

## Technology Director Job Description



**Title:** Technology Director

### **Each ministry of the church includes a commitment to six Core Values:**

**Preach Boldly...** proclaiming the truth of God clearly & practically. (Nehemiah 8:8)

**Worship Authentically...** celebrating the person of God passionately & completely. (John 4:24)

**Pray Dependently...** approaching the presence of God fervently & expectantly. (1 John 5:14)

**Witness Courageously...** sharing the gospel of God wisely & respectfully. (1 Peter 3:15)

**Gather Purposefully...** engaging the people of God transparently & hopefully. (Hebrews 10:19-25)

**Plant Strategically...** building the church of God locally & internationally. (Acts 14:21-23)

### **Personal Commitment to the Vision of Summit Point Church:**

Our expectation is that all employees will, along with their spouses and children, seek to model the vision of a complete disciple. We expect that all employees and their families will seek to:

- WORSHIP Christ by consistently attending and engaging in our Impact Services.
- WALK with Christ by consistently engaging as part of age-appropriate Impact Group experiences at Summit Point.
- WORK for Christ by faithfully serving in the ministries of Summit Point Church as makes sense based on age and life situations.
- WITNESS of Christ by regularly being part of the outreach ministries of Summit Point Church and by personally sharing their faiths with others.

### **Spiritual & Character Qualifications:**

The Technology Director should:

- have a clear testimony of faith in Jesus Christ and a passionate, growing, personal relationship with Him.
- have a history of moral purity.
- be a self-starter with drive, passion, and initiative.
- be teachable and willing to be held accountable.
- be a team player with a positive attitude.
- have attention to detail.
- be a member of Summit Point Church or be willing to become a member.

### **Professional Qualifications or Skills:**

- Several years experience with information technology
- Ability to execute projects systematically
- Basic skills in website and network management
- Excellent communication skills
- Aptitude with computer software programs: Microsoft Word, Excel; and specific church database software: Planning Center Online; Basecamp project Management tool; proficiency with Apple products is a must

- Proven ability to troubleshoot problems
- Ability to respond in a timely manner to service issues and requests

**Position Objective:**

To be responsible for maintaining the Technology of Summit Point Church. To perform and supervise the tasks related to the management of computer, printer, and phone systems. To support the technology needs of the ministries of Summit Point Church.

**Position description:**

The responsibilities of the Technology Director are:

**Office IT & Administration**

- Manage, maintain, and purchase computers and associated hardware and software
- Provide assistance in software usage, installation, and training
- Assist in copier management and usage
- Manage, maintain, and provide training on phone systems
- Assist in network administration and internet management
- Maintain records of repair, purchase and maintenance of computers, cell phones, hardware and software
- Manage the e-mail system
- Troubleshoot issues associated with computers, software, phones (VOIP & mobile), copy machine, and network/internet

**Ministry Tools Management**

- Manage the church database (Planning Center Online) and associated programs
- Manage Dropbox, Basecamp, and other various subscriptions
- Assist with sign-ups, mass texting, mobile/touch-free registrations, etc.

**Production Assistance**

A portion of each week may contain production support in various ministries.

**Ministry Assistance**

- Support ministries by performing regular audits on their needs
- Assist with production as needed
- Research tools for ministries to utilize
- Develop white paper on potential tools available to improve and expedite processes

**Website, Church App, and Social Media Assistance**

- Perform updates on content as needed
- Assist ministries with tool usage
- Troubleshoot issues

**Summary of Qualifications:**

This role is an essential ministry function of Summit Point Church, which is necessary for the fulfillment of the Great Commission and the ministries' religious, charitable, and educational purposes as set forth in Article I of the Bylaws. The Technology Director reports to Pastor Mike Klopfenstein.

**Salary and Benefits:**

- This is a full-time salary position (45-50+ hours).
- A competitive salary and benefits commensurate with experience will be provided.

Serious candidates should send a cover letter and resumé to:

Summit Point Church  
Attn: Technology Director Position  
401 Cimmeron Dr.  
East Peoria, IL 61611

Or e-mail to: [smcginnis@summitpoint.org](mailto:smcginnis@summitpoint.org)