

NSC DEACONS PROCEDURES		TITLE: DEACONS OPERATING MANUAL – SCHEDULING DEACON
EFFECTIVE DATE: Date 10/23/23	SUPERCEDES: Scheduling Deacon 7/25/20	APPROVED BY: Deacon Chairman

PURPOSE / MISSION

Equitably assign deacons to fulfill duties as determined necessary by the Deacon Chairman.

FUNCTION

Publish and maintain up to date “Duty Roster” of assignments of deacons to their respective duties for the foreseeable future.

PROCEDURES / PROCESS

1. In consultation with the Deacon Chairman determine the relevant duties to which specific deacon assignments are necessary.
2. Construct and maintain a M/S Word document containing a tabular representation of the required tasks along with the name of each deacon assigned and the time period of the assignment.
3. Assignments shall be created based on the current scheduling needs of North Shore Church and shall be added or deleted as the situation dictates.
4. In consideration of known deacon conflicts, carefully assign deacons to tasks in such a manner to avoid undo hardship for any deacon and to provide an equitable sharing of assignments.
5. The time frame of the schedule shall be for the foreseeable future, generally not less than six months in advance, preferably on a rolling basis in advance.
6. Individual schedule conflicts are to be worked out by the affected deacon who should secure a replacement and notify the Scheduling Deacon and the Deacon Chairman.