**Altar Workers Instructions**

Please ascertain the respondent’s needs and proceed as follows.

**SALVATION REQUEST:**

1. Review the Plan of Salvation pamphlet (or your method).
2. Review the Water Baptism pamphlet.
3. Complete the Membership Form ONLY IF:
* Salvation is accepted AND membership desired

(on the form check New Convert)

* Salvation is accepted NO membership desired

(on the form check New Convert & write in Non-membership at the top)

RETAIN ALL COPIES OF THE MEMBERSHIP FORM

1. Complete the Discipler Contact Sheet.

Retain the white copy, place yellow back in folder.

1. Complete the Certificate of Salvation and place back in folder.
2. Respondent receives the whole packet and its contents

**CHURCH MEMBERSHIP – CLAIMS SALVATION:**

1. Review the Plan of Salvation pamphlet (or use your own method).

If salvation is assured, proceed.

1. Complete the Membership Form:
* On the form check Christian Experience
* Be sure to obtain complete Baptism Information.

If baptized, get when and where.

 RETAIN ALL COPIES OF THE MEMBERSHIP FORM

1. Complete the Discipler Contact Sheet.

Retain the white copy, place yellow back in folder.

1. Respondent receives the whole packet and its contents.

**RESTORATION: former member coming back**

1. Review the Plan of Salvation pamphlet (or use your own method).

If salvation is assured, proceed.

1. Complete the Membership Form.
* On the form check RESTORATION
* Be sure to obtain Baptism Information.

RETAIN ALL COPIES OF THE MEMBERSHIP FORM

1. Complete the Discipler Contact Sheet.

Retain the white copy, place yellow back in folder.

1. Respondent receives the whole packet and its contents.

**REQUESTING PRAYER ONLY**

1. Review the Plan of Salvation pamphlet (or use your own method).

If salvation is assured, proceed.

1. Complete the DISCIPLER FORM ONLY. On the top of the form, write in “Prayer only”.

Retain the white copy, place yellow back in folder.

1. Complete the Discipler Contact Sheet.
2. REMOVE THE MEMBERSHIP FORM- RETURN TO PACKET BIN.
3. Respondent MAY receive the whole packet or parts of its contents if desired.

**-over please-**

Return this instruction sheet with the completed

Membership/Discipler Contact Form

to the church secretary.

Place completed forms in the Church Secretary’s Mailbox before leaving church on Sunday.

Thank you and to God be the glory.