

# **BAPTISM INFORMATION SHEET**

## **Holy Trinity Greek Orthodox Church**

3500 West 106<sup>th</sup> Street, Carmel, IN 46032

Office: 317-733-3033 Fax: 317-733-2806

**Dear Parent(s),**

Congratulations on the birth of this child into your family! This gift of God will bring many blessings to you throughout life. Always remember to thank God for this miracle of life.

The Baptism is exciting and special moment in the life of the candidate. Prior preparations and planning will make this special day more joyful and memorable. It is preferred, under normal circumstances, that children be baptized about six months after birth. Please contact the Parish Office with questions and to schedule the date for the child's Baptism.

This Information Sheet will assist the planning of the Baptism and the accurate completion of the Baptism Certificate. The sponsor(s) is (are) to be Orthodox Christian(s) in good standing, which also includes being financial stewards of this Parish (or another Orthodox Parish). If in good standing with another Parish, Holy Trinity Church Office should receive a Letter of Good Standing (*signed and sealed by the Orthodox Parish Priest in which they attend*) at least **one month prior to the Baptism**. The sponsors' stewardship at Holy Trinity Greek Orthodox Church in Carmel **or** their Letter of Good Standing from another Orthodox Parish is needed for their participation in the Baptism. Please inform the sponsor(s) to fulfill this requirement in a timely manner.

Our Parish Chanter, Dean Maniakas, will chant and assist during the Baptism. An honorarium for his services should be provided. However, a minimum of \$125 is expected. Please send the honorarium check, payable to Dean Maniakas, *with* the enclosed Baptism Information Sheet at least one month prior to the Baptism.

**CLERGY INVITATION** – Please do not assume that the Priest will automatically attend and/or offer a prayer at the baptism reception. If his presence at these events is desired, he should receive an invitation.

### **THESE ITEMS SHOULD BE BROUGHT TO CHURCH FOR THE BAPTISM:**

- 1. A complete (including "t" shirt) white baptism outfit for the child.**
- 2. A small bottle of olive oil (about 4 ounces).**
- 3. Cross (preferably not a crucifix).**
- 4. Hand-held, baptismal candle, which can be decorated, if preferred.**
- 5. Bar of soap.**
- 6. Two white hand towels (not washcloths).**
- 7. Two white bath towels.**
- 8. One twin-sized bed sheet for protection of sponsor's clothing.**
- 9. During procession around the Baptismal Font, two or three children of the family may participate. If this is planned, one smaller candle for each child should also be brought or purchased at the Church – optional.**
- 10. Martyrika (witness ribbons) -- optional.**
- 11. Boubounieres (candy-covered almonds wrapped in tulle) -- optional.**

**ON THE DAY OF THE BAPTISM**, please be at Holy Trinity Church **30 minutes** before the scheduled time. This will afford the opportunity to orient the Godparents (Sponsors) to their responsibilities and to lay out the child's clothing in the Crib room, which is near the Narthex. Video and still photographs may be taken, while maintaining reverence and respect during the Baptism. Flash may be used, only if necessary. Two or three children from the family and friends (old enough to hold lit candles safely) can participate in the procession around the Font which takes place after the child has been baptized. In lieu of children, the child's Grandmothers have been known to fill this role. The sponsor(s) should familiarize themselves with the Nicene-Constantinopolitan Creed of the Greek Orthodox Archdiocese of America, which they *recite* loudly during the Service on behalf of the child.

**FOLLOWING THE BAPTISM**, the child receives Holy Communion, preferably with the sponsor, on two more consecutive Sundays, thereby completing the cycle of three. The child should be brought forward in his or her white Baptism outfit with the baptismal candle lit. When approaching the Chalice, please hold the child with his/her head on ***the right arm***. As these occasions are special and memorable, the Parents and the Godparents are encouraged to receive Holy Communion with the newly baptized Christian.

**THE BAPTISMAL CERTIFICATE** will be signed by the Godparent and the Priest immediately after the Baptism Service. This Certificate is an important document for the newly baptized person and will be handed to the parents. This official document verifies that this child has been baptized in the Orthodox Church and will be needed for future events in life, such as wedding or sponsorship, as well as possibly used as supporting documentation and identification in any civil matter. Consequently, with any important document, the Certificate of the Baptism should be kept safely with other important documents, such as marriage certificates, etc.

**THE CHILD'S BAPTISMAL CROSS** is an important and valuable symbol of the child's initiation into the Faith. After the Baptism, the Baptismal Cross should be kept in a safe place. As an option, a less expensive Cross can be blessed during the Service for the child's everyday use. Some parents then give to the child his or her original Baptismal Cross when he/she becomes older and more responsible.

The following provides a summary of the dates for planning and preparations:

1. When the baby is *about three months old* or earlier to accommodate family travel plans, coordinate the time and date for the Baptism with the Priest or Parish Office, preferably choosing a date for the Baptism when the child is about six months old.
2. *At least one month prior to the Baptism*, if applicable, the Letter of Good Standing that is signed and sealed by the Orthodox Parish Priest of another Parish is received at the Holy Trinity Parish Office.
3. *At least one month prior to the Baptism*, please ensure that the Baptism Information Sheet is completed and returned to the Holy Trinity Parish Office.
4. *At least one month prior to the Baptism* along with the Baptism Information Sheet, please ensure that the check for the honorarium for the Parish Chanter is received in the Holy Trinity Parish Office. This is made payable to Dean Maniakas. The minimum honorarium is \$125.
5. *On the day of the Baptism*, please arrive at Holy Trinity Church 30 minutes early.

*The above information is included for the benefit of ALL families celebrating a Baptism. Not all information and/or instructions may apply to everyone.*

*If there are any questions or concerns, please feel free to contact the Parish Office or Priest.*

# BABY BAPTISM WORKSHEET (fill out separate sheet for each child)

Child's name on **civil** birth certificate \_\_\_\_\_  
First Middle Last

Place of child's birth \_\_\_\_\_ Date of child's birth \_\_\_\_\_  
City, State, Country Month, Day, Year

Intended Baptism Date \_\_\_\_\_

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

Name(s) of Sponsor(s) [Godparent(s)] \_\_\_\_\_

Sponsor(s)' address \_\_\_\_\_  
Street City State Zip

Parish which sponsor attends \_\_\_\_\_  
Name of parish City State Country

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

Mother's full MAIDEN name \_\_\_\_\_  
First Middle Last

Father's birthplace \_\_\_\_\_ Mother's birthplace \_\_\_\_\_

Father's current address \_\_\_\_\_ Mother's current address (*Leave blank if same*) \_\_\_\_\_  
Street Street

City State Zip City State Zip

Parents Wedding performed by (*name*) \_\_\_\_\_

Circle one: Orthodox Priest Minister Civil Authority/Justice of the Peace

Parents Wedding Date and Location \_\_\_\_\_  
Date City State Zip

Telephone Number where you can be reached during business hours \_\_\_\_\_

**MAIL OR FAX (317-733-2806) THIS FORM TO:**  
Holy Trinity Church, Attention: Sandy Cooper, 3500 West 106<sup>th</sup> Street, Carmel, IN 46032.  
This completed form, the honorarium check made payable to Dean Maniakas (\$125 suggested minimum), the Sponsor's Letter of Good Standing (if applicable), and Parents' Stewardship commitment card (if applicable) with the appropriate pledge payment should be received in the Parish Office *one month prior* to the Baptism.

## Nicene-Constantinopolitan Creed

I believe in one God, Father Almighty, Creator of heaven and earth, and of all things visible and invisible.

And in one Lord Jesus Christ, the only-begotten Son of God, begotten of the Father before all ages; Light of Light, true God of true God, begotten, not created, of one essence with the Father through Whom all things were made.

Who for us men and for our salvation came down from heaven and was incarnate of the Holy Spirit and the Virgin Mary and became man.

He was crucified for us under Pontius Pilate, and suffered and was buried;

And He rose on the third day, according to the Scriptures.

He ascended into heaven and is seated at the right hand of the Father;

And He will come again with glory to judge the living and dead. His kingdom shall have no end.

And in the Holy Spirit, the Lord, the Creator of life, Who proceeds from the Father, Who together with the Father and the Son is worshipped and glorified, Who spoke through the prophets.

In one, holy, catholic, and apostolic Church.

I confess one baptism for the forgiveness of sins.

I look for the resurrection of the dead, and the life of the age to come.

Amen.