


# TECHNOLOGY DEACON

**MISSION/PURPOSE**

Using commonly available cloud-based technology, provide repositories for Deacon proposed documents, documents under review/consideration and finished/approved documents for the North Shore Deacons team. Documents should allow/enable all data types (text, photo, spreadsheet, graphs, audio, video, etc.)

**PROCEDURES/PROCESS**

1. Select and deploy technologies that ideally do not require the purchase of any specific device or subscriptions (e.g. Apps) by North Shore Deacons.

2. To the extent possible and practical, target mobile smartphones as the most likely Deacon device of choice.

3. Provide a framework for the proposal, review/revision and approval/ finalization flow of Deacon documents. Don't let the Deacon documents repository be a Wikipedia that allows any Deacon to change any document at will.

4. Align with North Shore Church utilized technologies to the extent possible.

5. Always have a minimum of two (2) fully capable Deacon Tech Leaders so that the Deacons are not impacted by a single Tech Leader illness, death or other lack of reasonable availability.

6. Assist document preparers in the Least Common Denominator (LCD) approach to document preparation. Many Deacons have diminished eyesight, hearing, physical limitations and yes, even mental acuity limitations. Encourage document preparers to consider these factors by suggesting: font size, font effects, usage of color, closed captioning, etc.

7. Provide a censorship role. Provide an editor overview of documents, especially proposed documents, to ensure they are spiritually and morally sound. Work

with document authors to modify their documents to be worthy of our God and our Savior.

8. Provide training for Deacons on the usage of the Deacon documents framework. Training should be available in document form as well as in person sessions.

9. Minimize cost expenditures. Gets written required approvals in advance for all outlays of North Shore Church money.