

NSC DEACONS PROCEDURES		TITLE DEACONS OPERATING MANUAL COMMUNICATIONS DEACON GUIDELINES
EFFECTIVE DATE: NOVEMBER 1, 2023	SUPERCEDES:	APPROVED BY: DEACON CHAIRMAN

PURPOSE/MISSION

To encourage effective communications between Deacons and their sub-flocks, promoting connections and events associated with the Church.

PROCEDURES/PROCESS

1. The Communications Deacon offers suggested emails to deacons so they can forward the same email to their sub-flocks with their additional comments and encouragement. Usually, the Church’s E-Bulletin adequately serves this purpose; however, sometimes, it would be appropriate for the Deacons to add their encouragement to specific events.
2. Distribute notices, solicitations, and announcements to the Deacon group.
3. Offers suggestions and encouragement to deacons to communicate with their sub-flocks at least once a month via phone calls, emails, texts, and personal contacts.
 - a. Personal encouragement and support for events in the church
 - b. Recommendations and encouragement for particular connections
 - c. Acknowledgement that the Deacon is available to them.
 - d. Solicitation for improvement in services for the church, pastor, and Deacon – “How can we help.”
4. Maintain the “Comm Sheet” (Deacon addresses and phone numbers)