

# South Weber Utah Stake

## Baptism Checklist for Ward Primary Presidency

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### 1. Coordinate with families:

- Give a *Baptism Checklist for Families* to each candidate's family in your ward, and go over it with them. Please especially note with the families that **individual displays should not be set up in the church**, including homemade videos, pictures, awards, scrapbook pages, etc.
- Make sure each baptismal candidate and the priesthood brother doing the baptism have baptismal clothing.
- Confirm that the candidate has an interview scheduled with the bishop.
- Coordinate with the family to participate in the baptismal service.

### 2. Coordinate with the Stake Primary Secretary:

- At least four weeks in advance, confirm your ward candidates and get approximate numbers of family members and friends attending for each one. Pass this information on to the Stake Primary Secretary. She will assign your ward a time and a room to meet in on Stake Baptism Saturday. Make sure the families of your ward baptismal candidates know this time and place well in advance. Make sure they understand that the baptisms are at the South Weber Drive Building, not the Stake Center.

### 3. Arrange baptismal service, if asked to do so by your bishopric:

"A baptismal service should be simple, brief, and spiritually uplifting. It may include the following:

- Prelude music
- A brief welcome from the bishopric member who is conducting the service
- An opening hymn and prayer
- One or two short messages on gospel subjects, such as baptism and the gift of the Holy Ghost
- A musical selection
- The baptism
- A time of reverence while those who participated in the baptism change into dry clothes (hymns or Primary songs may be played or sung during this time)
- The confirmation of 8-year-old members of record
- A closing hymn and prayer
- Postlude music

When a baptismal service for 8-year-old children who are members of record involves only one ward, a member of the bishopric plans and conducts it. He may ask Primary leaders to help with planning."  
(Handbook 18.7.2)

### 4. Programs (optional):

- Type and print enough programs for the anticipated number of people who will be attending. (One program for every 3-4 people is usually enough.)
- Guests often arrive early, so please be there **20 minutes prior** to the start time to greet families and hand out programs if you have them.

### 5. There must be a bishopric member in attendance to conduct and oversee the baptisms and confirmations. It is helpful to send a reminder to your bishop of the date and time of the baptism.