

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

**PURPOSE/MISSION**

Connect all church attendees who have become church members to the Deacons.

**ELIGIBILITY**

A Connection Deacon must have been presented and approved by church members and assigned by the Deacon Chairman to be the Connection Deacon. The Connection Deacon should have some experience in using Microsoft Excel.

**FUNCTION**

Become familiar with E-Zekiel to verify all church members.

- 1) With help from the church administration secretary, verify who the new members are,
- 2) Download E-Zekiel Data that contains new member personal data, i.e., name, email address, cell number or home telephone number, and home address.

**PROCEDURES/PROCESS:**

- 1) A download of E-Zekiel data should be requested from the church secretary at least once each quarter of the year.
- 2) The download, which is in a CVS format, should be saved by the Connection Deacon and/or his assistants as an Excel Workbook spreadsheet.
- 3) After the new members have been assigned to a Deacon by the New Members Deacon a spreadsheet with the new member (Flock member) is assigned to a Deacon and a list is prepared and given to the respective Deacons.
- 1. After the Deacon receives his new flock member, a welcome letter or email should be prepared to introduce himself as the contact Deacon who will assist the new flock member with any questions or prayer requests.