

The computing world is still relatively new to the Rio Grande. We are now fully into the computer age. It is time to look at the entire area, rather than at each church as an individual entity. --- Helen Fenimore

Let's discuss:

1. Technical Inventory
2. Computer Hardware
3. Computer Software
4. Computer Networks
5. Computer Warranties
6. Computer Licensing
7. Computer & Software Restoring
8. Computer Maintenance & Repair
9. Computer / Network Specialist
10. Computer Users
11. Computer Training

## **TECHNICAL INVENTORY**

1. This district has 35 churches (sites).
2. How many have computers?
3. How many have Internet Access?
4. How many have computers that are networked?

## **HARDWARE**

**In order to use older software, computers for 2011 should have a minimum of:**

1. 20 GB Hard Drive
2. 1 GB Ram (Memory)
3. 500 MHZ Pentium II
4. 56k Modem

**(Windows no longer supports XP and prior versions. Units should be upgraded.)**

**In order to use most new software, computers for 2011 should have a minimum of:**

1. 80 GB Hard Drive
2. 2G Ram (Memory)
3. 3GHZ Dual Core Processer
4. 4 GB DDR3
5. 1 TB HDD Capacity HD Graphics
6. BlueRay Combo Drive (Blue Ray/DVD/CD read/write)
7. Windows 7 Home Premium
- 8.

**(Windows no longer supports XP and prior versions. Units should be upgraded.)**

# **SOFTWARE**

## **Each system should be checked to verify:**

1. Is System working satisfactorily?
2. Have Windows Updates been maintained each month?
3. Have MS Office Updates been maintained each month?
4. Have other program updates been maintained each month?
5. Have “drivers” updates been maintained each month?

## **Each system should be checked for Security:**

1. Is there Virus Protection?
  - a. Is the Virus Protection updated on a daily basis?
2. Is there Spyware Protection?
  - a. Is the Spyware Protection updated on a daily basis?
3. Is there Firewall Protection?
  - a. Is the Firewall Protection updated on a daily basis?
4. Is there Spam Protection for the Email?
  - a. Is the Spam verified on a daily basis?

# **COMPUTER NETWORKS**

Does the church have stand-alone systems, or a church-wide network?

- 1.
2. DISTRICT OFFICE NETWORK
  - a. Determine value of network vs. stand-alone systems at District Office.

EXAMPLE:

1. SITE NETWORKS
  - a. Determine value of network vs. stand-alone systems at each site.
  - b. Site is responsible for upkeep and maintenance costs
  
2. MCALLEN DISTRICT NETWORK
  - a. Determine value of site networks vs. District network that maintains sites.
  - b. District is responsible for upkeep and maintenance costs on all sites.
  - c. Sites reimburse District for upkeep and maintenance costs
  - d. District has control over site computers

*i. NOTE: UMC can be sued if illegal software is on computer*

## **COMPUTER WARRANTIES**

1. Make sure you send in your Warranty Registration
  - a. When you purchase a new computer
  - b. When purchasing any computer accessories.

## **COMPUTER LICENSING**

1. Each software program must be legally licensed.
  - a. Gone are the days of sharing “disks” and burning copies of software to share with others.
  - b. Every time you are on the Internet, Microsoft checks to see whether you have licensed or “pirated” software on your computer.
  - c. It is against the law to used “pirated” or “borrowed” software.
  - d. Don’t endanger the District, UMC etc. with the possibility of lawsuits.
2. Most software licenses are issued for one computer only.
  - a. If you wish to have the same software on more than one computer, you are breaking the license agreement.
  - b. You must obtain a software license for each computer you install the software on.

## **COMPUTER & SOFTWARE RESTORATION**

1. Keep a record (list) of any repairs (with date)
2. Keep a record (list) of any software installed (with date)
3. Make sure you have a disk (CD) for any software you have installed on the computer
4. Keep all software and inventory lists together in one place. Make sure more than one person knows where it is stored.
5. If your computer needs to be restored, and you don’t have the disks, you may lose some of the programs and have to repurchase them!

## **COMPUTER MAINTENANCE & REPAIR**

1. Each computer should have maintenance check monthly.
  - a. System Check
  - b. Remove Internet Files
  - c. Remove unnecessary temp files
  - d. Scandisk
  - e. Defrag

## **COMPUTER / NETWORK SPECIALIST**

1. District should have a Computer / Network IT on “staff” or “contract” to make sure the computers are maintained properly.
2. Sites reimburse District for upkeep and maintenance costs of their computers.

 ***COMPUTER USERS KNOWLEDGE***

1. Determine current computer skills of each site. (If skills are needed, you will know who to call on)
  1. Staff
  2. Volunteers
  3. Others

 ***COMPUTER USERS TRAINING***

1. Hold a seminar each month to support staff with software and other computing skills. (Office, Email, Internet, etc)
2. Provide live “Help Desk” for questions on computer problems, etc.