St Simon Parish Technology Ministry Charter

Objective

When we worship and learn, we retain more from the experience when it engages multiple senses. Audio, visual, and other forms of technology assist in the use of all our senses, leading to increased participation and a deeper transformative experience. The objective of the St. Simon Parish Technology Ministry is to allow for the use, management, and maintenance of our multi-use technology resources throughout the church building. The work of this ministry will be guided by Sacrosanctum Concilium, (UACCB documents on liturgy), and the Media in Worship documents of the Diocese of San Jose. The ultimate objective of this ministry will be to support and encourage full, conscious, and active participation for those who attend liturgies, meetings, and other learning, evangelizing, and spiritual activities which take place in the church building.

Membership

The Parish Technology Ministry should consist of a variety of parishioners to ensure all perspectives are considered in ministry decisions. Teen membership is encouraged. Ministry members are to serve a two year term except for the chair which should serve for three years (two years as chair). Members may serve multiple terms. Ministry membership should include:

Clergy
School Representative
Pastoral Staff Liaison
Liturgy Committee Liaison
At least two members currently enrolled at St. Simon school (Adults and/or students)
At least three members not currently enrolled at the St. Simon school (Adults and/or students)
Chairperson (chair cannot be the Pastor, School, or Pastoral Staff representative.)

Excluding the non-voting members noted above, total ministry membership should be uneven in number and should be no less than seven.

Areas of Responsibility

Operations	Ministry Owner
EQUIPMENT MAINTENANCE • Maintain equipment manuals. • Prepare annual maintenance plan and assure performance of planned maintenance. • Identify, procure, and manage on-hand back up supplies.	Joe Dore [Zamar]

MINISTER RECRUITMENT
• Prepare Job Descriptions for various levels of positions needed to support the use of technology.
  • Sunday liturgy
  • para-liturgical events (stations, crowning of Mary, Taize, etc).
  • School/catechetics,
• Recruit student and adult volunteers through various means such as bulletin, web site, back to school meetings, "four minutes".
	Clergy, liturgical ministers, Principal and faculty, parents, youth minister

TRAINING AND FORMATION • Technical, Liturgical and Spiritual: service/ministry • Prepare and maintain training manuals. • Oversee training of new recruits to the ministry. • Oversee familiarization training for St. Simon Parish/School Staffs and parishioners • Maintain training logs.	Technical Training: Joe Dore, Jonathan Shultis Formation: Dianna Macalintal, Fr. Chris Bennett (Diocese) Oversee: liturgy director BATMC, Diocesan formation workshop
SCHEDULING • Generate quarterly schedule for Sunday liturgies and special events, assign ministers as needed.	Research ministry scheduler...

Operations	Ministry Owner
MEDIA LIBRARY • Design, develop and maintain library for music and images • Oversee content of media library additions	Jonathan, students
COMMUNICATIONS • Provide periodic communication to the parish and school at large on the progress and ongoing needs for this ministry • Liaise with San Jose Diocese as appropriate • Assure ministry documents are maintained on parish network file server.	Liturgy director, pastor, liturgy board
MINISTRY COORDINATOR • Maintenance of Parish Technology Ministry proceedings for review by any parish member. • Creation of annual calendar / meeting dates • Prepare and send out meeting agenda with pertinent pre-study information. • Maintenance of Parish ministry Bylaws and revisions.	
FINANCE • Budgeting • Inventory •	

Strategic	Ministry Owner
MEDIA IN WORSHIP DOCUMENTS • Interface with Diocese for changes and updates to guidelines. • Provide ministry members the Diocese guidelines for use of media during worship. • Assure St. Simon compliance for use of media during Liturgy.	
ANNUAL PLANNING WITH LITURGY, CHILDREN'S MINISTRY, ASF • Review calendars so as to provide technology support for planned events in the Chuch building. • Prepare personnel plan to support use of media during special events and activities.	
LONG TERM PLANNING Development of long-term technology plan to meet requirements of parish and school 5 year operational plans, including capital budgets. • Documented and approved by entire committee. • Updated and reviewed annually. •	
MEMBERSHIP • Coordinate membership recommendation process Make recommendations to Pastor	

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