

Role description for Baptism follow-up Co-ordinator

Role: To send out Baptism Anniversary cards to anyone who has been baptised in the parish, for 4 years following on from the date of Baptism

Role Requirements:

To be:

To be a person approved by All Saints church, who serves in a gracious, Christ-like manner

To do:

- Update the electronic list in January each year, removing all that have received 3 cards.
- Use the register in the Vestry to add new people who have been baptised during the previous year.
- Buy booklets to deliver (or Parish Administrator could order them online).
- Deliver (or post if necessary) the booklets to arrive for the anniversary dates during the year.
- Pray for the Baptism candidates and their families.
- Liaise with the Sunday Club Co-ordinator about putting in flyers for relevant children or youth related activities.
- Claim expenses from Treasurer.
- Attend a meeting of the Children and Young People's Vision Group once a year, for support and supervision by the Chair of that group.
- Read and adhere to all aspects of the All Saints Safeguarding Policy (www.cofeguildford.org.uk/safeguardingpolicy), including recruitment and training requirements; and all other Policies of All Saints Church

Reports to:

The Children and Youth Vision Group Chair

Agreement:

I agree to being the Baptism follow-up Co-ordinator at All Saints Church, under the governance structures of the incumbent and the PCC.

Name (print and sign): _____

Children and Young People's Vision Group Chair: _____

Date: _____

Form approved November 2021