

# Baptismal Service Request *Confirmed*

Date of Service: (1<sup>st</sup> Choice) \_\_\_\_\_ (2<sup>nd</sup> Choice) \_\_\_\_\_ Campus: East or West Time of Service: \_\_\_\_\_

Pastor to Officiate: \_\_\_\_\_

Child's First Name: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

Gender: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Birthplace City: \_\_\_\_\_ State: \_\_\_\_\_

Dad's First Name: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

Mom's First Name: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

Mother's Maiden Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Email address: \_\_\_\_\_

Other Child(ren) in the Family: \_\_\_\_\_

Sponsors: \_\_\_\_\_

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**When Calling for information mention:**

*East West*

*We will have seats reserved for you & your family up front. Will two pews/two rows of chairs be enough? It would help the ushers if you, your family and friends are here five minutes before the service. Thanks.*

- Scanned to & Hard Copy to requested Pastor
- Save a copy to Working/Joni's/Baptisms
- In Google Calendar as NOT CONFIRMED (to prevent too many on any date)
- Added to Google calendar & PCO when confirmed by officiating pastor.
- Email Bernt to inform & get announcement in bulletin the day (or week) of the Baptism.
- Add to PCO Person records- added to parent's household.
- Added to: Church Register PCO.
- Forward scanned copies to West Parish Nurse-Jill Weisenberger/Arlene Morey on Friday before Baptism
- Added to: Permanent Records & Filed.
- "Welcome to the Family" booklet sent if requested by Pastor.