

REGISTRATION FOR CELEBRATIONS OF CONFIRMATION AND FIRST HOLY EUCHARIST AT THE CATHEDRAL CHURCH

Pointers for Parish Confirmation Coordinators

1. Start collecting registration information well in advance of your scheduled celebration.
 - a. Individual data can be collected on the [optional form](#) provided on the Confirmation website. This form *does not* get submitted to the diocesan offices.
 - b. An optional [registration form for sponsors](#) is also available on the Confirmation website. This form also *does not* need to be submitted to the diocesan offices.
2. Enter the data collected from the registration form and sponsor form in the [Excel spreadsheet provided on the Confirmation website](#).
 - a. To use the Excel spreadsheet, save a copy to your computer and enable editing. Keep the column format intact and submit the spreadsheet with all fields completed for each *confirmand*. Do not convert the spreadsheet to any other format – **submit as a spreadsheet!**
 - b. If your *confirmandi* are from different parishes, please submit a separate spreadsheet for each parish.
3. Copies of official baptismal certificates must be submitted with the Excel spreadsheet.
 - a. Ensure full mailing address of the parish of baptism is included with the certificate.
 - b. For *confirmandi* who were not baptized in a Catholic parish, please note the name of the parish in which the *confirmand* was formally received into the Catholic Church. There are one of two options for documentation for those received into the Catholic Church:
 - i. If the *confirmand* made a Profession of Faith to enter into full communion with the Catholic Church, that event should be noted on a Certificate of Reception Into Full Communion that is recorded in the baptismal register of the parish that received the *confirmand*. If this situation is the case, please provide a copy of the Certificate of Reception into Full Communion from the parish that the confirmand was received in lieu of a baptismal certificate.
 - ii. Most younger *confirmandi* who have been baptized in a non-Catholic ecclesial community but have grown up in the Catholic Church have not made a formal Profession of Faith and, therefore, will not have a formal Certificate of Reception Into Full Communion issued. In this scenario, the parish where the *confirmand* grew up should record the reception of the child in the parish's baptismal registry as "Received into the Church through parents' Profession of Faith," noting the church of baptism in the "Baptism" column of the registry accordingly. This entry serves as the reference point for all future sacramental documentation. For these cases, please submit a letter from the parish where the baptismal record notes the *confirmand's* entry into the Catholic Church.
 - c. If a record of baptism cannot be obtained, an Affidavit for Witness to a Baptism form can be submitted. This affidavit can be found in appendix A of the Care and Management of

Sacramental Records procedures available from the Office for Archives and Record Management for the diocese.

- d. For parish records where that parish has been closed, please contact the archives office for the diocese in which that parish was erected.
 - e. Baptisms in some denominations are not considered valid. Contact the Office for Tribunal Services if you are unsure of the validity of a particular baptism.
4. Submit the registration spreadsheet and copies of Baptismal certificates to the diocesan offices three weeks prior to your celebration. **NOTE:** While not part of the recordkeeping process, *confirmandi* also submit a [Confirmation Questionnaire](#) that is included on the Confirmation website. Bishop uses the information from these questionnaires in his homily.
 5. Parish Confirmation coordinators will receive a report of your registration data from the diocesan offices for review. Please ensure that all data on this report is accurate and correct any errors immediately. There are several items that get created and/or printed based on the data in this report, including notifications for sacramental records. Most printing is done ten business days prior to your celebration, so please do not wait until the last minute to notify the diocesan offices of any corrections.
 6. The Cathedral Parish will record the reception of sacraments in the Cathedral Parish's sacramental records for reporting purposes in the Official Catholic Directory.
 7. Cathedral parish staff will also notify the parish of baptism for all *confirmandi* so their sacramental records can be updated as well.