

CHURCH ORDINANCE SERVICE TEAM

BAPTISM & LORD'S SUPPER

PURPOSE OF SERVICE TEAM:

To assist the pastor in preparing for and administering the ordinances of Baptism & Lord's Supper.

DUTIES OF THE SERVICE TEAM:

1. See that all necessary baptismal equipment and facilities are available and in order prior to each baptismal service.
2. Inform appropriate committees or personnel regarding condition of equipment and of the need to replace or add to the facilities.
3. Assist the pastor in designating the proper order of those to be baptized. Prepare names on flash cards or provide some other means of proper identification to assist the pastor.
4. Meet the candidates at the appointed time and show them to their dressing rooms. Answer any questions that may arise and see that each candidate has proper robe, towel, handkerchief, etc.
5. See that adequate elements are available prior to the day of each observance of the ordinance.
6. Prepare the elements and equipment and see that they are in place prior to the observance of the ordinance. Also, provide elements for workers in the TV studio and nursery.
7. Recommend to the appropriate committee(s) any need to repair, replace, or add to the equipment.
8. See that all equipment is gathered, cleaned, and stored after each observance.

ORGANIZATION OF THE SERVICE TEAM:

The organization of the service team shall be as outlined in the General Service Team Policies.

STAFF COORDINATOR: Senior Pastor, Ex. Off.

(March, 2003)