



Deacon Toolbox

Simple Tech & Systems
to Streamline Ministry



Deacon Toolbox

"Technology exists to remove friction from ministry — not create more of it."

Where Deacons Lose Time

- Unclear communication...
- Texting 17 different people
- Announcements in three places
- Members who “didn’t know”
- Information stuck in one place
- **What’s Your Problem?**
 - Solve the issue without creating another



Keep it Simple.....

- If people won't use it —it won't help.
- **One Stop Shop**
 - Calendar, folder, database, communications, etc
- **Share Everything**
 - What if you get hit by a bus?



Checklists & Delegation

- **Checklist=Life Saver!**
 - VBS, Camp, Meetings, Missions, etc..DETAILS!
 - Briefings/Debriefings
- **Delegation is the way**
 - Find/train helpers
 - Ideally future deacons...



Using AI at Church

- **ChatGPT, Claude, Grok, Perplexity**
 - What is “original” content? Copyrights?
 - Models, Learning, and Personal Info
- **How can we use AI?**
 - Content Creation*
 - Research/testing/proofing
 - Content editing (sermon shots)
 - Accessibility (CC, etc.)
- **DON'T BE LAZY!!!!**





Recommended Apps

- **Google Workspace**
 - Calendars/Sheets/Drive
- **ChMS**
 - Lightpost*, Subsplash, Breeze
- **Design**
 - Canva*, Adobe Express, *Figma*
- **Streaming: OBS**

Let's Talk About Canva

- Free for Non-Profits
- Templates to CUSTOMIZE
- Flyers, Presentations, Stock Images, Logos, Social Posts, Videos, Business Cards, QR Websites, Captioning, Emails,
- Shared Designs/Teams
- **PROFESSIONALISM!**





Lightpost

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