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## Technology and Equipment Committee

**Scope:** Advise the church concerning information technology infrastructure needs and implement, maintain, and repair systems related to those needs.

**Purpose:**

To maintain the church information technology infrastructure which primarily includes multi-media and telecommunications equipment, servers, computers, WIFI, and printers as well as associated software and cyber security protection. To consult/advise the church on equipment relative to the areas of responsibility and to procure, implement and maintain this equipment whenever the need arises. To prepare estimated annual costs for timely submission to the Budget & Finance Committee so that anticipated costs may be included in the church budget for the next fiscal year. To conduct inventory and verification of the safe and functional operating condition of the equipment for which the committee is responsible according to Industry Best Practice and church policies.

**Membership:**

Composed of six members nominated by the Nominating Committee and elected by the church for a three-year rotating term which begins in January annually. The Nominating Committee shall try to nominate persons who have experience with the technical details needed for maintaining the equipment and software for which the committee is responsible. Ex-officio members of the committee are a Pastoral staff liaison assigned by the Lead Pastor and a Deacon liaison assigned by the Deacon chair.

**Relationships:**

The committee assists the church, within the realm of the committee purpose, in fulfilling the church's Mission: To proclaim the Gospel of Jesus Christ and to minister to the needs of our congregation, the community, and the world through the leadership of the Holy Spirit. This committee shall utilize the five Biblical Functions of Worship, Fellowship, Discipleship, Ministry, and Evangelism in meeting the committee's purpose and duties and in communicating, collaborating, coordinating, and cooperating with others. The Committee Chair serves as a member of the Church Council.

**Duties:**

This is a working committee that requires physical presence and hands-on involvement and some experience in the networking field including Microsoft Active Directory services, Vlans, Windows Server OS, network switching, etc.

1. Evaluate and advise the church at least once a year on current and future computer and technological needs.
2. Advise the church on innovations and improvements in the computer and relative technology field that may be applicable to the church.
3. Provide an annual long-range technology plan, with the assistance of the staff, that covers the next three years. Integrate the technology plan into the annual budget.

4. Install, configure, and maintain networking equipment such as routers and switches as well as PCs, laptops, printers, Microsoft Active Directory, WIFI infrastructure, etc.
5. Pull wire throughout the church campus and install physical network jacks as needed.
6. Meet as often as needed to accomplish the committee's purpose.
7. Invite assigned Pastoral staff and Deacon liaisons to committee meetings and provide a copy of meeting minutes.
8. Provide a written report of deliberations, activities and recommendations to the Church Council when requested.