Stake Technology Specialist Roles and Responsibilities

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Summary:

The stake technology specialist is called by the stake presidency as an assistant stake clerk to serve as the primary support contact for technology services and electronic devices in all Church meetinghouses in the stake.

Details:

"Technology has blessed us with many new innovations to spread the message of the gospel through satellite systems, our own network Web site, television, radio, as well as the written text in our magazines and newspaper. All of these add to our delivery systems, which greatly increase our ability to receive the messages that are delivered." Elder L. Tom Perry, "'Thou Shalt Give Heed unto All His Words'," *Ensign*, May 2000, 25

As a stake technology specialist you are directly involved in the use of technology in your stake and will participate in the blessings that come from it. You serve as the primary contact for technology services and electronic devices in all Church meetinghouses in the stake. Your important role enables Church leaders "to spread the message of the gospel" to those in your stake.

Under direction of the stake presidency, you have the following roles and responsibilities as a stake technology specialist:

- You serve as the primary operator of the Church satellite equipment and verify that it functions as designed and is available when needed.
- You are the primary contact with Church headquarters concerning satellite systems, computer hardware, software, and associated guidelines.
- You manage Church computers in the stake, including those in family history centers. Duties include ordering, installing, scheduling, reassigning, supporting, and arranging for repairs and disposal of Church computers.
- You provide support for the initial setup of computer workstations, printers, and Internet connections (where authorized), as well as maintenance of computer hardware, operating systems, and software.
- You support all users of Church technology in your stake, including the stake presidency, bishoprics, auxiliary leaders, family history consultants, seminary and institute instructors, and others who use such technology in Church meetinghouses.
- You maintain a current inventory of all hardware and ensure that software installed on Church computers complies with licensing agreements.
- You ensure that all computers, software, and confidential Church information are secure, are protected from viruses and improper use, and that data files are backed up regularly. (Remember: Church computers should not be used for personal, non-Church purposes,

nor should privately owned software be installed on them. However, as directed by the stake presidency, ward and stake computers may be made available for members to use family history software programs.)

You should be familiar with Church guidelines for obtaining, managing, and disposing of Church computers. The most current information can be found in the following document: Policy and Guidelines for Computers Used by Clerks for Church Record Keeping.