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## **POLICY AND PROCEDURES**

### **1. Equipment**

1.1 The need or desire of new equipment will be recommended to the church with estimated cost.

1.2 Any equipment needing repairs will be presented to the church with recommended repairs and estimated cost.

### **2. Internet & Computer Policy**

2.1. The Media & Technology Committee shall maintain the Internet and Computer & Internet Technology Usage Policy & Procedures.

### **3. Audio**

3.1. Will maintain batteries and other equipment needed to ensure correct operation of microphones.

3.2. Will ensure that hearing assisted devices are in working order and available for church members that need them.

3.3. Will ensure that amplifiers and the mixing board are working and an operator available for all church services as well as special services as needed.

3.4. Will be responsible for recording to audio sermons or other functions when possible.

3.4.1. Copies shall be available for distribution when possible.

### **4. Projectors**

4.1. Will ensure that the projectors are maintained and turned on for church services or special services as needed.

### **5. Video**

5.1. Will be responsible for playing or coordinating videos and digital video disc as needed for services.

### **6. Presentations**

6.1. Will ensure that Power Point or presentation types if available are displayed for church services or special services whenever possible.

6.2. Will be responsible for recording video of sermons or other functions when possible.

6.2.1. Copies shall be available for distribution when possible.

### **7. Variance**

7.1. Any variance from this procedure requires church approval.

### **8. Budget**

8.1. The Media & Technology budget will be set annually by the Budget Committee.

8.2. Payment for the monthly internet access fee will be included with the church phone charges and approved per the Budget and Finance Procedures.

### **9. References –**

#### **9.1. Bylaws**

9.1.1. Budget Article 10

9.1.2. Finance Article 10

#### **9.2. Policy & Procedures**

9.2.1. #LCBC-PP-COIN1- Computer & Internet Technology

#### **9.3. Job Description**

9.3.1. #LCBC-JD-0033

#### **9.4. Forms**

9.4.1. #LCBC-FM-COIN01

9.4.2. #LCBC-FM-COIN02

#### **9.5. Work Instructions**

9.5.1. None