

**HOW TO STRUCTURE YOUR ALTAR WORKERS**

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INTRODUCTION: Preachers all over America are praying for another Pentecost, and really think that God will allow them to have 3,000 new church members by baptism.  The sad fact is that if one person were to walk an aisle in the average Baptist church, he or she would have to wait for another Sunday to be baptized because no one is prepared for a baptismal service.  God only gives you what you prepare for! You must fulfill your responsibilities before God can get in on your services. The work at the altar is why we spend all week in preparation.

Organizing the Invitation

The workers you will need for a successful invitation:

1. Pastor to direct the invitation flow
2. Instrumentalist (piano or organist) to play the invitational song
3. Soloist or choir to sing the invitational song (at the discretion of the pastor)
4. Pastoral Staff or other assigned workers
5. Ushers
6. Soul winners
7. Name takers
8. Baptistery workers
9. Assigned worker to administer baptism

(All of the above workers are approved by the pastor and assigned to their position.)

The tools you will need for a successful invitation:

1. In the auditorium
2. Decision cards on clip boards with pens in a designated place. (Someone needs to be assigned to keep the clipboards filled with decision cards.)
3. Kleenex or tissue (optional)
4. Visitor cards (this will be helpful to follow-up on visitors who perhaps raise their hands for salvation but who do not come forward during the invitation.)
5. Soul winning cards and baptismal cards
6. In the baptistery area
7. Baptistery robes - all sizes
8. Towels
9. Shower caps
10. Hair dryers
11. Combs
12. Plastic bags for wet clothes
13. A record of who actually gets baptized (some back out)
14. Waders
15. Suit jacket designated for baptism (optional; can purchase from thrift stores)

A Closer Look at the Invitation

1. **Pastor** 
   1. Leads the invitation from the pulpit, explaining salvation.
   2. Asks for a show of hands of those who do not know for sure that they are going to Heaven.
2. **Musicians** - Move into place as soon as the pastor finishes preaching and asks for the congregation to bow their heads and close their eyes.
3. **Ushers or other assigned workers** 
   1. From the back of the auditorium, during the invitation, look for a show of hands for those who are not sure they are going to Heaven.
   2. Point them out to the pastor so he can acknowledge them.
4. **Pastor** 
   1. Extend the invitation to the lost several times – they may not respond the first time – give the Holy Spirit time to work on their hearts.
   2. Ask the congregation to stand with heads bowed and eyes closed.
   3. Pray for God to bless the invitation and to do His work.
5. **Soul winners, name takers, and baptistery workers -** once the pastor has everyone to stand and begins praying, move into your position.
   1. Soul winners - move into their assigned place either on the front pews or in the center aisle (depending on the layout of the auditorium),
   2. Name takers - move into place on the front pews near the center aisle with a clipboard full of decision cards and pen in hand.
6. **Pastor -** explain the flow of the invitation:
7. Here in just a moment, I will point to the pianist who will begin to play the piano.
8. There are men stationed at the end of every aisle to greet you as you come forward.
9. Encourage those that raised their hands to come and shake the hand of one of these men.
10. These men will have someone take the Bible and show you how you can know for sure you are going to Heaven.
11. Encourage them to come down the aisle as the first note of the piano is being played.
12. **Ushers or other assigned workers** 
    1. Once the pianist is playing and the pastor is urging people to come forward, do your best to quietly and tactfully approach those who raised their hands.
    2. Let them know that you noticed that they raised their hand for salvation.
    3. Ask them if you could walk with them down front so someone could show them from the Bible how they could know for sure that they are going to Heaven.
    4. If they agree, usher them down the aisle and introduce them to a pastoral staff member or other assigned worker.
    5. Let the pastoral staff member know that they would like someone to show them what the Bible says about going to Heaven.
13. **Pastoral Staff or other assigned workers**
14. Greet people as they come down the aisle, especially looking for those that you noticed raised their hand indicating that they need to be saved.
15. Shake their hand and motion for a soul winner to come to where you are.
16. Introduce them to the soul winner.

* Use their name whenever possible.
* Tom, this is Bro. Smith, and he will show you what the Bible says about going to Heaven.

1. **Soul winner** 
   1. The pastoral staff member or assigned worker will introduce you to the person who has come forward and will instruct you of their need to be dealt with. (Ladies will deal with ladies and men will deal with men.)
   2. Lead the person back to your assigned spot and have them sit next to you on the front pew. (Because of the day and age in which we live, be sure not to sit too close, put your arm around them, or do anything that would make them feel uncomfortable or that would be deemed as inappropriate by someone watching. Protect yourself.)
   3. Give them a clear presentation of the Gospel using the soul winning card or your New Testament.
   4. Once you have led them to Christ and made sure that they had the assurance of their salvation, let them know we would like to have a record of their decision and introduce them to a name taker.
   5. Inform the name taker that they just got saved so the name taker will know what decision they made and can mark it accordingly on their decision slip.
   6. Stay with them after you lead them to Christ because if they choose to be baptized, then you will be the one that will escort them to the baptistery changing room.
2. **Name taker** 
   1. When the soul winner brings you a convert, record their information on a decision slip.

* Print legibly.
* Get all of their information.
* Be sure to mark the decision that is being made.
* Be sure to indicate who dealt with them and your name as the one who recorded their information so if anyone has questions they will know whom to come to.
  1. Once all of their information is recorded, raise the decision slip into the air.
  2. A pastoral staff member or designated worker will come to where you are and take the decision slip from you.

1. **Pastoral Staff or other assigned workers** 
   1. Once a soul winner has led a person to Christ and the name taker has taken down their information, the name taker will raise the completed decision slip into the air.
   2. At this time, approach the pew where they are, take the decision slip and present the opportunity to be baptized.
   3. Give them the opportunity to make a choice to obey the Lord by being baptized, stressing the importance of not putting it off.

* Be sure to pay attention to the age of the person that you are speaking with.
* It is our policy at Parkside Baptist Church that we do not baptize anyone 17 years of age and below without parental permission.
* If they are 18 years of age, then we make sure they are already out of high school before we baptize them.
* It they are still in high school, then we need parental permission.
* Parental permission can be given verbally if the parent is present or via a signed permission form if they rode a bus to church.
* If the parent is not present or permission has not been granted for baptism via a signed permission form, go ahead and explain baptism to them.
* However, let them know that we do not baptize anyone without their parent’s permission.
* Further explain that someone (bus captain) will come by and talk to their parents about them getting baptized.
* Always try to get a commitment from them to be baptized if their parents give them permission. Instruct the convert that chooses to be baptized to follow the soul winner and the soul winner will take them to be baptized.
  1. Have the name taker indicate the person’s decision about baptism on the decision slip and hand the slip to Preacher if the invitation is still going.
  2. If the congregation has been dismissed, then turn the slip into the church office to be recorded.

1. **Name taker -**
   1. Write a “YES” at the top of the decision slip if the convert chooses to obey the Lord in believer’s baptism.
   2. Write a “NO” at the top of the decision slip if the convert chooses to obey the Lord in believer’s baptism.
   3. This makes it easier and more efficient for the church office to record those who were baptized.
   4. The pastoral staff member turns these records in to the pastor or if he is unavailable, make sure that they are turned into the church office.
   5. Please be sure to stay in your place as long as there are people being dealt with in your section. (This may mean that you have to stay after the congregation has been dismissed.)
2. **Soul winner** 
   1. If the convert decides to be baptized then lead them to the appropriate baptistery room and introduce them to a baptistery worker who will explain to them what to do next.
   2. Remember it is your job to lead them to Christ, introduce them to a name taker, and then wait to escort them to the baptistery room if they choose to be baptized.
   3. It is not your job to discuss or even mention baptism - That is the responsibility of the pastoral staff member or assigned worker.
3. **Baptistery workers** 
   1. A worker needs to be assigned to administer the baptism.
   2. A worker needs to be assigned to maintain the filling, cleaning, and heating of the baptistery.
   3. A worker or workers need to be assigned to maintain the cleaning of all baptistery rooms, towels, and robes.
   4. A worker needs to be assigned to keep an accurate record in a notebook of the names of those who actually follow through with getting baptized - this worker will be recording both men and ladies names. (Some people back out of being baptized after they have already agreed to do it. This helps the church office keep accurate records.)
   5. A worker needs to be assigned that explains the putting on of the robe and what to do next.
   6. A worker needs to be assigned who will write down the convert’s name on an index card so that the man administering the baptism will be able to see and announce their name.
   7. A worker needs to be assigned who will offer assistance exiting the baptismal pool and to offer the convert a towel.
   8. Of course, one worker may be able to fill several of these roles.
   9. A minimum of 3 workers is recommended.
   10. All baptistery workers need to stay in place until the baptistery changing room is clear of those needing baptism AND the man administering the baptism gives the O.K. (because there may still be people being dealt with at the altar that have not yet been escorted to the baptistery changing area.)

Following it Through…

1. Pastor gives the invitation to the lost.
2. Musicians move into place.
3. Ushers and pastoral staff or designated workers look for a show of hands.
4. Pastor instructs the audience of how the invitation will proceed and invites them to come at the first note of the piano.
5. Pastor has everyone to stand and leads in prayer.
6. Workers move into place.
7. Piano begins to play and people start coming forward.
8. Workers fulfill their duties.

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