

Technology and Social Media Committee Guidelines

Constitutional Provision:

The Technology and Social Media (TSM) Committee shall be responsible for planning, implementing, supporting and stewarding the maintenance of the communication technology and social media in and for the church.

Composition of Committee:

The TSM committee will consist of at least eight members, four of whom will serve on the Hardware and Software Team, and four of whom will serve on the Information and Communication Team. Members should serve a minimum term of one year. Efforts will be made to recruit members with skills and experience in various technological and social media areas.

Timeline:

- The Committee will meet two times per year (May and October) to plan and coordinate.
- Each Team will meet regularly (monthly or as needed).

Specific Responsibilities:

1. Co-chairpersons (one per team)
 - prepare an agenda for team meetings
 - preside over team meetings
 - monitor team and individual responsibilities
 - coordinate with co-chair regarding responsibilities of the full committee
2. Council Representation
 - is selected by full committee at first meeting of the year (May)
 - represents full committee at monthly council meetings and reports back to the committee/teams
4. Secretaries
 - take notes at team meetings
 - prepare and distribute team meeting minutes within 1 week after meeting
5. Board and Committee Liaisons
 - communicate with other boards and committees regarding the use of technology and social media to achieve their committee goals.

General Responsibilities follow on next page

Approved by the Church Council 3/9/2015

Revised by the Technology and Social Media Committee 10/2020

Approved by Church Council 4/12/2021

General Responsibilities:

TSM: Hardware and Software Team	TSM: Information and Communication Team
1. With input from clergy and church committees, set the vision and standards for technology use.	1. With input from clergy and church committees, set the vision and standards for website and social media use.
2. Conduct annual audits of church communications technology equipment and software and make recommendations for maintenance and upgrades.	2. Conduct annual audits of website pages and documents and make recommendations for changes and updates.
3. Maintain audiovisual and recording systems and secure training for volunteer technicians.	3. Regularly evaluate social media efforts and make recommendations for increased effectiveness.
4. Support staff, committees and teams in the use of technology to achieve their goals; work with church staff to assist them in developing and updating their technology skills.	4. Support and/or assist staff, committees and teams in the use of social media and the church website to communicate our programs and message to those inside and outside of our congregation, in collaboration with the Membership and Engagement Committee.
5. Make budget recommendations for communications technologies, including hardware, software, and external consultants.	5. Make budget recommendations for expenses related to social media and the church website.
6. Solicit requests from committees and teams for specific technology support.	6. Create educational opportunities for members and staff to learn how to utilize social media and website technologies
7. Conduct annual audits of church volunteer accounts and access, and provide changes to responsible administrators for the systems.	7. Solicit requests from committees and teams for specific social media and website support.
	8. Conduct annual audits of church volunteer accounts and access, and provide changes to responsible administrators for social media and website.

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