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**Policy 401 – Policy for Receiving the Sacraments of Initiation (Baptism, Confirmation and First Holy Eucharist)**

Anyone wishing to receive the Sacraments of Initiation must be registered members of St. Cecilia Catholic Church. Exceptions to this policy are only made at the discretion of the Pastor.

Approved: September 21, 2022

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**Policy 402 – Determination of Baptism or Conversion based on Age**

Anyone seven (7) years or older wishing to convert to Roman Catholicism at St. Cecilia Catholic Church will be directed to do the following:

1. Persons eighteen (18) years or older are asked to contact the Church Office to schedule a meeting with the Pastor.
  - a. The normal path of conversion is the Order of Christian Initiation for Adults (OCIA). Conversion to Catholicism occurs at the Easter Vigil.
  - b. A different date for conversion may be scheduled at the discretion of the Pastor.
  - c. Non-Baptized persons will be baptized, confirmed, and receive First Holy Eucharist on the date of conversion.
  - d. Those previously (and validly) baptized in another valid Christian denomination will be received into the Church, confirmed, and receive First Holy Eucharist on the date of their conversion.
    - Potential converts must schedule their first Confession with the Pastor prior to their conversion.
  - e. The date of conversion is scheduled through the Church Office in collaboration with the Pastor and Director of Religions Education or Deacon, if stationed at St. Cecilia Catholic Church.
  - f. Those in irregular 'marriages' must resolve any issues with the Pastor of St. Cecilia Catholic Church and, if necessary, the Diocese of Covington, prior to scheduling a date for their conversion.
2. Persons thirteen (13) to seventeen (17) years may request a meeting with the Pastor through their parents.
  - a. Parents must be present at the meeting with the Pastor.
  - b. Conversion must be requested by the potential convert.
  - c. If requested, the normal path of conversion is the same as those for persons eighteen (18) years or older.
3. Parents of children age seven (7) to twelve (12) must request a meeting with the Pastor before scheduling a date of conversion. As the child has reached the age of reason (7 years old), he or she must request to be baptized or

received into the Catholic Church. If requested, the normal path of conversion is the same as Infant Baptism (See Policy 403).

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### **Policy 403 – Infant Baptism**

These procedures provide a detailed overview of the steps and requirements involved in scheduling and preparing for a baptism of an infant at St. Cecilia Catholic Church.

1. The infant’s parent or guardian must obtain, complete and return all documentation to the Church Office. A date for the baptism will not be scheduled until this documentation is received and approved by the Church Office. As of the creation of this policy, this documentation includes:
  - a. Request for Infant Baptism Form
  - b. Permission to be a Godparent Form
  - c. Permission to be a Christian Witness (if necessary)
  - d. A copy of the infant’s Birth Certificate
2. The normative time for Baptisms is Sunday, following the 11:00 AM Mass. Baptism scheduled outside this time must be approved by the Pastor.
3. First-time parents, and new parishioners, are required to meet with the Pastor prior to the baptism. This meeting is scheduled through the Church Office.
4. New families to St. Cecilia Catholic Church are required to submit a completed New Parishioner Registration Form prior to requesting Baptism.
5. Non-parishioners wishing to have their children baptized at St. Cecilia Catholic Church must acquire the permission of the Pastor.

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### **Policy 404 – Sacramental Preparation and Reception of the Sacraments for Parish Children not Attending St. Cecilia Catholic School**

Attendance at St. Cecilia Catholic School constitutes the normative path of sacramental preparation for parish children. However, for parish children not attending the parochial school, and whose parents wish for their children to receive the Sacraments of Initiation (First Reconciliation, First Holy Eucharist, and Confirmation) at Saint Cecilia Parish, it is expected that home schooling families will follow a similar process and academic approach as St. Cecilia Catholic School.

Therefore, all parish children will proceed with sacramental preparation, and reception of the Sacraments themselves, at the customary age and with the other members of their corresponding class, regardless if they attend St. Cecilia Catholic School, public school, or if they are home schooled.

Exceptions to this policy will only be made in unique circumstances and by direct permission from the Pastor.

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### ***Policy 405 – Home Schooling During the Sacramental Years***

Families who homeschool their children for all academic subjects may also choose to homeschool them for their religious training. Sacramental preparation, however, does involve community activities. Therefore, families who choose to homeschool for all subjects should contact the Director of Religious Education prior to the beginning of the Sacramental year to obtain necessary information regarding these activities. Religious education is a lifelong process; therefore, children should not only be home schooled in religious education during a Sacramental year or the year prior to the reception of a Sacrament.

Exceptions may be made in special cases by the DRE in consultation with the Pastor.

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### ***Policy 406 – Sacraments of Out of Parish Children attending St. Cecilia Catholic School***

Canon Law, the Universal Law of the Church, requires that sacraments be received in a person's home parish. In order for families who are not actively registered parishioners at St. Cecilia Catholic Church to send their children to St. Cecilia Catholic School, room must be available as outlined in the aforementioned policies. In addition, a letter must be presented to the Pastor before final registration from the student's Pastor/Pastoral administrator stating that he/she is aware that the child is attending St. Cecilia Catholic School and that they will expect the children to return to their parish to receive the Sacraments of Initiation. It is the responsibility of the parents to obtain this letter.

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### ***Policy 407 – Acceptance of Candidates into the Order of Christian Initiation for Adults***

All candidates for the Order of Christian Initiation for Adults (OCIA) are encouraged to become members of the St. Cecilia Catholic Church upon completion of the RCIA program. All others would be considered on an individual basis with approval by the Pastor and the DRE.

Baptism, First Communion, and Confirmation are the Sacraments that bring a person into the Church and make them a full member of their Parish. Since Canon

Law, the Universal Law of the Church, requires that Baptism be performed at the home parish of the individual, First Reconciliation, First Holy Communion, and Confirmation are to be received in the home parish of the Candidate as well.

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### **Policy 408 – Adult Confirmation**

Baptized Catholics are typically confirmed by their Bishop, and with their respective classes (from a parochial school or another catechetical class), before entry into higher education. In the case of a minor, if Confirmation has not been received by the time they have entered into high school, the Pastor of St. Cecilia Catholic Church may work with the family to include them in the upcoming Confirmation class. However, in the case of Adults (age 18 and above) who have not been confirmed, they will be asked to receive Confirmation from the Bishop of Covington at the upcoming celebration of Pentecost. \*Note: registration for this must occur before Lent of the same year.

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### **Policy 409 – Preparation for the Sacrament of Holy Matrimony**

Active parishioners are invited to celebrate their nuptials at St. Cecilia Catholic Church; however, the following must be observed:

1. The Natural Law
2. The canons which are codified in the *Code of Canon Law*, in particular those related to the Sacrament of Holy Matrimony.
3. The local ordinances enacted by the Bishop of the Diocese of Covington
4. The Wedding Guidelines established by St. Cecilia Catholic Church.

In particular, engaged couples who wish to pursue Holy Matrimony at St. Cecilia Catholic Church must be in good standing with the Universal Roman Catholic Church, free to marry (that is, not in need of annulment), and must contact the Pastor at least six (6) months prior to the intended marriage date. A date for the intended marriage will not be scheduled until the engaged couple meets with the Pastor of St. Cecilia Catholic Church.

Parishioners of St. Cecilia Catholic Church are free to marry at another Catholic Parish provided they receive permission from the Pastor of St. Cecilia Catholic Church.

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### **Policy 410 – Visiting Clergy**

Visiting Priests of the Diocese of Covington are welcome to officiate Baptisms, Marriages and Funerals upon request so long as permission is obtained from the Pastor of St. Cecilia Catholic Church. Furthermore, visiting Catholic Priests of a Diocese must be approved by the Diocese of Covington's Office of the Chancery after being granted permission from the Pastor.

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