

Book Poplar Springs Baptist Church Policy Manual

Section 1000 Organization and Structure

Title Information Technology (IT) Committee

Number 1458

Authority Article V of the Church By-Laws

Adopted July 11, 2021

Section 1 Purpose

To maintain the various church Information Technology systems.

Section 2 Membership

The Information Technology (IT) Committee shall consist of at least four members but not more than six members. Members shall serve three-year terms and are eligible for re-election by the church. The Nominating Committee shall submit candidates for committee membership to the church with the advice of the current Information Technology Committee.

Section 3 Chair

The Information Technology (IT) Committee members shall select their own Chairperson. The Chairperson shall serve a one-year term and may be selected to serve consecutive terms.

Section 4 Function

The Information Technology (IT) Committee shall be responsible for:

1. Purchase and maintenance or leasing of all staff and church office computer systems, tablets, copiers, printers and related software and accessories.
2. Assigning and maintaining staff or other church email accounts.
3. Purchase and maintenance of the church internet and WIFI network and associated account.
4. Purchase and maintenance of staff cell phones and accounts.
5. Purchase and maintenance of the church telephone system and account.

6. Purchase and maintenance of the church security camera system.
7. Submittal to Audio-Visual Committee pertinent information on equipment purchased or discarded if in excess of \$50 so that the equipment can be logged into the AV Inventory list.
8. Preparing a yearly budget request and providing the request to the Finance Committee.
9. Working in coordination with the Audio-Visual Committee and Website Committee as necessary to ensure the technology needs of the church are properly addressed.