



Write it Right!

Tips for Sacramental Recordkeeping

Thursday, March 21, 2013

The Westerfield Center, 1800 S. Acadian Thruway

9-11:30 a.m. for parish priests

1:30-4 p.m. for parish office workers

Sponsored by the Diocesan Archives Department and Tribunal

Diocesan Tribunal

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Diocese of Baton Rouge Sacramental Record Holdings

Civil Parish	Church or Chapel	Baptisms	Marriages	Burials	Missing Records
Ascension	Ascension of Our Lord, Donaldsonville	1772-1924	1772-1921	1772-1978	baptisms (July 1883-July 1885)
	St. Francis of Assisi, Smoke Bend	1884-1935	1884-1917	1892-1952	burials (1959-1969)
	St. John the Evangelist, Prairieville	1919-1944	---	1919-1982	
	St. Theresa of Avila, Gonzales (includes Sacred Heart, Cornerview)	1863-1947	1862-1933	1863-1927	
Assumption	Assumption of the B.V.M., Plattenville	1793-1947	1793-1947	1793-1944	
	Immaculate Conception, Canal	1857-1948	1858-1931	1857-1948	no records (1887-1919)
	St. Anne, Napoléonville	1874-1950	1874-1969	1874-1929	burials (March 1884-April 1891)
	St. Benedict the Moor, Napoléonville (Bertrandville)	1896-1939	1896-1925	1896-1925	
	St. Elizabeth, Painscourtville	1844-1955	1839-1963	1844-1938	
	St. Joseph the Worker, Pierre Part	1858-1934	1858-1926	1864-1927	burials (1865-1885)
	St. Jules, Belle Rose	1911-1933	1912-1935	1913-1981	
	St. Philomena, Labadieville	1848-1932	1849-1959	1851-1940	
East Baton Rouge	St. Agnes, Baton Rouge	1917-1922	1917-1926	1917-1934	
	St. Charles Borromeo, Baton Rouge (includes Hispanic Apostolate)	1964-2001	1964-2002	1964-2002	
	St. Francis de Sales, Baton Rouge	1972-2010	1973-2007	1974-2010	
	St. Francis Xavier, Baton Rouge	1918-1938	1918-1954	1921-1951	
	St. George, Baton Rouge	1908-1957	1908-1956	1908-1955	
	St. Joseph, Baton Rouge	1793-1931	1788-1941	1793-1947	burials (1815-1818) (1870-1894) Note: sexton's records available (1880-1927)
Iberville	Sacred Heart, Carville (chapel)	1927-2002	1927-1997	1927-2004	
	St. Gabriel the Archangel, St. Gabriel	1773-1919	1779-1919	1779-1947	burials (1869-1893)
	St. John the Evangelist, Plaquemine	1850-1939	1850-1953	1858-1945	burials (1845-1907)
	St. Joseph, Grosse Tête	1883-1923	1883-1952	1904-1955	
	St. Paul, Bayou Goula	1877-1929	1877-1929	1877-1929	
	Our Lady of Prompt Succor, White Castle	1899-1954	1899-1932	1900-1942	
Livingston	St. Joseph, French Settlement	1839-1935	1874-1935	1873-1917	marriages (1842-1873)
	St. Margaret Queen of Scotland, Albany	1909-1931	1909-1931	1909-1931	

Civil Parish	Church or Chapel	Baptisms	Marriages	Burials	Missing Records
Pointe Coupée	St. Augustine, New Roads	1922-1950	1923-1972	---	
	Immaculate Conception, Lakeland	1857-1942	1861-1952	1861-1937	
	St. Ann, Morganza	1875-1929	1875-1952	1883-1949	
	St. Mary of False River, New Roads (includes St. Francis, Pointe Coupée)	1727-1940	1727-1973	1727-1955	burials (1862-March 1866)
St. James	Our Lady of Peace, Vacherie	1856-1923	1856-1938	1866-1949	
	St. James, St. James	1770-1937	1770-1936	1770-1937	
	St. Joseph, Paulina	1867-1954 (church fire 1920 baptism records reconstructed)	1920-1952	1920-1954	marriages/burials prior to 1920 (church fire 1920)
	St. Mary, Union	1886 (one baptism only) 1887-1992	1887-1991	1909-1992	
	St. Michael the Archangel, Convent	1809-1950	1809-1950	1808-2005	
	St. Philip, Vacherie	1873-1953	1873-1920	1873-1960	
Tangipahoa	Holy Ghost, Hammond	1896-1944	1896-1948	1895-1980	
	Mater Dolorosa, Independence	1895-1932	1899-1942	1900-1940	
	St. Dominic, Husser	1865-1941	1870-1940	1919-1940	
	St. Helena, Amite	1868-1940	1868-1940	1868-1940	
	St. Joseph, Ponchatoula	1876-1937	1878-1908	1895-1990	
West Baton Rouge	Holy Family, Port Allen (includes Sts. Peter & Paul, Lobdell)	1876-1929	1876-1957	1920-1975	
	St. John the Baptist, Brusly	1841-1939	1841-1938	1846-1938	baptisms (1871-1874) (1890-1907) marriages (1880-1891) burials 1866-1892)
West Feliciana	Our Lady of Mount Carmel, St. Francisville	<i>circa</i> 1850-1943	1849-1915	1849-1912	

(Revised March 2013)

Please note that some of the records listed are closed to the public. Please contact the Department of Archives with any questions concerning which records may be open.

SACRAMENTAL RECORDS

PROCEDURES FOR THE CREATION OF SACRAMENTAL REGISTERS AND THEIR ANNOTATION

Registers In General

Required Registers. Each parish shall keep the following sacramental registers: Baptismal, Confirmation, Marriage and Death. (C. 535/1, 895) A First Communion register is optional, as is a Profession of Faith register (although the Baptismal register maybe used for this purpose). Each sacramental register shall include the name of the parish, the dates and shall be indexed. Although computer storage may supplement the registers for reference or statistical purposes, it is not an acceptable replacement for the books themselves.

Permanent Bindings, Paper, Ink. Since the registers are meant for permanent preservation, the bindings and paper shall be of a quality that is considered permanent, durable and acid-free (i.e., non-yellowing). The ink that is used shall also be of a permanent quality. Only black ink shall be used. The best types of inks are those made for artwork or India inks (usually found in cartridges). A black ballpoint pen is acceptable. Felt-tip pens, gel ink pens and pencils are not acceptable.

Accuracy and Legibility. Since the registers are kept for future reference as legal proof (canonical and civil) of church events, age and/or nationality status, it is necessary that the entries be made promptly, accurately and legibly. For this reason entries, except for signatures, shall be printed rather than written out longhand. An inaccurate or illegible record is a great future disservice to the persons involved and to their families.

Corrections, Additions, Deletions. One of the tests for the validity of a record as legal proof is whether it has been officially kept and whether there have been any alterations. For this reason, the proper way to correct a factual error (i.e., a name or date) is draw a single line through the error and add a notation. Do not erase or cross out what someone claims is incorrect. The notation must be based on some written proof of error (this proof should be identified in the notation). The notation should be dated and initialed by the person making the correction. In case of a technical or incidental error (i.e., spelling, date out of sequence, etc.), which is obvious to the “person in charge”, once it is pointed out, a change in the original entry may be made without the need for the notation or proof. (C. 876) In cases of doubt, the Diocesan Archivist shall be consulted.

Baptismal Registers

In General. The baptismal register shall record the following information for each baptism: the name, date and place of birth of the baptized; the name of the minister of the sacrament; the names of the parents (including mother's maiden name), sponsor(s), godparent(s) and witness(es); and the date and place (if outside the parish) of the conferred baptism. (C. 877)

Routine Notations. The baptismal register serves as the "master record" for a person's membership in the Church. (C. 535/2) Notations concerning other sacraments received later in life are to be entered there: Confirmation, Marriage(s) (including convalidations), reception of Holy Orders, perpetual profession in religious institute, and change of rite. Notations of annulment (and prohibitions on future marriages), laicization and dispensation from vows shall also be entered when requested officially by the appropriate authorities.

RCIA. Outside of emergency situations, adults and children over seven years of age are required by canon law to participate in a process of formation governed by the "Rite of Christian Initiation of Adults." This culminates in the celebration of all three sacraments of initiation—baptism, confirmation and first reception of the Eucharist—in the same ceremony. Information concerning those who receive the sacraments of initiation shall be recorded in the baptismal and confirmation registers as set forth in this section entitled *Baptismal Registers*. (*In General* and *Routine Notations* above and *Professions of Faith* and *Confirmation Registers* below.)

Catechumens. A catechumen is a person who is not yet baptized at all and who has celebrated the "Rite of Acceptance into the Order of Catechumens" as part of the RCIA. The name of a catechumen, along with the names of the sponsor, officiating minister, and date and place of this celebration, shall be entered into a special parish register of catechumens (see RCIA, no. 46). Note that already-baptized candidates for full communion and confirmation technically are not catechumens and that these persons' names are not placed in the catechumenal register.

Elect. An "elect" person is a catechumen who has subsequently celebrated the "Rite of Election or Enrollment of names" as part of the RCIA, and so has been chosen by the Church to receive the sacraments of initiation. The name of an elect catechumen, along with the names of the sponsor, officiating minister, and date and place of this celebration, shall be entered into a special parish "book of the elect" (see RCIA, no. 119). Note that already-baptized candidates for full communion and confirmation technically are not catechumens and do not become members of the elect, and that these persons' names are not placed in the "book of the elect."

Professions of Faith. The name of persons who first were baptized in another Christian religion and who enter into full communion with the Catholic Church by means of a formal profession of faith shall be recorded. This is done in the parish baptismal register, or in the parish register of professions of faith if there is one (see RCIA, no. 486). The

date and place of the person's profession of faith are indicated, as well as the date—if known, even if only approximate—of the non-Catholic baptism, as well as all of the other information as required in a typical baptismal entry. Note that since 1983 confirmation is ordinarily administered at the time of this profession of faith, so that the proper entry must also be made in the parish confirmation register. The “sponsor” for a person joining the Church typically serves also as the sponsor for confirmation.

Illegitimacy. If a child is born of an unmarried mother, the name of the mother is to be inserted in the baptismal register if there is public proof of her maternity (i.e., a civil birth record) or if she declares this either in writing or before two witnesses. Likewise, the name of the father shall be inserted in the register if his paternity has been proved either by some public document or by his own declaration before the pastor and two witnesses. If these conditions are not met, the child is to be recorded as being of "Unknown Mother" or "Unknown Father," in Latin "mater ignota" or "pater ignotus". (C. 877/2) It is not permitted to make an annotation that says "Illegitimate."

Adoption. (C. 877/3) Baptism shall be postponed until after the child has been placed with the adopting parent(s), except in extraordinary circumstances such as a serious threat of imminent death. This is with the understanding that the postponement will be for a relatively short time only.

For children baptized after their adoption is finalized, the following information shall be entered in the register:

- a. the Christian name(s) of the child as designated by the adoptive parent(s);
- b. the name(s) of the adoptive parent(s);
- c. the date and place of birth;
- d. the names of the sponsors selected by the adoptive parent(s);
- e. the place and date of the baptism;
- f. the name of the minister performing the baptism; and
- g. the fact of adoption but not the names of the natural parents.

Baptismal certificates issued by the parish for adopted children will be no different from other baptismal certificates. **No mention of the fact of adoption shall be made on the baptismal certificate.**

- II. For children baptized before their adoption is finalized, the following notations shall be added to the baptismal register, but only after the adoption has been finalized and with due regard for the civil law of the jurisdiction:
 - a. parentheses shall be placed around the names of the natural parents;
 - b. the name(s) of the adoptive parent(s) shall then be added;

- c. the child's former surname shall also be parenthesized and the new surname added; and
- d. a notation shall be made that the child was legally adopted.

Baptismal certificates issued by the parish for these individuals shall give only the name(s) of the adoptive parent(s), the child's new legal surname, the date and place of baptism, and the name of the minister who conferred the sacrament. **The name(s) of the sponsor(s) shall not be given, and no mention of the fact of adoption shall be made on the baptismal certificate.**

For future ease in reference, and to afford what may often be the only possibility of reference after the adoption has been finalized, a baptismal entry for the adopted child can be made in the baptismal register of the adoptive parents' parish, citing the date and location of the original baptismal record, and listing only the name of the adoptive parents, and the date and place of birth.

Parish personnel having access to parish registers have an obligation not to disclose to any person any information, which would identify or reveal, directly or indirectly, the fact that a person was adopted.

Supporting Documents. Certain notations in the baptismal register are accompanied by legal documents that serve as evidence and should also be preserved. Examples include adoption documents proving paternity; affidavits concerning previously omitted baptisms; and notarized court and governmental documents concerning name and/or date changes. These items shall never be glued, stapled or paper clipped into the actual register. After the appropriate notations are made, these items shall be kept in a separate file corresponding to each register and page number. The file shall be referred to in the notation. The file shall be kept permanently.

Confirmation Registers

The names of the confirmed, the parents, the sponsors, the minister; the place and date of the conferral of confirmation; and the place and date of baptism are to be noted in the confirmation register of the parish. A notice must also be sent to the church of baptism indicating the name of the recipient; date and place of confirmation; and the name of conferring bishop or priest so that a notation may be made in the baptismal register. (C. 895)

Marriage Registers

In General. All marriages (including marriages convalidated in the external forum) are to be entered in the marriage register. The following items are to be noted: the names of the spouses, the person who assisted and the witnesses, the place and date of the marriage celebration, and any pertinent notation (i.e., date and place of baptism). (C.1121) It is also necessary to retain the pre-nuptial file permanently in the parish archives.

Notations. The following notations are to be entered in the marriage record: permission or dispensation received from impediments; the delegation given to assist at marriage; a decree of dissolution or nullity; and any restrictions on future marriages. Whenever a rescript is involved, the name of the diocese, congregation, or tribunal, etc., which issues the rescript shall be noted, together with the date and the protocol number if one is provided. The pastor of the parish in which the marriage has taken place must forward this information as soon as possible to the pastor of the parish where each party was baptized (C.1122) or to the Archdiocese for the Military Services, if required.

Death Registers

A bound register shall be used to record deaths and burials. Burial permit books do not satisfy the conditions of a permanent register. The registers shall be chronologically arranged by date of parishioner death. It shall include the date of anointing, name of anointing priest and place of burial. Additional information may include name of funeral home, next of kin and cause of death (if known).

First Communion Registers

Where these registers are kept, they shall include the names of the first communicant and parents as found on the baptismal certificate; the place and date of baptism; and the date of reception of the sacrament.

Sacramental Certificates (C.535/3)

As an authenticated (i.e., signed and sealed) transcript of the original record, every certificate shall be accurate, legible (preferably typewritten) and complete (including all notations except in cases of adoption as indicated above in *Baptismal Registers: Adoption*. The absence of information to fit an item on the printed form shall be indicated by a line or the words "none" or "not given," rather than by leaving the space blank. It is also possible to issue a signed and sealed certificate without adding the notations. Certificates of this kind must be clearly marked with the words "FOR NON-SACRAMENTAL PURPOSES" since they are not sufficient to certify the canonical status of an individual.

PROCEDURES FOR THE PRESERVATION OF SACRAMENTAL RECORDS

In a Safe Place

Sacramental registers are to be kept in a secure place (i.e., the parish safe) as well as stored and handled in an environment that ensures their preservation. (C.535, P's. 4 & 5) Ideally this means a constant cool temperature with a relative humidity of 40 to 50% and no prolonged exposure to sunlight or artificial light. While most parish offices cannot fulfill such precise requirements, steps can always be taken to avoid high temperatures, dampness and direct sunlight.

Restoration

Registers that have been worn out by use and age can be rebound and restored, provided this work is done according to archival requirements. Rebinding that destroys any data or renders any part of the records unusable is not acceptable. For these reasons, the Diocesan Archivist shall be consulted before any rebinding or restoration work is undertaken.

Copies

Sacramental registers can be protected from loss due to fire, age or heavy use by making duplicate copies in any one of several ways: transcripts, microfilm and computer. Under no circumstances, however, shall the original register be discarded. For the purpose of providing security duplicate copies, the Diocese has undertaken a diocesan-wide microfilming project of sacramental records, which includes the periodic updating of the film. This project and any other steps taken on the parish level shall be regarded as a means of preservation, not free access or publication. The same restrictions of access apply to copies as to original records.

Transfer to Diocesan Archives/Closed Parishes

The ordinary repository for sacramental registers is the parish that created them. All sacramental registers that are 75 years or older shall be transferred to the Diocesan Archives for preservation. In the event that a parish or institution does not have the facilities or the means to preserve an older book or to handle the volume of research requests, the Diocesan Archives shall be contacted for a possible transfer of the registers to the Diocesan Archives.

PROCEDURES FOR ACCESS TO SACRAMENTAL RECORDS

Preamble

Sacramental records are of a mixed nature: private and public. They are private in that they were created in circumstances presumed to be private and confidential. They are public in that they will stand in civil law as valid and authentic evidence when an appropriate civil record does not exist. They are not "public" in the sense that they are open to immediate examination and inspection by anyone for whatever reason.

Every person has the right to be furnished with an authenticated certificate of his/her own sacramental records. However, these records are not only of value to the persons named in the registers. Research (whether historical, genealogical, sociological, demographic, etc.) is also a valid reason for permitting access to these records, provided that the rules of access protect the legitimate right of privacy of the persons named in the registers. It is the responsibility of the Diocese, acting in and through the pastors of the various parishes, to supervise how these records are used, by whom and for what purposes.

The passage of time has a critical effect on the sensitivity of all records. As current events become historical events, the need for withholding them from use is reduced and in some cases, may eventually disappear entirely. For this reason older records may be made more broadly available to researchers, whereas recent records shall be more restricted from use. At present a record is considered for unrestricted use when it is 100 years or older. The norms governing access to sacramental records (whether originals or copies) is as follows:

Sacramental Records That Are 100 Years or Older.

All researchers seeking records that are 100 years or older shall be referred to the published records: Diocese of Baton Rouge Catholic Church Records, located at various libraries and archives. Certificates and Microfilms copies of the original may be requested from the diocese, in which there is a nominal fee for this service.

Sacramental Records That Are Not 100 Years or Older.

These records are not open to examination except by authorized & trained parish personnel and legitimate church authority.

If a person is seeking his own record or has a legitimate reason to request family records [i.e. a parent of a minor child (under 18 yrs. of age) or a child seeking records of an infirm or incapacitated parent (legal proof of guardianship or executor status required)], the pastor or authorized parish personnel shall examine the registers and issue the required information either directly or by mail. If the person is not known to parish personnel, a signed request with proof of identification (picture ID) is required. If the request is in writing it must be signed and include the name of parents, date of birth and other pertinent information so that there is no doubt that the person requesting the information is entitled to receive it.

If because of the age and value of the parish records, the demands of researchers or if the proper care of the records becomes burdensome, the pastor should contact the Diocese for a possible transfer of the registers to the Diocesan Archives where they can be more safely preserved and more easily administered.

All Sacramental Records

Parishes should not charge any fees for providing information from sacramental registers. However, a minimum handling fee may be charged for issuing a certificate to private persons. (If hardship is claimed, fees should always be waived.)

Requests made by government or corporate agencies (i.e., Social Security Administration, Immigration, insurance companies, etc.) should be accompanied by a signed release by the person whose record is requested (or a legally qualified guardian) authorizing the release of the information.

APPENDIX I

OWNERSHIP AND RESPONSIBILITY

1. Copyright. Ownership of copyrights for all sacramental records of parishes under the jurisdiction of the Bishop of Baton Rouge rests with the Diocesan corporation.

2. Responsibility. The creation, preservation and use of sacramental records are the responsibility of the person in charge, whether pastor, chaplain or administrator. (C. 535/1)

3. Chapels. A pastor who also has charge of a subordinate chapel (“mission”) is obliged to maintain records for services rendered there in the parish.

4. Institutions. Persons assigned as chaplains or parish priests with sacramental responsibilities for Catholic or non-Catholic institutions which maintain no distinctly Catholic sacramental registers shall see to it that the reception of the sacraments of baptism and marriage be recorded in the sacramental registers of the territorial parish in which the hospital/institution is located. These sacraments shall not be recorded in the parish to which the priest is assigned if it is not the territorial parish.



ST. MARGARET, QUEEN OF SCOTLAND

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SACRAMENTAL RECORD KEEPING NORMS AND GUIDELINES

GENERAL NORMS

The norms contained herein establish a practical protocol for the creation, maintenance, storage, and preservation of sacramental records pertaining to the faithful of St. Margaret, Queen of Scotland Parish in Albany, Louisiana.

Canon 535 §1 of the *Code of Canon Law* indicates that “Each parish is to possess a set of parish books including baptismal, marriage and death registers as well as other registers prescribed by the conference of bishops or the diocesan bishop; the pastor is to see to it that these registers are accurately inscribed and carefully preserved.”

St. Margaret maintains the following sacramental registers:

1. Baptismal Register
2. Confirmation Register
3. Marriage Register
4. Death Register
5. First Communion Register

Every register should include the name of the parish “St. Margaret, Queen of Scotland,” dates, and it should be indexed.

RESPONSIBILITY OF MAINTAINING SACRAMENTAL RECORDS. Though the pastor is responsible for the maintenance, preservation and use of sacramental records, the day to day administration of the registers is entrusted to the Parish Secretary. All information contained in these registers is to be handled with discretion and confidentiality.

BINDING, PAPER, INK AND STORAGE. Sacramental registers are permanent preservations of the sacramental records of the faithful. The binding of these registers, then, must be of a quality that is permanent and durable. So too the paper used must be acid free. The ink used to make notations in these sacramental registers should be indelible. Only black ink should be used. Felt-tip pens and pencils are unacceptable due to their tendency to fade over time. Registers are to be kept in a locked and fireproof vault or safe on the parish grounds.

ACCURACY AND LEGIBILITY. Registers are often used for future reference and they provide legal proof of events in the life of the faithful. They are also helpful to ascertain records of age and

genealogy. It is necessary that entries be made legibly and accurately. All entries (except for signatures) shall be printed. When signatures are used in the entry of a sacrament, the name of the minister should be printed beneath their signature.

PROMPT ENTRY. All entries of sacramental records should be made in the appropriate register within seven (7) days of the sacramental celebration. All data necessary for correct entry should be collected prior to the celebration of the sacrament. Such protocols assures that data is not lost and that the information is adequately entered.

CORRECTIONS, ADDITIONS, AND DELETIONS. The proper way to correct a factual error in any sacramental register is as follows:

1. Simple spelling mistakes should be corrected by drawing a single or double line through the incorrect entry and the correction should be clearly noted adjacent to the incorrect entry. Under no circumstance is correction fluid or tape to be used.
2. In the “Remarks” or “Notations” column, list the name of the person authorizing the correction as well as the date of the correction.
3. Changes of substantial nature are only made with authenticating evidence. In such cases, pertinent protocol and record numbers must also be listed in the notations column.
4. Names of sponsors cannot be changed once a sacrament is celebrated. Entries in the sacramental registers are legal records verifying the facts as they existed at the time of the celebration of the sacrament.

RETROACTIVE ENTRIES. If a sacrament was received but not recorded, the record can be recreated with appropriate proof. Such proofs include:

1. Copies of the civil or canonical certificate;
2. Notarized affidavits from the individual and at least two witnesses (in the case of adult baptism, the oath of the individual or the declaration of a single witness is all that is required according to canon 876);
3. An affidavit or letter from the presiding cleric;
4. Photos or videos when other evidence is unavailable.

EXTRA-PAROCHIAL ENTRIES. Sacraments taking place in institutions outside of the parish church but in the territory of the parish are to be recorded in the sacramental registers of Saint Margaret.

CERTIFICATES. Certificates attesting to the reception of the sacraments should be issued as soon as possible and include all information of a public nature. Official certificates should be signed by the pastor or his delegate, dated, and sealed. The reverse of all certificates are to be completed as the notations indicate. If there are no notations, the reverse of the certificate should be completed with the phrase “No Notations.”

Dated

Rev. Jamin Scott David, JCL
Pastor

Examples of Sacramental Entries

Baptismal
Baptismorum

Register
Registrum

No.	Name of Person Baptized	Place and Date of Birth	Date of Baptism	Father's Name Mother's Maiden Name	Sponsors	Priest	Date of Confirmation	Record of Marriage, Religious Profession, or Sub-Diaconate, Remarks
1	DAVID, Jamin Scott	Baton Rouge, Louisiana, 24 August 1982	05 September 1982	DAVID, Randy Joseph REINE, Susan Marie	DAVID, Edward LANGLOIS, Valentine Amanda	Rev. Emmanuel Darminin	20 May 1999	Diaconate Ordination – St. Joseph Cathedral, Baton Rouge, Louisiana 09 June 2007; Priestly Ordination, St. Joseph Cathedral, Baton Rouge, Louisiana, 31 May 2008

1. In the column marked “No.,” begin marking the chronological number of the record of the baptism. All baptisms that take place within the parish boundaries are to be recorded in this registry.
2. In the column marked “Name of Person Baptized,” give the LAST/MAIDEN NAME, First Name Middle Name of the person being baptized. This name should match the one found on the person’s birth certificate. In the cases of legal adoption, the full name of the child as designated by the adopting parent(s), the full names of the adopting parent(s), date and place of birth, names of the sponsors and name of the minister performing the baptism should be included ONLY after their adoption is finalized; a notation should be made in the register stating that the child is adopted. “Emergency” baptismal entries should be completed in a normal fashion with the words “rite supplied” and the date of the completion of the celebration in the remarks column. In cases of gender reassignment after a person’s baptism, the original entry shall not be changed; a notation should be made in the “remarks” column.
3. In the column marked “Place and Date of Birth,” enter the city, state, and date of the person’s birth. This date and place should match those found on the person’s birth certificate.

4. In the column marked “Date of Baptism,” enter the actual date of the baptism, including the date of baptism by a non-Catholic minister for those engaged in the RCIA process.
5. In the column marked “Father’s Name, Mother’s Maiden Name,” enter the LAST NAME, First Name Middle Name of the person’s father and the MAIDEN NAME, First Name and Middle Name of the person’s mother. If the father of the child is unknown, the phrase “Pater Ignotus” should be used instead. If the mother of the child is unknown, the phrase “Mater Ignota” should be used instead. The word “illegitimate” should NEVER be used. In cases of same-sex couple presenting a child for baptism, both parents should be listed after proof of legal adoption is verified.
6. In the column marked “Sponsors,” enter the LAST NAME, First Name and Middle Name of the first sponsor of the person and the LAST NAME, First Name and Middle Name of the second sponsor of the person. If there is only one sponsor, only one name should be indicated. If one sponsor is a non-Catholic or does not fulfill the canonical requirements to be a sponsor, the following should be noted in the register (Witness). The names of sponsors can never be changed since they are witnesses to the baptism.
7. In the column marked “Priest,” indicate the clergy person responsible for performing the baptism. In RCIA cases, the name of the actual person who performed the baptism “outside of the Church” should be indicated. The name of the minister should be printed, and the minister, if available, should sign the record.
8. In the column marked “Date of Confirmation,” the date of the person’s confirmation should be indicated.
9. In the column marked “Record of Marriage, Religious Profession, or Sub-Diaconate,” indicate any special remarks. Notations of the reception of other sacraments are also to be included in the baptismal register. These should always be included in the marriage register:
 - Any notifications and declarations of nullity from a tribunal regarding the person’s marital status;
 - Any marriages “in the Church” including the spouse’s name, place of contract, and date of contract;
 - Legal name changes when necessary documentation is presented;
 - Any notifications regarding religious profession, the diaconate, or priestly ordination;
 - If the case is an RCIA case and the person made a profession of faith, this should be indicated along with the date and the minister. For example, “Profession of Faith by Formal Act, 15 April 2011, Rev. Than Vu.”
 - Any notations of conditional baptism should be included.
 - Any changes of rite should be documented.
 - Any dispensations from religious vows should be noted.

First Communion
Primae Communionis Recipientum
 Date: **20 May 1987**

Register
Registrum
 Administered by Minister: **Rev. Emmanuel Darminin**

No.	BAPTISMAL AND FAMILY NAME	PLACE AND DATE OF BIRTH	AGE	PLACE AND DATE OF BAPTISM	RESIDENCE	PARENTS	REMARKS
1	DAVID, Jamin Scott	Baton Rouge, Louisiana 24 August 1982	7	St. Ann, Morganza, Louisiana, 5 September 1982	222 Louisiana Highway 10, Morganza, Louisiana, 70759	DAVID, Randy Joseph REINE, Susan Marie	

1. The top page of the register has a section for the DATE and MINISTER of the Sacrament. The register presupposes that a new page will begin for every date that the sacrament is administered and for every minister administering the sacrament. Only record first communions made on the same date and administered by the same minister on a given page. For subsequent dates and/or ministers, continue to a new page in the sacramental register. The Minister/Priest should sign the top of the page in the blank marked "Administered by Minister."
2. In the column marked "No.," begin marking the chronological number of the record of the sacrament received on that date and administered by that minister.
3. In the column marked "Baptismal and Family Name," give the LAST NAME (MAIDEN NAME), First Name Middle Name of the person receiving the sacrament; this name should match the name on his/her baptismal certificate.
4. In the column marked "Place and Date of Birth," mark the city and state of the person's birth and the day, month, and year of their date of birth.
5. In the column marked "Age," mark the age of the person in years when the sacrament was received.
6. In the column marked "Place and Date of Baptism," mark the name of the Church (i.e., the Catholic Church, or other ecclesial communion, or hospital or other institution – the actual place of the baptism), the city and state the church or place of baptism was located, and the day, month, and year of the person's baptism as verified from his/her baptismal certificate.
7. In the column marked "Residence," enter the person's physical address, city, state, and zip code of their domicile.

8. In the column marked "Parents," enter the LAST NAME, First Name and Middle Name of the Father, and the MAIDEN NAME, First Name and Middle Name of the Mother. If either parent is unavailable, leave that space blank. These names should match those found on the communicant's baptism certificate.
9. In the column marked "Remarks," enter any other pertinent information (e.g., Person Entered Full Communion, Legal Name Changes, etc.)

First Eucharist information is not sent to the Church where the baptism took place. This information need only be recorded at the parish where the celebration takes place.

Confirmation

Confirmatorum

Date: **20 May 1999**

Register

Registrum

Administered by Minister: **Most Reverend Alfred Clifton Hughes**

No.	Baptismal and Family Name	Confirmation Name	Age	Place and Date of Baptism	Residence	Parents	Sponsor
1	DAVID, Jamin Scott	Anthony of Padua	16	St. Ann, Morganza, Louisiana, 05 September 1982	222 Louisiana Highway 10, Morganza, Louisiana 70759	DAVID, Randy Joseph REINE, Susan Marie	CHUSTZ, Raymond Joseph
2	REINE, Brandi Nicole	Ann, Mother of Mary	22	St. Ann, Morganza, Louisiana, 06 June 1977	252 Louisiana Highway 10, Morganza, Louisiana 70759	DAVID, Randy Joseph REINE, Susan Marie	LANGLOIS, Valentine Amanda

1. The top page of the register has a section for the DATE and MINISTER of the Sacrament. The register presupposes that a new page will begin for every date that the sacrament is administered by one particular minister. Only record confirmations made on the same date and administered by the same minister on a given page. For subsequent dates and/or ministers, continue to a new page in the sacramental register. The Minister/Priest should sign the top of the page in the blank marked "Administered by Minister."
2. In the column marked "No.," begin marking the chronological number of the record of the sacrament received on that date and administered by that minister.
3. In the column marked "Baptismal and Family Name," give the LAST NAME (MAIDEN NAME), First Name Middle Name of the person receiving the sacrament; this should be verified against the name of the confirmed on his/her baptismal certificate.
4. In the column marked "Confirmation Name," give the specific "Saint's Name" chosen by the one being confirmed.
5. In the column marked "Age," mark the age of the person in years when the sacrament was received.
6. In the column marked "Place and Date of Baptism," mark the name of the Church (i.e., the Catholic Church, or other ecclesial communion, or hospital or other institution – the actual place of the baptism), the city and state the church or place where the baptism took place, and the day, month, and year of the person's baptism. This should be verified from the person's birth certificate.

7. In the column marked “Residence,” enter the person’s physical address, city, state, and zip code of their domicile.
8. In the column marked “Parents,” enter the LAST NAME, First Name and Middle Name of the Father, and the MAIDEN NAME, First Name and Middle Name of the Mother. If either parent is unavailable, leave that space blank.
9. In the column marked “Sponsor, enter the LAST NAME, First Name and Middle Name of the person’s sponsor.

Notification of the reception of this sacrament is to be sent to the place of baptism. The date and place of the reception of this sacrament is to be noted in the baptismal register.

Marriage
Matrimoniorum

Register
Registrum

No.	Contracting Parties	Residence	Place and Date of Marriage	Place and Date of Baptism	Parents	Witnesses	Priest	Banns, Dispensations, Remarks
1	PRICE, Jason Brian	10600 Lakes Boulevard #703, Baton Rouge, Louisiana 70810	Immaculate Conception Church, New Orleans, Louisiana, 24 March 2012	St. Matthew the Apostle, River Ridge, Louisiana 29 November 1981	PRICE, Brian Wilson RHOTO, Deborah Ann	PRICE, Justin Michael THERIOT, Ashley	Rev. Jamin Scott David	
	CLOUATRE, Mary Elizabeth	10600 Lakes Boulevard #703, Baton Rouge, Louisiana 70810		St. Charles Borromeo, 13396 River Road, Destrehan, Louisiana	CLOUATRE, Paul Michael BURCH, Sharon Ann			

1. In the column marked "No.," begin marking the chronological number of the record of the marriage. All marriages, convalidations, and sanations should be recorded in this register.
2. In the column marked "Contracting Parties," give the LAST NAME, First Name Middle Name of the male party and the MAIDEN NAME, First Name and Middle Name of the female party.
3. In the column marked "Residence," enter both parties' physical addresses, city, state, and zip code of each of their domiciles at the time of their marriage.
4. In the column marked "Place and Date of Marriage," enter the name of the Church (or the name of the non-Catholic church or civil county of contract, in the case of a sanation), the city and state where the marriage was contracted, and the date of the marriage. For a convalidation or "regular" marriage ceremony, this is the actual date of the convalidation or wedding "in the Church." For a sanation, this is the actual date of the civil contract. In cases where the wedding is celebrated with dispensations from canonical form, the marriage is recorded in the register of the parish where the venue is territorially located.

5. In the column marked “Parents,” enter the LAST NAME, First Name Middle Name of the male party’s father and the MAIDEN NAME, First Name and Middle Name of the male party’s mother, and then enter the LAST NAME, First Name Middle Name of the female party’s father and the MAIDEN NAME, First Name and Middle Name of the female party’s mother.
6. In the column marked “Witnesses,” the LAST NAME, First Name and Middle Name of the first witness to the marriage and the LAST NAME, First Name and Middle Name of the second witness.
7. In the column marked “Priest,” indicate the clergy person witnessing the marriage ceremony. In the case of a sanation, record the name of the non-Catholic or civil official witnessing the ceremony. The minister’s named should be printed, and the minister, if available, should sign the record.
8. In the column marked “Remarks,” indicate any special remarks. These should always be included in the marriage register:
 - Any notifications and declarations of nullity from a tribunal regarding the person’s marital status;
 - Legal name changes when necessary documentation is presented;
 - The type and date of any dispensations granted by competent authority.

The format for such notations is as follows:

- Dispensation from Disparity of Cult, Granted By MINISTER, Date
- Permission for Mixed Marriage, Granted by MINISTER, Date
- Dispensation from Canonical Form, Granted by MINISTER, Date
- Dissolution Granted, Date of Dissolution, Protocol Number, Diocese Name
- Decree of Nullity Granted, Date of Decision, Protocol Number, Diocese Name
- Convalidation
- *Sanatio in radice*, Issued by MINISTER, Date, Protocol Number

The index of the marriage register is arranged alphabetically by the last names of both the spouses, the required format being “Male Surname/Female Surname.”

Notification of the reception of this sacrament is to be sent to the place of baptism.

Death
Defunctorum

Register
Registrum

No.	Name of Deceased	Residence	Age	Parents, Wife, or Husband	Date of Death	Sacraments	Priest	Place and Date of Burial	Remarks
1	REINE, Frances Carmella (nee Langlois)	252 Louisiana Highway 10, Morganza, Louisiana 70759	89	REINE, Joseph Amilcar (Husband)	21 July 2009	Anointing of the Sick – 19 July 2009, Our Lady of the Lake Hospital	Rev. Jamin Scott David	St. Ann Cemetery, Morganza, Louisiana 24 July 2009	Funeral Mass and Burial
2	LANGLOIS, Valentine Amanda	400 Hospital Road New Roads, Louisiana 70760	86	+LANGLOIS, Clebert +LANGLOIS, Susanne	01 August 2010	Anointing of the Sick – 30 July 2010, Lakeview Manor	Rev. Jamin Scott David	St. Mary Cemetery, New Roads, Louisiana 03 August 2010	Funeral Mass and Burial

1. In the column marked “No.,” begin marking the chronological number of the record of the death.
2. In the column marked “Name of Deceased,” give the LAST/MARRIED NAME, First Name Middle Name (if applicable “nee” and the person’s maiden name)of the deceased person. If the deceased was a Catechumen, this should be noted in the “Remarks” section. If the deceased is non-Catholic, the entry should include a notation concerning the religion of the deceased and the type of services provided. All funeral liturgies should be entered in the parish death records.
3. In the column marked “Residence,” enter the person’s physical address, city, state, and zip code of their domicile at the time of their death.
4. In the column marked “Parents, Wife, or Husband” enter the names of the following in this priority:
 - A. The LAST NAME, First Name and Middle Name (Relationship) of the deceased person’s spouse – or –
 - B. The LAST NAME, First Name and Middle Name (Relationship) of the deceased person’s parents

N. B. If the Spouse or Parents did not “survive” the deceased, place a + in front of their names to indicate the person was deceased.
5. In the column marked “Date of Death,” enter the persons’ date of death.

6. In the column marked "Sacraments," indicate whether the person was anointed, the date of the anointing, and the place of anointing.
7. In the column marked "Priest," indicate the clergy person performing the burial/funeral rites. The minister's name should be printed, and the minister, if available, should sign the sacramental register.
8. In the column marked "Place and Date of Burial," indicate the cemetery name, cemetery city and state, and date of burial (day, month, year).
9. In the column marked "Remarks," indicate any special remarks (e.g. "Funeral Mass" or "Word Service" or "Graveside Service.")

The register should be chronologically arranged by date of parishioner death.

Baptismal
*Baptismorum*Register
Registrum

No.	Name of Person Baptized	Place and Date of Birth	Date of Baptism	Father's Name Mother's Maiden Name	Sponsors	Minister	Date of Confirmation	Record of Marriage, Religious Profession, or [Sub-] Diaconate, Remarks
1	DAVID, Jamin Scott	Baton Rouge, Louisiana, 24 August 1982	05 September 1982	DAVID, Randy Joseph REINE, Susan Marie	DAVID, Edward LANGLOIS, Valentine Amanda	Rev. Emmanuel Darmanin	20 May 1999	Diaconate Ordination – St. Joseph Cathedral, Baton Rouge, Louisiana 09 June 2007; Priestly Ordination, St. Joseph Cathedral, Baton Rouge, Louisiana, 31 May 2008
2	NORMAL, Little Infant	Baton Rouge, Louisiana 24 September 1983	05 October 1983	NORMAL, John Joseph MAIDEN, Jane Josephine	BELIEVER, Peter Paul PRACTICAL, Martha Mary (Witness)	Rev. Richard Relevant	20 June 2000	Married Elizabeth Ann LOOKER, St. Polycarp, Baton Rouge, Louisiana 09 June 2008
3	CRISIS, Ina Momenta	Baton Rouge, Louisiana 24 October 1984	24 October 1984	CRISIS, Hugh Nett PICT, Lassie Lynn	PICT, Lettie Louise	Chaplain Esther Eagle		Rite supplied, St. Eusebius, Baton Rouge, Louisiana, 05 November 1984

No.	Name of Person Baptized	Place and Date of Birth	Date of Baptism	Father's Name Mother's Maiden Name	Sponsors	Minister	Date of Confirmation	Record of Marriage, Religious Profession, or [Sub-] Diaconate, Remarks
4	BEFOREHAND, Already Adopted	Baton Rouge, Louisiana 24 November 1985	05 December 1984	BEFOREHAND, Clinton Eastwood BARREN, Anne Marie	GUDONOV, Boris FATALE, Natasha	Rev. Msgr. Rockford David Squirrel	20 July 2001	Adopted; LA civil record A-12345
5	AFTERWARDS, (SCORNED, Newborn Sadly) Eventually Adopted	Baton Rouge, Louisiana 24 November 1985	05 December 1985	AFTERWARDS, Sherman (Pater Ignotus) (SCORNED, Damsel) TRUEHEART, Tessie Mae	PEABODY, (SCORNED, Chuck Norris) Albert E. FLETCHER, (SCORNED, Baby Sister) Jessica	Rev. Bullwinkle Moose	20 August 2002	Adopted; LA civil record B-67890
6	ADULT, Finally Christian	Baton Rouge, Louisiana 24 December 1986	25 January 2012	ADULT, Ben Nicholas ANCIENT, Elizabeth	HELPFUL, Irma Mae	Rev. Tye Arliss	25 January 2012	Married Sue Ellen EWING, 1st Baptist Ch of Dallas, Texas, 09 July 2011
7	SEEKER, Tempus Fugit	Baton Rouge, Louisiana 24 January 1987	25 February 1997	SEEKER, Christopher Charles ONLOOKER, Lee Lola	BUDDY, Ben Truly	Rev. Billy Graham	05 February 2013	Married Carrie FIRSTLOVE, St. Pudenzianna, Baton Rouge, LA, 09 August 2012; Prof. of Faith, St. Cunagunda, Baton Rouge, LA, 05 February 2013

No.	Name of Person Baptized	Place and Date of Birth	Date of Baptism	Father's Name Mother's Maiden Name	Sponsors	Minister	Date of Confirmation	Record of Marriage, Religious Profession, or [Sub-] Diaconate, Remarks
8	HARDHEAD, Shirley Anastasia	Baton Rouge, Louisiana 24 January 1988	05 February 1988	HARDHEAD, Frederick Felix PLAISANCE, Winifred Winsome	PLAISANCE, Oscar WINSOME, Shirley Virginia	Rev. Jedediah Cornpone	06 March 2005	Marriage to Rather Totally SURLY of 10 August 2008 sanated 11 September 2012 (Diocese of Baton Rouge Prot. No. 15/12)
9	BUMBLE Maisy Mabel	Baton Rouge, Louisiana 24 February 1989	05 March 1989	BUMBLE, Marvin Michael STONE, Rosetta	STONE, Mossy Rolling WEBB, Charlotte	Deacon Tom Terrifick	06 April 2006	Marriage to Alpha PRIME, St. Linus, Baton Rouge, Louisiana, 11 August 2009; declared invalid Baton Rouge Tribunal 12 March 2013 (Prot. No. 2012- 9876); prohibited from new marriage inconsulto Tribunal of Baton Rouge

1. In the column marked "No.," begin marking the chronological number of the record of the baptism. All baptisms that take place within the parish boundaries are to be recorded in this registry.
2. In the column marked "Name of Person Baptized," give the LAST/MAIDEN NAME, First Name Middle Name of the person being baptized. This name should match the one found on the person's birth certificate. In the cases of legal adoption, the full name of the child as designated by the adopting parent(s), the full names of the adopting parent(s), date and place of birth, names of the sponsors and name of the minister performing the baptism should be included ONLY after their adoption is finalized; a notation should be made in the register stating that the child is adopted. "Emergency" baptismal entries should be completed in a normal fashion with the words "rite supplied" and the date of the completion of the celebration in the remarks column. In cases of gender reassignment after a person's baptism, the original entry shall not be changed; a notation should be made in the "remarks" column.
3. In the column marked "Place and Date of Birth," enter the city, state, and date of the person's birth. This date and place should match those found on the person's birth certificate.
4. In the column marked "Date of Baptism," enter the actual date of the baptism, including the date of baptism by a non-Catholic minister for those engaged in the RCIA process.
5. In the column marked "Father's Name, Mother's Maiden Name," enter the LAST NAME, First Name Middle Name of the person's father and the MAIDEN NAME, First Name and Middle Name of the person's mother. If the father of the child is unknown, the phrase "Pater Ignotus" should be used instead. If the mother of the child is unknown, the phrase "Mater Ignota" should be used instead. The word "illegitimate" should NEVER be used. In cases of same-sex couple presenting a child for baptism, both parents should be listed after proof of legal adoption is verified.
6. In the column marked "Sponsors," enter the LAST NAME, First Name and Middle Name of the first sponsor of the person and the LAST NAME, First Name and Middle Name of the second sponsor of the person. If there is only one sponsor, only one name should be indicated. If one sponsor is a non-Catholic or does not fulfill the canonical requirements to be a sponsor, the following should be noted in the register (Witness). The names of sponsors can never be changed since they are witnesses to the baptism.
7. In the column marked "Minister," indicate the clergy person responsible for performing the baptism. In RCIA cases, the name of the actual person who performed the baptism "outside of the Church" should be indicated. The name of the minister should be printed, and the minister, if available, should sign the record.
8. In the column marked "Date of Confirmation," the date of the person's confirmation should be indicated.

9. In the column marked "Record of Marriage, Religious Profession, or [Sub-]Diaconate," indicate any special remarks. Notations of the reception of other sacraments are also to be included in the baptismal register. These should always be included in the marriage register:
- Any notifications and declarations of nullity from a tribunal regarding the person's marital status;
 - Any prohibitions against a new marriage "in the Church" levied by a Tribunal, as well as notice of any decree lifting such a prohibition;
 - Any marriages "in the Church" including the spouse's name, place of contract, and date of contract;
 - Legal name changes when necessary documentation is presented;
 - Any notifications regarding religious profession, the diaconate, or priestly ordination;
 - If the case is an RCIA case and the person made a profession of faith, this should be indicated along with the date and the minister. For example, "Profession of Faith by Formal Act, 15 April 2011"
 - Any notations of conditional baptism should be included.
 - Any changes of rite should be documented.
 - Any dispensations from religious vows should be noted.