

## Baptism Job Description

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1. Call people who have signed up on the Weds. before Baptism. Leave a message and follow up on Saturday if needed. Inform people of what to wear; dark shirt, etc. Bring a towel, change of clothes, etc. and arrive for the 10am experience.
2. Make sure they get a copy of the (DVD) teaching from Craig on baptism.
3. On the Saturday before, close off valves downstairs under the baptistry, and pull the curtains back on the stage.
4. fill the tank before 12:00 noon on Saturday, using the ball valve next to the hot water heater in the tool room.
5. when the water level is full, turn off the valve and cover the entire tank with the solar blanket.
6. turn on the pump in the closet by plugging in the cord.
7. make sure the hot water heater is full before turning on the switch for the heater.
8. turn on the heater and let it run for at least 30 minutes (set timer)
9. Let the water cycle on the timer.
10. On Sunday morning, fold back the solar blanket just before baptism, not too early. Turn on the light over the stairs behind the Pastors office.
11. Meet with all candidates right after the first experience at 11:10- 11:15.
12. Make sure everyone has changed clothes and has a towel.
13. Explain the process of entry and exit, using handrails and the process of holding your nose when being dunked back, (make sure to smile, you will be on youtube!)
14. Start baptizing on the beginning of the second song of the second experience.
15. Let people know about outside exit and sidewalk down to bathrooms. Have an usher stationed near the restrooms for safety on the tile floor and privacy to dry off and change.
16. They are welcomed to go home “straight away”, or dry off and stay for the second experience.
17. After the second experience, close the curtains, and open the valves to drain the water downstairs under the baptistry. Make sure the heater is turned off and roll up the solar blanket.
18. Using a clipboard, gather address and full names of each participant. Mail a certificate to each person baptized. If you gather email addresses or facebook info, be sure to forward the video and have DVD’s made for those who want it.