



Title: Baptism
Policy #: 20
EXPIRES: When Replaced
ISSUED BY: Church Council
SIGNED:

1 History

VERSION	DATE APPROVED	UPDATED BY	PURPOSE FOR CREATION/UPDATE
1.0	5/19/09		NEED FOR STANDARDIZED GUIDELINES FOR BAPTISM
2.0	2/17/12	S. TRAKEL	REVISION OF PROCEDURES
3.0	6/1/14	S. TRAKEL	CHANGE OF RESPONSIBLE STAFF
4.0	6/16/15	K. BRANDT	REVISION OF PROCEDURES

2 Scope

This policy is part of St. Paul Lutheran Church's organizational policies. This policy applies to all congregation and community members.

3 Policy

A Baptism Class must be completed by the parents of the child prior to the baptism date. If the parents have completed the class for a previous child, they do not have to complete the class again. Parents do not need to be a member of the church to have their child baptized.

4 Procedure

The following procedure needs to be followed when someone calls inquiring about a baptism:

1. The parent needs to talk to the membership office assistant.
 2. The membership office assistant will ask them if they have attended the baptism class. (They only need to attend once-not for each child.)
 - a. If they haven't completed a class, a parent needs to register for a scheduled class. The parents will receive a folder with information, including the application, at the class.
 - b. If they have completed the class, the parents will be sent a baptism application. They need to confirm the date with the membership office assistant.
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- i. Application may be mailed or emailed.
 - ii. Ask if they have a date in mind for the baptism. If the date is a communion Sunday (the 2nd & 4th Sundays of the month) explain that the baptism will be scheduled for a non-communion Sunday, or they may have a private baptism after the 10:45 service.
 - iii. Once they've settled on a date and a service time, record the date and time on the baptism list hanging on the bulletin board in the office hallway.
 - iv. Please stress to the parent that the fully completed baptism application must be in the Church Office 10 days before the baptism.
3. When the completed form comes into the Church Office, the membership office assistant will do the following:
 - a. Review the form to make sure it is complete, if it is not, call the parents for additional information.
 - b. Add the appropriate pastor's name to the bottom of the form
 - c. Check the list on the bulletin board in the office hallway to make sure the baptism is recorded.
 - d. Email pastors and Communication staff.
4. The Director of Children's Ministry is responsible for conducting the baptism class.
5. The Pastor and Communication staff are responsible for listing the baptism in the order of worship.
6. The office assistant is responsible for listing the baptism under the prayers in News & Notes.
7. The membership office assistant will complete the baptism bulletin, brochures and certificate. A gift is presented to the Child.
8. The Pastor is responsible for conducting the baptism.
9. The membership office assistant is responsible for listing the baptism in the membership records and for filing the original copy in the membership files.

5 Forms

Form x104	Baptism Application
Form x106	Giving Ceremony with Baptism Application Form
Form x115	Baptismal Font Story