

## Hayes Barton United Methodist Church

### Baptism Assistant Duties

Baptism Assistants are to joyfully assist the Baptismal family and their guests when a child is baptized at Hayes Barton. Our purpose is to help the candidate and their family before and during the service of baptism and to answer any questions a family may have regarding the service, or about childcare for older siblings during the service.

The Service of Baptism is a very sacred and special time for a child and his or her family. As a Baptism Assistant you are actively demonstrating your love for Hayes Barton Methodist Church and your love and care for a new member of our church family.

Your duties include but are not limited to the following. Remember, we are not to “direct” the baptism, but instead to act as a friend and assistant to make the day a positive and fun experience!

- You will receive a call from the Baptism Coordinator (Barbara Dickey) on a rotating basis when a baptism is scheduled.
  - You may also check the HBUMC online calendar to see upcoming baptisms and notify Barbara Dickey if you are interested in a particular family baptism ([http://www.hbumc.org/index.php/component/option.com\\_geda/Itemid,407/](http://www.hbumc.org/index.php/component/option.com_geda/Itemid,407/))
- If you accept to assist a specific baptism, Barbara will provide you via email all of the details, including the name of the family and contact information.

Once you have accepted to assist with a specific baptism, please contact the family by Thursday prior to the baptism and confirm the following:

- They will meet you in the Parlor at least 20 minutes prior to the start of the service
- They have contacted Melanie Iversen at church (832-6435 x12) and confirmed the number of pews needed (10 people per pew). This should be done by Thursday at the latest. This is helpful information for you also.

On the day of the Baptism:

- Walk in the Sanctuary and confirm that the correct number of pews have been reserved. If there are any problems, correct it or get an usher involved.
- Pick up the signed baptism certificate from Rick’s chair in his office and check that the name is spelled correctly. Give the certificate to the family when you meet them in the parlor.
- Meet the family in the Parlor 20 minutes prior to the service. Introduce yourself and give them the baptism certificate, along with a bulletin.
- The photographer will meet the family in the Parlor 15 minutes prior to the start of the service to get a picture. You may have to locate the photographer, or get the camera from Jennifer Hollerung’s office and do this yourself, if the photographer doesn’t showup.

Reiterate the following with the family:

- Ask that all family members be seated in the Sanctuary at least 10 minutes prior to the service.
- Remind them that no photographs are allowed during the service.
- Explain to them when they are supposed to come up to the altar for the baptism. This is following the sermon, during the singing of the hymn. The family should proceed all the way up to the altar and stand close to the pastors. If there are two baptisms during the service, the families need to be considerate of each other and be sure the parents can stand close to the Baptismal Font when their child is being baptized.
- Ask them if they plan to keep their baby in the parlor, lobby, or with them in the Sanctuary until the designated time. If they are keeping the baby in the Sanctuary, reiterate to them that if the baby (or any other child) is fussy during the sermon, to please move to the lobby or parlor and let the Coordinator or an usher come get them at the designated time. If they plan to stay in the parlor or lobby until it is time for the baptism, tell them you will give them a 5 minute “heads up” before they need to move into the Sanctuary.
  - *If you do not plan to stay through the baptism, please let the head usher know this, so he can retrieve the family from the parlor or lobby at the appropriate time.*

During the Service:

We encourage you to stay through the service, but if you are unable to do this, let the family know and be sure you have answered all of their questions prior to leaving. If you leave early, be sure to notify the head usher the whereabouts of the baptism family. The head usher will need to know if he is supposed to retrieve the family from the lobby or parlor at the designated time. He will not do this unless you instruct him to do so.

If the family is staying in the parlor or lobby until it is time for the baptism, go get them about 5 minutes before the end of the sermon (you may want to ask the Pastor that is preaching how long the sermon is, so you can time things accordingly).

You can wait with them at the back of the Sanctuary or right outside the doors until the sermon is over. Once it is completed, listen for the Pastor to invite the family forward. Have them proceed up the side aisle straight up onto the altar during the singing of the hymn.

The family can stay in the Sanctuary after the baptism, or return back to the Parlor until the service is over.

Thank you for serving your church family in this way. We hope you are blessed by the experience!