



Baptism Process

Fellowship Bible Church

When Someone is Interested in Baptism

What are the next steps if someone wants to learn more about baptism or if they are ready to be baptized?

1. They should stop by the Connection Center at their campus.
2. Inquire about baptism by sending an email to baptism@fellowshipar.com
3. If they communicate their desire to be baptized to a Pastor or Staff member, the Pastor or Staff member sends an email to baptism@fellowshipar.com with the person's name and contact information.

Initial Email from Fellowship

When an inquiry is received. What happens next?

1. The Baptism Coordinator (currently Susan Briggs) receives the baptism inquiry email and will respond with an email (for WLR campus) or forward the inquiry to the appropriate Campus Coordinator so that they can send a response email for their campuses.
2. The response email will let the person (or parent, if it's a child) know that we are excited they want to take the next step of baptism on their faith journey.
3. If the person inquiring wants to learn more about baptism, we offer to set up a time for them to meet with a pastor from their campus.
4. If the person requests a specific pastor, we will set the meeting up with that pastor. Otherwise, we will assign a pastor based on their age, life-stage, or ministry area.
5. If the person is ready to get baptized, we have them fill out our [Online Baptism Form](#).

Fill Out the Online Baptism Form

We ask everyone who desires to be baptized to fill out the Online Baptism Form. Pastors or other staff who are helping someone move towards baptism may fill out the Online Baptism Form for them.

1. It's the first step to notify Fellowship they are ready to be baptized.
2. It gives us a record of each person who desires to be baptized in Ministry Platform.
3. It requires the person to submit a short testimony of their faith.
4. It lets them select the campus, date, pastor, and list who they want to baptize them. If they do not select a pastor, we will assign one to them who fits their age range, life-stage, or ministry area.
5. It gives the qualifications of who can baptize someone else:
 - a. must be a believer
 - b. must have been baptized or in the process of being baptized

- c. By signing and submitting the optional photography waiver on the Online Baptism Form, they grant permission to Fellowship to use photos, recordings, social media, etc. Signing the waiver is not necessary for baptism.
6. There is one Online Baptism Form for people from all campuses to fill out. The Baptism Coordinator will forward each received form to the appropriate campus coordinator for follow-up. The link to the Online Baptism Form is <https://www.fellowshipar.com/baptism-form/>

2nd Email sent after receiving the Baptism Form

Pastor Appointment

The Baptism Coordinator/Campus Coordinator receives notification when a Baptism Form is submitted in Ministry Platform and will:

1. Send an email to the person (or parent, if it's a child), letting them know we are excited they want to be baptized and tell them a pastor will be setting up a time to meet with them.
2. Send an email to the preferred pastor they select on the Baptism Form, attach a copy of the person's Baptism Form, and ask the pastor to schedule a time to meet with the person.
3. If a pastor is not requested by the person filling out the form, the Baptism Coordinator/Campus Coordinator will help assign a pastor to them for follow-up and baptism.
4. After the pastor has met with the person, they will send a Teams message/email to the Baptism Coordinator/Campus Coordinator and confirm the person is ready for baptism.
5. The baptism will not be scheduled until the pastor confirms the person is ready.
6. The pastor who meets with the person will sign their Baptism Certificate.

3rd Email – sent on Monday the week prior to their Baptism

The Baptism Coordinator/Campus Coordinator will send an email with Baptism details to:

1. The person being baptized (or to the parents, if it's a child)
2. The person baptizing them

Names of those being baptized are added to the Dedications & Baptism Document

The Baptism Coordinator/Campus Coordinator will add the names of the people being baptized on the Monday prior to their baptism to the [Dedications & Baptism Document](#).

Meet with the people getting baptized and those baptizing them in the venue 30 minutes before the scheduled time of baptism on their Baptism Sunday

1. The Baptism Coordinator/Campus Coordinator will give brief instructions and pass out Baptism Bags/Boxes to each person getting baptized which includes a Baptism T-shirt, Baptism Certificate, and a bag for their wet clothes.
2. The people getting baptized will be asked to change into their Baptism T-shirts before the service.

3. For WLR, if there are baptisms in the Worship Center and Chapel at the same time, the Service Pastor will be asked to meet with those being baptized in one of the venues.

Enter a Baptism Milestone in Ministry Platform for the person who was baptized

The Baptism Coordinator/Campus Coordinator will enter a Baptism Milestone for the person in Ministry Platform after they have been baptized.