

Baptismal Secretary Duties.

(The following list is largely administrative. In some churches the Baptism Secretary is much more proactive – for example following up enquiries for baptism/meeting parents/organising the baptism.)

- Provide and complete Baptismal Certificates, Godparent Cards, Baptismal Candles with details provided by the Minister. (NB. Ministers may have own preferences on card design.). All available from Eden.co.uk or Chelmsford Diocesan Bookshop (more limited.) Envelopes need to be provided as not generally included.
- Keep a record of baptisms: date of baptism/child(ren) & d.o.b.
- Keep the Cradle Roll up-date. (Recently updated by Hilary Walden. Available from Methodist Publishing.)
- Welcome the family on the day.
- Assist at the baptism, usually lighting and presenting the Baptismal candle (see Methodist Service Book.)