



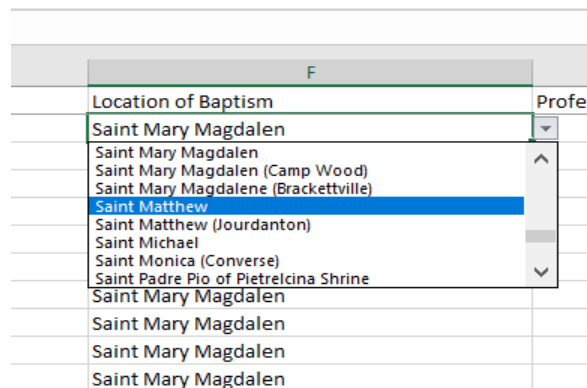
Baptism Index Record Spreadsheet

The Archives and Records Management Office is moving our baptismal card index into a database. To transition to this new digital format, we are asking parishes to submit the attached spreadsheet on a routine basis (annually, bi-annually, quarterly, or monthly) depending on how many baptisms are received in the parish.

Please follow these guidelines in filling out the template:

For all fields – do NOT use Commas. *This causes errors in our database.*

1. **Baptized Person’s Name:** This is the name of the person who was baptized.
 - a. Enter the name as the **LastName FirstName MiddleName Suffix**
Example: Smith John Alfred Jr
2. **Date of Birth:** This is the date that the baptized person was born.
 - a. Enter the date of birth as **Month/Day/Year** or **MM/DD/YYYY**
Example: 03/15/2022
3. **Father’s Name:** This is the name of the person who is the father of the baptized person.
 - a. Enter the name as the **LastName FirstName MiddleName Suffix**
 - b. If there is no father listed, leave this field blank.
Example: Smith John Alfred Jr
4. **Mother’s Name:** This is the name of the person who is the mother of the baptized person.
 - a. Enter the name as the **MaidenLastName FirstName MiddleName Suffix**
 - b. If there is no mother listed, leave this field blank.
Example: Smith Christine Jane
5. **Date of Baptism/Profession of Faith:** This is the date that the **baptized** person was baptized, or they made their **profession of faith**.
 - a. Enter the date of baptism or profession of faith as **Month/Day/Year** or **MM/DD/YYYY**.
Example: 07/15/2022
6. **Location of Baptism:** This is the Parish where the record of the baptism **record book is stored**.
 - a. Use the spreadsheet drop-down menu to select the appropriate parish. Please do not change the spelling.



7. **Profession of Faith:** This field is to indicate which date was entered in the “Date of Baptism/Profession of Faith” column, either Baptism or Profession of Faith.
 - a. Enter “Yes” for Profession of Faith or “No” for baptism date



8. **Volume Number:** Enter the Volume number where the record is entered.
 - a. **Only numbers** may be entered in this field. Please convert Roman Numerals or Letter numbering systems to a number equivalent.
Examples: Roman Numeral XVIII = 18 or Letter B = 2
9. **Page Number:** Enter the Page number where the record is entered.
 - a. **Only numbers** may be entered in this field. Please convert Roman Numerals or Letter numbering systems to a number equivalent.
Examples: Roman Numeral XVIII = 18 or Letter B = 2
10. **Entry Number:** Enter the Entry number of the record.
 - a. **Only numbers** may be entered in this field. Please convert Roman Numerals or Letter numbering systems to a number equivalent.
Examples: Roman Numeral XVIII = 18 or Letter B = 2
11. **Notes:** Use this field to enter any other data that you would write on the card.
 - a. For **Mission churches** whose registers are kept at another parish.
 - i. **Example:** Baptized at St. Mary, Vanderpool.
 - b. For **Emergency Baptisms**, enter the location and place of the emergency baptism in this field.
 - i. **Example:** St. Luke Hospital, San Antonio, TX
 - c. You may note that you substituted the number 18 for the Roman Numeral XVIII.
 - d. **Changes** made to the record. For example, a name change.
12. **Save File:** Please make sure “**Save as**” your spreadsheet with your parish name, month, day and year of the last baptism entered.
 - a. **Example:** Parish Name_MonthDDYYYY.xlsx; SanFernandoCathedral_March 2022.xlsx
13. E-mail completed form to archive@archsa.org.

If you have any questions, please contact the archives at 210-734-1959 or through e-mail at archive@archsa.org.