



Baptism Form

Baptism Date: _____

Time: _____

Full name: _____

(Circle one:) Adult / Child / *3 Years or younger

Notes: _____

Birth... Date: _____ Hospital or Location: _____

City: _____ State: _____

Baptism Location: _____ Pastor/s: _____

Father's Name: _____ Member: Yes/No

Phone: _____ Email: _____

Mother's Name: _____ Member: Yes/No

Phone: _____ Email: _____

Address: _____ Prospects: Yes/No

City: _____, State: _____ Zip: _____

Sponsor: _____ Sponsor: _____

Sponsor: _____ Sponsor: _____

Grandparents: _____

Great-Grandparents: _____

*******FOR OFFICE USE ONLY*******

Request information from parents (date sent email or made call _____)

Contact Donna Rechtizgel (651/777-8750) one week in advance to prepare banner

Prepare for day of Baptism: Certificate, Envelope, Candle, and Napkin—Darlene Blegen (651/653-9986)

Copy of form to: Children & Families Ministry Director (*Gift Basket/Cradle Roll), Pastors. Bulletin file

Update calendars: Desktop, Website, Wall Announcement Insert Steppingstone

If a Prospect, enter into the Icon Database as such Add to Steppingstone email or snail-mail list

Enter Special Event into Icon Database Update the Excel Spreadsheet Record in the BIG Red Book

Keep this original pink form in the 3-Ring Binder