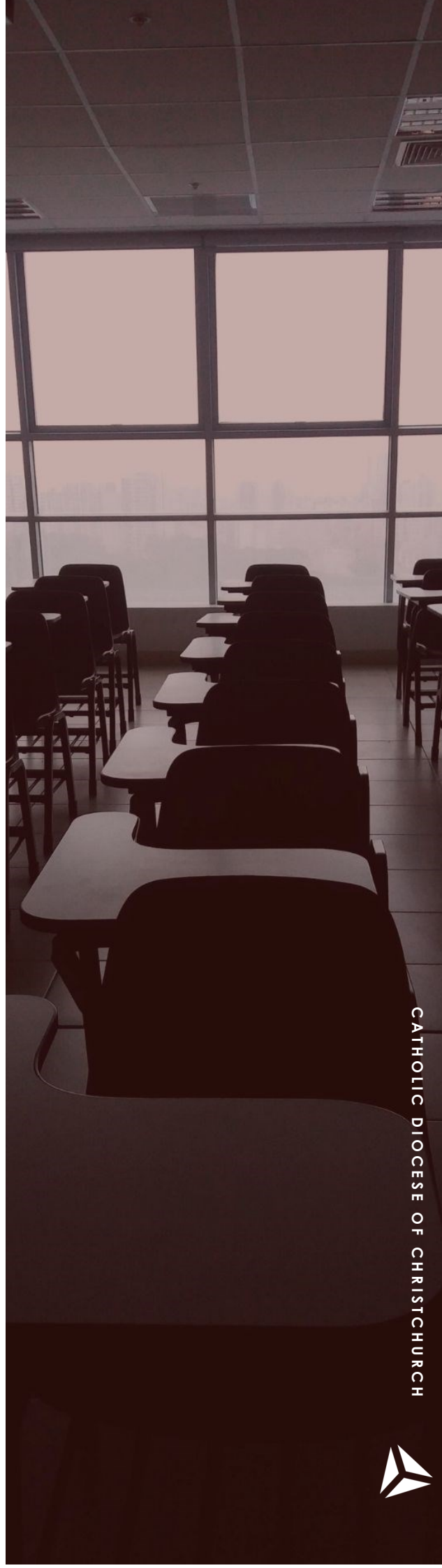
PARISHES

Cathedral Parish — Catholic Cathedral College, Marion College;
Christchurch North Parish — St Bede's College;

Christchurch West Parish — St Thomas of Canterbury College, Villa Maria College;

Greymouth Parish — John Paul II High;

Timaru Parish — Roncalli College



INFORMATION TO PROVIDE TO PARISHES

BAPTISM

For baptisms the following information should be provided to the proper parish, to be entered in the parish Baptismal Register (see canon 877 §1):

01. The Christian name(s) of the student as designated by the parent(s)/adoptive parents
02. The name of the father (first, middle, and surname) and the name of the mother (first, middle, surname and maiden name); or names of adoptive parents
03. Date of birth and residence or place of birth
04. Name(s) of the sponsor(s)
05. Place and date of baptism
06. Name of the minister performing the baptism.

FIRST HOLY COMMUNION

For First Holy Communion the following information may be provided to the proper parish to be entered into the parish Communion Register, if maintained (not required by Canon law):

- the Christian names of the student
- the date and place of baptism (if known)
- the church and date of the First Communion
- the name of the main celebrant of the Mass

CONFIRMATION

For confirmation celebrated in schools, the following information is to be provided to the proper parish to be entered in the Confirmation Register (can. 895):

- the legal and Christian names of the student
- the name of the father (first, middle if any, and surname) and the name of the mother (first, middle if any, surname and maiden name)
- the date and place of baptism
- the name of the sponsor selected by the student
- the place and date of the confirmation
- the name of the minister performing the confirmation
- the confirmation name chosen

RECIPIENTS FROM MORE THAN ONE PARISH

When confirmation is conferred upon students from several parishes at one celebration, all records are recorded at the proper parish where the confirmation was celebrated. The parish office will notify other parishes if necessary (e.g. notification of church of baptism)

PARISH GUIDE TO SACRAMENTAL REGISTERS

This guide is available online:

<https://parishresources.chchcatholic.nz/wp-content/uploads/2022/04/CDoC-Process-Booklets-Sacramental-Registers-Final.pdf>