



*Living God's Word,
Sharing God's Love*

DETAILED MINISTRY DESCRIPTION

Computer Network Administrator

Network Team Vision

Computer networking excellence for LUMC ministries.

Purpose

The purpose of Computer Networking is to provide excellent computer networking technology in support of the church's ministry.

Title

Computer Network Administrator

Responsible to

Ministry Staff, Church Council

Description of duties

- Perform minor to mid-level repairs to systems, calling in outside support when necessary.
- Coordinate the tasks of the third-party network administration vendor.
- Oversee the purchase of software and hardware for church use.
- Provide training as needed to pastors and staff to ensure computers are used to full potential.
- Arrange professional training for staff when needed.
- Make users aware of software license restrictions and copyright restrictions.

Budget Responsibilities

Prepare an annual budget that allows for regular maintenance of all components of the network as well as hardware and software upgrades.

Time requirements

If there is an active issue or upgrade with computers, there may be several hours per week involved; otherwise, the administrator should expect to devote one to two hours per week on routine tasks.

Term

A minimum commitment of two years, renewable is preferred.

Training and resources

- Training is not provided.

Background Check

Required for this position.

Qualifications, skills, and gifts

- Be on a personal spiritual journey.
- Have an intermediate to advanced knowledge of the hardware and software used by the church, including any network systems.
- Ability to work with outside vendors for acquiring, maintaining, and enhancing the network system.
- Possess one more of the following spiritual gifts:
 - Administration (R)
 - Leadership (D)
 - Teaching (D)

* R - Required; D - Desirable

Benefits to the Servant

Your knowledge of computers will increase as you solve new problems and learn software unique to the church. Satisfaction of serving the church in a way that utilizes a skill that is unique.