

5 November 2009

Memo to all Calvary Chapel Costa Mesa Ministries:

Calvary Chapel Costa Mesa is intent on providing the best possible Information Technology services to all ministries campus wide. In the interest of controlling expenses and cost, we also find it essential that we have a plan to manage the allocation of these services. Pastor Chuck, Brian Brodersen and the board view Information Technology services as a ministry of the church.

In an effort to control cost, provide accurate accounting for all current and future computer hardware resources and insure coordination and cooperation between ministries, all IT operations will be managed and supervised by Calvary Technical Services. Calvary Technical Services is located on the 6th floor of the Logos Building. Jim Shirley has been appointed by Pastor Chuck and the board to serve as the director of Calvary Technical Services.

Calvary Technical Services (CTS) will soon be in contact with each ministry of CCCM and ask for your cooperation on a new project that involves asset tracking and labeling of all computer related hardware.

To insure the future success of our desire to accurately manage and track computer hardware assets we ask each ministry to cooperate fully with the following policies:

1. All future computer hardware and software purchases must be pre-approved by the CTS office. You will be contacted soon about a new online PO system to obtain this approval.
2. All working hardware that you currently have (not being used) at your physical location must be transferred to the CTS office for labeling and inventory.
3. No individual, department, or ministry should transfer any computer related hardware in your possession to another individual, department or ministry. All transfers of computer hardware must be processed and tracked by CTS. Please contact Jim with a list of any current working computer hardware assets in your possession that are not currently being used.
4. Prior to completing a PO for new computer hardware first contact CTS/Jim Shirley. The computer hardware in storage will be reviewed first prior to ordering new equipment.

We expect that each manager and ministry to cooperate fully with these policies. With your cooperation, you will play a vital role in helping the church achieve its goal of providing technical services within the framework of a centralized management so that we may control cost and accurately account for all computer assets. We all will be better served if we are successful in this endeavor.

Sincerely
Pastor Chuck

