
TECHNOLOGY COMMITTEE CHARTER

The Technology Committee, responsible to the Board of Deacons, shall be in charge of the acquisition and maintenance of the church's technological equipment (e.g. computers, routers, access points) as well as provide logistical support for technologically related church functions (e.g. telecommunications, wireless accessibility).

Purpose

The Technology Committee of CBCGB exists to:

1. Centralize all requests for technology solutions across the entire church to avoid redundant labor / equipment
2. Assist in the acquisition, management and support of all technology equipment for all the ministries of CBCGB to provide the best and most cost-efficient tools for the job
3. Provide support for all forms of Internet-based communications including website, social media, email accounts, for all the ministries of CBCGB
4. Maintain and secure the church's network infrastructure
5. Interface with outside consultants or companies concerning the church's technological infrastructure
6. Document all of the structure (e.g. how everything is connected) and all the functionality (e.g. how to use all the equipment) in writing

Scope

The Technology Committee shall be in charge of the acquisition and maintenance of the church's technological equipment including computers, tablets, printers, network hardware, and A/V equipment as well as the church's communication forums including its mailing lists, file share systems, and website.

Structure

The CBCGB Board of Deacons will designate one of the deacons to be the Technology Committee chair to oversee the committee each year. The committee itself will be made of volunteer members of both the English congregation as well as the Chinese congregation. The Committee itself will involve several subgroups including (1) website, (2) network, (3) computer / devices, and (4) A/V. These subgroups will be in responsible for the support and maintenance of their respective responsibilities as part of the bigger church picture.

Appendix

Technology Acquisition Process

The Technology Committee will serve at the request of any of the church ministries. All official acquisition and support requests must go through the Technology Committee chair who will process all the requests with the committee and work together with the various church ministries to build a set of requirements. Using that set of requirements, the Technology Committee will do the research and evaluation, including talking with vendors as appropriate, in order to find the optimal technological solution for the church ministries. The final approval of the solution is by the ministry leaders.

Finance

Any purchase that has the potential to impact more than one fellowship will be funded by the committee, while any purchase that exists only for a single ministry will fall under that ministry's own budget. Thus, for example, a projector that is mounted in a room used by multiple different ministries will fall under the Technology Committee's budget, while a portable projector that an individual ministry keeps with themselves will fall under that ministry's budget. All technological purchases regardless of whether it is owned by a single ministry or by Technology Committee will require the approval of Technology Committee for reimbursement.