



EVANGELICAL LUTHERAN CHURCH
IN SOUTHERN AFRICA
SOUTH EASTERN DIOCESE
DURBAN CIRCUIT

DURBAN CENTRAL PARISH

Parish Office
43 Milne Str.
Cnr Milne/Shepston Rd.
4001 Durban

www.elcsadurban.co.za

Baptism Procedures

1. Any congregation member welcomes the persons who requests help and **refer him/her to the relevant council member** (“Duties of Congreg. Council members” – councils chooses one of the following):
Deputy chairperson (welcomes new members) or **Secretary** (contacts Pastor in charge) or **Deputy secretary** (keeps records of baptisms, etc.)
2. The Council member who is responsible (see 1.)
 - a. **explains procedure to person and verifies membership status of parents of child to be baptised** (usually only church members can request baptism for their children)
 - b. gives him/her the **baptism registration form** to be filled out by parent of child (if minor) or the person to be baptised himself (adult)
 - c. **informs Pastor** in charge of the request
3. The **parent** (or adult to be baptised) **contacts Pastor** in charge to arrange a date for baptism counseling. Both parents (even if they are not married and/or one is not a member) are requested to attend the baptism counseling and bring their (up to date) membership ticket. If a child to be baptised is younger than 6 years, it doesn't need to attend the counseling session.
4. **Baptism counseling is done by the Pastor** in charge, who also signs the baptism registration form and sets a date for the baptism
5. The **parent** (or adult to be baptised) **hands the filled out registration form, signed by the Pastor in charge, to the secretary, who is responsible, that any outstanding issues are resolved first.**
6. The **secretary prepares the baptism certificates.** The secretary **shows the signed registration forms to the Pastor** before the service and then hands it to the deputy secretary. The secretary **hands the prepared baptism certificates to the Pastor in charge.**
7. The **Pastor in performs the baptism**, stamps the certificate and hands it over to the parent (or adult to be baptised) immediately after the baptism.
8. The **deputy secretary records the baptism details** (from the registration form) in the congregational baptism register.



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Baptism Registration Form

Name of congregation:

Full names and surnames of person to be baptised (one form per person)

Surname: Names:

Date and place (town) of birth:

For persons under 18 years full names and surnames of both parents:

Mother:

Father:

Full names of sponsors (at least 2)

Sponsor:

Sponsor:

For office use only

(please circle the applicable term)

- Baptism application is approved/ approved conditionally/ not approved
- Outstanding – 2nd instruction session/ up to date membership ticket/ other:
- Date of baptism:

Signed

Date:

----- (Pastor in charge)

Outstanding issues sorted

Signed

Date:

----- (Secretary)