

Guidelines for Baptism, Membership Transfer and Child Dedication (Updated:17SEP05)

Baptism

CCCO practices the ordinance of Baptism along with the ordinance of the Lord's Supper as taught in Romans 6:1-8. Baptism symbolizes the death of the old man of sin buried with Christ and a resurrection to a new life in Christ Jesus. Hence every believer should take this step to publicly declare his/her faith as soon as he/she had personally accepted Jesus Christ as his/her Lord and Savior.

At CCCO, there are three scheduled times each year for baptism:

Easter (2nd week of April), **Church Picnic** (July/August), and **Thanksgiving** (2nd week of October) or a **week before Christmas**. Each scheduled time will be announced **6-8 weeks before the Baptism date**. The procedure for the candidate application and processing, and the preparation for baptism are described below

Depending on the number of people applied for baptism, it can be held during a Sunday Service or Sunday/Saturday afternoon baptismal service. CCCO practices both baptisms by water immersion and by sprinkling. Exceptions to the above scheduled times are given to people who are in the hospital, in severe illness or long-term care, or will be leaving Ottawa soon.

Baptismal Procedure

<u>Baptismal Procedure</u>	<u>Time</u>	<u>Person Responsible</u>
1. Announce Baptism date via Sunday Bulletin Announcements and pulpit announcement	7 weeks before baptism (overall coordinator)	Membership Dept.
2. Person interested should complete <u>Application for Baptism Form</u> (Refer to Appendix I) and submit to Pastor or Membership Dept. Forms are also available at church office.	No later than 5 weeks before baptism	Baptismal Candidates
3. Inform the Pastors of candidates for the Baptismal Class, Board members for the candidates' interviews, and Church Admin for the preparation of baptismal certificate, baptismal gift, Sunday Bulletin announcement and testimonies etc. and Person-in-charge or assigned for the baptistery.	No later than 4 weeks before baptism	Membership Dept.
4. Arrange and teach a 6-12 sessions Baptismal Class. (Refer to Appendix II – Guidelines for Baptismal Class)	2 months leading to baptism	Pastors
5. Interview Baptismal Candidates (Refer to Appendix III) - Confirms their faith/salvation in Christ and their reason to be baptized. (Aware of any family objections if exist) - Explain CCCO doctrinal belief, ministry, and structure - Help them integrate to the church life and service, and answer any question which they may have about CCCO - Report to Board via e-mail re: candidates' suitability and readiness	Completed 1 wk before baptism	Baptismal Class Teacher and Board Member from same Congregation as Baptismal Candidate
6. Miscellaneous baptismal preparation tasks: Arrange the baptismal service program with the officiating pastor. Bulletin announcement of candidates, printing their testimonies, preparation of baptismal gown, certificate and gifts, and sanctuary set-up except for the baptistery, arrangement for a photographer. After baptism, ensure the gowns are wash and return to the rack.	1 week before baptism	Church Admin
7. Preparation of the baptistery Cleaning, check leaks, filling with warm water (Refer to the Procedure for Baptistery Preparation)	2-3 days before baptism	To Be Assigned

Membership or Transfer Membership

CCCO practices the ordinance of Baptism and the ordinance of the Lord’s Supper. It also encourages brothers and sisters to join the local church family via Membership or Transfer of Membership as taught in these Scripture in..... By doing so, we identify with the body of Christ at CCCO and can participate more effectively in the local church leadership, election/voting of officers, and other important functions.

At CCCO, there are three scheduled times each year for membership or transfer membership:

At Easter, Church Picnic (July/August), and Thanksgiving.

Each scheduled time will be announced **6-8 weeks before the Membership Transfer date**. The procedure for the candidate application and preparation for membership are described below

Membership or Transfer Membership Procedure

	<u>Time</u>	<u>Person Responsible</u>
1. Announce Baptism/Membership date via Sunday Bulletin Announcements and Pulpit announcements	7 weeks before membership	Membership Dept.
2. Person interested complete <u>Application for Membership Form (Refer to Appendix I)</u> and submit to Membership Dept.	No later than 5 weeks before membership	Membership Candidates
3. Inform the Pastors of candidates for the Membership Class, Board members for the candidates’ interviews, and Church Admin for the preparation of membership certificate, gift, and CCCO constitution, Sunday Bulletin announcement and testimonies etc.	No later than 4 weeks before membership	Membership Dept.
4. Arrange and teach a Membership Class. (Refer to Appendix II – Guidelines for Membership Class)	4 weeks leading to membership	Pastors
5. Interview Membership Candidates (Refer to Appendix III) - Confirms their faith/salvation in Christ and their reason to be a CCCO member. (Aware of any family objections if exist) - Explain CCCO doctrinal belief, constitution, ministry, structure - Help them integrate to the church life and service, and answer any question which they may have about CCCO - Report to the Board via e-mail re: their suitability and readiness	Completed 1 wk before membership	Baptismal Class Teacher and Board Member from same Congregation as Baptismal Candidate
6. Miscellaneous preparation tasks: Announcement of membership candidates, printing of candidate testimonies, preparation of membership certificate, membership gift, and CCCO Constitution etc. Also provide a “Covenant” transparency to the pastor officiating the membership on or before the Membership Service.	1 week before membership	Church Admin

Child Dedication

Biblical teaching on Child Dedication:

- The parents dedicate the child to God as an act of thanksgiving (I Samuel 1:26-28; Luke 2:22-24)
- Receive God's blessing in faith (Mark 10:13-16)
- Commit to teach the child the way of God (Proverbs 22:6)

Child Dedication Procedure

	<u>Time</u>	<u>Person Responsible</u>
1. Announce Child Dedication date via Sunday Bulletin Announcements and Pulpit announcement	7 weeks before Child Dedication Service	Membership Dept.
2. Person interested complete <u>Application for Child Dedication</u> No later (Refer to Appendix I) and submit to Membership Dept.	than 5 weeks before Child Dedication	Baptismal Candidates
3. Inform the Pastors of candidates for the Child Dedication, Church Admin for the preparation of certificate, gift, Sunday Bulletin announcement.	No later than 4 weeks before Child Dedication	Membership Dept.
4. Provide a Child Dedication session if needed	4 weeks leading to Child Dedication	Pastors
5. Miscellaneous preparation tasks: Announcement of Child Dedication candidates, printing of parents' testimonies, "Covenant" etc.	1 week before Child Dedication	Church Admin

Procedure for Baptistry (Baptismal Pool) Preparation

The baptismal pool preparation for Baptism Service Day is a 2-day activity described below:

1 day before Baptism Day (Assume Baptism Service is on Sunday, the day before will be on Saturday)

1.0 Cleaning the baptismal pool

- 1.1 Open the baptismal pool drainage control located at the men's washroom (2nd floor)
- 1.2 Open the hot and cold water control that are also located at the men's washroom
- 1.3 Remove the boards covering (marked #1 to #5) from the baptismal pool and store them at the backstage right corner in the order of #5, #4, #3, #2, #1)
- 1.4 Bring out all the items stored in the pool (e.g. carpet runner, plank platform, handrail etc.)
- 1.5 Bring out the pool ramp (stored at the left side storage room of stage) and lay it down, sweep and rinse. Install the hose found in the pool onto the green hose with the appropriate ending.
- 1.6 Sweep the dirt on the floor and wall; wash the pool with warm water (by turning the pool faucet) and Lysol antibacterial spray. Then rinse and sweep the dirty water into the drain.
- 1.7 Check for any leaks on the pool wall and floor. If there is leak, use silicone caulking to repair
- 1.8 Close the baptismal pool drainage control located at the men's washroom
- 1.9 Fill the pool with cold water to the first step from the bottom of the floor
The purpose is to let the cold water warm up to room temperature.
- 2.0 Install the handrail in the lock position

1 day before the Baptism Service Day

2.0 Turn Hot Water Tanks (in basement Furnace Room) to the "HOT" position

- 2.2 Before turning both Hot Water Tanks' indicator to the "HOT" position, remember which one has been in the "WARM" position and which one has been in the "Vacation" position *prior to* turning them to the "HOT" position. So that after the Baptism Service, the Hot Water Tank that was at the "Vacation" position will later be in the "WARM" position and the tank that was at "WARM" position will later be in the "Vacation" position.
- 2.1 Turn the Hot Water Tanks on the evening before the Baptism Service Day to the "HOT" position.
Please make sure no individual/group is using the hot water faucet at this time.
- 2.2 Unlock the exit stairway doors in the 1st floor Men's and Women's washrooms
(the keys are in the church office key box)

On the Baptism Service Day (Before Baptism) (Assuming Baptism Service is on Sunday at 10am or 11am)

3.0 Fill Baptistry pool with HOT water

- 3.1 Starting at 5am on Baptism Day, fill the baptismal pool with HOT water. Leave the Styrofoam boards on top of the water to keep the water warm.
Turn on the HOT water faucet to fill the pool every hour and re-boil the next hour.
That is, 5 am Turn hot water
 6 am Re-boil hot water
 7 am Turn hot water
 8 am Re-boil hot water
 9 am Turn hot water
- 3.2 Turn off both HOT and COLD water faucets at the men's washroom (2nd floor)

On the Baptism Service Day (After Baptism)

4.0 Drain the water from baptismal pool

- 4.1 Open the baptismal pool drainage control located at the men's washroom
- 4.2 After all the water are drained, let it dry before storing back all the items mentioned in #1.4

APPLICATION FOR MEMBERSHIP 申請入會表格Baptism 洗禮 Transfer 轉會

Date of Baptism / Transfer 受洗/轉會日期: _____

English Name 英文名: _____	Chinese Name 中文名: _____
Address 地址 _____	Telephone: Home _____ Office _____ 電話 住宅 辦公室
Postal Code 郵區號碼: _____	Date of Birth (optional) 出生: _____
Occupation 職業: _____	Male 男 <input type="checkbox"/> Female 女 <input type="checkbox"/>

I give full assent to Constitution, Doctrinal Statement and Covenant (By-Law I) of the Church. 我完全同意並接受教會的憲章，教義聲明及立約誓言

My Testimony of becoming a Christian 我的得救見証

Date 日期: _____ Signature 簽名: _____

OFFICE USE ONLY 此欄由教會填寫	Remarks:
Interview Date: _____	
Interviewed By: _____	
Date of Approval: _____	

Baptismal Class**Overview:**

The baptismal class is for people who are interested in receiving water baptism. It prepares them for this important ordinance by helping them to have a basic understanding of Christianity including the meaning and significance of baptism. It also teaches them how to grow as a Christian after baptism and to become a responsible member of the local church. Depending on the Christian background of the baptismal candidates, the length and the content of the baptismal course may be modified accordingly. The following is only an example of the contents.

Contents:

- A. Basic Christianity
 - The Bible – An overview
 - What is God like
 - Who is Jesus
 - The person and the work of the Holy Spirit
 - What is man
 - How can I be saved
 - The church and its ordinances
 - The Second Coming of Christ and the End
- B. Christian Life
 - How to grow as a Christian – Bible reading, prayer, fellowship & witnessing
 - The Lordship of Christ
 - My spiritual journey – preparing a personal testimony
 - Other suitable topics
- C. The Church and I
 - The story of CCCO – past, present & future
 - My place in CCCO – the role and responsibilities as a member

Memberships Class**An Overview:**

The membership class is a one to two hours session for those who are interested to become church member. It should be arranged by the Membership Committee with the help of the pastoral staff or Board member prior to the interview with the Church Board representatives. It provides an opportunity for the prospective members to learn more about CCCO and for the church leadership to know more about the prospective members so to assist them to find their place in this spiritual family.

Topics:

1. The story of CCCO – the past, present and future
2. My story – the prospective member shares his/her spiritual journey
3. My place in CCCO – role and responsibilities of a member; assisting the prospective member to connect with the church family so that he or she can be nurtured spiritually and to use his or her spiritual gifts

The church shall encourage the practice of water baptism upon profession of faith, believing this to be the teaching of the New Testament. The simple rite of water baptism is a symbol and proclamation of the believer's death to sin and his resurrection in newness of life in Christ Jesus.

(CCCO Constitution, Article IV, 23. Ordinances)

Baptism is an outward expression of faith and commitment to Jesus Christ. It is a symbol of the inner spiritual experience of regeneration. Therefore, the basic requirement for a person to receive baptism should be profession of faith in Jesus Christ, which results in regeneration (Rom. 10: 9-10).

Ultimately, only the omniscient God knows who is truly born again. However, as leaders of the church, we do need to exercise discernment and administer the ordinance of baptism responsibly. The following questions are intended to be used as example of the areas that could be explored during a baptismal interview. It should not be regarded as a test.

1. How can a person be saved? What does it mean to believe in Jesus Christ? Do you have the assurance of salvation?
2. What is the meaning of baptism? Why does a Christian need to be baptized?
3. Describe briefly your spiritual journey.
4. What are you doing to grow spiritually? Describe briefly your habit of devotion/quiet-time.
5. What are the privileges and responsibilities of becoming a member of this church?
6. What is your understanding and practice of tithing?
7. What is your involvement in the life of this church?
8. Do you have any questions regarding this church?