Clarendon Team

Changes highlighted in Yellow
To be noted and discussed in Green

BAPTISM Policy and Practice

Adopted by Clarendon Team Council 9 September 2026
To be reviewed September 2027

Policy

The Clarendon Churches follow the requirements of Baptism which are stated under Canon Law (B21 - B25).
This Policy covers our local interpretation of these laws and recommendations.

Canon Law Sec B: https://www.churchofengland.org/about/leadership-and-governance/legal-services/canons-church-england/section-b

Practice

1 The initial point of contact for those enquiring about baptism is either directly to clergy or to the team office.

2 At the point of the initial enquiry the Parish Priest will ascertain the family's connection to the team. For those who live outside the Team but can demonstrate a 'living connection' to it, families will be instructed to ask permission of the incumbent of their home parish when arranging a baptism in our team.

3 The Parish Priest or the Team Administrator, or a Lay Pastoral Assistant will make contact with the family:

   a. Details will be taken to be added to the on-line baptism database.

   b. Baptisms are ideally held within the main Sunday service, although pastoral reasons may indicate a service outside the main Sunday service is preferential. If this is the case, the local church congregation will be informed of the service two weeks before so that they may attend to provide a welcome for the newly baptised and family, and pray for them.

   c. If more than one candidate's family is attending the same baptism service, both families will be notified, and careful note must be given to the number of guests from both families so as not to 'drown' the regular congregation.

   d. Families should sign the Baptism agreement which details expectations, video/photographs, PRS licences, and Social Media guidance, etc.

4 **Preparation**: Baptism is an opportunity to share our faith and deepen the faith of families and those who will be attend our services. Preparation for the service will take place with due regard to the existing depth of faith of the family and ensure materials used are appropriate and welcoming.
Material and on-line resources can include those prepared by the Church of England:
https://www.churchofengland.org/life-events/christenings
https://www.churchofengland.org/life-events/christenings/parents-guide-christenings
https://www.churchofengland.org/life-events/christenings/guide-godparents

5 **Service:** Ahead of the baptism the Priest, LPA or baptism warden (where available) will together

   a. ensure the family have confirmed the Baptism details held on the form (completed by Team Admin)
   b. ensure a baptism candle is available for each candidate (completed by Team Admin)
   c. prepare the baptism certificate and godparent cards (completed by Team Admin)
   d. prepare the baptism register
   e. ensure there are enough orders of service for the numbers expected

6 **Follow up:** Where possible the Priest, LPA or Team Administrator will:

   a. Arrange baptism anniversary cards for the first three years.
   b. Invite the family to family services, seasonal worship such as Mothering Sunday, Easter, Harvest and Christmas.
   c. Arrange for the child to be invited to Sunday School / children's groups / suitable events (if available)