



NEW ORLEANS

BAPTIST THEOLOGICAL SEMINARY

ANSWERING GOD'S CALL

BSHM5310 Introduction to Biblical Hermeneutics

Biblical Studies Division Online Syllabus Summer 2019

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The mission of New Orleans Baptist Theological Seminary is to equip leaders to fulfill the Great Commission and the Great Commandments through the local church and its ministries.

Purpose of Course

The purpose of this course is to train the student to interpret the Bible using the grammatical-historical-critical principles of exegesis in order to “rightly divide the Word of Truth” for teaching and preaching the Bible.

Our Core Values

The seminary has five core values. The focal core value for 2018-2019 is Doctrinal Integrity. This course supports the five core values of the seminary.

Doctrinal Integrity: Knowing that the Bible is the Word of God, we believe it, teach it, proclaim it, and submit to it. Our confessional commitments are outlined in the “Articles of Religious Belief” and the “Baptist Faith and Message 2000.”

Spiritual Vitality: We are a worshiping community emphasizing both personal spirituality and gathering together as a Seminary family for the praise and adoration of God and instruction in His Word.

Mission Focus: We are not here merely to get an education or to give one. We are here to change the world by fulfilling the Great Commission and the Great Commandments through the local church and its ministries.

Characteristic Excellence: What we do, we do to the utmost of our abilities and resources as a testimony to the glory of our Lord and Savior Jesus Christ.

Servant Leadership: We follow the model of Jesus and exert leadership and influence through the nurture and encouragement of those around us.

Curriculum Competencies Addressed

NOBTS faculty members realize that all ministers need to develop specific competencies if they are going to have an effective ministry. To increase the likelihood of NOBTS graduates having an effective ministry, the faculty developed a competency-based curriculum after identifying seven essential competencies necessary for effective ministry. All graduates are expected to have at least a minimum level of competency in all of the following seven areas:

Biblical Exposition: To interpret and communicate the Bible accurately.

Christian Theological Heritage: To understand and interpret Christian theological heritage and Baptist polity for the church.

Disciple Making: To stimulate church health through mobilizing the church for missions, evangelism, discipleship, and church growth.

Interpersonal Skills: To perform pastoral care effectively, with skills in communication and conflict management.

Servant Leadership: To serve churches effectively through team ministry.

Spiritual and Character Formation: To provide moral leadership by modeling and mentoring Christian character and devotion.

Worship Leadership: To facilitate worship effectively.

The primary curriculum competency addressed in this course is Biblical Exposition.

Course Catalog Description

This course includes a study of the principles of biblical interpretation, an introduction to the major resources available as an aid to biblical interpretation, and an exegetical study of selected passages from the various genres of biblical literature. Some attention is directed to current issues in biblical hermeneutics, but the major focus of the course is practical in nature in that the goal of the course is that the students develop a sound method for exegesis of the biblical texts.

Student Learning Outcomes

1. The student will be able to understand the principles guiding the exegetical process for biblical interpretation.
2. The student will be able to use appropriate tools, resources, and methods to apply sound exegetical principles toward biblical interpretation.
3. The student will be able to communicate clearly the meaning of the biblical text to a contemporary audience.

Required Textbooks

1. *Holy Bible*. In modern translation: RSV, NRSV, NASV, NIV, GNB, ESV, NLT, etc.
2. Gordon Fee and Douglas Stuart, *How to Read the Bible for All Its Worth*, 4th ed. (FS)
3. J. Scott Duvall and J. Daniel Hays, *Grasping God's Word*, 3rd ed., Zondervan, 2012 (DH)

Optional Recommended Textbooks

These textbooks may be used for the extra credit project (see below page 7).

1. Gerald Bray, *Biblical Interpretation: Past and Present* (GB)
2. Klein, Blomberg, and Hubbard, *Introduction to Biblical Hermeneutics* (KBH)
3. Stanley Porter and Beth Stovall, *Biblical Hermeneutics: 5 Views*, Intersity Press, 2013. (P&S)

Help for Writing Papers at “The Write Stuff”

This is the official NOBTS Writing Center online help site for writing academic papers and essays. <http://www.nobts.edu/writing/default.html> You will discover writing guides, tips, and valuable information to help you become a better writer. Go here for Turabian and APA style helps and guidelines. You will also find language fonts for Greek and Hebrew.

Plagiarism on Written Assignments

NOBTS has a no tolerance policy for plagiarism. Please be aware that plagiarism in certain cases may result in expulsion from the seminary. Refer to the NOBTS Student Handbook <http://www.nobts.edu/resources/pdf/studentervices/NOBTSHandbook.pdf> where the definition, penalties and policies associated with plagiarism are clearly defined.

Course Requirements

The following components comprise the student’s grade for the course. Grades for each component will be calculated on the basis of the following percentages. Due dates are given in the Course Schedule below.

1. Reading Quizzes (10%)

Students are to read the portions of the required texts by the date specified in the course schedule. A quiz will be opened for the student to take for the section of readings as outlined in the course schedule below and will be taken during the week of the unit covered. These quizzes are open book, but are timed. The questions will come directly from the textbook readings for the Unit of the current week. The quizzes are open book and timed. A good strategy would be to read the chapters for the Unit, watch the audio power points for the chapters and mark your textbook with information from the slides. Then, take your reading quiz. **Due Weekly.**

2. Application Exercises (10%)

The student will participate in Application Exercises for most Units. These exercises are designed to support the class materials from the Duvall & Hays textbook. You will find the assignments at the end of each chapter in the DH 3rd edition text. Blackboard will instruct you for which questions to answer in each Unit. For each assignment, you will need to prepare a Word file containing the scripture verses for the exercises. You will follow the instructions for each week and do the work on the passage. In order to upload your assignment to Blackboard, you will need to scan your completed work and save it as a pdf. If you don’t have a scan function on your printer, you can use apps like EverNote, CamScanner, Tiny Scanner, etc. on your smart phone. Use the app to scan your finished work and email it to yourself.

Upload your weekly application exercises you are working on for that week. These assignments are designed to give you hands-on experience with the concepts learned in the DH readings.

This assignment is due each week by the Saturday night of the weekly Unit. Check the syllabus Course Schedule for dates. See Grading Rubric associated with your DB. Deductions will be made for late work. **Due weekly.**

3. Background Study Paper (20%)

A word about format and style: The paper is to be double-spaced, Turabian or APA format, Times New Roman 12pt font, 2000 words total including cover page and bibliography. Please use a minimum of 5-6 academic resources **excluding Bibles and Study Bibles** (Refer to New Testament and Old Testament Bibliographies in Helpful Guides and Documents). Most Divisions in NOBTS use Turabian Style for writing papers. If your Division uses APA style, we will accept this for your papers. All Biblical Studies majors should use Turabian. Regardless of the style you use, be consistent throughout your assignments. Because all students take Introduction to Biblical Hermeneutics, we want you to focus on learning to do solid exegesis on the Bible, rather than spending extra time learning a new style for writing. Be sure to reach out to your individual professors if you are uncertain which style you should use for this course. Always write a cover page for your written assignments. Refer to the example in Blackboard as a guide.

The Background Study Paper: The historical-critical/grammatical method of exegesis begins with a review of the historical background of the book being studied. The purpose of a background study is to determine the proper setting for your particular book and passage. This information may be found in the major commentaries, dictionaries, and encyclopedias for your passage. The historical background study should include the following:

- Historical information on the setting, authorship, readership, date and place of writing of the letter, book or passage.
- Information on the critical issues of the passage. These may vary and will be discussed in the major commentaries, dictionaries, and encyclopedias for your passage. Critical issues may range from controversies over authorship, time of writing, theological issues, difficult subjects, etc. Every Bible book or letter is different.
- A discussion of the theological issues covered in the passage.
- A section where you focus upon your specific background topic as indicated in the Bible passages below (see the list below).

Paper Topics for the Semester: Select One

Select a passage that you will use for your Background Paper, Word Study Paper, Stage One Paper, and Stage Two Paper in this course. (Note that the word study topic and background focus has been preselected for you.) Choose a primary passage and a secondary passage. The secondary passage must be in the opposite testament. Submit your selections to the professors, who will then assign passages to balance out grading responsibilities for the course.

Old Testament

Narrative: Genesis 22:1-18
Word Study Paper Topic: "Provide" (v. 8, 14), *yireh*
Background Paper Focus: Sacrifice in the OT

Narrative: Ruth 3:1-18
Word Study Paper Topic: "Kinsman Redeemer" (v. 28), *goel*,
Background Paper Focus: Levirate Marriage

Law	Exodus 19:1-8
Word Study Paper Topic:	“Covenant” (v. 5), <i>berith</i>
Background Paper Focus:	Covenants in the OT
Poetry	Psalms 18:1-19
Word Study Paper Topic:	“Sheol” (v. 5), <i>sheol</i>
Background Paper Focus:	Salvation in the OT
Wisdom	Proverbs 3:13-18
Word Study Paper Topic:	“Wisdom” (v. 13), <i>chokmah</i>
Background Paper Focus:	Tree of Life in the OT
Prophecy	Ezekiel 37:1-14
Word Study Paper Topic:	“Spirit, spirit, wind, breath” (v. 1, 6, 9), <i>ruah</i>
Background Paper Focus:	Resurrection in the OT

New Testament

Narrative- Gospels	Matthew 26:17-30
Word Study Paper Topic:	Covenant, <i>diatheke</i> (v. 28)
Background Paper Focus:	Passover Feast of the Jews
Narrative- Parables	Luke 20:9-19
Word Study Paper Topic:	Parable, <i>parabole</i> (v. 1)
Background Paper Focus:	Tenant Farmers/Rich and Poor
Narrative- History	Acts 8:4-25
Word Study Paper Topic:	To Baptize, <i>baptizo</i> (v. 12)
Background Paper Focus:	Samaritan-Jewish Relations in the First Century
Epistle	1 Timothy 2:8-15
Word Study Paper Topic:	Silence, <i>hesychia</i> (v. 11)
Background Paper Focus:	Role of Women in the Ancient Near East
Epistle	1 Corinthians 7
Word Study Paper Topic:	Not divorce/not separate, <i>me choristhenai</i> (v. 10)
Background Paper Focus:	Marriage
Apocalyptic	Revelation 2:18-29
Word Study Paper Topic:	patient endurance, <i>hypomone</i> (v. 19)
Background Paper Focus:	Trade Guilds

4. Word Study Paper (10%)

The historical-critical/grammatical view gives focus to word studies and what words meant in the original context. The student will complete a word study on a word indicated from an assigned text. The GGW textbook has a complete guide to performing a word study. Consult that chapter in Duval & Hays.

The paper is to be double-spaced, Turabian or APA format, Times New Roman 12pt font, 1000 words total including the cover page and bibliography. Please use a minimum of 5-6 academic sources on this paper excluding Bibles and Study Bibles (Refer to NT and OT Bibliographies in Helpful Guides and Documents). **See schedule below for Due Date.**

5. Two Stage Exegesis Paper Project (40% Total for Two stages)

Using the historical-critical/grammatical method of exegesis, the student will exegete the selected passage. The major project in the course is consists of a practical application in the form of an exegetical paper, which is to be produced in two stages. The detailed instructions are located at the end of the syllabus. (See Below)

(1) Stage One (30%) – The *first stage* is a thorough exegetical study that is to follow the attached guidelines, double-spaced, Turabian or APA format, Times New Roman 12pt font, 4000-4500 words total, including the cover page and bibliography. At the end of this stage, the student should have gathered all the essential knowledge from the text and be ready to begin the task of constructing a sermon or a teaching lesson. Please use a minimum of 7-8 academic sources on this paper excluding Bibles and Study Bibles (Refer to the New Testament and Old Testament Bibliographies in Helpful Guides and Documents). There is a Guide provided for you in the Blackboard shell. (See the Short Guide to Writing Exegetical Papers in Bb. The Short Guide has a breakdown of items for use in grading your paper). **See schedule below for Due Date.**

(2) Stage Two (10%) – **THIS IS THE EMBEDDED ASSIGNMENT.** The *second stage* is a polished, written, double-spaced, Times New Roman 12pt font, 1500 words total paper (including the cover page and 1-page bibliography). Follow Turabian or APA format to cite your sources.

The purpose of this stage two paper is to synthesize the information you have gathered from the background paper, word study paper, and first stage exegesis paper into a well-written presentation. *Use the Embedded Assignment rubric below as a guide for writing this paper.*

Please use a minimum of 5-6 academic sources on this paper, **not including your Bible or Study Bible** information (Refer to the New Testament and Old Testament Bibliographies in Helpful Guides and Documents for discovering sources). This stage should have an interesting introduction, developed body, and a conclusion that ties the paper together. Indicate the use of appropriate tools, methods, and resources in the application of sound exegetical principles. Communicate the meaning of the text, keeping in mind the contemporary audience. It may take the form of a sermon manuscript (written out in narrative format), academic paper for presentation, or teaching outline/paper manuscript (written out in narrative format).

Five (5) points of extra credit for this assignment is available if you turn your Stage Two paper into the “Write Stuff” Center before final submission and make include their corrections in your final paper you submit to us for grading. These extra points will be added to your total grade for the Stage Two paper. Please be aware a minimum of 72 hours turn-around time is to be expected after submission to the “Write Stuff” Center. You will be responsible for contacting them to determine the needed time for turn-around in their office. You must still meet the class deadline with your revised paper to receive full credit for this assignment. **See schedule below for Due Date.**

Embedded Assignment Grading Rubric

DOMAIN	LEVEL	INADEQUATE (0 POINTS)	BASIC (1 POINT)	COMPETEN T (2 POINTS)	GOOD (3 POINTS)	EXCELLENT (4 POINTS)
UNDERSTANDING The Student:	Understood the principles guiding the exegetical process for biblical interpretation					
APPLICATION The Student:	Used appropriate tools to apply sound exegetical principles toward biblical interpretation					
COMMUNICATION The Student:	Communicated clearly the meaning of the biblical text to a contemporary audience					

6. Comprehensive Final Exam (10%) – The final will include all material covered in the Duvall and Hays textbook *Grasping God’s Word*. The exam is open book, but it is timed.

7. Additional Extra Credit Opportunity – Up to 3 points may be earned *which will be added to the student’s final average* by doing an extra credit project. The extra credit project consists of writing a book review on any one of the three *Optional Recommended Textbooks* listed above on page 3.

The Extra Credit Book Review: The student will present a 1500-word total, double-spaced, Times New Roman 12 pt font, book review to receive full extra credit on this assignment. The student will be awarded 1 point per 150 pages read.

- State the thesis of the book
- State the author’s perspectives, strengths and weaknesses
- State how you would see the book applying to your ministry.
- Follow the guide for writing theological book reviews found in Course Documents Menu

Course Evaluation Percentages

Reading Quizzes	10%
Application Exercises	10%
Background Paper	20%
Word Study Paper	10%
Stage One Exegesis Paper	30%
Stage Two Embedded Assignment Paper	10%
Comprehensive Final Exam over Duvall & Hays	10%

Course Policies

Reading Assignments

Students are responsible for completing all reading assignments.

Professor's Policy on Late Assignments

All work is due at the beginning of class on the assigned day. The grade for late assignments may be reduced by 5% per day late. Due to the cumulative nature of the course and the importance of completing all assignments, no more than 50% will be taken as a late penalty in order to encourage the completion of all assignments, even when late.

Professor's Availability and Assignment Feedback

The student may contact the professor at any time using the email address provided in the course syllabus. The professor will make every effort to return answers to emailed questions within a 24-hour period of time. Assignments requiring grading will be returned to the student within a reasonable period of time. Student feedback on graded assignments will be provided through the grading rubric located in the student's Blackboard Grade Book. The student will find comments in the grading rubric, as well as on graded paper assignments. The student may also email the course grader with questions regarding grading.

Help for Writing Papers at "The Write Stuff"

This is the official NOBTS Writing Center online help site for writing academic papers and essays. <http://www.nobts.edu/writing/default.html> You will discover writing guides, tips, and valuable information to help you become a better writer. Go here for Turabian and APA style helps and guidelines. You will also find language fonts for Greek and Hebrew. If you are on campus, you can go by the Write Stuff Office in the Student Center for "in person" assistance.

Academic Honesty Policy

All graduate and undergraduate NOBTS students, whether on-campus, internet, or extension center students, are expected to adhere to the highest Christian standard of honesty and integrity when completing academic assignments for all courses in every delivery system format. The Bible provides our standard for academic integrity and honesty. This standard applies whether a student is taking tests, quizzes, exams, writing papers, completing Application Exercises, or any other course requirement.

Extra Credit

See Course Requirement #7 for information on Extra Credit opportunities.

Blackboard and ITC Technical Support

Blackboard is the instructional platform used in this class. Please make sure that your contact information is accurate and up-to-date. If you need assistance accessing Blackboard, Self-Serve, or other technical support, please contact the Information Technology Center (Hardin Student Center 290 or call **504.816.8180**). Here are other helpful links to ITC assistance.

- Selfserve@nobts.edu - Email for technical questions/support requests with the Selfserve.nobts.edu site (Access to online registration, financial account, online transcript, etc.)
- BlackboardHelpDesk@nobts.edu - Email for technical questions/support requests with the NOBTS Blackboard Learning Management System NOBTS.Blackboard.com.
- ITCSupport@nobts.edu - Email for general technical questions/support requests.
- www.NOBTS.edu/itc/ - General NOBTS technical help information is provided on this website.
- For Student Assistance in using Blackboard, visit: [Student Bb Help](#)
- On-Line Resources: <http://www.nobts.edu/research-links/general-resources-and-databases.html>

Netiquette

Appropriate Online Behavior. Each student is expected to demonstrate appropriate Christian behavior when working online on Application Exercises or whenever interaction occurs through web, digital, or other electronic medium. The student is expected to interact with other students in a fashion that will promote learning and respect for the opinions of others in the course. A spirit of Christian charity is expected at all times in the online environment.

Academic Catalog Policies

Academic policies related to absences, grading scale, final examination schedules, and other topics can be found in the current online catalog: [New Orleans Baptist Theological Seminary Academic Catalog](#).

Web-based Course Reminder/Warning

Web-based courses are, by nature, a different kind of learning experience than courses taught in the traditional classroom. Because of this structure, this web-based course is more reading and writing intensive than traditional classroom courses. Rigorous study of the deep things of God can be a rewarding experience for anyone who participates in it, but it also calls for extra diligence and integrity in completing the work. This reality does not mean that a web-based course cannot be successful in equipping you, the student, for effective, God-honoring ministry. It simply means utilizing a different strategy. Internet courses allow room for independent learners to thrive—to work at a responsible pace, to engage in student-led discussions, and to take ownership of the learning of course content. Note that your instructors are praying for your success.

Course Schedule

Units are scheduled on either a Monday-Wednesday or a Thursday-Saturday time frame. The due dates for assignments, quizzes, and Discussion Board entries will be ***Wednesday night at midnight for Monday-Wednesday units and Saturday night at midnight for the Thursday-Saturday units.***

For example, Unit 1 will begin on the opening day of the online course as stated in the NOBTS catalog. Due dates for Unit 1 will then be the following Wednesday night at midnight. On the last unit, the Final exam is due by midnight on the day listed in the Academic Catalog. The Information Technology Center will close all Blackboard shells at midnight Central Time on this date. Students will no longer have access to the Bb shell after this time. So realistically, the final exam needs to be started at least two hours before the shell closes (by 10 pm that night). Such dates will be listed in the NOBTS catalog.

Unit Week of:	Topic	Reading Assignment
Unit 1-June 3-5	History of Interpretation (see the handout in course documents) View all power point presentations <u>Post Application Unit 1</u> - Post By Wednesday Night Midnight of This Week Quiz #1 - Take By Wednesday Night Midnight of This Week	DH: Chapter 1, Bible Translations FS: Chapter 2, The Basic Tool—A Good Translation
Unit 2-June 6-8	Part 1: How to Read the Book: Basic Tools Interpretation The Interpretative Journey The Need to Interpret View all Unit power point presentations <u>Post Application Exercise Unit 2</u> -Post By Saturday Night Midnight of This Week Quiz #2- Take By Saturday Night Midnight of This Week	DH: Chapter 2: The Interpretive Journey FS: Chapter 1: The Need to Interpret
Unit 3-June 10-12	How to Read the Book: Sentences & Paragraphs View all Unit power point presentations <u>Post Application Exercise Unit 3</u> -Post By Wednesday Night Midnight of This Week Quiz #3- Take By Wednesday Night Midnight of This Week	DH: Chapters 3 & 4
Unit 4-June 13-15	How to Read the Book, Discourses View all Unit power point presentations <u>Post Application Exercise Unit 4</u> -Post By Saturday Night Midnight of This Week Quiz #4- Take By Saturday Night Midnight of This Week	DH: Chapter 5

Unit 5-June 17-19	The Historical-Cultural Context What Do We Bring to the Text? The Literary Context View all Unit PPT presentations <u>Post Application Exercise Unit 5-Post</u> By Wednesday Night Midnight of This Week Quiz #5- Take By Wednesday Night Midnight of This Week	DH: Chapters 6, 7, & 8
Unit 6 June 20-22	Part 2: Contexts—Now and Then Word Studies View all Unit PPT presentations <u>Post Application Exercise Unit 6-Post</u> By Saturday Night Midnight of This Week Background Study Due Saturday Night of This Week Quiz #6- Take By Saturday Night Midnight of This Week	DH: Chapter 9
Unit 7-June 24-26	Part 3: Meaning and Application: Who Controls Meaning? Levels of Meaning View all Unit PPT presentations <u>There is no Post Application Exercise</u> <u>Assignments</u> this Week Quiz #7- Take By Wednesday Night Midnight of This Week	DH: Chapters 10, 11
Unit 8-June 27-29	Meaning and Application The Role of the Holy Spirit, Application View all Unit PPT presentations <u>Post Application Exercise Unit 8-Post</u> By Saturday Night Midnight of This Week Word Study Due Saturday Midnight of This Week Quiz #8- Take By Saturday Midnight of This Week	DH: Chapters 12, 13
Unit 9-July 1-3	Part 4: The Interpretive Journey—NT Letters Learning to Think Critically The Hermeneutical Questions View all Unit PPT presentations <u>Discussion Board/Post Application</u> <u>Exercise Unit 9-Post</u> By Wednesday Night Midnight of This Week Quiz #9- Take By Wednesday Night Midnight of This Week	DH: Chapter 14 FS: Chapters 3, 4
Catch-up time	July 4-6	

Unit 10-July 8-10	Part 4: Interpreting the New Testament Gospels, Parables View all Unit PPT presentations <u>Discussion Board/Post Application</u> <u>Exercise Unit 10-Post By Wednesday</u> Night Midnight of This Week Quiz #10- Take By Wednesday Night Midnight of This Week	DH: Chapter 15 FS: Chapters 7, 8
Unit 11-July 11-13	Interpreting the NT: Acts, Revelation View all Unit PPT presentations <u>Post Application Exercise Unit 11-Post</u> By Saturday Night Midnight of This Week Quiz #11- Take By Saturday Night Midnight of This Week	FS: Chapters 6, 13 DH: Chapter 16, 17
Unit 12-July 15-17	Interpreting the Old Testament OT Narrative and Law View all Unit PPT presentations <u>Post Application Exercise Unit 12-Post</u> By Saturday Night Midnight of This Week Project Stage One Due Saturday Night of This Week <u>Post Application Exercise Unit 12-Post</u> By Wednesday Night Midnight of This Week Quiz #12- Take By Wednesday Night Midnight of This Week	FS: Chapters 5, 9 DH: Chapter 18, 19
Unit 13-July 18-20	Interpreting the Old Testament OT Poetry/Wisdom and Prophets View all Unit PPT presentations <u>Post Application Exercise Unit 12-Post</u> By Saturday Night Midnight of This Week Project Stage One Due Saturday Night of This Week Quiz #13- Take By Saturday Night Midnight of This Week	DH: Chapters 20, 21 FS: Chapters 10, 11
Unit 14-July 22-24	Interpreting the Old Testament Wisdom View all Unit PPT presentations Quiz #14-Take By Wednesday Night Midnight of This Week Project Stage Two Due Tuesday Midnight, July 23	DH: Chapters 22 FS: Chapters 12
Unit 15: July 25-26	Final Exam —The final exam must be completed before midnight (so started by 10 pm that evening) on the date ITC closes the Blackboard Shell (see NOBTS catalog for exact date)	Exam must be taken by midnight of the posted date in the Graduate Catalog

Student Services

This is a partial list of NOBTS services available to all students, no matter your delivery system or location. If you have questions or need more information than you see here, please refer to www.nobts.edu/student-services, contact us at studentservices@nobts.edu, or call the Dean of Students office at 800-662-8701, ext. 3283.

Advising - Graduate	studentservices@nobts.edu	504.282.4455 x3312	www.nobts.edu/student-services/graduate-advising.html
Advising - Undergraduate	lcadminasst@nobts.edu	504.816.8590	www.nobts.edu/LeavellCollege
Church Minister Relations	cmr@nobts.edu	504.282.4455 x3291	www.nobts.edu/CMR
Dean of Students	deansec@nobts.edu	504.282.4455, ext. 3283	www.nobts.edu/dean-of-students
Financial Aid	financialaid@nobts.edu	504.282.4455 x3348	www.nobts.edu/financial-aid
Gatekeeper	pr@nobts.edu	504.816.8003	www.nobts.edu/gatekeeper
Graduate Dean	graddeanasst@nobts.edu	504.282.4455, ext. 3327	www.nobts.edu/graduate-program/welcome.html
Information Technology Center	itcsupport@nobts.edu blackboardhelpdesk@nobts.edu	504.816.8180	selfserve.nobts.edu nobts.blackboard.com
Library	library@nobts.edu	504.816.8018	www.nobts.edu/Library
Guest Housing	ph@nobts.edu	504.282.4455 x4455	www.provhouse.com
PREP finances program	Prepassistant1@nobts.edu	504.816.8091	www.nobts.edu/prep
Student Counseling	lmccc@nobts.edu	504.816.8004	www.nobts.edu/lmccc
Undergraduate Dean	lcadminasst@nobts.edu	504-282-4455, ext. 3366	www.nobts.edu/LeavellCollege
Women's Programs	womensacademic@nobts.edu	504.282.4455 x3334	www.nobts.edu/women
Writing Center	writingcenter@nobts.edu	504.816.8193	www.nobts.edu/writing

For additional library resources in your state, check <http://www.nobts.edu/library/interlibrary-loan.html>

- GALILEO for Georgia students
- LALINC for Louisiana students
- Florida Virtual Library (<http://www.flelibrary.org/>) for Florida students

Recommended Computer Software

The student is strongly encouraged to purchase Bible software for his/her use in biblical exegesis. At this level of study, a software program capable of producing the text, performing sophisticated morphological searches, with available lexicons, commentaries, and other helpful supplemental works is an absolute necessity. The software packages listed below are capable of intense, complex searches required for biblical studies research purposes and/or sermon preparation. The purchase of this kind of software is indispensable at this level of language study. The major software packages all run on either PC or Mac platforms.

Accordance offers the Original Languages Package starting around \$300 with many other add-on texts available and they offer student discounts of 50% on many packages. Contact their customer service for questions about NOBTS student discounts. (accordancebible.com)

Logos is offered at varied package prices, but we recommend that you consider a minimum of the Bronze Level package that has the Greek and Hebrew texts for NOBTS language courses. NOBTS offers a Logos training course called PREA6230/6330 Technological Applications for Bible Study and Preaching. Students who take this course may purchase the software at a 30% discount. Current NOBTS students who purchase the software directly from Logos receive a 20% discount. Call their customer service for questions and student discounts. (logos.com)

How Can I Learn Time Management?

1. Use a personal calendar

As simple as this may sound, many ministers have not mastered the use of their calendar. Use a paper calendar or electronic calendar of your choice on your phone or computer--but use it! Here is one method for learning how to use your calendar:

a. Mark your Project Due Date:

Take your syllabus, right now, and mark EVERY assignment due date. Simply transfer this step to your professional project due dates as well. Do this immediately when you receive a due date of *any kind*.

b. Calculate your Project Start Date:

Give consideration to how long you think the assignment/project will *realistically* take to complete and 'back up' on your calendar that amount of time.

c. Add about 10-15% more time to allow for foreseen events that *always* come up:

In ministry, unforeseen events *always* occur. Learn to build in a *time cushion* that will absorb these events and keep your project on track.

d. Mark the adjusted, calculation for the *Project Start Date* on your calendar.

e. Discipline yourself to start the project on your calculated date.

This is the most critical and difficult part of time management. Discipline yourself to start on the timetable you set for yourself.

f. Adjust as needed

2. Use a “To Do List”

This is crucial for time management. Once you have your Project Start Dates on the calendar, your To Do List helps you visualize what you need to accomplish this particular day during your busy schedule. This is

3. Look at your calendar first thing as you start your day.

No exceptions! You MUST learn to view your calendar daily. You may miss deadlines and responsibilities if you fail simply to look at your calendar.

4. Prioritize your “To Do List”

Ask God during your prayers to help you prioritize and accomplish your tasks to His glory!

5. Work down your prioritized list

After step 4, discipline yourself to do each item! Check them off as a small reward for accomplishing each task.

6. Carry over unfinished items to the next day’s “To Do List”

Some days you just cannot get it all done and sometimes God rearranges your day. Be realistic and move unfinished items to the next day.

Mastering calendar use is primarily a self-discipline issue. Once you learn to mark your deadlines and follow your calendar, you will feel a wonderful sense of freedom. You will not miss any deadline in your life. All of your responsibilities will be right in your calendar and all you have to do is follow it. You will also have confidence to know that you will meet all of these deadlines in a professional manner. Much success in your ministry hinges upon three imperatives: “Show up!” “Show up on time!” “Show up prepared!”

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www.Denverseminary.edu has an annually updated bibliography for both OT and NT located in their Library section of their website.

www.bestcommentaries.com is another great website for finding commentaries.

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