

BABY DEDICATION CHECKLIST

PRIOR TO EVENT:

 TASK	TEAM RESPONSIBLE
Confirm upcoming dates for Baby Dedications and communicate to relevant teams (<i>Pastoral Care, Hospitality Team, Kids Team etc.</i>)	Events
Get the word out to church (Signage in Parent's Rooms etc.)	Kids / Pastoral Care
Manage all incoming Baby Dedications requests via baby.dedications@hillsong.com . Liaise accordingly.	Pastoral Care
Note: Generally we have a Min: 3 Families // Max: 9 Families)	Pastoral Care / Events
 Collate information from Baby Dedication Registration Form (Google Doc)	Pastoral Care
Collate RSVP's for each service and email to Events & Hospitality Team	Pastoral Care
 Send Baby Dedication Letter with details of the day. (<i>Check-in, Morning Tea etc.</i>)	Pastoral Care
 Prepare & Print Baby Dedication Certificates (<i>Deliver to Events</i>)	Pastoral Care
 Prepare & Print Baby Dedication Announcement Cards for MC (<i>Deliver to Events</i>)	Pastoral Care
 Prepare & Print Baby Dedication Name Tag Sticker Labels (<i>Deliver to Events</i>)	Pastoral Care
 Prepare & Print Baby Dedication Overview for Info Desk (<i>Deliver to Events</i>)	Pastoral Care
Confirm Pastors List to stand with families on the day (<i>best to have an extra person on standby for any unexpected walk-ups</i>). Email to Events & Campus Pastor	Pastoral Care
Top up stock of Children's Bibles in stock when low. (<i>Gift for all Babies dedicated</i>)	Events
Wrap Children's Bibles based on RSVP numbers. (Clear Cellophane + White Organza Ribbon). Wrap spares in case too	Events
 Create Baby Dedication Slide with the children's / parent's names. Email to TV	Events
Crosscheck ALL documents for any mistakes (<i>spelling, dates etc.</i>)	Events
Highlight Babies names on MC Card	Events
Check Family Name tags, for spelling and colour (blue for boys and pink for girls)	Events
Deliver all documents to the Events cupboard ready for the weekend	Events
MORNING TEA	
Check stocked up on enough utilities (Coffee, Styrofoam Cups, Urn etc.)	Hospitality
Order Pastries based on confirmed RSVP numbers	Hospitality
Order Fruit / Juice / Snacks based on confirmed RSVP numbers	Hospitality
On Friday, accept delivery of pastries and check they are all good. Store in fridge ready for Sunday	Hospitality
Order White Table Cloths	Events
Organise Trestle Tables & Bins	Events


EVENT DAY:

TASK	TEAM RESPONSIBLE
<p>Deliver Baby Dedication Overview Sign-In Sheet & Name Tags to Info Desk first thing in the morning</p> <ul style="list-style-type: none"> ➔ Keep checking with Info Desk how many families have checked in. ➔ For any families that haven't arrived 15mins prior to the start of the service, Info Desk to call and chase up. ➔ If no show families, have spare TV slide ready without their name, updated MC card, advise pastors one less person needed on stage 	Events / Info Desk
<p>Check TV Team received the TV Slide for screens and double checking spelling all correct. (Correct service, correct spelling. Use of wording: 'Parent' vs 'Parents' for single parents.</p>	Events / TV
<p>MC Announcement Cards: Distribute to: MC, Events Seat, Stage Managers, Front of House, TV, Broadcast, Service Notes person</p>	Events
<p>Prepare the Bibles, put on Pastor's seats for them to take up on stage.</p>	Events
<p>Ensure team ready to go on stage to distribute Baby Dedication Certificates to Pastor's. (Bring Spare Bible too in case we have any walk-ups.)</p>	Events
<p>During the Dedication moment on stage: Team to stand at the back to help count all families to make ensure they're all there. Tick off names on MC Card, to track if MC mentions all children on stage</p>	Events
<p>Pick up DVD from Session Recordings room to mail out to families during the week. Request for number of copies needed.</p>	Events
MORNING TEA	
<p>Check furniture (Trestle Tables, Bins) has been delivered and set-up accordingly</p>	Events
<p>Deliver 3x Tall Cocktail Silver Tables</p>	Events
<p>Put Tables Cloths on tables.</p>	Events
<p>Set up Baby Dedication morning Tea welcome sign on Easel</p>	Events
<p>Prepare Hot Water Urn for Coffee / Tea station. Juice also for cold drinks</p>	Hospitality
<p>Food Platters: prepare fruit, vegetables, crackers, pastries and plate nicely</p>	Hospitality
<p>Place food on tables 15 mins prior to end of service</p>	Hospitality
<p>Do Headcount 10min after Service. Report and keep comparison with RSVP</p>	Events
<p>Top up platter throughout Morning Tea so it's always clean and presentable</p>	Hospitality
<p>Wash up all platters, return crockery to Baby Dedication Cupboard etc.</p>	Hospitality
<p>Pack down furniture. Return Welcome Sign + Easel to Baby Dedication Cupboard</p>	Events

POST EVENT:

TASK	TEAM RESPONSIBLE
<p>Watch Baby Dedication DVD's to ensure they work properly. Audio, visual etc.</p>	Events
<p>Mail out DVD's to families:</p> <ul style="list-style-type: none"> - Include Congratulation Card from Brian & Bobbie - Print Address Labels - 1x DVD per child 	Events
<p>Do stocktake of Bibles. Order more where needed</p>	Events
<p>Keep track of cost per head based on headcount</p>	Events
<p>Follow up any Action Points from the weekend</p>	Events

APPENDIX A: Baby Dedication Registration Form (Google Doc Form)

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QUESTIONS RESPONSES 56

Section 1 of 2

Baby Dedication Registration Form

Please fill in this form to register for Baby Dedications at the Hills Campus. If you have any questions please contact us on baby.dedications@hillsong.com

Preferred Service Date and Time *

Sunday 30 October 2016 (11:15am)

Sunday 27 November 2016 (9:00am)

Sunday 27 November 2016 (11:15am)

Parent's Names: *

Short-answer text

Baby's Full Name: *

Short-answer text

Please include pronunciation of first and last names of baby and parents:

Short-answer text

Baby's Date of Birth: *










Short-answer text

Boy/Girl *

Boy

Girl

After section 1 **Continue to next section** ▼

Contact Details:

Description (optional)

Email Address: *

Short-answer text

Postal Address: *

Short-answer text

Suburb, State, Postcode *

Short-answer text

Phone Number: *

Short-answer text

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APPENDIX B: Baby Dedication Letter



19 October 2016

«Parents_Names_ie_name_tags»
«Address_1»
«ADDRESS_2»

Dear «Parents_First_Names»

Thank you for your recent request to have your «GENDER_1for_confirmation_letter», «**Baby_1_Name**», dedicated at Hillsong Church (Hills Campus) on Sunday «**Date**» at the «**Service**» Service.

Following the service, we have a morning tea in the Western Foyer – we would love for your friends and family to attend! If you would like to attend the morning tea, would you please RSVP the complete numbers for your group to baby.dedications@hillsong.com or 8853 5290, by **Friday «RSVP_Due_By»**. We will need to know accurate numbers of guests for catering purposes, so your assistance is much appreciated.

On the day of the dedication, please check in at the Info Desk in the Main Foyer, where you and your family will be given your name tags 30 minutes prior to the start of the service.

We know that friends/families want to sit together on these happy occasions. Therefore, we encourage you to come early and save as many seats as you need, preferably close to the front so that your friends can take some great pictures!

A couple of weeks after the service, we will post to you a complimentary copy of the DVD of the dedications.

Should you require any other information, please do not hesitate to contact me via email baby.dedications@hillsong.com or call me at the Church office on 8853 5290. We look forward to seeing you on the day.

Kindest Regards,

Rachael McDonnell
Hills Baby Dedications

APPENDIX C: Baby Dedication Certificate



Front

APPENDIX D: Baby Dedication MC Card

BABY DEDICATIONS
[Insert Date]
[Insert Service Time]

PARENTS: [Insert Parent's Names]
BABY [BOY /GIRL]: [Insert Child's Name]

PARENTS: [Insert Parent's Names]
BABY [BOY /GIRL]: [Insert Child's Name]

PARENTS: [Insert Parent's Names]
BABY [BOY /GIRL]: [Insert Child's Name]

PARENTS: [Insert Parent's Names]
BABY [BOY /GIRL]: [Insert Child's Name]

PARENTS: [Insert Parent's Names]
BABY [BOY /GIRL]: [Insert Child's Name]

PARENTS: [Insert Parent's Names]
BABY [BOY /GIRL]: [Insert Child's Name]

PARENTS: [Insert Parent's Names]
BABY [BOY /GIRL]: [Insert Child's Name]

*Morning Tea to be served
in the Western Foyer after the service*

APPENDIX E: Baby Dedication Name Tag Stickers



APPENDIX F: Baby Dedication Overview (for Info Desk Check-In)

9AM SERVICE	
<u>RSVPs for morning tea:</u>	
<u>Pastors:</u>	Pastors Name Pastors Name Pastors Name Pastors Name Pastors Name Pastors Name (on standby)
FAMILY # 1	
Baby:	<i>[Insert Baby's Name]</i>
DOB:	[Insert Date of Birth]
GENDER:	[Insert Baby Gender]
Parents:	[Insert Parents Names]
Address:	[Insert Mailing Address] [Insert Mailing Address]
Phone:	[Insert Contact Number]
Email:	[Insert Email Address]
Date booked in:	[Insert Date]
Letter Sent:	[Insert Date]
Age / Involvement Level	Eg: Frontline, Connect Group Active
Numbers For Morning Tea	[Insert RSVP Number for Morning Tea] CONFIRMED
FAMILY # 2	
Baby:	<i>[Insert Baby's Name]</i>
DOB:	[Insert Date of Birth]
GENDER:	[Insert Baby Gender]
Parents:	[Insert Parents Names]
Address:	[Insert Mailing Address] [Insert Mailing Address]
Phone:	[Insert Contact Number]
Email:	[Insert Email Address]
Date booked in:	[Insert Date]
Letter Sent:	[Insert Date]
Age / Involvement Level	Eg: Frontline, Connect Group Active
Numbers For Morning Tea	[Insert RSVP Number for Morning Tea] CONFIRMED
FAMILY # 3	
Child:	<i>[Insert Baby's Name]</i>
DOB:	[Insert Date of Birth]
GENDER:	[Insert Baby Gender]
Parents:	[Insert Parents Names]
Address:	[Insert Mailing Address] [Insert Mailing Address]
Phone:	[Insert Contact Number]
Email:	[Insert Email Address]

APPENDIX G: Baby Dedication Congratulations Card



APPENDIX H: Baby Dedication TV Slide

