

Baptism Process

Point Pastor: Corey & Yolanda Saunders

Back-up Pastor: Jeremiah & Jessica Vigil

2nd Back-up Pastor: Steven & Marena Sullivan

Leaders/Teams Responsibilities:

Beckie Gurney - Greeting Team

Let all greeters know we have registration forms in welcome center

1. once person has filled out form and returned to greeter, he/she can pass to Beckie Gurney or Point Pastor
2. Beckie Gurney can text picture of form to Pastor Corey/Yolanda (or back up Pastor in their absence) and place hard copy in Marena's inbox on her desk.
3. If situation happens where no Pastor is available to take form, and this is a request for a future date for baptism, please place in designated dropbox in church office.

Marena Sullivan - Executive Assistant

Hard copies of registration forms to be put in Marena's inbox for record keeping

1. enter info on Pastor's master spreadsheet for New Birth record
2. make sure certificate paper is in stock

Justin Hutchinson - Livestream/Media/Photography Team

Let photographers know that when they are given instruction for baptism it's their responsibility to:

1. change auditorium lights when person is prepping for baptism
(Normal lights for service "4" and baptism is "6")
2. take pictures during baptism
3. take pictures afterwards with person/minister and certificate.

Corey/Yolanda Saunders - Point Pastor

upon receiving reservation form:

1. verify person understands baptism and their need to identify with Jesus Christ through this action
2. confer with Pastor for who will baptize the individual
3. create baptism certificate based information provided on registration form
4. verify scheduled photographer is aware that a baptism is scheduled
5. make sure Pam and Kay are aware of baptism and one is scheduled to help with changing and towel cleaning
6. walk individual and their family to side of auditorium and make them feel comfortable with process and answer questions

7. once individual is baptized and changed back into dry clothes have photographer take picture of individual/minister/pastor with baptism certificate
8. make connection with baptized individual and invite to discipleship classes or set up Bible studies as needed
9. keep inventory of t-shirts

Pastor, Steven Sullivan, & Corey Saunders

1. Phone app for control of water temp
2. water temperature turned up to 90° for services and back to 70° after
3. baptistry needs 2 to 3 hours to warm up (summer months)
3. baptistry needs 4 to 5 hours to warm up (winter month)

**Access to template for certificate of baptism will be held by the following:

Lead Pastor

Executive Assistant

Administration Pastor

Point Pastors

NEED:

Create registration form

quarter of a page

church logo

place for name & date as they want it to appear on certificate

New graphic design for t-shirt