



CHRISTIAN INITIATION

ARCHDIOCESE OF CINCINNATI

Tues, Oct 29, 2024

Sacramental Recordkeeping



Agenda

1:30p

Welcome, Prayer, Intros

1:35p

Revisions to Handbook on
Sacramental Records

2:30p

End



OCIA/RICA

Opening Prayer

Father of love and power,
it is your will to establish everything in Christ
and to draw us into his all-embracing love.
Guide the elect of your Church:
strengthen them in their vocation,
build them into the kingdom of your Son,
and seal them with the Spirit of your promise.

Through Christ our Lord.

R. Amen.

– Prayer Over the Elect, Option B (RCIA 135)



OCIA/RICA

Handbook for Sacramental Records



First issued June 1996

- Goal was to ensure consistent record keeping throughout the archdiocese
- Revision (near complete) due to newly promulgated *National Statutes for the Christian Initiation of Adults* (effective December 1, 2024)

REGISTER OF ENTRANCE INTO THE CATECHUMENATE

NORM 14

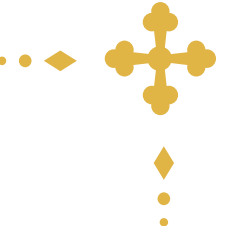
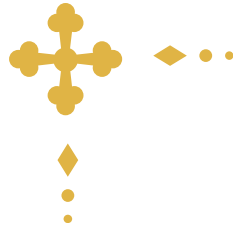
§1. THE REGISTER OF THOSE WHO HAVE ENTERED THE CATECHUMENATE IS TO BE KEPT IN THE PARISH ARCHIVE.

§2. IN ADDITION TO THOSE THINGS REQUIRED BY OCIA 46, THE PASTOR IS TO SEE THAT THE DATE AND PLACE OF BIRTH OF THE CATECHUMENS ARE INSCRIBED IN THE REGISTER.

ENTRIES

*Source of
Data*

One person should be designated to collect the pertinent information from each person seeking entrance into the Catechumenate prior to the celebration of the Rite for Entrance into the Catechumenate.



Pg. _____ Year _____

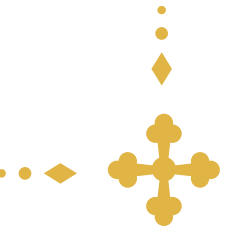
REGISTER OF ENTRANCE INTO

| NUMBER | NAME: FAMILY; GIVEN | DATE & PLACE OF BIRTH | DATE OF ENTRANCE |
|--------|---------------------|-----------------------|------------------|
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THE CATECHUMENATE

Pg. _____

| PLACE: CHURCH, CITY | SPONSORS | MINISTER | REMARKS |
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REGISTER OF RECEPTION INTO
THE FULL COMMUNION OF
THE CATHOLIC CHURCH

NORM 16

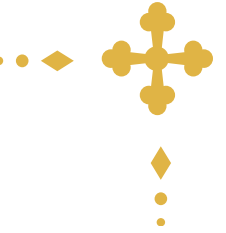
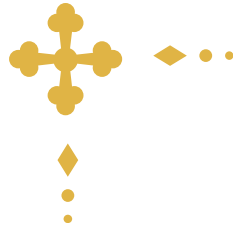
§1. THE REGISTER OF THOSE RECEIVED INTO THE FULL COMMUNION OF THE CATHOLIC CHURCH IS TO BE KEPT IN THE PARISH ARCHIVE.

§2. IN ADDITION TO THOSE THINGS REQUIRED BY OCIA 486, THE PASTOR IS TO SEE THAT THE DATE AND PLACE OF BIRTH OF THE CANDIDATE ARE INSCRIBED IN THE REGISTER, WITH MENTION MADE OF THE MINISTER, PARENTS, SPONSORS, AND THE DATE AND PLACE OF RECEPTION INTO FULL COMMUNION.

§3. IF MARRIED, A NOTATION OF THE SPOUSE, DATE AND PLACE OF MARRIAGE SHOULD BE NOTED IN THE REGISTER. ANY FUTURE MARRIAGE IS ALSO TO BE NOTED IN THE REGISTER.

ENTRIES

- Source of Data* One person should be designated to collect the pertinent information from each person seeking to be received into full communion with the Catholic Church. Care should be taken to ensure the validity of the person's baptism.
- Confirmation* Data for confirmation should be recorded in the Confirmation Register of the parish. A notation should be made in the Register of Reception into Full Communion, cross-referencing the notation in the Confirmation Register.
- Children* Notations should be made in cases where young children are received into full communion along with their parents, even though there may be no ritual involving the children.
- Notification of Church of Baptism* No notice of reception into full communion of the Catholic Church needs to be sent to the place of baptism.



FULL COMMUNION OF THE CATHOLIC CHURCH

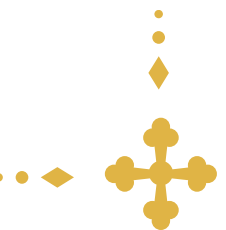
Pg. ____

Pg. ____ Year ____

REGISTER OF RECEPTION INTO

| NUMBER | NAME: FAMILY; GIVEN; PARENTS (with Mother's Maiden Name) | DATE & PLACE OF BIRTH | DATE & PLACE OF BAPTISM | DATE OF RECEPTION |
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| PLACE: CHURCH, CITY | SPONSORS | MINISTER | REMARKS (If married: spouse, date & place of marriage; also note any future marriage. If confirmed, cross-reference to Confirmation Register.) |
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DELETED

*Reception
Into Full
Communion*

When persons are received into full communion with the Catholic Church, after having been baptized previously in another Christian communion, an entry must be made in the Baptism Register as well as in the Confirmation Register. The data concerning the Rite of Reception should be entered in the spaces provided for baptism, and the data concerning the original baptism should be entered in the “Notations” column, especially the date and place. Special care must be taken to follow this procedure when young children are received into full communion along with their parents, even though there may be no ritual involving the children.

DELETED



Adoption

Baptism after Adoption

For children baptized after their adoption is finalized, enter the following in the register: the Christian name of the child as designated by the adoptive parent(s); the name(s) of the adoptive parent(s); the date and place of birth; the names of the sponsors selected by the adoptive parent(s); the place and date of baptism; the name of the minister performing the baptism; 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.

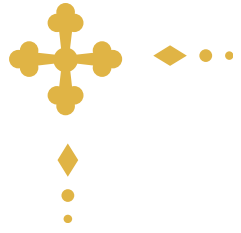
Adoption

Baptism

before

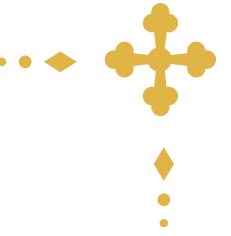
Adoption

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: parentheses shall be placed around the names of the natural parents; the name(s) of the adoptive parent(s) shall then be added; the child's former surname shall also be parenthesized and the new surname added; and 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.



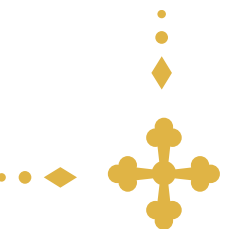
OCIA/RICA

Adoption



*Additional
Entry in
Register*

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 parent's parish, citing the date and location of the original baptismal record, and listing only the name of the adoptive parent(s) and the date and place of birth.



Defection from the Church

*Defection
from Church*

Occasionally, a parish will receive a notice from an individual or a church indicating that the person is no longer a Catholic and even asking that his or her name be removed from the records of the Catholic Church. While it is appropriate to remove the person's name from the parish membership roles, no changes are to be made to the sacramental records.

*Reunion
with Church*

From November 27, 1983, until October 26, 2009, it was possible for an individual to formally defect from the Catholic Church. A notation to this effect may have been recorded in the baptismal entry for this person. In the event that someone who had formally defected is reunited with the Catholic Church, and the church of baptism is notified, a notation of the reunion should also be noted.



QUESTIONS

What questions of clarification about sacramental recordkeeping in the Archdiocese of Cincinnati do you have?



Formation Opportunities

- **March 25** (Cincinnati)/**March 26** (Dayton): One-day workshop for all initiation ministers
- Updated documentation on everything on AoC websites (one-page coaching sheet, FAQs, etc.)
- Webinar series Fall-Winter 2024-25 (**1:30-2:30 p.m.**):
 - **Dec 4:** Purification & Enlightenment: Making it a Retreat
 - **Jan 15:** National Statutes...a Deep Dive!
 - **Feb 27:** Marriage Issues & the Catechumenate
- Location-based training for each Family team offered on demand
- Boot Camp for new initiation ministers in May, annually