To: (Headteacher - School)

For information

From the Parish of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please note that on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

was baptised into our Christian community.

……………………………………………………………………………

***DRAFT OF A LETTER FROM HEADTEACHER FOLLOWING THE BAPTISM OF A CHILD IN THE PARISH CHURCH***

***Cut and paste oto school headed notepaper and amend text as required…….***

***Dear……………***

***I am delighted to hear that your child ……………… has recently been baptised into the Catholic Community of……………..parish.***

***We will be praying for ………… and all your family when we gather as a whole school on ……………….***

***Needless to say, I look forward to the possibility of welcoming …………… into our Foundation Unit in a few years time! In the meantime please do not hesitate to contact myself or colleagues in school if we are ever able to offer any support to the family.***

***With every best wish and in prayer***

***Yours sincerely***

***Headteacher***

##### *(Please insert your own parish name here before copying for parish use)*

##### *Parishes of Hope*

*Celebrating, consolidating and securing the Mission of the Church in Doncaster Deanery; - an opportunity to deepen the faith of our Parish communities in changing times*

***“Gratitude for the past, enthusiasm for the present, hope for the future” (John Paul ll)***

##### *Exploring Baptism*

##### *Diocese of Hallam*

##### *Doncaster Deanery (St Charles Borromeo)*

***Dean: Rev Augustine O’Reilly V.F.***

*Our Lady of Sorrows & St Francis, Armthorpe; Blessed English Martyrs, Askern; Our Lady of Perpetual Help, Bentley; St Alban’s, Denaby Main; Our Lady of Mount Carmel Intake; Sacred Heart, Balby; St Paul’s, Cantley; St Peter in Chains, Doncaster: St Mary’s, Edlington; English Martyrs, Mexborough; St Joseph & St Nicholas, Moorends; Christ the King, Rossington; Our Lady of the Assumption, Stainforth; St Joseph & St Teresa, Woodlands.*

**EXPLORING BAPTISM**

One of our deanery parishes has a fairly large number of baptisms each year.

It was aware that it needed to prepare parents well and saw this as part of the work of formation in the parish.

The parish does not have a resident priest so the baptisms were celebrated by different priests and deacons from other parishes at different times.

***If you were living in this parish what would you do? Please consider this, BEFORE you look below …***

**Action the parish has taken:**

The action was to appoint a lay baptism co-ordinator who became responsible, with other members of the catechists’ team, for preparing parents. Their contact phone number was put in the parish information booklet and key parishioners were all informed of this person’s role and ministry.

They visited each family twice at appropriate times. They discussed both the practical details and also explained in ways which parents could understand what baptism was about.

A leaflet explaining more about this was given to parents. They stressed the importance of baptism as the beginning of a life long journey, made in the company of other members of the Christian family.

They asked parents to consider seriously the promises they were making before coming to a final decision about whether or not to proceed with the baptism.

The co-ordinator also took responsibility for ensuring that the person or persons responsible for the parish bulletin had the details and that the person leading the bidding prayers could include the family.

A conversation with the visiting priest or deacon responsible ensured that he was welcomed, aware of what had happened and advised as to the particular circumstances of the family or families.

An appropriate time was agreed for the baptism to take place. The church was prepared appropriately; the water warmed in winter, candles and certificates prepared, the register partially completed etc. including remembering to inform the person responsible for heating the church.

The lay baptism co-ordinator ensured they welcomed the family, introduced the visiting deacon or priest to the family and was around to assist and respond to any queries.

Finally, with the permission of the parents the baptism co-ordinator informed the headteacher of the local Catholic school.

This enabled the letter printed below to be sent, thereby extending the welcome. The child was sent a card on the anniversary of the baptism for the next five years.

You may like to use the generic action planning format.