

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