



# Instructions to submit a Sponsor Letter for Baptism or Confirmation at Saint Teresa of Avila

**Please submit this form at least one month in advance of the Sacrament.**

*I recognize this is a great honor with lifetime responsibilities. I also understand it to mean that the young person and his/her parents recognize me as someone who is an active and regular participant in the practice of the Catholic faith.*

There are 3 steps to complete the request for a Sponsor Letter for Baptism and Confirmation.

1. Print and submit this completed letter signed by you, at least one month in advance of the Baptism or Confirmation with the following documents attached:
  - a. *Proof of age noting that the Sponsor is at least 16 years old [state or government identification];*
  - b. *Baptismal Certificate;*
  - c. *First Holy Communion Certificate;*
  - d. *Confirmation Certificate.*
2. Please submit all 5 documents above to the parish office via mail to Saint Teresa of Avila, 306 Morris Avenue, Summit NJ 07901 or by dropping into the mail slot of the parish office front door.
3. Our staff will review the submitted documents for compliance and processing.



\_\_\_\_\_  
DATE

Monsignor Robert S Meyer, Pastor  
Saint Teresa of Avila Church  
306 Morris Avenue  
Summit, NJ 07901

Dear Monsignor Meyer:

The family of \_\_\_\_\_ has requested that I serve as Godparent/Sponsor for the celebration  
(FIRST AND LAST NAME OF CHILD)  
of Baptism/Confirmation. To fulfill this very important role in the sacramental life of this Child, please accept the  
attached documents which fulfill the requirements of The Code of Canon Law:

- 1. Proof of age noting that I am at least 16 years old [*state or government identification attached*];**
- 2. Baptismal Certificate noting my proof of baptism [*certificate attached*];**
- 3. First Holy Communion Certificate noting my proof of First Holy Communion [*certificate attached*];**
- 4. Confirmation Certificate noting my proof of confirmation [*certificate attached*].**

I also understand that this important role demands that I live a life in harmony with the Church, regularly attend  
Mass and Holy Days of Obligation and support my home parish. My signature below affirms these as facts.

Thank you.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
FULL NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
EMAIL

\_\_\_\_\_  
PHONE

**ENCLOSURES**