

MEMBERSHIP DEACON

MISSION/PURPOSE
To maintain an up-to-date membership listing of existing members, new members, and regular attendees.

FUNCTION
The function of the Membership Deacon is to maintain accurate records of existing members, new members, and regular attendees – including first and last name, home address, email, cell phone, neighborhood, month and day of birth, and date of joining North Shore Church.

PROCEDURES/PROCESS:
These lists are to be maintained monthly from data available from the church office, including when members and regular attendees leave North Shore Church, become deceased, or move geographically to another area away from North Shore Church. These lists are to be distributed to all North Shore Church Deacons on a quarterly basis. The Membership Deacon will rely on historical data available from the E-zekiel Database and additional information provided by each individual Deacon as gathered from their sub-flock groups.

When New Members complete the New Membership Class, execute their personal information sheet, and turn it into the church office, a copy of this personal information sheet is to be provided to the Membership Deacon to facilitate the accuracy of these Membership lists.

The Membership Deacon is accountable to the Secretary. He coordinates with the Church Secretary to maintain the church membership roster, assuring the members (existing and new) are appropriately assigned to a Church Deacon. He is to notify Deacons of any changes in their sub-flocks and to give them an updated printed roster for their use.

Updated: June 15, 2026