



The Parish of Horndon, Orsett and Bulphan

Role Description – Baptism Coordinator

Role description reviewed and ratified at a PCC meeting on 22nd July 2025

This Role description must be given out during the induction process and signed for before commencing the role.

A copy of the signed Role description to be retained centrally by the Parish and a copy given to the individual.

Signed

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Rector or Churchwarden

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Individual

Responsible to:

The Churchwardens and through them to the Rector

Person specification:

- To reflect the love of God
- To support the Ministry and Mission of the Church
- To uphold the Vision and Values of the Church and support the Rector.
- To maintain confidentiality and share any concerns with the Rector.

Safeguarding:

- To read and adhere to all aspects of the Parish 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 on-line Basic and Foundation safeguarding training, must be retaken every three years.

Key roles and responsibilities:

- To be the contact point for all baptisms
- To attend baptism preparation meetings and book baptisms
- To lead the baptism prep in the absence of a minister
- 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

