

BAPTISMAL ASSISTANT

The baptismal assistant shall assist baptism candidates as necessary in preparing for baptism and ensuring an orderly event when baptism takes place. He/she will also be responsible for keeping the baptismal room clean and overseeing upkeep of baptism robes/garments. Because of the nature of this position, men will assist males and women will assist females.

Ministry Area/Department	General staff/administration
Position	Baptismal assistant (both male and female needed)
Accountable To	Pastor
Ministry Target	Church in general
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Serving, exhortation
Talents or Abilities Desired	Enjoy helping others • Physically able to pick up and carry wet robes and mop or sweep floor • Assist candidates with dressing as necessary
Best Personality Traits	Prompt • Dependable • Friendly • Service minded
Passion For	Serving people and the church
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** two hours each month
2. **Participating in meetings/training:** no hours required

RESPONSIBILITIES/DUTIES

1. Welcome baptismal candidates and help with selecting and fitting robes/garments.
2. Assist in dressing/preparing candidates.
3. Gather and launder baptismal robes/garments or take to the cleaners. See that clean robes/garments are returned and properly stored for future use. (**Note:** Men's and women's baptismal assistants should coordinate this function if robes/garments are taken to the cleaners.)
4. Mop/sweep up baptismal room floor and leave it as neat as possible immediately following baptisms.
5. Inform the pastor, secretary, custodian or other appropriate person of any needs related to baptisms (e.g., robes need repair, water leak noticed).
6. Remind/instruct baptismal candidates in baptism procedures (e.g., where to stand, how to hold pastor's arm, what to expect).