

7. Membership Committee

Draft: March 2008

7-1: Baptism

1. Policy Name:

2. Rationale or Purpose

The rationale or purpose statement expresses “why” the policy is being written. The rationale or purpose may also contain or cross-reference “background” materials or more explanatory details regarding various factors that led to the development of the policy.

This policy clarifies and defines the procedures and responsibility for Baptism at BCUC.

3. Policy Statement

Baptisms at BCUC shall be conducted in accordance with the requirements of the United Church of Canada, and according to the procedure outlined below.

4. Scope

The scope of the policy can set important parameters such as to whom will the policy apply (e.g., staff, Committee members, all BCUC members) and to what (e.g., paper and electronic records, information and computer assets, etc.)

This policy applies to all baptisms conducted at BCUC.

5. Procedures

The procedures will detail “how” the policy statement will be attained. Procedures may also describe “enforcement” provisions or methods for appeal. Procedures are sometimes provided in a separate document or left for local determination to provide greater flexibility for updates as well as local control.

1. Normally, the sacrament of Baptism will take place in public worship at times established by the Minister and the Membership Committee.
2. On the recommendation of the Minister, it will be the responsibility of the Membership Committee to approve the administration of the Sacrament of Baptism.
3. The preparation of the parents or guardians of the child to be baptized will be the responsibility of the minister.
4. The Membership Committee will endeavour to keep contact with the parents or guardians of the baptized child until the child is of church nursery school age. (3)

5. The Membership Committee shall ensure an accurate record of baptisms is kept.
6. The Membership Committee shall present the names of the children and the dates of their baptism to council to be entered into the record in the body of the Church Council minutes.

6. Roles/Responsibilities

The procedures may contain details about who is responsible for what. The policy should also identify who is responsible for maintaining and promoting the policy, and who will provide interpretations in the event of the need for clarification or when there is a dispute.

The Membership Committee is responsible for the maintenance and revision of this policy.

The Membership Committee is responsible for approving the administration of the Sacrament of Baptism, keeping records of Baptisms and providing appropriate follow-up.

The Worship Committee is responsible for providing for the administration of the Sacraments.

7. Definitions

Policies should be precise and easy to understand. Sometimes terms will need to be defined to clarify meaning. However, the policy should attempt to convey messages in simple yet precise terms; excessive definitions may make a policy document unreadable or subject it to greater scrutiny.

8. References

BCUC Handbook, p.18, item 5:

The [Membership] Committee...approves the administration of the Sacrament of Baptism, keeps a record of Baptisms and provides appropriate follow-up.

BCUC Handbook, p.17, item 6:

The [Worship] Committee...provides for the administration of the Sacraments.

The United Church Manual:

2.16.1, p.18; 010(b), p.48; 012(b), p.49; 012(c), p. 49; 342(i), p. 168; 343(j) (k), p. 171; 353, p.176; 427.1, p. 205

9. Approval authority: Church Council

10. Approved date: January 19, 2005

Reviewed: March, 2008