

# Baptism Checklist

Current 05-28-24

## Consult the altar guild notebook for pictures of the placement of candle, oil, shell, etc.

- Altar hangings should be white.
- Place a baptismal keepsake candle in a holder on the altar (right side, facing the congregation). Candles (and small holders) are located in the lower cabinet next to the sink. The empty candle box goes into the gift bag or on the round table by the altar railing.
- The paschal candle should be placed about 3-4 feet in front of the altar, centered, directly behind the font, leaving room for the priest to stand at the font.
- Move the baptismal font in front of the altar, on the floor level.
- Place the shell in the bowl of the font with the hinge of the shell in the back. Flower guild will then fill the bowl **beneath** the shell with water for flowers that will be arranged around the shell. The silver shell (in small purple bag in the silver cabinet) is placed on the font by the shell.
- Move the small round table by the altar railing (not on floor level) near the font and cover with a narthex table cloth. Place on the table:
  - Oil cruet marked "A" (in the silver cabinet, second shelf, in a square glass container). Check whether oil needs to be added. Oil is stored on the right hand side of the wafer cabinet in a little glass tube, marked SC. Use the whole tube.
  - NOTE: The oil stock (stored with the oil cruet) may be used rather than the cruet.
  - Lavabo bowl towel (towels for baptism have a shell on them); use one per person being baptized
- Reserve pews as requested for the baptismal family.

## All other set up as normal

### Before the service on Sunday

Fill silver pitcher (from maroon bag in silver cabinet) "fairly full but not sloppy" with hot water 5-10 minutes before the service and place on the round table. (It will cool off before the baptism.) Add a few drops of Jordan River water (in wafer cabinet) to the water in the pitcher.