

<u>BAPTISM TEAM</u>

CHARTER, POLICIES and PROCEDURES

MISSION: To prepare for the baptism sacrament logistics.

The Baptism Team, hereafter called the Team, shall unlock the baptismal rooms; assist the candidates and pastor(s) in preparation for and after the baptism event.

FUNCTIONS:

The duties of the Team shall include the following:

1. To contact candidates to advise them of their baptismal date, the need for bathing suit and of the meeting place prior to the event by email or telephone.
2. To assure supplies such as towels, baptismal robes, boots for pastor(s), face handkerchiefs, plastic bags for wet clothing, bathing suit attire for those who forget to bring one, male and female grooming accessories, and plastic baskets for wet towels and robes are in baptismal rooms.
3. To assist candidates for baptism by greeting in the Fanning foyer or other designated location to escort them to the baptismal rooms.
4. To give instructions and help in donning baptismal robes over swim attire.
5. To lay out towel and face handkerchief for each candidate.
6. To direct and assist each candidate to the baptismal water.
7. To assist pastor(s) with robbing and disrobing as well as putting on boots and removing boots.
8. Clean baptismal area of wet objects for maintenance staff to wash and return.

COMMITTEE PERFORMANCE;

As needed, but not less frequently than once a year, review and recommend changes to the Team policies and procedures and addendum (if applicable) for approval by the Church.

DURATION:

The Team shall continue in existence indefinitely or until terminated by the church body.

TEAM LEADER:

The Team Leader shall be chosen by Ministry Matching with staff liaison, and shall serve

a term of not more than two consecutive years.

If the Team Leader is unable to attend a Team meeting, the Team Leader shall designate another member of the Team to lead the meeting.

TEAM MEMBERSHIP:

The membership of the Team shall include no fewer than 7 members, including the Team Leader. The assigned staff liaison shall be a non-voting member.

MEETINGS:

A meeting of the Team may be called at anytime by the Team Leader or any other two members on at least 3 days notice and communicated to the Church office for posting on the website and Church calendar. A majority of the members of the Team shall constitute a quorum for the transaction of Team business. All Team meetings shall be open to Church members and invited guests. Participation in Team deliberations, however, shall only be by invitation of the Team.

MINUTES & REPORTS:

The Team may designate a person to summarize the proceedings of the Team's meetings. The records of the Team shall be retained for a period of 2 years. The Team Leader may authorize the creation and distribution of reports or position papers as appropriate.

EFFECTIVE DATE:

This Charter was approved by the Church to be effective September, 2009, and shall govern the operation of the Team hereafter.

BAPTISM TEAM
MEETING SCHEDULE AND PRIMARY AGENDA ITEMS
ADDENDUM

DATE

PRIMARY AGENDA

To Be Announced as needed

Supply purchases
Procedure modifications
Additional team personnel