
Technology and Equipment Team**Scope:**

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

Purpose:

To maintain the church's information technology infrastructure, which primarily includes multimedia and telecommunications equipment, servers, computers, WIFI, and printers, as well as associated software and cybersecurity protection. To consult/advise the church on equipment relative to the areas of responsibility and to procure, implement and maintain this equipment as needed. 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 team is responsible, according Industry Best Practice and church policies.

Membership:

A Team leader shall be nominated by the Nominating Committee and elected by the church to serve a one-year term. An individual elected as Team leader may serve consecutive terms and shall be a member of the church. The Team leader shall be responsible for identifying and recruiting team members to assist with the Team's duties. There is no limit on the number of team members. Team members should ordinarily include individuals who are members of the church. If the Team leader determines that team composition is insufficient to fulfill the mission of the team, the Team leader may select non-members to complete the team. Ex-officio members of the team are a Pastoral staff liaison assigned by the Lead Pastor and a Deacon liaison assigned by the Deacon chair. The Team leader may create such sub-groups of the Team as the leader believes is necessary or appropriate to fulfill its duties. Decisions of the Team shall be by consensus to the extent practicable. Any controversies that cannot be resolved by consensus shall be brought to the Deacons for discussion and resolution.

Relationships:

The team assists the church, within the realm of the team's 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 team shall utilize the five Biblical Functions of Worship, Fellowship, Discipleship, Ministry, and Evangelism in meeting the team's purpose and duties and in communicating, collaborating, coordinating, and cooperating with others. This Team will work closely with Multimedia Team.

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Duties:

This is a working team that requires physical presence, hands-on involvement, and some experience with, but not limited to, networking, Microsoft Active Directory services, VLANs, Windows Server OS, and network switching.

1. Evaluate and advise the church on current and future computer and technological needs.
2. Advise the church on innovations and improvements in the computer and related technology field that may be applicable to the church.
3. Create 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. Submit the annual long range plan to the Budget and Finance Committee along with the Team's annual budget submission.
5. Install, configure, and maintain networking equipment such as routers and switches as well as PCs, laptops, printers, Microsoft Active Directory, WIFI infrastructure, etc.
6. Pull wire throughout the church campus and install physical network jacks as needed.
7. Meet as often as needed to accomplish the team's purpose.
8. Invite assigned Pastoral staff and Deacon liaisons to team meetings and provide a copy of meeting minutes.