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 the Course**
The purpose of this course is to introduce the student to provide the student the theoretical concept and practical ability to utilize modern technology in the life and ministry of the local church or Christian Organization.

**Core Value Focus**

*Doctrinal Integrity* – Knowing that the Bible is the Word of God, we believe it, teach it, proclaim it, and submit to it. The doctrinal statements used in our evaluations are our Articles of Religious Belief and the Baptist Faith and Message Statement.

*Spiritual Vitality* – We are a worshiping community, with both personal spirituality and gathering together as a Seminary 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.

Annually, the President will designate a core value that will become the focus of pedagogy for the year. For 2013-2014 academic year that Core Value is *Doctrinal Integrity*.

**Curriculum Competencies Addressed**
This course will address the following curriculum competencies:
1. **Biblical exposition:** Relevance to biblical admonitions for proper and orderly work are presented and discussed.

2. **Theological and historical perspective:** The course looks at the historical progression of skills that have been introduced in the past few decades as it relates to effective church or Christian organization operation.

3. **Effective servant leadership:** As a support ministry to the overall function of the church, the course is designed to teach about servant leadership and to encourage the student to practice this leadership style.

4. **Interpersonal relationships:** The course contains a strong emphasis on interpersonal skills as a vital aspect of technology leadership and administration.

5. **Disciple making:** The student learns to relate technology in the church and Christian organization to the overall goal of assisting members in carrying out their spiritual gifts.

6. **Worship leadership:** The course focuses on the numerous and varied opportunities that technology plays in the planning and conduct of individual and cooperate worship.

7. **Spiritual and character formation:** Students are taught that ministry leadership and administration in the technology and its’ application in the church should flow out of a transformational walk with Jesus Christ.

**Course Description**

A study of the significant effect that technology has impacted the church and Christian organizations in the manner in which they interact with the community and conduct their business. The course will include a study of the computer and attendant equipment and software in the life and work of the church. Emphasis will be placed upon the various types of social and communication devices as well as how emerging technology can effectively be used in the conduct of effective worship, educational, ministerial, and administrative ministry.

**Learning Objectives**

The student involved in this course should be able to accomplish the following:

1. Demonstrate an understanding of the types and uses of computer equipment and software for church management purposes.
2. Know and make application of digital/electronic software in a variety of ministry practice settings.
3. Develop an understanding of how digital technology, through the function of such interfaces as the world-wide web, social communication, and other emerging technology, enhances the ministry of the local church or Christian-based organization.
4. Integrate and synthesize a response that will result in a comprehensive technology ministry packet for the local church or Christian organization.

**Required Readings**

The following texts and resources are required reading for class discussions and are to be read in their entirety unless otherwise specified.

**Required Texts**


Course Teaching Methodology

Units of Study The course will be divided into three basic units of study and presented in a fourteen week format. Digital hardware and software, Church management software, and ministry technology will form the principle areas of study.

Teaching Method. The course will utilize the methods of lecture, discussion, labs, student research and presentation, and hands-on training opportunities

Assignments and Evaluation Criteria

Prepare a Technology Ministry Packet – The student will gather samples of the following items from churches to prepare a technology ministry packet.

<table>
<thead>
<tr>
<th>Policies</th>
<th>Guidelines</th>
<th>Selected Software</th>
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<tbody>
<tr>
<td>Procedures</td>
<td>Recommendations</td>
<td>Ministry ideas</td>
</tr>
<tr>
<td>Disaster Recovery Plan</td>
<td>Appropriate Use Policy</td>
<td>Hardware recommendation</td>
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<tr>
<td>Recommended technology team</td>
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Issue Paper Topics – Choose One to research and share with the class.
- Theology & Technology – What is the relationship?
- Computers in the Church Office
- Click and Mortar Churches
- Internet Churches
- The Impact of Using technology in the Worship Service
- Appropriate Use of Technology
- PDAs to Cell Phones and Scripture Tools
- eVangelism
- Online Bible Studies – Are they effective?
- The Information Technology Minister/ Ministry
- Ministering to the Net Generation – How & what should the church be doing?
- Does Your Church Break The Law? - Copyright, Creativity and Content
- Internet Safety – How can we protect our church and its members?
- Desktop Publishing for the church – What are the tools to help the church?
- Technology in the Music Ministry
- Video/Audio Streaming for the church

Church Management Software: Choose one of the following to research: (See the research question list)

- Ascribe Data Systems LLC
- Blackbaud Inc.
- Brodart Co.
- By the Book
- Cathedral Corporation
- CDM+Suran Systems Inc.
- Church Community Builder
- Church Management Solutions
- Church Office Online
- Church Windows Software
- Church Windows/Computer Helper Publishing
- Churchpower.com
- ComputerMinistry.com
- Concordia Technology Solutions
- Concordia Technology Solutions
- ConnectionPower.com
- DataBasix Technologies
- Daymark Software Systems
- Five Talent Software
- Helpmate Technology Solutions LLC
- Icon Systems Inc.
- Kintera Inc.
- LifeWay Church Management
- Logos Management Software
- Members to Action
- Nuverb Systems Inc.
- One Write Co.
- Parish Data Inc. (PDS)
- ParishSOFT
- PowerChurch Software
- QuickVerse
- RCL Software
- Sage Software Nonprofit Solutions
- Servant Keeper Church Management Software
- Shelby Systems
- Simon Solutions
- SolutionsforWorship
Course Policies

School policies concerning absences and tardiness will be enforced. Any student missing more that one-fourth of the classroom hours (9 hours) will automatically receive a grade of “F” for the course. Every three occasions of arriving late for class or leaving early from class will be counted as one absence. Roll will be taken at the beginning of each period. It is the responsibility of the student to contact the professor if he/she is tardy and the roll has already been taken.

Make up examinations will be allowed only when the student has a schedule conflict at the time the examination schedule is announced or in the event of an emergency. In the former case, the student should notify the instructor on the day the examination schedule is announced. In the event of the latter, the student must notify the instructor prior to the examination. Students must contact the instructor and all examinations must be made up within one week following the missed examination. Make up examinations may carry a 4 point penalty and differ in style and content from the scheduled examination.

Assigned work will be due at the beginning of the class on the date scheduled. If the assigned work is turned in late it may be subjected to a 4 point penalty for every day the work is late.

Netiquette: Appropriate Online Behavior. Each student is expected to demonstrate appropriate Christian behavior when working online on Discussion Boards 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 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 Discussion Boards, or any other course requirement.

Course Schedule

Week 1:  
- Introduction to the Course
- Assignment of Papers
- Hardware – Basics

Week 2:  
- Hardware/Foundational Software – Basics

Week 3:  
- Hardware/Software- -Good Practices/Purchasing tips
- Networking a Church Office
Week 4: Bible Software  
Education/ Online Bible Study Lifewaylessons.com/Mybiblestudy.com  
Week 5: Music/worship software  
Week 6: Church Planning/Management  
Week 7: CIS software  - Present Research  
Week 8: CIS software  
**Mid Term**  
Week 9: MS Office in the Church Office  
Week 10: MS Office in the Church Office  
Week 11: Internet – Web Design  
Internet - Social Media/Connecting the church  
Dangers/Opportunities  
Week 12: Ministry of Technology – **Technology Ministry Document Packet Due**  
Week 13: **Issue Papers Due**  
Paper Presentation  
Week 14: Paper Presentation  
Prepare for Final  
Week 15: **Final Exam**

**Selected Bibliography**

Publications  
Wilson, Walter. *The Internet Church*. W Publishing Group; (February 8, 2000)  

Web resources

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*Using Technology in the Work of the Church CEAM 6321*
SBC Related
www.sbc.net
www.imb.org
www.namb.net
www.wmu.org
www.lifeway.com

Magazines/Church resources
www.ccmag.com
www.crosswalk.com
associate.com/camsoc/cu/index.html
www.churchbusiness.com
www.churchcomputer.org.uk
www.echurchactive.net
www.cmug.org
www.churchexecutive.com
www.tfwm.com Technologies for Worship Magazine
www.churchresource.com
CrossSearch.COM
www.christianitytoday.com