



Local Church IT Management

Vision 100 IT Management Tasks

- Creation and development of basic IT services - website, mailing lists, document repository
- Local church hardware maintenance.
- Local church IT trouble shooting.
- Reminder to local church for basic administrative tasks

Vision 100 IT Temporary and/or Occasional Tasks

- Manage mailing lists.
- Edit website content.
- IT training.

Local Church IT Tasks

General

- The best software in the world can't replace flaws with human organisation and understanding. Therefore it will remain the responsibility of the local church to develop good administrative systems.
- We up to date IT documentation at vision100.org/ITDocs so you can always have access to the most recent version of all the how to documents. (You need a vision100 login to access - ask it@vision100.org).
- We offer some basic guidelines on who to access and use the document repository at vision100.org/resources/documents/ (and sub pages) that you can imitate on your own site.
- We publish regular updates and advice on how to use and update your website at vision100.org/ITDocs which will give lots of suggestions and features you can take advantage of.

People

- There are a range of tasks that are required to maintain IT services. Several of these need to be conducted on the level of the local ministry. Some of these roles could be conducted by the same person.



- IT Overseer. Contact person for Vision 100 IT. This person must be willing to engage with IT issues and have a vision for how they would like IT to look in the local ministry. This person should also regularly provide oversight of how the IT relates to the wider structures of the church. They should also be in charge of introducing the church and its leadership to correct use of IT services.
- Church Administrator someone who can regularly ensure that all IT services are synchronised with wider church administration, manage mailing lists, routine website content updates, regular church emails.
- Sermon recording, editing and uploading.

Weekly Tasks

- Upload sermons on the website (Sermon recorder)
- Regular announcement emails (Admin)

Quarterly Tasks

- Update church calendars, rosters and other administrative documentation (Admin)

Six-Monthly Tasks

- Revise church mailing lists (Overseer)
- Review church website content (Overseer)
- Review church IT use (Overseer)
- Review those with website permissions (Overseer)
- Train people in using the IT services (Overseer)

Local Church and Vision 100 IT Design and Development

- Vision 100 IT will regularly design and develop new features for all IT services.
- Vision 100 IT will also respond to requests from the local church about new services.