



# Our Lady of Grace Catholic Church

## Technology Policy

The Our Lady of Grace Technology Ministry is a group of "volunteers" within our parish. These individuals are entrusted with the management of our web page, in house photography, and Facebook page. They also exist to support and enhance all facets of the Parish through effective utilization of the multi-media audio/visual technical equipment in the Church and Grogan Center.

This ministry is further dedicated to combining the technical and creative aspects of media to augment worship experiences and provide video support for various ministries through special presentations, messages, digital photography, and more.

However, because of the demands placed upon them as volunteers, it is necessary that a policy be enacted which sets forth guidelines for the ministry to effectively provide support to those ministries who are in need of technology for presentations.

Accordingly, in the future, it is requested that persons, groups, and ministries adhere to the following guidelines when making requests:

1. Initial requests to use technology (teleconferencing system, sound system, projection system) are to be made through the Parish Office in conjunction with reserving the facility.
2. An appointment with the technology team is to be scheduled no later than one week prior to the scheduled event. All PowerPoint presentations, DVD's, any URL address to be streamed via internet, website downloads, event programs and music are to be turned in at this time. All applications should be Windows based.
3. At this time the Our Lady of Grace Technology Ministry utilizes the Windows operating system. We are unable to offer support for mac systems and mac supported programs.
4. The Polycom teleconferencing system is currently set up to operate in the Grogan Center Conference room. Due to room size and seating limitations, teleconferencing participation in the conference room will be limited to approximately 18 people. While it is possible to hold teleconferencing in the main hall via the projection system, it requires significant hardware and software changes. Any teleconferencing requests that are to be held in the Grogan Center Main Hall require a minimum two week advance notification before the event.
5. All organizations requesting photography should do so a minimum of two weeks prior to the scheduled event. In most cases this will enable the Technology Ministry adequate time to facilitate your request.

Judy Pounds  
Cell 317-376-0514  
[judypounds@comcast.net](mailto:judypounds@comcast.net)

Dennis Kellner  
Cell 863-449-2135  
[dennis@warrensautosales.com](mailto:dennis@warrensautosales.com)