

XIII. KEEPING RECORDS OF SACRAMENTS

Sacramental records for the parish are maintained by the pastor following the procedures in the *Handbook for Sacramental Records* published by the Archdiocese of Cincinnati.

Page two of the Handbook reads: “Each parish is required to maintain records of baptisms, confirmations, reception into full communion, marriages and deaths.” Maintaining records of First Penance and First Communions is optional but is done in some parishes.

When recording information for Confirmation of a person not baptized in the church of Confirmation, the parish of Baptism must be notified of the date, place, sponsor and minister of Confirmation. This information should also include the date of the Baptism so as to expedite the recording procedure.

The Reception into Full Communion or Profession of Faith is to be recorded with the Baptismal records. Along with the usual information, the name of the church, the city, state and date of the candidate’s Baptism is also to be noted in the record book.