

Job Description of Technology Consultants

Role: The role of the technology consultant is to advise churches of “turnkey” options and solutions, where possible, providing training and implementation as appropriate. Specifically, technology consultants will:

- Respond to calls from churches within 36 hours of being contacted on a weekday and on Monday if contacted on a weekend
- Determine if the church’s needs are within their area of expertise, and if so
- Enter in a mutually acceptable memorandum of agreement with the church that includes but is not limited to: (1) starting and ending dates; (2) expectations of both parties (3) desired outcomes; (4) maximum number of consultation hours. Technology consultants will be accountable to the Session of each church.
- Assist the church with technology consultation during the agreement period
- Invoice the church for hours worked at the end of the agreement period
- Refrain from endorsing, purchasing, and installing products

Essential Skills:

- Familiarity with a range of typical connectional and communications options
- Familiarity with the spectrum of social media platforms, as well as device technology and network solutions that can meet communication and connectional needs
- Ability to recommend a range of solutions and options aligned with needs
- Ability to converse with novice inexperienced persons, new to video and streaming technology

Compensation: Technology Consultants will be contracted by individual churches at a rate of \$30/hour. Invoices for services rendered shall be submitted to the church by consultants and paid by the church within two weeks of submission. Invoices should include the following: (1) Name of Church; (2) Name of Consultant; (3) Services Rendered; (4) Number of Hours Worked; (5) Amount Due

Process for Churches

1. Before contacting a technology consultant, churches should think through/answer the questions listed underneath the names of the technology consultants.
 2. Contact the technology consultant of your choice to determine if the technology consultant can assist with your church’s specific needs, and if so:
 3. Complete a Memorandum of Agreement. Technology consultants are accountable to the Session of each church.
 4. Engage the expertise of the technology consultant during the agreement period.
 5. At the end of the agreement period and upon receipt of an invoice from the technology consultant, churches should pay the consultant fee within two weeks.
 6. If financial assistance is needed for the consultant fee, churches may e-mail a copy of the memorandum of agreement and invoice to the Ministry Resource Committee: presbyteryofcharlottemrc@gmail.com for reimbursement of up to \$300.
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When the expertise of more than one consultant is needed, churches may split their 10 hours of reimbursable consultation between two technology consultants. Example: Consultant A- 5 Hours & Consultant B- 5 Hours.

Or, any hourly combination (6:4, 7:3, etc). A separate Memorandum of Agreement is needed for each consultant and separate invoices should be submitted to the church by each consultant.