

# **BAPTISM SET-UP**

## **SUPPLIES NEEDED**

### **Stored Outside:**

- Baptismal (upside down, east-side yard)

### **Utility Room:**

- (4) Large entry rugs
- (1) Small mat (optional)
- Yellow hose
- Vacuum, mop with clean water, rags

### **Stage Storage:**

- (2) Baptismal boxes:
  - Skirt & heaters
  - Pump & screen

### **AMP Room (bottom shelf bin):**

- (3) Extension cords (2 long, 1 short)

### **Other:**

- Black fabric (for cord and box covering)

# BAPTISM SET UP INSTRUCTIONS

## 1. Create the Space

- Move the front right (2) rows of chairs to the back center (form 1 new row).
- Vacuum the area.
- Lay out (4) entry rugs diagonally (see reference photos).
- Vacuum rugs if needed.

## 2. Prepare the Baptismal

- Center the baptismal on the rugs.
- Ensure spigot faces away from the pastor.
- Clean inside with mop, then the outside.
- Drape the skirt around the base (or find someone to secure it on Sunday).

## 3. Set Up Heaters

- Plug each heater into a separate outlet:
- Behind the cross (short cord)
- At ramp start (long cord)
- Green room (long cord)
- TEST heaters (ensure lights turn on), then unplug and set aside for Sunday.

## 4. Set Up Hose

- Uncoil yellow hose in back hall (clean spills with rags).
- Connect to mop sink.
- Route hose efficiently through hallway and storage to baptismal.

## 5. Stage Presentation

- Leave Pump & Screen box behind baptismal, covered with black fabric.
- Cover cords with black fabric, mats, or gaff tape.
- Tidy and tuck cords along the stage.
- (Optional) Leave towels by steps for baptism.
- Return Skirt box to AMP Room.

## 6. Clean-Up

- Return vacuum, mop, and bucket to their original spots.

# ON BAPTISM DAY

## 1. Fill the Baptismal

- Check hose for leaks.
- Fill ~1 hour before service with hot water (fill to ~6" from the top).

Note: Hot water will run out toward the end.

- Plug in heaters and place them in the water.
- Coil yellow hose and return to Utility Room.

## 2. Manage Heaters

- Unplug all heaters at start of service.

In between services, plug heaters back in, then unplug again at next service start.

# TEAR DOWN INSTRUCTIONS

## 1. Drain Baptismal

- Use pump and hose (under black fabric near stage steps).
- Run hose through side exterior door.
- When empty, flip and store baptismal upside down outside (east-side yard).

## 2. Handle Skirt & Heaters

- Lay skirt flat in front of stage to dry (do not pack).

Coil heater cords and place in "Skirt & Heater" box; leave next to skirt.

## 3. Store Extension Cords

- Coil and return to AMP Room (bottom shelf bin).

## 4. Rugs

- Lay all (4) rugs flat in the back hallway to dry (staff will vacuum/put away).

## 5. Reset Chairs

- Return to 2 rows (6 chairs each) where baptismal was.

Pattern: pocket, no pocket, pocket, etc.

## 6. Final Check

- Ensure the exterior door is fully shut.