

The Roman Catholic Church of the Diocese of Phoenix

POLICIES AND PROCEDURES

4-7 Sacramental Records Policy and Procedures

The Sacramental Records Policy and Procedures establishes a uniform protocol for the creation, maintenance, storage and preservation of permanent records pertaining to the sacramental life of the faithful of the Diocese of Phoenix.

The importance of maintaining accurate, legible and up-to-date sacramental records, as well as the prompt notification and recording of notations to sacramental records, cannot be overstated – from the standpoint of both canon and civil law. In particular, the baptismal register serves as the primary record of one’s canonical status in the Church. The sacrament (whether Confirmation, First Eucharist, Marriage or Holy Orders) is recorded in the register at the church in which the sacrament is celebrated; the parish of the individual’s baptism is always notified of that person’s reception of the sacrament so that the required notation may be made to update the individual’s baptismal record. Justice to the individual and to the greater Church community demands that all sacramental records be kept with diligence and care.

Canon 535 §1 of the **Code of Canon Law** notes: *“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.”*

4-7.1 SACRAMENTAL REGISTERS · General Principles

In the Diocese of Phoenix, each parish and quasi-parish is to maintain the following sacramental registers:

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

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.

4-7.1.1 Responsibility/Delegated Responsibility. In the spirit of Canon 535 §1, accountability for the creation, maintenance, preservation and use of all sacramental records rests with the person canonically responsible for the parish or quasi-parish, whether pastor, canonical pastor, chaplain or administrator. The person in charge may choose to delegate the

day-to-day administration (e.g. routine inscription entries) of the sacramental registers to a parish secretary or another responsible person. All information contained in the sacramental registers is to be handled with discretion and confidentiality.

4-7.1.2 Eastern Rite Catholics. Special attention must be given to sacramental situations involving Catholics of an Eastern Rite Church (e.g. Byzantine, Chaldean, Maronite, Melkite, Syro-Malabar, Ukrainian, etc.) as these Catholics are subject to the 1990 **Code of Canons of the Eastern Churches**.

1. Whenever Roman Catholic (Latin Rite) ministers lawfully celebrate a sacrament involving a member of an Eastern Rite Catholic Church, the sacrament is entered into the appropriate register of the Roman Catholic parish.
2. The name of the particular Eastern Rite (Byzantine, Chaldean, Maronite, etc.) is to be noted in the remarks/notations column or the sacramental register. A notation as to the Rite may also be made in the index of the register.
3. The Diocesan Tribunal should be consulted regarding questions concerning the valid and licit celebration of a Latin Rite sacrament for an Eastern Rite Catholic.

4-7.1.3 Caring for Sacramental Registers. As records intended for perpetuity, sacramental registers must receive special handling and care. For tips to ensure long-term service and preservation, please see "Caring for Sacramental Records" in *Appendix E*.

4-7.1.4 Permanent Bindings, Paper, Ink and Storage. Since sacramental registers are meant for permanent preservation of the records noted, the bindings and paper must be of a quality that is considered permanent, durable and acid-free (i.e., non-yellowing). The ink that is used must also be of a permanent quality. Only black ink should be used. The best types of inks are those made for art work or India inks (usually found in cartridges). A black ball-point or roller-ball pen is acceptable. Felt-tip pens and pencils are not acceptable, due to their tendency to fade over time. Sacramental registers are to be kept in a locked and fireproof vault, safe or file at the parish site.

4-7.1.5 Accuracy and Legibility. Since the registers are kept for future reference as legal proof (canonical and civil) of church events, age, genealogy and/or nationality status, it is necessary that the entries be made accurately and legibly. For this reason entries, except for signatures, shall be printed rather than written out longhand. If a signature is used in an entry of a sacrament (e.g., by the minister of the sacrament), the name of the minister is to be printed carefully beneath the signature. An inaccurate or illegible record is a great future disservice to the persons involved and to their families.

4-7.1.6 Promptness in making complete entries in sacramental registers. Ideally, entries of sacraments should be made in the appropriate register(s) within seven days of the celebration of the sacrament. All the data necessary for the entry (place of birth, sponsor's name, etc.) should be collected prior to the celebration of the sacrament so that the inscription of the complete sacramental information in the register will not be delayed. Prompt entries prevent the inadvertent loss/misplacement of important data or the serious possibility that the reception of the sacrament will not be entered in the register at all.

4-7.1.7 Non-portability of sacramental registers. Under no circumstance is a sacramental register to be kept off-site or removed from the parish site.* When the sacramental register is not in use for reference or inscription (e.g. at night when the parish office closes), it is to be returned to its secure location in the fireproof vault, safe or locked file.

Should a sacramental register require repair or rebinding, the Chancellor must be consulted as to appropriate steps to be taken. [*in some situations, older registers that are seldom accessed and could be in danger of deteriorating may be transferred to Diocesan Archives for safekeeping. A transfer of a parish's sacramental registers from the parish site to the Diocesan Archives requires the written consent of the Board of Directors of the Parish Corporation].

4-7.1.8 Corrections, Additions, Deletions. The proper way to correct a factual error (name, date, etc.) in a sacramental register is as follows:

1. A simple error, such as a spelling mistake, is corrected by drawing a single or double line through the incorrect entry and clearly noting the correction adjacent to the incorrect entry. Under no circumstance is correction fluid or any type of tape to be used (as these can flake and deteriorate over time).
2. In the notation column, list the name of the person authorizing the correction as well as and the date of the correction.
3. Changes of a substantial nature (e.g. legal name change resulting from adoption) are only made with authenticating evidence – e.g., certified court decree. In such a case, the court record/protocol number must be listed in the notations column.
4. For the sake of legibility, it may be necessary to create a completely new entry on another page in the sacramental register. In such a case, the original entry in its entirety should be crossed out with a single or double line and, in the notation column, reference made to the page and number of the location of the corrected entry. The register's index must also be cross-referenced accordingly.
5. Names of sponsors or godparents cannot be changed once the sacrament is celebrated. The entry in the sacramental register is a legal record verifying the facts as they existed at the time of the celebration of the sacrament; those facts cannot be selectively altered at a later date.

4-7.1.9 Retrospective entries in sacramental registers. If an individual has received a sacrament but the event was not recorded, the record can be recreated with appropriate proof. Appropriate proof includes:

1. Copies of the civil and/or canonical certificate
2. Completed (notarized) affidavits from the individual and at least two witnesses (see sample form in *Appendix D*)
3. An affidavit or letter from the presiding cleric
4. Photographs or videos may be used as valid evidence when other evidence is not available or sufficient.
5. In the case of the baptism of an adult, the oath of the individual or the declaration of a single witness is all the evidence required (Canon 876).

Notations are to be made along with the date and signature of the person authorizing the newly-created entry. Supporting documentation is to be kept in a permanent file in the parish archives and a cross-reference included in the notations of the entry and on the file.

4-7.1.10 Recording sacraments celebrated in institutions or outside the parish.

Ordinarily, a sacrament taking place in an institution (e.g. an emergency baptism celebrated in a hospital or care facility) is recorded in the register of the parish or quasi-parish in whose territory the 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 in which the institution is located.

4-7.1.11 Quasi-Parishes and Missions. A pastor who also has charge of a mission church is obliged to maintain for that church a separate set of sacramental registers.

4-7.1.12 Annual Inspection of Registers. Each of the sacramental registers is noted in "A" above is inspected on an annual basis by the Bishop of Phoenix, the local Dean or another of the Bishop's Vicars. Each register is certified as inspected with the appropriate seal, signature and date of inspection. A *Sacramental Records* form documenting the inspection is then sent to the Chancellor by the inspecting Dean or Vicar.

4-7.1.13 Ownership of Sacramental Records. All parish sacramental records, both archived and active are property of the respective Parish Corporation and may not be alienated from that corporation except through a resolution of the Board of Directors of said corporation.

4-7.1.14 Closed/Combined Parishes. If a parish or quasi-parish closes or is merged with another, the records shall be maintained by the territorial parish that canonically assumes parochial responsibility.

4-7.1.15 Copies of Sacramental Registers. 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 circumstance, however, shall the original register be discarded. Any steps taken on the parish level to duplicate sacramental registers shall be regarded as a means of preservation, not as a means of free access or publication of information therein.

The same restrictions of access apply to copies as to original records. (*see Procedures for Access to Sacramental Records*, below). As with original records, no copies of sacramental registers or the data they contain, whether on microfilm or otherwise, may ever be given, loaned or sold to any person or institution without the written consent of the Board of Directors of the Parish Corporation. Such permission shall specify the condition for use, duplication and publication.

4-7.1.16 Procedures for Access to Sacramental Records.

1. In keeping with *General Principal 4-7.1*, access to sacramental registers and records is restricted to authorized parish personnel.
2. A person requesting his or her own sacramental record or certificate may:
 - a) make the request in person by providing the pastor or authorized delegate a signed sacramental certificate request form (*see Appendix D*) along with proof of identity (photo ID) if the person is unknown to the pastor or authorized delegate.
 - b) make the request in writing by mail, fax or e-mail. Such a written request must include the signature or the requesting party (e-mail requests must attach a document, e.g. in PDF format, exhibiting a signature). All written requests for sacramental records must also

contain substantiating information (e.g. name of parents, date of birth) so that legitimacy of the request can be ascertained.

3. A person requesting a family member's sacramental record or certificate (e.g., the parent of a minor child requesting that child's sacramental information or an adult child of an infirm or deceased parent), if unknown to the pastor or authorized delegate, must provide proof of guardianship, power of attorney or executor status along with the signed record request, following procedures described in 2. above.
4. Sacramental records may, in some instances, be used for statistical or quantitative research. Contact the Chancellor for detailed guidelines and to register the research project.
5. Requests for sacramental records made by government or corporate agencies (i.e., Social Security Administration, U.S. Citizenship & Immigration Services, insurance companies, etc.) should be accompanied by a release form or power of attorney signed by the person whose record is requested (or signed by a legally qualified guardian of that person) authorizing the release of the information to the agency.
6. Subpoenas and other court orders demanding that sacramental records be submitted should be accepted, but no records released before consulting with the Diocesan General Counsel.
7. Certificates issued directly to a parish or other church authority for canonical purposes (e.g. for inclusion in a Prenuptial File or in a Tribunal proceeding) should be clearly marked, preferably with a red ink stamp, "For Canonical Purposes Only"

4-7.1.17 Fees. Every individual has the right to an official certificate of his/her sacramental record.

1. There is no charge for certificates issued at the time of the reception of the sacrament.
2. Fees for *additional* certificates must be minimal, and must be waived in cases of financial hardship.
3. Parishes should not charge any fee for merely providing information from sacramental registers.
4. A nominal fee may be charged to access sacramental records for genealogical research. No sacramental certificate is issued for genealogical research purposes.

4-7.2 BAPTISM

The baptismal record is the primary record of a person's status within the church (Canon 535, §2). The baptismal record is to include:

Full name as found on birth certificate;
 Date and place of birth as found on birth certificate;
 Full name of father;
 Full birth or "maiden" name of mother;
 Full name of Minister of the Sacrament;
 Full names of the sponsors/godparents or Christian witness

Date and place of the baptism
Names of proxies if applicable.

4-7.2.1 Notations of other Sacraments, etc. Notations of the reception of other sacraments are also to be included in the baptismal register. Even if these sacraments are conferred at the same parish, the notations are to be recorded in the baptismal register. Additional notations to the register include those regarding religious profession, conditional baptisms, rites supplied, annulments, change of rite, and dispensations from vows.

4-7.2.2 Certificates. Certificates are to be issued as soon as possible after the event is recorded in the register.

A routine baptismal certificate is to include all information of a public nature, but may not include any confidential notations, such as references made to adoption.

An official baptismal certificate is to be signed, dated, and sealed.

A notation at the bottom of the certificate regarding the entry number of the record in the register is optional.

The reverse of the baptismal certificate is to be completed as the notations indicate. If there are no notations, the reverse of the certificate is to be completed with the phrase "no notations."

A government issued birth certificate is to be used as supporting documentation for the baptismal record. If the government issued birth certificate is not possible to obtain, the hospital record can be used to verify the date of birth and parents names.

Entering information into the baptismal register based on verbal statements alone is not allowed.

4-7.2.3 Sponsors. The baptized individual may have two sponsors (godparents), one of which must be Catholic. If more than two sponsors are present, It is important to inform the minister of baptism which two sponsors/godparents will be officially recorded in the baptismal record.* The parents of the baptized are to choose the sponsors that are to be listed in the register, keeping in mind that at least one sponsor must be Catholic. (Canon 874)

[* Due to cultural traditions there is no reason why others may not serve as honorary godparents to be part of the ceremony and an important part of the child's life. For pastoral sensitivity, a parish might recommend honorary godparents sign their names to the back of the Baptism Certificate.]

One's godparents can never be changed since they are historical witnesses to the baptism.

4-7.2.4 BAPTISM: Profession of Faith. The names of persons who are baptized Christians and who enter into full communion with the Catholic Church by means of a profession of faith shall be recorded in the parish baptismal register under the date of profession, together with the date, church/denomination and place of (the non-Catholic) baptism of the party, and all other information as required (see Baptism section). "Profession of Faith" or "Received into Full Communion" and its date should clearly be indicated in the notations column of the baptismal register.

4-7.2.5 BAPTISM: Unwed Parents. The name of the mother is to be entered in the register if there is public proof of her maternity (e.g., the birth certificate) or if she states this in writing or before two witnesses (Canon 877 §2). The name of the father is to be inserted only if there is public proof (e.g., the birth certificate) or by his own sworn declaration before the pastor and two witnesses. If no public proof is available, the name of the father or the mother is not recorded. The phrase “pater ignotus” (father unknown) or “mater ignota” (mother unknown) must be used. The certificate issued from this entry will record the appropriate phrase. The word “illegitimate” is not to be used. Supporting documentation is to be kept in the permanent files of the parish archives and include the appropriate cross-references.

4-7.2.6 BAPTISM: Adoption. 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.

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

Full name of the child as designated by the adopting parent(s);
 Full names of the adopting parent(s);
 Date and place of birth;
 Names of the sponsors;
 Name of the minister performing the baptism.

A notation shall also be made in the register stating simply that the child is adopted. Baptismal certificates for adopted children issued by the parish will be no different than the baptismal certificates issued for children of natural (non-adopting) parents. The notation of adoption in the baptismal register shall not be entered on any baptismal certificate.

Should a baptism occur prior to adoption, the notation made in the original entry is to include the statement “Adoption: Do not issue from this record. See entry X, page X.”

The new entry is to list the legal name of the individual, the names of the adopting parents, and the name of the minister who conferred the sacrament.

The new entry will not include the names of the witnesses or sponsors of the baptism.

The certificate issued from this record is to include only the names of the adopting parents, the child's legal surname, the date and place of baptism, and the name of the minister who conferred the sacrament.

The names of the sponsors and any notated remarks are not to be entered on the certificate.

Supporting documentation for the new entry would include a copy of the revised birth certificate issued by the government agency and the adoption decree. These documents are to be kept in the permanent files of the parish archives and are to include references to the appropriate register and entry number.

If the original baptismal record was made in a parish other than the adopting parents' parish, an entry is to be made in the register of the adoptive family's parish citing the location of the original record, the date of baptism, date and place of birth, and list only the names of the adopting parents. The certificate is to be issued from this entry.

4-7.2.7 BAPTISM: Emergencies. When baptism occurs in an emergency situation, either at home or in an institution such as a hospital, notification is to be sent to, and the register is to be completed at the territorial parish in which the home or institution is located.

The register is to be completed as outlined for ordinary baptisms. In cases when rites are supplied at the proper parish or faith community in the future, the date of baptism to be listed in the register is the date the "emergency" baptism took place. The words "rites supplied" and the date of the completion of the celebration are to be listed in the remarks column.

4-7.2.8 BAPTISM: Other Circumstances. When a same-sex couple presents a child for baptism, the record is to indicate the word "parent" for both parents rather than "mother" and "father".

The parents must present a government issued birth certificate or legal adoption record as supporting documentation for the baptismal record. The information provided in the government issued birth certificate or legal adoption record regarding the birth and adopted or surrogate parents is to be recorded in the notations.

In cases of gender reassignment, of a baptized person after baptism, the original entry shall not be changed. A notation is made in the remarks column.

4-7.3 FIRST COMMUNION

The first communion register is to include:

Full name of the first communicant as found on his/her baptismal certificate
Date and place of baptism, as verified from baptismal certificate
Full name of parents as found on communicant's baptismal certificate
Date and place of the reception of first communion

A copy of the baptismal certificate is required as supporting documentation.

A certificate is to be issued as soon as possible after the event is recorded in the register.

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, even if the sacrament took place in the same parish or faith community.

4-7.4 CONFIRMATION

The confirmation register is to include:

Full name of the confirmed as found on his/her baptismal certificate
Date and place of baptism, as verified from baptismal certificate
Confirmation name, if different than baptismal name
Full names of parents
Full name of sponsor
Date and place of the event
Name of minister (Canon 895)

A copy of the baptismal certificate is required as supporting documentation. An exception is the case where the confirmation is to take place at the same parish or faith community where the baptism occurred. In this instance the baptismal record must be verified prior to confirmation.

A confirmation certificate is to be issued as soon as possible after the event is recorded in the register.

In cases of joint celebrations, each parish or faith community which sends candidates is responsible for the completion of its own register, which is to include the name of the parish in which the celebration took place.

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 even if the sacrament took place in the same parish or faith community.

4-7.5 RECONCILIATION

The sacrament of reconciliation pertains exclusively to the internal forum, and therefore registers for these records are never created nor are certificates issued.

4-7.6 SICK CALLS

The creation and maintenance of parish sick call registers is recommended, but not required by Universal Law.

4-7.7 HOLY ORDERS

A certificate is to be issued as soon as possible after the event is recorded, and notification of ordination is to be sent to the place of baptism. A departure from the clerical state is also to be noted; such notification will also be sent to the place of baptism.

The date and place of the ordination and the name of the Bishop conferring the sacrament are to be noted in the baptismal register.

The Ordination register is kept and maintained at the Chancery. The Chancery is to maintain all pertinent documents regarding a cleric's status.

The date of the departure from the clerical state is to be noted in the baptismal register according to the decree changing the status of the cleric.

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

4-7.8 MARRIAGE

4-7.8.1 Marriage Register.

The marriage register is to include:

Full names of both individuals (the woman's name as found on her baptismal certificate, or if not baptized, her birth or "maiden" name)

Date and place of baptism of bride and groom, as verified from baptismal certificates

Full names of witnesses

Name of officiant

Date and place of the marriage celebration (Canon 1121, §1)

Notation regarding dispensation, permission, nullity, etc., as it applies

4-7.8.2 Prenuptial File. The prenuptial file created for the marriage is to be retained in the permanent files of the parish archives where the marriage took place.

The outside of the envelope may indicate the correlating register entry number.

Supporting documentation in the prenuptial file *must* include:

Current (dated less than six months prior to request) baptismal certificates for baptized parties;

Completed prenuptial forms, copy of signed civil marriage license (to be retained in file following Church wedding), civil marriage certificate;

Death certificate (when necessary);

Documentation providing necessary dispensations, permissions, or delegations;

A copy of any necessary rescripts;

Certificates from the required marriage preparation courses; (See Marriage Policy)

Two Affidavits of Free Status for each party (bride and groom), sworn by persons who have known the parties for at least three years. These must be witnessed by a priest, deacon, or delegate and affixed with a parish seal.

4-7.8.3 Marriage Notations. There are several notations that may be used in the marriage register. The most common of these include: dispensation from impediments, permissions, decrees of dissolution or nullity, convalidations, and sanations. The required format for the notations is as follows:

Dispensation from disparity of cult granted by the Judicial Vicar, date;

Permissions for a mixed marriage granted by the Judicial Vicar, date;

Dispensation from canonical form granted by the Judicial Vicar, date;

Dissolution granted, date of dissolution, protocol number, diocese of tribunal;

Decree of nullity granted, date of decision, protocol number, diocese of tribunal;

Notation of convalidation;

Radical sanation (*sanatio in radice*) issued by the Bishop, date

4-7.8.4 Marriage: Place of Record. Marriages are to be recorded in the register of the parish at which the ceremony takes place.

In cases where the ceremony occurs in the chapel of an institution (e.g. St. Francis Xavier, Brophy Chapel), the marriage is to be recorded at the territorial parish in which the institution is located.

In cases where a wedding is celebrated with dispensation from canonical form, the marriage is recorded in the register at the parish in which marriage preparation took place and dispensation was requested, as well as in the register of the parish in which the venue of the wedding is territorially located and at the Chancery or the Tribunal of the diocese granting the dispensation (Canon 1121, §3). The prenuptial file is to be kept at the parish in which preparation took place.

The index of the marriage register is to be arranged alphabetically by the last names of both spouses. The required format is "male surname/female surname." The name to be used for the bride's surname is that which is found on her baptismal certificate or, if not baptized, her birth or "maiden" name.

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

4-7.9 DEATH

After the burial/disposition of the remains, an entry is to be made in the register of death, in accordance with particular law. (Canon 1182)

The death register is to include:

1. Full name of the deceased;
 2. Date of death;
 3. Name of the presider;
 4. Date and place of burial/disposition of remains.
1. The notation in the register should clearly indicate if the deceased was a Catechumen.
 2. Additional information may include name of funeral home, and next of kin.
 3. If a cleric is called upon to preside at a funeral or burial of a non-Catholic, an entry can be made in the parish's death register together with a notation concerning the religion of the deceased and the services which were provided.

4. In cases where the funeral rites are celebrated in another parish or faith community, notification is sent to the pastor of the deceased.
5. All Catholic funeral liturgies, even if celebrated outside the church building, shall be entered in the parish death records.
6. The register should be chronologically arranged by date of parishioner death.

4-7.10 Issues Particular to the CATECHUMENATE (Rite of Christian Initiation of Adults)

1. Records for RCIA

- A) **Register of Catechumens:** RCIA leaders should maintain an accurate list of who has participated in the Rite of Acceptance (RCIA 46). Including:

Full name of the individual
Name of the sponsor(s)
Name of the minister of the Rite
Date and place of the Rite

An official bound Register of Catechumens is not necessary but the list of those who are accepted as Catechumens should be maintained and accessible by the Pastor or his delegate until the Catechumens have been baptized.

- B) **Book of Elect:** Each parish must maintain an official bound Book of Elect, in which those Catechumens who will be admitted to the Sacraments of Initiation duly enroll their names prior to the Rite of Election celebrated at the Cathedral the 1st Sunday of Lent (RCIA 118). The Book of Elect may be signed during the Rite of Sending (cf. RCIA 106), or another appropriate time prior to the Rite of Election
- C) **Sacraments of Initiation:** The sacraments of Baptism, Confirmation and First Communion received by Catechumens and Candidates prepared in the RCIA are recorded in the appropriate registry in the required way.
- D) **Profession of Faith:** Those previously baptized in another ecclesial Community who are received into Full Communion of the Catholic Church should be recorded in the parish baptismal register under the date of profession, together with the date, church/denomination and place of (the non-Catholic) baptism of the party, and all other information as required (see Baptism section). "Profession of Faith" or "Received into Full Communion" and its date should clearly be indicated in the notations column of the baptismal register; sponsor(s) for the Profession of Faith should be noted in the sponsor column.

Some parishes may also possess a Reception into Full Communion Register or Profession of Faith Register in which place the record of the Profession of Faith may also be recorded. This option is in addition to recording the record in the Baptismal Registry.

2. Marriage

Catechumens have a right to celebrate marriage according to the ritual of the Roman Catholic Church

Marriages involving catechumens are recorded in the marriage register in the usual way.

To ensure that proper permission and dispensations have been granted, the register should clearly indicate which parties are catechumens.

3. Death

Catechumens have a right to full ecclesial funeral rites. (Canon 1183, §1)

A record of death for the catechumens are recorded in the death register in the usual way.

4-7.11 RELIGIOUS PROFESSION/RELIGIOUS ORDERS

Records relating to the profession of perpetual vows are maintained by individual Orders. (cf. Canon 535)

1. Notification of the profession of perpetual vows is to be sent to the place of baptism.
2. The date and place of profession and the name of the witness to the vows are to be noted in the baptismal register.

Approved by Bishop Thomas J. Olmsted 3/31/10.