



Sacramental Records Workflows (Sample)

Note: These are just examples of how you might structure a sacramental records workflow to ensure that sacramental recordkeeping at your parish is done regularly and correctly. Yours will probably look different based on the number of people involved and other factors. The important thing to remember is that you should have some kind of documented process so everyone knows what is expected of them and no duties are forgotten.

BAPTISMAL RECORDS

PAA: Processes baptism intake forms from parents. Must include valid birth certificate among other documents. Prepares and distributes *baptismal information sheet* to pastor before date of baptism.

Pastor: Performs baptism, places completed *baptismal information sheet* on PAA's desk.

PAA: Delegates recording to parish volunteer. Places *baptismal information sheet* on Volunteer's desk.

Volunteer: Records baptism in register. Creates baptismal certificate for family. Places completed *baptismal information sheet* in dedicated "Completed" basket in PAA's office. Puts completed baptismal certificate on Pastor's desk for signature.

Pastor: Signs baptismal certificate. Returns certificate to PAA's desk.

PAA: Stamps certificate with parish seal. Mails out certificate to family. Does a periodic audit of "Completed" basket and in register to confirm baptisms were accurately recorded. After *baptismal information sheet* is verified, puts it into a file folder by year. Destroys all *baptismal information sheets* at the end of the year.

MARRIAGE RECORDS

PAA: Does marriage preparation with couple. Requires couple to produce required documentation and forms such as birth certificates, promises form, freedom to marry form,

and current baptismal certificates (dated within the last 6 months) and other pertinent documents. Before wedding day, transfers completed marriage envelope to Pastor.

Pastor: Reviews documentation, marries couple, signs forms, signs and sends Washington State marriage license, and then transfers marriage envelope to PAA's desk.

PAA: Delegates recording to parish volunteer. Places *marriage information sheet* on Volunteer's desk. Files marriage envelope permanently in Parish Archives, per the records retention schedule.

Volunteer: Records marriage in register. Sends marriage notifications to parishes of baptism. Places completed *marriage information sheet* in dedicated "Completed" basket in PAA's office.

PAA: Does a periodic audit of sacramental notifications of "Completed" basket and in register to confirm marriages were accurately recorded.

PAA: After recordings are verified, puts *marriage information sheet* into a file folder. Destroys all notifications at the end of the year.