



Faith Formation Commission

Baptism Preparation Host Position Description

Reports To:

Baptism Preparation Coordinator

Ministry Purpose / Objective:

To provide an enriching sacramental experience for the people of Immaculate Conception Church preparing for the Baptism of a child in accordance with the *General Catechetical Directory*, *National Catechetical Directory*, *The 1983 Code of Canon Law*, diocesan and parish guidelines.

General Responsibilities of All Ministry Members:

- Discerns God's message in one's own life regarding stewardship of Time, Talent and Treasure.
- Is familiar with any Ministry and Diocesan guidelines as well as General Parish Procedures.
- Presents ministry in a positive light at all times.

Responsibilities of Baptism Preparation Host:

- Obtains a Baptism schedule from Baptism Preparation coordinator.
- Sets up church prior to Baptisms (table, shelf, steps, towels, reserved banners, seat placards, hymnal, etc.).
- Greets families and guests.
- Talks with families 30 minutes before liturgy begins and reviews all instructions.
- Introduces families to presider.
- Ensures families leave with their certificates and candles.
- Cleans up church after Baptism.

Special Activities:

- None.

Meetings:

- Training and orientation for new ministers.

Time Commitment and Frequency:

Time to be allotted to the Following Tasks:

- Set up church
- Greet parents
- Attend liturgy
- Clean up church

Average Time (may vary):

30 minutes/Baptism Liturgy
30 minutes/ Baptism Liturgy
1 hour/ Baptism Liturgy
15 minutes/ Baptism Liturgy

Expected Length of Commitment:

At least one year.

Qualifications Required:

- Practices the Catholic faith through regular attendance at liturgy and reception of the Sacraments.
- Submit the Diocese of Raleigh Application for Volunteers, a background check, and attend Safe Environment Training.
- Knows and supports the “four pillars” of catechesis: Creed, Sacraments, Christian Life, and Prayer.
- Demonstrates a concern for ongoing personal growth through study of scripture, the Church’s doctrinal and moral teaching.
- Demonstrates interest in the parish community, the staff, and volunteering in ICC.