

# BAPTISM CLASS CHECKLIST

## FOUR WEEKS OUT

- Schedule communication/promotion
  - Schedule Slides
  - Schedule Social Media
  - Order Postcards
  - Promote through Small Group Leaders
  - Emails/Texts
    - Contact those who've expressed interest
    - Regular attending K-5th graders
    - Weekly Newsletter
- Confirm room assignment
- Confirm communicator and volunteers

## THREE WEEKS OUT

- Schedule communication/promotion
  - Schedule Slides
  - Schedule Social Media
  - Distribute Postcards
  - Promote through Small Group Leaders
  - Emails/Texts
    - Contact those who've expressed interest
    - Regular attending K-5th graders
    - Weekly Newsletter

## TWO WEEKS OUT

- Schedule communication/promotion
  - Schedule Slides
  - Schedule Social Media
  - Distribute Postcards
  - Promote through Small Group Leaders
  - Emails/Texts
    - Contact those who've expressed interest
    - Regular attending K-5th graders
    - Weekly Newsletter

## **ONE WEEK OUT**

- Schedule communication/promotion
  - Schedule Slides
  - Schedule Social Media
  - Distribute Postcards
  - Promote through Small Group Leaders
  - Emails/Texts
    - Contact those who've expressed interest
    - Regular attending K-5th graders
    - Weekly Newsletter
- Confirm room assignment
- Confirm volunteers

## **PRE-BAPTISM CLASS**

- Print Sign-In Roster
- Print Parent Guides
- Print Baptism Response Forms
- Load Slides/Gather Props

## **BAPTISM CLASS**

- Explain Process
- Teach Class
- Distribute/Collect Response Forms

## **POST-BAPTISM CLASS**

- Review Response Forms
  - Not Ready for Baptism - Put in "Not Ready" Contact Group
  - Ready for Baptism - Put in Baptism Contact Group
- Communicate
  - Email "Not Ready" Contact Group
  - Email Baptism Contact Group
  - Email those who didn't show up