



The United Benefice of Orsett, Bulphan and Horndon-on-the-Hill

Role Description – Baptism Coordinator

Responsible to:

The Churchwardens and through them to the Rector

Person specification:

- To be a person of integrity who seeks to serve in a gracious, Christ-like manner and who treats each member of the Parish with respect and dignity
- To support the ministry and mission of the Church through their work
- To uphold the Vision and Values of the Church and support the Rector through prayer and a positive attitude
- To be present, available and reliable
- To maintain confidentiality and share any concerns with the Rector

Key roles and responsibilities:

- To be the contact point for all baptisms
- To attend baptism preparation meetings and book baptisms
- To use a hobnob email account for church business
- To prepare and circulate a list of forthcoming baptisms
- To ensure that churches are ready for baptism
- To write baptism certificates for parents and godparents
- To be a friendly face to welcome baptism families
- To remind wardens of the baptism if unable to attend in person, wardens would then need complete above three tasks
- To send baptism anniversary cards
- To help plan and prepare outreach events for baptism families

Safeguarding:

- To read and adhere to all aspects of the Benefice Safeguarding Policy
- To complete a Parish Form, providing 2 references, and a Confidential Declaration Form before commencing the role.
- To undertake an enhanced DBS check if required.
- To complete online C0 and C1 basic safeguarding training

Role description reviewed February 2021