

## Technology Ministry Group

**Membership:** Chair, Chair-Elect, and at least three 3 voting members.

**Purpose:** To understand the staff's depth of technical knowledge and need of support as well as identify immediate technical needs and future technical needs.

**Duties:**

- Assist in maintaining and supporting the current technology within the church.
- Selection, hiring, and oversight of 3<sup>rd</sup> party support contractor
- Interface with staff in the development and management of church information systems, including assessment of storage needs
- Identify needs for technology as they emerge and make appropriate proposals and recommendations.
- Assist in the training of technical staff in various technical skills
- Disposal of old equipment
- Perform a full system virus scan on a routine basis
- To assist in preparing budget recommendations for the annual church budget
- Approval and purchasing of office equipment over \$200

**Meetings:** Monthly or Bi-Monthly meetings are required.