Technology and Social Media Committee Guidelines [Draft]

Constitutional Provision: This committee shall be responsible for planning, implementing, supporting, and maintaining the information technology and social media in and for the church.

Purpose
1. To keep congregation up-to-date on modern technology
2. Utilize current technologies
3. Publicize church life beyond self
4. Use technology to represent the church
5. To set goals and initiatives for other committees and church groups and employees in regards to use of social media
6. To set standards and norms around technology and social media, including an audit of current situation/practices
7. Equip other groups and committees with technology tools and resources
8. Engage the youth of church in using social media as part of their relationship to the church.

Procedures
1. At their first meeting, they shall select members from within or outside of the committee to take care of the following duties. For more details, see Job Descriptions.
   A. Chairperson
   B. Council Representative (this could be the Chairperson)
   C. Secretary
   D. Budget Coordinator
   E. Other Coordinators as deemed necessary (e.g., Facebook, website, new technologies, photography, Twitter, blog, Skype, equipment, maintenance)

2. At their first meeting after elections (when outgoing, continuing and new members are present) they shall discuss possible objectives and future plans for their board. Before the end of September of each year, they shall establish specific objectives for the coming church program year. Those objectives shall be reported to the October meeting of the Council. Whenever possible, the objectives shall be supportive of the current statement of goals and objectives of the church.

Responsibilities [Needed? Same as Purpose?]
The Technology and Social Media Committee, of five or more members, shall be responsible for the following tasks:
1. Recommend social media and technology plans.
2. Implement social media and technology plans.
3. Promote …
4. Work with other committees (e.g., Human Resources Committee) on utilizing technology and social media toward meeting committee goals (e.g., Church Growth). Possible links: newsletter, finance (donations), HR and advertising