

SCHEDULING DEACON

MISSION/PURPOSE

To equitably assign deacons to fulfill duties as determined by the Deacon Chairman.

FUNCTION

The Scheduling Deacon publishes and maintains an 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 an 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 framed of the schedule shall be for the foreseeable future, generally not less that 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.

Updated: June 15, 2026