



DIOCESE OF BATON ROUGE
DEPARTMENT OF THE ARCHIVES

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Diocese of Baton Rouge Sacramental Record Holdings

Civil Parish	Church or Chapel	Baptisms	Marriages	Burials	Missing Records
Ascension	Ascension of Our Lord, Donaldsonville	1772-1924	1772-1921	1772-1978	baptisms (July 1883-July 1885)
	St. Francis of Assisi, Smoke Bend	1884-1935	1884-1917	1892-1952	burials (1959-1969)
	St. John the Evangelist, Prairieville	1919-1944	---	1919-1982	
	St. Theresa of Avila, Gonzales (includes Sacred Heart, Cornerview)	1863-1947	1862-1933	1863-1927	
Assumption	Assumption of the B.V.M., Plattenville	1793-1947	1793-1947	1793-1944	
	Immaculate Conception, Canal	1857-1948	1858-1931	1857-1948	no records (1887-1919)
	St. Anne, Napoléonville	1874-1950	1874-1969	1874-1929	burials (March 1884-April 1891)
	St. Benedict the Moor, Napoléonville (Bertrandville)	1896-1939	1896-1925	1896-1925	
	St. Elizabeth, Painscourtville	1844-1955	1839-1963	1844-1938	
	St. Joseph the Worker, Pierre Part	1858-1934	1858-1926	1864-1927	burials (1865-1885)
	St. Jules, Belle Rose	1911-1933	1912-1935	1913-1981	
	St. Philomena, Labadieville	1848-1932	1849-1959	1851-1940	
East Baton Rouge	St. Agnes, Baton Rouge	1917-1922	1917-1926	1917-1934	
	St. Charles Borromeo, Baton Rouge (includes Hispanic Apostolate)	1964-2001	1964-2002	1964-2002	
	St. Francis de Sales, Baton Rouge	1972-2010	1973-2007	1974-2010	
	St. Francis Xavier, Baton Rouge	1918-1938	1918-1954	1921-1951	
	St. George, Baton Rouge	1908-1957	1908-1956	1908-1955	
	St. Joseph, Baton Rouge	1793-1931	1788-1941	1793-1947	burials (1815-1818) (1870-1894) Note: sexton's records available (1880-1927)
Iberville	Sacred Heart, Carville (chapel)	1927-2002	1927-1997	1927-2004	
	St. Gabriel the Archangel, St. Gabriel	1773-1919	1779-1919	1779-1947	burials (1869-1893)
	St. John the Evangelist, Plaquemine	1850-1939	1850-1953	1858-1945	burials (1845-1907)
	St. Joseph, Grosse Tête	1883-1923	1883-1952	1904-1955	
	St. Paul, Bayou Goula	1877-1929	1877-1929	1877-1929	
	Our Lady of Prompt Succor, White Castle	1899-1954	1899-1932	1900-1942	
Livingston	St. Joseph, French Settlement	1839-1935	1874-1935	1873-1917	marriages (1842-1873)
	St. Margaret Queen of Scotland, Albany	1909-1931	1909-1931	1909-1931	

Civil Parish	Church or Chapel	Baptisms	Marriages	Burials	Missing Records
Pointe Coupée	St. Augustine, New Roads	1922-1950	1923-1972	---	
	Immaculate Conception, Lakeland	1857-1942	1861-1952	1861-1937	
	St. Ann, Morganza	1875-1929	1875-1952	1883-1949	
	St. Mary of False River, New Roads (includes St. Francis, Pointe Coupée)	1727-1940	1727-1973	1727-1955	burials (1862-March 1866)
St. James	Our Lady of Peace, Vacherie	1856-1923	1856-1938	1866-1949	
	St. James, St. James	1770-1937	1770-1936	1770-1937	
	St. Joseph, Paulina	1867-1954 (church fire 1920 baptism records reconstructed)	1920-1952	1920-1954	marriages/burials prior to 1920 (church fire 1920)
	St. Mary, Union	1886 (one baptism only) 1887-1992	1887-1991	1909-1992	
	St. Michael the Archangel, Convent	1809-1950	1809-1950	1808-2005	
	St. Philip, Vacherie	1873-1953	1873-1920	1873-1960	
Tangipahoa	Holy Ghost, Hammond	1896-1944	1896-1948	1895-1980	
	Mater Dolorosa, Independence	1895-1932	1899-1942	1900-1940	
	St. Dominic, Husser	1865-1941	1870-1940	1919-1940	
	St. Helena, Amite	1868-1940	1868-1940	1868-1940	
	St. Joseph, Ponchatoula	1876-1937	1878-1908	1895-1990	
West Baton Rouge	Holy Family, Port Allen (includes Sts. Peter & Paul, Lobdell)	1876-1929	1876-1957	1920-1975	
	St. John the Baptist, Brusly	1841-1939	1841-1938	1846-1938	baptisms (1871-1874) (1890-1907) marriages (1880-1891) burials 1866-1892)
West Feliciana	Our Lady of Mount Carmel, St. Francisville	<i>circa</i> 1850-1943	1849-1915	1849-1912	

(Revised March 2013)

Please note that some of the records listed are closed to the public. Please contact the Department of Archives with any questions concerning which records may be open.



ST. MARGARET, QUEEN OF SCOTLAND

ST. THOMAS CHAPEL • SPRINGFIELD

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SACRAMENTAL RECORD KEEPING NORMS AND GUIDELINES

GENERAL NORMS

The norms contained herein establish a practical protocol for the creation, maintenance, storage, and preservation of sacramental records pertaining to the faithful of St. Margaret, Queen of Scotland Parish in Albany, Louisiana.

Canon 535 §1 of the *Code of Canon Law* indicates that “Each parish is to possess a set of parish books including baptismal, marriage and death registers as well as other registers prescribed by the conference of bishops or the diocesan bishop; the pastor is to see to it that these registers are accurately inscribed and carefully preserved.”

St. Margaret maintains the following sacramental registers:

1. Baptismal Register
2. Confirmation Register
3. Marriage Register
4. Death Register
5. First Communion Register

Every register should include the name of the parish “St. Margaret, Queen of Scotland,” dates, and it should be indexed.

RESPONSIBILITY OF MAINTAINING SACRAMENTAL RECORDS. Though the pastor is responsible for the maintenance, preservation and use of sacramental records, the day to day administration of the registers is entrusted to the Parish Secretary. All information contained in these registers is to be handled with discretion and confidentiality.

BINDING, PAPER, INK AND STORAGE. Sacramental registers are permanent preservations of the sacramental records of the faithful. The binding of these registers, then, must be of a quality that is permanent and durable. So too the paper used must be acid free. The ink used to make notations in these sacramental registers should be indelible. Only black ink should be used. Felt-tip pens and pencils are unacceptable due to their tendency to fade over time. Registers are to be kept in a locked and fireproof vault or safe on the parish grounds.

ACCURACY AND LEGIBILITY. Registers are often used for future reference and they provide legal proof of events in the life of the faithful. They are also helpful to ascertain records of age and

genealogy. It is necessary that entries be made legibly and accurately. All entries (except for signatures) shall be printed. When signatures are used in the entry of a sacrament, the name of the minister should be printed beneath their signature.

PROMPT ENTRY. All entries of sacramental records should be made in the appropriate register within seven (7) days of the sacramental celebration. All data necessary for correct entry should be collected prior to the celebration of the sacrament. Such protocols assures that data is not lost and that the information is adequately entered.

CORRECTIONS, ADDITIONS, AND DELETIONS. The proper way to correct a factual error in any sacramental register is as follows:

1. Simple spelling mistakes should be corrected by drawing a single or double line through the incorrect entry and the correction should be clearly noted adjacent to the incorrect entry. Under no circumstance is correction fluid or tape to be used.
2. In the “Remarks” or “Notations” column, list the name of the person authorizing the correction as well as the date of the correction.
3. Changes of substantial nature are only made with authenticating evidence. In such cases, pertinent protocol and record numbers must also be listed in the notations column.
4. Names of sponsors cannot be changed once a sacrament is celebrated. Entries in the sacramental registers are legal records verifying the facts as they existed at the time of the celebration of the sacrament.

RETROACTIVE ENTRIES. If a sacrament was received but not recorded, the record can be recreated with appropriate proof. Such proofs include:

1. Copies of the civil or canonical certificate;
2. Notarized affidavits from the individual and at least two witnesses (in the case of adult baptism, the oath of the individual or the declaration of a single witness is all that is required according to canon 876);
3. An affidavit or letter from the presiding cleric;
4. Photos or videos when other evidence is unavailable.

EXTRA-PAROCHIAL ENTRIES. Sacraments taking place in institutions outside of the parish church but in the territory of the parish are to be recorded in the sacramental registers of Saint Margaret.

CERTIFICATES. Certificates attesting to the reception of the sacraments should be issued as soon as possible and include all information of a public nature. Official certificates should be signed by the pastor or his delegate, dated, and sealed. The reverse of all certificates are to be completed as the notations indicate. If there are no notations, the reverse of the certificate should be completed with the phrase “No Notations.”

Dated

Rev. Jamin Scott David, JCL
Pastor

Examples of Sacramental Entries

Baptismal
Baptismorum

Register
Registrum

No.	Name of Person Baptized	Place and Date of Birth	Date of Baptism	Father's Name Mother's Maiden Name	Sponsors	Priest	Date of Confirmation	Record of Marriage, Religious Profession, or Sub-Diaconate, Remarks
1	DAVID, Jamin Scott	Baton Rouge, Louisiana, 24 August 1982	05 September 1982	DAVID, Randy Joseph REINE, Susan Marie	DAVID, Edward LANGLOIS, Valentine Amanda	Rev. Emmanuel Darminin	20 May 1999	Diaconate Ordination – St. Joseph Cathedral, Baton Rouge, Louisiana 09 June 2007; Priestly Ordination, St. Joseph Cathedral, Baton Rouge, Louisiana, 31 May 2008

1. In the column marked “No.,” begin marking the chronological number of the record of the baptism. All baptisms that take place within the parish boundaries are to be recorded in this registry.
2. In the column marked “Name of Person Baptized,” give the LAST/MAIDEN NAME, First Name Middle Name of the person being baptized. This name should match the one found on the person’s birth certificate. In the cases of legal adoption, the full name of the child as designated by the adopting parent(s), the full names of the adopting parent(s), date and place of birth, names of the sponsors and name of the minister performing the baptism should be included ONLY after their adoption is finalized; a notation should be made in the register stating that the child is adopted. “Emergency” baptismal entries should be completed in a normal fashion with the words “rite supplied” and the date of the completion of the celebration in the remarks column. In cases of gender reassignment after a person’s baptism, the original entry shall not be changed; a notation should be made in the “remarks” column.
3. In the column marked “Place and Date of Birth,” enter the city, state, and date of the person’s birth. This date and place should match those found on the person’s birth certificate.

4. In the column marked “Date of Baptism,” enter the actual date of the baptism, including the date of baptism by a non-Catholic minister for those engaged in the RCIA process.
5. In the column marked “Father’s Name, Mother’s Maiden Name,” enter the LAST NAME, First Name Middle Name of the person’s father and the MAIDEN NAME, First Name and Middle Name of the person’s mother. If the father of the child is unknown, the phrase “Pater Ignotus” should be used instead. If the mother of the child is unknown, the phrase “Mater Ignota” should be used instead. The word “illegitimate” should NEVER be used. In cases of same-sex couple presenting a child for baptism, both parents should be listed after proof of legal adoption is verified.
6. In the column marked “Sponsors,” enter the LAST NAME, First Name and Middle Name of the first sponsor of the person and the LAST NAME, First Name and Middle Name of the second sponsor of the person. If there is only one sponsor, only one name should be indicated. If one sponsor is a non-Catholic or does not fulfill the canonical requirements to be a sponsor, the following should be noted in the register (Witness). The names of sponsors can never be changed since they are witnesses to the baptism.
7. In the column marked “Priest,” indicate the clergy person responsible for performing the baptism. In RCIA cases, the name of the actual person who performed the baptism “outside of the Church” should be indicated. The name of the minister should be printed, and the minister, if available, should sign the record.
8. In the column marked “Date of Confirmation,” the date of the person’s confirmation should be indicated.
9. In the column marked “Record of Marriage, Religious Profession, or Sub-Diaconate,” indicate any special remarks. Notations of the reception of other sacraments are also to be included in the baptismal register. These should always be included in the marriage register:
 - Any notifications and declarations of nullity from a tribunal regarding the person’s marital status;
 - Any marriages “in the Church” including the spouse’s name, place of contract, and date of contract;
 - Legal name changes when necessary documentation is presented;
 - Any notifications regarding religious profession, the diaconate, or priestly ordination;
 - If the case is an RCIA case and the person made a profession of faith, this should be indicated along with the date and the minister. For example, “Profession of Faith by Formal Act, 15 April 2011, Rev. Than Vu.”
 - Any notations of conditional baptism should be included.
 - Any changes of rite should be documented.
 - Any dispensations from religious vows should be noted.

First Communion
Primae Communionis Recipientum
 Date: **20 May 1987**

Register
Registrum
 Administered by Minister: **Rev. Emmanuel Darminin**

No.	BAPTISMAL AND FAMILY NAME	PLACE AND DATE OF BIRTH	AGE	PLACE AND DATE OF BAPTISM	RESIDENCE	PARENTS	REMARKS
1	DAVID, Jamin Scott	Baton Rouge, Louisiana 24 August 1982	7	St. Ann, Morganza, Louisiana, 5 September 1982	222 Louisiana Highway 10, Morganza, Louisiana, 70759	DAVID, Randy Joseph REINE, Susan Marie	

1. The top page of the register has a section for the DATE and MINISTER of the Sacrament. The register presupposes that a new page will begin for every date that the sacrament is administered and for every minister administering the sacrament. Only record first communions made on the same date and administered by the same minister on a given page. For subsequent dates and/or ministers, continue to a new page in the sacramental register. The Minister/Priest should sign the top of the page in the blank marked "Administered by Minister."
2. In the column marked "No.," begin marking the chronological number of the record of the sacrament received on that date and administered by that minister.
3. In the column marked "Baptismal and Family Name," give the LAST NAME (MAIDEN NAME), First Name Middle Name of the person receiving the sacrament; this name should match the name on his/her baptismal certificate.
4. In the column marked "Place and Date of Birth," mark the city and state of the person's birth and the day, month, and year of their date of birth.
5. In the column marked "Age," mark the age of the person in years when the sacrament was received.
6. In the column marked "Place and Date of Baptism," mark the name of the Church (i.e., the Catholic Church, or other ecclesial communion, or hospital or other institution – the actual place of the baptism), the city and state the church or place of baptism was located, and the day, month, and year of the person's baptism as verified from his/her baptismal certificate.
7. In the column marked "Residence," enter the person's physical address, city, state, and zip code of their domicile.

8. In the column marked "Parents," enter the LAST NAME, First Name and Middle Name of the Father, and the MAIDEN NAME, First Name and Middle Name of the Mother. If either parent is unavailable, leave that space blank. These names should match those found on the communicant's baptism certificate.
9. In the column marked "Remarks," enter any other pertinent information (e.g., Person Entered Full Communion, Legal Name Changes, etc.)

First Eucharist information is not sent to the Church where the baptism took place. This information need only be recorded at the parish where the celebration takes place.

Confirmation

Confirmatorum

Date: **20 May 1999**

Register

Registrum

Administered by Minister: **Most Reverend Alfred Clifton Hughes**

No.	Baptismal and Family Name	Confirmation Name	Age	Place and Date of Baptism	Residence	Parents	Sponsor
1	DAVID, Jamin Scott	Anthony of Padua	16	St. Ann, Morganza, Louisiana, 05 September 1982	222 Louisiana Highway 10, Morganza, Louisiana 70759	DAVID, Randy Joseph REINE, Susan Marie	CHUSTZ, Raymond Joseph
2	REINE, Brandi Nicole	Ann, Mother of Mary	22	St. Ann, Morganza, Louisiana, 06 June 1977	252 Louisiana Highway 10, Morganza, Louisiana 70759	DAVID, Randy Joseph REINE, Susan Marie	LANGLOIS, Valentine Amanda

1. The top page of the register has a section for the DATE and MINISTER of the Sacrament. The register presupposes that a new page will begin for every date that the sacrament is administered by one particular minister. Only record confirmations made on the same date and administered by the same minister on a given page. For subsequent dates and/or ministers, continue to a new page in the sacramental register. The Minister/Priest should sign the top of the page in the blank marked "Administered by Minister."
2. In the column marked "No.," begin marking the chronological number of the record of the sacrament received on that date and administered by that minister.
3. In the column marked "Baptismal and Family Name," give the LAST NAME (MAIDEN NAME), First Name Middle Name of the person receiving the sacrament; this should be verified against the name of the confirmed on his/her baptismal certificate.
4. In the column marked "Confirmation Name," give the specific "Saint's Name" chosen by the one being confirmed.
5. In the column marked "Age," mark the age of the person in years when the sacrament was received.
6. In the column marked "Place and Date of Baptism," mark the name of the Church (i.e., the Catholic Church, or other ecclesial communion, or hospital or other institution – the actual place of the baptism), the city and state the church or place where the baptism took place, and the day, month, and year of the person's baptism. This should be verified from the person's birth certificate.

7. In the column marked “Residence,” enter the person’s physical address, city, state, and zip code of their domicile.
8. In the column marked “Parents,” enter the LAST NAME, First Name and Middle Name of the Father, and the MAIDEN NAME, First Name and Middle Name of the Mother. If either parent is unavailable, leave that space blank.
9. In the column marked “Sponsor, enter the LAST NAME, First Name and Middle Name of the person’s sponsor.

Notification of the reception of this sacrament is to be sent to the place of baptism. The date and place of the reception of this sacrament is to be noted in the baptismal register.

Marriage
Matrimoniorum

Register
Registrum

No.	Contracting Parties	Residence	Place and Date of Marriage	Place and Date of Baptism	Parents	Witnesses	Priest	Banns, Dispensations, Remarks
1	PRICE, Jason Brian	10600 Lakes Boulevard #703, Baton Rouge, Louisiana 70810	Immaculate Conception Church, New Orleans, Louisiana, 24 March 2012	St. Matthew the Apostle, River Ridge, Louisiana 29 November 1981	PRICE, Brian Wilson RHOTO, Deborah Ann	PRICE, Justin Michael THERIOT, Ashley	Rev. Jamin Scott David	
	CLOUATRE, Mary Elizabeth	10600 Lakes Boulevard #703, Baton Rouge, Louisiana 70810		St. Charles Borromeo, 13396 River Road, Destrehan, Louisiana	CLOUATRE, Paul Michael BURCH, Sharon Ann			

1. In the column marked “No.,” begin marking the chronological number of the record of the marriage. All marriages, convalidations, and sanations should be recorded in this register.
2. In the column marked “Contracting Parties,” give the LAST NAME, First Name Middle Name of the male party and the MAIDEN NAME, First Name and Middle Name of the female party.
3. In the column marked “Residence,” enter both parties’ physical addresses, city, state, and zip code of each of their domiciles at the time of their marriage.
4. In the column marked “Place and Date of Marriage,” enter the name of the Church (or the name of the non-Catholic church or civil county of contract, in the case of a sanation), the city and state where the marriage was contracted, and the date of the marriage. For a convalidation or “regular” marriage ceremony, this is the actual date of the convalidation or wedding “in the Church.” For a sanation, this is the actual date of the civil contract. In cases where the wedding is celebrated with dispensations from canonical form, the marriage is recorded in the register of the parish where the venue is territorially located.

5. In the column marked “Parents,” enter the LAST NAME, First Name Middle Name of the male party’s father and the MAIDEN NAME, First Name and Middle Name of the male party’s mother, and then enter the LAST NAME, First Name Middle Name of the female party’s father and the MAIDEN NAME, First Name and Middle Name of the female party’s mother.
6. In the column marked “Witnesses,” the LAST NAME, First Name and Middle Name of the first witness to the marriage and the LAST NAME, First Name and Middle Name of the second witness.
7. In the column marked “Priest,” indicate the clergy person witnessing the marriage ceremony. In the case of a sanation, record the name of the non-Catholic or civil official witnessing the ceremony. The minister’s named should be printed, and the minister, if available, should sign the record.
8. In the column marked “Remarks,” indicate any special remarks. These should always be included in the marriage register:
 - Any notifications and declarations of nullity from a tribunal regarding the person’s marital status;
 - Legal name changes when necessary documentation is presented;
 - The type and date of any dispensations granted by competent authority.

The format for such notations is as follows:

- Dispensation from Disparity of Cult, Granted By MINISTER, Date
- Permission for Mixed Marriage, Granted by MINISTER, Date
- Dispensation from Canonical Form, Granted by MINISTER, Date
- Dissolution Granted, Date of Dissolution, Protocol Number, Diocese Name
- Decree of Nullity Granted, Date of Decision, Protocol Number, Diocese Name
- Convalidation
- *Sanatio in radice*, Issued by MINISTER, Date, Protocol Number

The index of the marriage register is arranged alphabetically by the last names of both the spouses, the required format being “Male Surname/Female Surname.”

Notification of the reception of this sacrament is to be sent to the place of baptism.

Death
Defunctorum

Register
Registrum

No.	Name of Deceased	Residence	Age	Parents, Wife, or Husband	Date of Death	Sacraments	Priest	Place and Date of Burial	Remarks
1	REINE, Frances Carmella (nee Langlois)	252 Louisiana Highway 10, Morganza, Louisiana 70759	89	REINE, Joseph Amilcar (Husband)	21 July 2009	Anointing of the Sick – 19 July 2009, Our Lady of the Lake Hospital	Rev. Jamin Scott David	St. Ann Cemetery, Morganza, Louisiana 24 July 2009	Funeral Mass and Burial
2	LANGLOIS, Valentine Amanda	400 Hospital Road New Roads, Louisiana 70760	86	+LANGLOIS, Clebert +LANGLOIS, Susanne	01 August 2010	Anointing of the Sick – 30 July 2010, Lakeview Manor	Rev. Jamin Scott David	St. Mary Cemetery, New Roads, Louisiana 03 August 2010	Funeral Mass and Burial

1. In the column marked “No.,” begin marking the chronological number of the record of the death.
2. In the column marked “Name of Deceased,” give the LAST/MARRIED NAME, First Name Middle Name (if applicable “nee” and the person’s maiden name)of the deceased person. If the deceased was a Catechumen, this should be noted in the “Remarks” section. If the deceased is non-Catholic, the entry should include a notation concerning the religion of the deceased and the type of services provided. All funeral liturgies should be entered in the parish death records.
3. In the column marked “Residence,” enter the person’s physical address, city, state, and zip code of their domicile at the time of their death.
4. In the column marked “Parents, Wife, or Husband” enter the names of the following in this priority:
 - A. The LAST NAME, First Name and Middle Name (Relationship) of the deceased person’s spouse – or –
 - B. The LAST NAME, First Name and Middle Name (Relationship) of the deceased person’s parents

N. B. If the Spouse or Parents did not “survive” the deceased, place a + in front of their names to indicate the person was deceased.
5. In the column marked “Date of Death,” enter the persons’ date of death.

6. In the column marked "Sacraments," indicate whether the person was anointed, the date of the anointing, and the place of anointing.
7. In the column marked "Priest," indicate the clergy person performing the burial/funeral rites. The minister's name should be printed, and the minister, if available, should sign the sacramental register.
8. In the column marked "Place and Date of Burial," indicate the cemetery name, cemetery city and state, and date of burial (day, month, year).
9. In the column marked "Remarks," indicate any special remarks (e.g. "Funeral Mass" or "Word Service" or "Graveside Service.")

The register should be chronologically arranged by date of parishioner death.