

Jesuit High School of New Orleans

Policy for Sacramental Baptism Ceremonies at Jesuit High School

I. Statement of Purpose

As the spiritual heart of Jesuit High School, our chapels are sacred spaces for prayer, reflection, and the celebration of the sacraments. The Jesuits and staff are honored to accompany alumni and their families in marking significant moments of faith, including the Sacrament of Baptism.

However, Jesuit High School is not a parish church and does not serve in that capacity. **The parish church remains the proper *faith home* for Catholics**, especially for the regular celebration of the sacraments. Because our facilities and personnel are limited, we may not always be able to accommodate every request. Nonetheless, we welcome such requests when possible and ask for a spirit of understanding.

II. The Sacrament of Baptism

The Sacrament of Baptism is *“the basis of the whole Christian life, the gateway to life in the Spirit, and the door which gives access to the other Sacraments”* (CCC 1213). Through Baptism, an individual is cleansed of sin, reborn in Christ, and welcomed into the Church, the Body of Christ.

Parents and godparents play an essential role in nurturing the grace of Baptism. Together with the Church community, they help the newly baptized grow in faith (cf. CCC 1255).

III. Baptism of Infants and Children – *Requirements of the Archdiocese of New Orleans*

- a. Parents will need to obtain a letter of permission from the pastor of their home parish church authorizing the celebration of Baptism at Jesuit High School.
- b. Parents and godparents should complete a baptismal preparation program at their parish church or through an approved course. Verification is to be sent to the appointed sacristan.
- c. Parents will need to complete the Parental Testimonial Form. For a copy of the form, please [click here](#).
- d. If the presiding priest/deacon is from outside the Archdiocese of New Orleans, he will need to provide a letter of good standing from his home diocese or religious order to the appointed sacristan.
- e. One or two godparents may be chosen. Godparents are expected to:
 - i. Be practicing Roman Catholics, at least 16 years old, who have received Baptism, Eucharist, and Confirmation, and live in harmony with the Church.
 - ii. Complete a Godparent Testimonial Form. For a copy of the form, please [click here](#).

- f. If only one Catholic godparent is chosen, a Christian witness (a baptized non-Catholic Christian) may also be designated.

IV. Attire

In keeping with the Church's tradition, those being baptized are to be clothed in white, a sign of purity and new life in Christ.

Parents and godparents are asked to dress in a manner befitting the dignity of the sacrament and the sacredness of the chapel.

V. Chapel

The **Holy Name of Jesus Chapel** (commonly referred to as the small chapel) is ordinarily the preferred setting for Baptism at Jesuit High School. This intimate chapel fosters reverence and prayerful participation.

Larger gatherings may, with prior approval, be accommodated in the large chapel.

- a. The chapel is located on the second floor of the residence (Banks Street) wing. Access will be through the school parking lot via the door nearest the priests' parking area. The door will be opened one hour before the ceremony begins. Elevator access is available via the main residence wing stairwell. Any alternative access arrangements should be coordinated in advance with the appointed sacristan.
- b. Guests are asked to maintain reverence and remain within designated event areas.
- c. The chapel comfortably seats 56 adults.
- d. Furnishings, including the altar and pews, may not be moved.

VI. Policies and Procedures

- a. Alumni should first consult with a priest or deacon and confirm his availability and willingness to celebrate the baptism before submitting the online request form (available on the school website).
- b. The online form should be completed by a parent of the child to be baptized. Once scheduled, the appointed sacristan will guide parents through all required steps and documentation in accordance with Archdiocesan policy.
- c. Jesuit High School may need to adjust times, dates, or locations in response to unforeseen school needs.
- d. The appointed sacristan, a staff or faculty member serving in this role, will oversee all paperwork, coordinate logistics, and ensure the chapel is prepared on the day of the baptism.
- e. Guests are asked to remain within the designated areas while on campus. For the safety and privacy of the school community, access other areas of the building is not permitted.

- f. Baptismal records will be submitted to St. Anthony of Padua, the parish church in which Jesuit High School is located.
 - i. St. Anthony of Padua Parish Church also requires the completion of their Baptismal Registry Intake form. For a copy of the form, please [click here](#).

VII. Fees/Donations

Jesuit High School does not require a fee for the Sacrament of Baptism. Families should be aware, however, that each celebration incurs real costs to the school—including utilities, altar linens and vestments, baptismal supplies, and the staff hours required for scheduling, sacristan duties, and chapel preparation.

To help offset these expenses, a voluntary donation of \$200 is suggested. This contribution ensures that Jesuit High School can continue to offer the celebration of the sacraments without financial strain. The grace of the Sacrament is a gift of God; no family will ever be turned away because of financial circumstances.

A M D G
Ad Majorem Dei Gloriam