



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 the 1st anniversary

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
- Use the register in the safe in the Vestry to add new people who have been baptised during the previous year.
- Buy booklets (age appropriate) 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 Children's Church Co-ordinator about flyers for appropriate children or youth related activities throughout the year.
- Claim expenses from the Bookkeeper.
- 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.
- I agree to comply with all aspects of the All Saints Safeguarding Policy: <https://www.churchofengland.org/sites/default/files/2019-05/PromotingSaferChurchWeb.pdf>), including recruitment and training requirements; and all other church policies.
- I agree to read and adhere to the Church of England's Parish Safeguarding Handbook: <https://www.churchofengland.org/sites/default/files/2019-10/ParishSafeGuardingHandBookAugust2019Web.pdf>

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): _____

Incumbent: _____

Date: _____

Form approved November 2021. Updated February 2025