

Policy 7: Communication and Technology

Technology Committee

- 7.1. The Technology Committee comprises the following:
 - a. Rector
 - b. Parish Administrator
 - c. 2-3 members of Parish Council or the Parish
- 7.2. Chairperson to be nominated by the members.
- 7.3. The Technology Committee's mandate is to
 - a. Maintain the technology used in the day-to-day operation of Christ Church.
 - b. Support the technological requirements for any events and activities which take place on the church campus.
 - c. Review and recommend updates to the technology used by the Parish and community on campus.
- 7.4. The Technology Committee is required to adhere to the policies of Christ Church pertaining to the running of Committees.

Computers and Computer Software

- 7.5. The management of all computers and software, including maintenance, updating, and replacement, is to be coordinated through the Technology Committee.
- 7.6. Computers and software are to be used by those authorized by the Technology Committee.
- 7.7. Only software and hardware purchased by the Corporation is to be installed onto parish computers.
- 7.8. All original system disks are to be backed up on an external hard drive, changed at regular intervals, and stored in an offsite location.
- 7.9. All Parish digital files are to be backed up on an external hard drive and stored in a locked filing cabinet or similar.
- 7.10. Groups or organizations which require the use of computers or software for an event/activity are to notify the Technology Committee at the time of booking. Information about what is required and the purpose must be explained in detail on the booking form.

Audio Visual Technology

- 7.11. The management of all audio visual equipment, including maintenance, updating, and replacement, is to be coordinated through the Technology Committee.
- 7.12. Audio visual equipment is to be used by those authorised by the Technology Committee.
- 7.13. Groups or organizations which require the use of audio visual equipment for an event/activity are to notify the Technology Committee at the time of booking. Information about what is required and the purpose must be explained in detail on the booking form.
- 7.14. Changes to the regular Sunday service set-up of audio visual equipment in the Church must be arranged with the Technology Committee at least 2 weeks in advance.

Parochial Database

- 7.15. The development of a parochial database, currently on PowerChurch, has allowed the Church staff and volunteers to access personal information on parishioners including:
 - a. Name
 - b. Birthdate
 - c. Address
 - d. Phone Number
 - e. Family Members- spouse, children, etc
 - f. and other information as determined by the Executive Committee
- 7.16. The parochial database must be backed up quarterly on an external hard drive and stored in an offsite location.
- 7.17. The Parish Administrator, or designate, is charged with maintaining and updating the parochial database information quarterly.

Social Media

- 7.18. Social Media, websites and applications that enable users to create and share content or to participate in social networking, is to be used to share the vision and mission of Christ Church.
- 7.19. Social Media accounts are to be overseen by the Technology Committee and the Executive Committee.
- 7.20. Social Media is to be used to promote the events and activities taking place on campus.
- 7.21. Social Media is not an opportunity for Parishioners to advocate a particular social, cultural, ecological, political, or justice point of view which is contrary to the mission and vision statement of the Church and of the Diocese of NS/PEI.
- 7.22. The use of social media must adhere to any regulations developed by the Diocese of NS/PEI.

Communication to Parish and Announcements

- 7.23. Communication methods for Christ Church include but are not limited to, The PEWS Report, Pastoral letters, e-mail, website, and social media.
- 7.24. Christ Church uses an email announcement service to enable the sharing of information within the life of our parish, and events in the wider community that might be of interest to parishioners.
- 7.25. This e-mail service is managed by the Parish Administrator..
- 7.26. Parishioners and/or Community members who wish to alert or invite other members of the larger Christ Church community to an event or issue should:
 - a. if during a Sunday Service:
 - i. make such a request to the presiding minister, in advance, of the commencement of the service
 - ii. consist of a statement of the event or issue of concern

- iii. consist of an invitation to engage further with the announcing member after the service.
 - iv. not consist of a statement or explanation as to why the particular issue appears urgent or important to the member.
 - b. if prior to a Sunday Service:
 - i. make such a request to the Parish Minister in writing prior to Wednesday at 10am.
 - ii. consist of a statement of the event or issue of concern
 - iii. consist of contact information for the person, group, or organization involved
 - iv. may contain a graphic or image to accompany the information
- 7.27. Announcements are not opportunities for Parishioners to advocate a particular social, cultural, ecological, or justice point of view.