

**TO: HIS EXCELLENCY, THE REVEREND MEMBERS OF THE CLERGY, AND
THE LAITY OF THE ARCHDIOCESE OF SAN FERNANDO, PAMPANGA**

RE: RECORD BOOKS IN ALL PARISHES:

- 1. Conversion Registry**
- 2. Record of First Communicants**
- 3. Record of Anointing of the Sick**

Greetings of Grace and Peace!

Parochial registers on the state of souls of the People of God in accordance with the spirit of canon 535 is of paramount importance in the proper administration of parishes and other institutions. Parish priests are to “ensure that entries are accurately made and that the registers are carefully preserved (Canon 535 §1). We have dutifully kept records of Baptisms, Confirmations, Marriages, and Deaths as specified by Canon Law. In addition, “any other registers” may be prescribed by the competent local ordinary. Wherefore, in the Archdiocese of San Fernando, Pampanga, your reverences are directed to have the following registry books in all parishes:

1. Conversion Registry
2. Record of First Communicants
3. Record of Anointing of the Sick

As per the Conversion Registry, entries in the columns are herewith provided: (1) name of convert; (2) year, month, and day of formal reception; (3) year, month, and day of birth data; (4) place of birth; (5) name and address of parents; (6) name of receiving minister; (7) date, denomination, and place of original baptism; and (8) *observanda*. The parish priest should authorize all records, by signing at the end of each page.

As per the Record of First Communicants, entries in the columns are herewith provided: (1) name of child; (2) date of birth; (3) age; (4) name of parents; (5) residence; and (6) observation. The date of First Communion and the name of Minister are to be written per page. The parish priest should authorize all records, by signing at the end of each page.

As per the Record of Anointing of the Sick, entries in the columns are herewith provided: (1) name of sick person; (2) month, day, and year of birth data; (3) month, day, and year of anointing; (4) age; (5) status; (6) residential address; (7) cause of sickness; (8) name of minister; and (9) remarks. The parish priest should authorize all records, by signing at the end of each page.

The aforementioned registry books are available at the Arzobispado de San Fernando, Pampanga in their current prices: Conversion Registry in 2,100.00 PhP; Record of First Communicants in 1,200.00 PhP; and Record of Anointing of the Sick in 2,100.00 PhP.

Santo Cristo del Perdon y Caridad – pakaluluan mu kami. Virgen de los Remedios, Indu ring Capaldanan, Tula ring Capampangan, Talayingat ning Arkidiocesis – ipanalangin mu kami.
Thank you for your kind attention and due consideration, I remain

One with you as a servant to the servants of the Gospel,

(Sgd.) ✠ FLORENTINO G. LAVARIAS, D.D.

Archbishop of San Fernando
Pampanga

(Sgd.) REV. FR. DANNY Q. NACPIL
Chancellor

28 January 2025

Feast of Saint Thomas Aquinas, Priest and Doctor of the Church