May 2016

Baptism Set-Up Instructions

1. The small wood table to be used can be found in the Work Sacristy. Place the table to the right (as you're looking at it) of the Baptismal Font.
2. Unlock the ambry. Make sure the ambry light is turned on.
3. The Paschal Candle should be lit. During the Easter Season the Paschal Candle remains on the altar and is not moved.
4. Make sure that hot water is put into the font before the Mass (or service) so that the water is not too cold when it is poured.
5. Put out the reserve sign by the first front center row on the font side.
6. The MC-Greeter Notes should say whether the family is bringing up the gifts. Confirm with the family that they will bring up the gifts (if Baptism is at Mass).
7. Ensure that the following are in place on the table:
    - Baptism book (not needed if Father Frazier is performing)
    - Baptismal candle[1]: remove from box and put both box and candle on the table
    - Shell
    - Gown
    - Two white towels[2]
    - Baptismal certificate: found in Vesting Sacristy
8. Greet the family and make sure they will be bringing up the gifts.
9. After the baptism (or Mass) give the candle and the certificate to the family.
10. Put all of the items away. The Baptism book gets placed with the other books in the Work Sacristy. The font gets emptied. The towels get hung on the wash rack in the Work Sacristy to dry. The table (if not being used for Daily Mass set-up) goes back into the Work Sacristy. The ambry gets locked and the light turned off.

[1] Baptism candle and gown are found in the Work Sacristy in the middle drawer to the right of the sink.

[2] White towels are found in the drawer underneath the drying racks in the Work Sacristy. Use one larger towel and one small towel.