



**Maintenance of Church IT Infrastructure
(ITCC-PRO01)**

1.0 RESPONSIBILITY

- 1.1 Information Technology and Communications Committee
- 1.2 Pastor

2.0 APPROVAL AUTHORITY

- 2.1 Session

3.0 PROCEDURE

- 3.1 Install, maintain and support wired and wireless network.
- 3.2 Provide computers, hardware and software purchase and maintenance services to the church staff, pre-school staff and the learning center staff.
- 3.3 Maintain and develop church website and related applications to include online giving through PayPal and Tithe.ly.
- 3.4 Organize and provide social media content and advertising.
- 3.5 Record worship services.
- 3.6 Edit and produce streaming videos for the website and social media platforms.
- 3.7 Operate sound and lighting systems to support church services and other events.
- 3.8 Support of various committee IT needs as requested.

4.0 ASSOCIATED DOCUMENTS

5.0 REVISION HISTORY

<u>Date:</u>	<u>Rev.</u>	<u>Description Revision:</u>
		Initial Release

End of Procedure