



Instructions to request a Sponsor Letter for Baptism and Confirmation at another Church

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 5 steps to complete the request for a Sponsor Letter for Baptism or Confirmation at another Church.

1. Insert the name of the Pastor and Church, the address of the Church where you have been asked to be a Sponsor and the name of the child in the appropriate spaces.
2. Attach the following documents:
 - 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.
3. Submit this completed letter and the above documents to our office at least one month in advance of the Sacrament via mail to Saint Teresa of Avila, 306 Morris Avenue, Summit NJ 07901, by dropping into the mail slot of the parish office front door or via email to office@stteresaavila.org.
4. The Pastor will sign the letter and stamp with the parish seal. Please review the letter in advance with the requesting parish as we will not provide any other certification. Please allow 14 days from our receipt of the letter and all four (4) documents to receive the signed letter.
5. We will contact you after the letter has been signed to make arrangements for you to receive the letter.



ST TERESA OF AVILA CHURCH

306 Morris Avenue, Summit, New Jersey 07901
P: 908.277.3700 | F: 908.273.5909 | st-teresa.org



DATE

NAME OF PASTOR

NAME OF CHURCH

CHURCH ADDRESS

CITY, STATE, ZIP

Dear _____
(NAME OF PASTOR)

The undersigned has been chosen by the family of _____ (FIRST AND LAST NAME OF CHILD) to serve as a Godparent/Sponsor in your Church and has requested that I certify their suitability to serve as a Godparent/Sponsor for the celebration of Baptism/Confirmation.

To that end, please accept the attached documents provided to you by the undersigned Sponsor, which fulfills the requirements of The Code of Canon Law:

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

The Sponsor also understands that this important role demands that s/he live a life in harmony with the Church and regularly attends Mass and Holy Days of Obligation and supports his/her parish.

It is my understanding that his/her signature below confirms that these statements are true.

Be assured of my best wishes for you and your parish as you continue to spread the Good News of Jesus Christ!

Sincerely,

Monsignor Robert S Meyer
Pastor

SIGNATURE OF SPONSOR

NAME OF SPONSOR

ADDRESS

EMAIL

PHONE

ENCLOSURES