

CONNECTIONS DEACON

MISSION/PURPOSE

Ensure all church members and regular attenders are connected with their assigned Deacon.

ELIGIBILITY

The Connection Deacon should have some experience in using Microsoft Excel and can navigate the E-Zekiel app used by the church.

FUNCTION

Become familiar with E-Zekiel app 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

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 Membership Deacon a spreadsheet with the new member (Sub-Flock member) is assigned to a Deacon and a list is prepared and given to the respective Deacons.

a. 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.

From time to time, the Pastor will organize a meeting of potential new members. The Connection Deacon should obtain a current list of NSC ministries (NSC ‘Get Connected’ document) from the church staff and present this list to those attending the new members’ meeting.

Updated: June 15, 2026