

Sacramental Records: Entry Clarifications

For additional details, see the *Sacramental Records Handbook of Policies and Procedures* on the diocesan website,

<https://www.davenportdiocese.org/documents/2016/4/Sacramental%20Records%20Handbook%2012-2015.pdf>

The password to unlock protected worksheets is: scooby.

Baptismal Register

- If a person has been baptized in another church where baptism is accepted by the Catholic Church, this is a “Profession of Faith.” “Protestant Baptism” information – date, church and city – needs to be completed in last column on right. (Refer to list “Churches with Valid, Doubtful and Invalid Baptisms” on page 5.)
- If a previous baptism is not recognized by the Church, then it is treated as a catechumen and an absolute baptism is performed. In this case, the box marked “Absolutely” is checked.
- When persons from more than one parish are baptized or received into full communion with the Catholic Church at a single ceremony, the record for all the persons shall be recorded at the parish where the rites are celebrated. Each parish at which baptism or reception into full communion did not take place is to make a notation in its baptismal register to include the names of their recipients, the place and date of baptism or reception into full communion. The entry must include the following heading: “Notation – for statistical purposes only.” “On [date] the following parishioners were baptized (or received into full communion with the Catholic Church) at [parish name], [city name]: [List of names]. The same procedure should be used for recording and noting the reception of first communion within the context of RCIA.

Confirmation Register

- Confirmations are listed with the parish where the ceremony took place.
- Complete the “Clergy Officiating” column with the name of the bishop or priest who confirmed the individual. The bishop usually confirms a group annually or semi-annually. The pastor may confirm at a separate ceremony. In very large groups, the bishop may be assisted by a priest who also confirms. It is important to note who actually performs the rite for each individual.
- Report the age in years (not birth date) in the “Age” column.
- If the candidate was baptized at another church, the parish will need to notify the church where the candidate was baptized of the confirmation date and location.
- When persons from more than one parish are confirmed at a single ceremony, the record for all the persons shall be made at the parish where the rite is celebrated. This official record should include a notation of the name and city of the parish that sent the confirmands to be confirmed. The parish of the confirmand is to supply this information to the place where the rite is celebrated. In order to keep accurate parish statistics, each parish at which confirmation

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did not take place is to make a notation in its confirmation register to include the names of their recipients, the place and date of confirmation. The entry must include the following heading: “Notation – for statistical purposes only.”

- “On [date] the following parishioners were confirmed at [parish name], [city name]:
[List of confirmands names]
 - In order to relieve some of this work, the confirmand’s parish should prepare the reporting form for the pastor of the place where the confirmation occurred to send to the parishes of baptism. This requirement is waived if the place of baptism is the same as the confirmand’s parish.
- A Sample Confirmation Register has been completed to help with form completion, go to <https://www.davenportdiocese.org/office-of-chancellor>
 - RCIA catechumens are baptized and confirmed. Be sure to check the “Confirmed” box on the *Baptismal Register*.

Marriage Register (no additional information)

Death Register

- Deaths are recorded at the church where the liturgy is held.
- The names of the father and mother are to be recorded and the spouse when applicable. Please provide those names even if the parents and/or spouse is deceased. Not all death register books ask for this information, but if you can supply it the information is useful when questions arise as to the identity of the deceased. (This information may be obtained from the newspaper obituary or from the funeral home. Consult their websites if available.)

Statistics Census Report

- Total number of entries on each sacramental register **must** agree with the total number recorded for that sacrament on the *Statistics Census Report*. For Confirmation it is the total on **Line D** (under Confirmation) that must match the total on the Confirmation sacramental register.
- A Sample Statistics Census Report has been completed to help with form completion, go to <https://www.davenportdiocese.org/office-of-chancellor>

Sacramental Records: Instructions for Data Entry

Save the Excel files

Save the emailed files on your computer and make working copies from them. For each Excel file (baptism, confirmation, matrimonial, death and statistics census):

1. Open the unused Excel file contained in the e-mail
2. Perform “Save As”: Excel Workbook
3. Save each file with the following naming format for your parish:

City Name/Parish Name/Year/Register Name

Example: *Davenport Sacred Heart 2017 Baptism Register*

Example: *West Liberty St Joseph 2017 Statistics*

Please note: **Do not** add a period in the file name after “St or Ss”

Please keep all of the same type of records in the same file. For example, all of the baptismal records for the year should be in the same baptismal file/workbook and **not** a new file for each page of baptismal records. There will be one electronic file that has multiple worksheets/pages.

Adding additional blank worksheets

Eight sheets have been included for each register. Additional sheets can be made by copying a blank sheet. Right click on the sheet tabs at the bottom of the screen. **Always keep a blank sheet available for copying until all of the records for the year have been entered.** For additional help on how to copy a blank sheet see Help in Excel.

Data entry

Enter your data on the appropriate form that was saved with your parish file name.

1. Each page of each register must have the year, parish name and city at the top of the page.
2. **Be sure that data is entered on the sheet intended.** Click on the sheet tab at the bottom of the screen to enter data on that sheet beginning on Sheet 1.
3. Comment balloons appear when the mouse pointer is moved into a field marked with a red triangle in the corner. To hide a comment, move the mouse pointer to an area that does not have comment fields. **Be careful to enter data where the cursor is positioned.**
4. Two lines of text can be entered in the fields to allow for long names. The text will automatically wrap to a second line within the field.
5. The field to be entered can be selected by clicking the left mouse button once or by moving the cursor with the arrow keys. Using the enter/return key will move the cursor to the next field down. The tab key moves the cursor to the right.
6. Data in one cell can be copied and pasted into other cells. If you do not know how to copy cells see Help in Excel.

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Saving your work

7. Be sure to save your work before moving from one sheet to another. It may be useful to use the AutoSave option to save your work at given intervals. If you do not know how to AutoSave do an internet search for your version of Excel. Note that AutoSave does not replace the need to save each sheet manually before moving to the next sheet.

Statistics Census Form

Excel will automatically sum the shaded cells after entries have been made.

Returning completed forms

1. Due date: January 31, 2018
2. Email all electronic files as attachments to Jackie Trees: trees@davenportdiocese.org. Please make the subject line *city name followed by parish name*.
3. Print a copy of each file. The pastor must sign the hard copies in the space provided at the bottom of each page/form.
4. Mail signed copies of the sacramental registers and Statistics Form to:
Jackie Trees
Diocese of Davenport
780 West Central Park Ave.
Davenport, IA 52804-1901
5. **Do not** send email or US mail copies to the Chancellor.

If you have questions, concerns or detect a problem regarding these forms contact Laurie Hoefling, 563-888-4220 or hoefling@davenportdiocese.org.

Churches with Valid Baptism

All Eastern Non-Catholics	African Methodist Episcopal
Amish (not infants)	Anglican
Assembly of God (no infants)	Baptists (not infants) after 13
Christian and Missionary Alliance	Church of Brethren (Dunkers)
Church of Christ	Church of God
Congregational	Disciples of Christ
Episcopalian	Evangelical
Evangelical United Brethren	Liberal Catholic
Lutheran	Methodist
Old Catholic	Old Roman Catholic
Polish National	Presbyterian
Reformed Churches	United Church of Canada
United Church of Christ	United Reformed
Uniting Church of Australia	Waldensian
Zion	

Churches with Doubtful Baptism

Mennonite	Moravian
Pentecostal	Seventh Day Adventist

Churches with Invalid Baptism

Apostolic Church	Bohemian Free Thinkers
Christadelphians	Christian Community (Rudolf Steiner)
Christian Scientist (no baptism)	Church of Divine Science
Church of Jesus Christ of the Latter Day Saints (Mormons)* (see reference on following page)	Church of the Universal Brotherhood (Doukhobors)
Jehovah's Witness	Masons (no baptism)
New Church of Mr. Emmanuel Swedenborg (Church of New Jerusalem in USA)	Peoples Church of Chicago
Quaker (Society of Friends, no baptism)	Reunification Church (Moonies)
Salvation Army	Shakers (no baptism)
Unitarians	

Source: *The Pastoral Companion: A Canon Law Handbook for Catholic Ministry* by John M. Huels, J.C.D. New Series, Third Edition, Revised and Updated 2002, pp. 332-333

***Mormon Baptism** (Invalid baptism)

In 2001, the Congregation for the Doctrine of the Faith declared that Mormon baptism is invalid. This was a declaration based on the divine law and is therefore retroactive. Some practical consequences for pastoral ministry are:

1. Mormons who want to become Catholics are to be accepted into the Catechumenate and go through the stages of the RCIA like other unbaptized persons.
2. If a former Mormon has already been received into the Church without Christian baptism, or conditional baptism, he or she should receive privately the three sacraments of initiation, and the bishop should dispense from observance of the Catechumenate.
3. A Mormon may not be the Christian witness to baptism.
4. A Mormon may not receive any sacraments, even under the conditions of Canon 844, §4.
5. The marriage of a Mormon and a Catholic, which requires a dispensation from the impediment of disparity of cult, may not be celebrated during Mass; the minister must observe the Rite of Marriage Between a Catholic and a Catechumen or a Non-Christian, which may be celebrated in a church or oratory or another suitable place.
6. Any marriage between a Catholic and a Mormon is invalid if it had been celebrated without a dispensation from disparity of cult (or without permission for a mixed marriage with the dispensation *ad cautelam*). It may be convalidated if both parties are willing, or the diocesan bishop may grant a radical sanation at the request of the Catholic party, provided there are assurances that the marriage is stable, i.e., both parties wish to remain married.
7. A Mormon who was previously married, divorces, and wants to marry a Catholic is eligible to apply for a dissolution of the previous marriage in favor of the faith (Petrine Privilege).
8. A Mormon, married to a Mormon or other unbaptized person, who divorces, is baptized, and wishes to marry a Christian, is eligible to request the investigation for the Pauline Privilege.