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 provide specific training for planning special events for women in the local church.

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 worshipping 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: The student will explore biblical teachings about how to reach people through special events.
2. *Christian Theological Heritage:* The student will explore theological and historical background for ministry to people through special events.

3. *Disciple Making:* The student will learn to facilitate spiritual growth in Christian women.

4. *Interpersonal Skills:* The student will improve interpersonal and ministry skills.

5. *Servant Leadership:* The student will discover how to involve others in ministry through special events.

6. *Spiritual and Character Formation:* The student will develop personal and spiritual maturity as she learns to implement special events.

7. *Worship Leadership:* The student will increase skills for training others in ministry through special events.

**Course Description**

This course is designed to thoroughly discuss the steps in planning and implementing particular women’s ministry events such as conferences, retreats, seminars, banquets, etc.

**Learning Objectives**

By the completion of this course, each student should be able to accomplish the following:

1. Be aware of numerous effective special events for women.
2. Understand the importance of thorough planning for special events.
3. Describe the purpose of specific special events.
4. Plan an evangelistic special event for her women’s ministry.
5. Be committed to follow up after special events.

**Required Readings**

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


Textbooks can be purchased and ordered at any LifeWay store or online at [www.lifeway.com](http://www.lifeway.com) or from any other book retailers that carry them.
Course Teaching Methodology

Units of Study. Topics will include:
1. Purpose of Special Events
2. Types of Special Events
3. Teams for Special Events/Budget
4. Planning the Program
5. Format, Schedule, Site
6. Childcare
7. Music Coordination
8. Food Service
9. Publicity
10. Timeline for Special Events
11. Special Event Group Reports
12. Follow-up and Evaluation

Teaching Method. This course will utilize lecture and interactive discovery-learning and will be team-taught. The student should expect different presentation formats to enhance the learning motif.

Assignments and Evaluation Criteria
1. Students will attend class as stated in the graduate catalog.
2. Students will participate in class and small group discussions.
3. Students will read the assigned textbooks and provide a written statement of completion along with a one-page summary of your favorite idea from each book.
4. Students will write a project report about an evangelistic special event. The report should include the following section headings:
   - Purpose of the Event
   - Program
   - Teams (Committees)
   - Budget
   - Format, Schedule, Site
   - Publicity
   - Music Coordination
   - Food Service
   - Child Care
   - Timeline
   - Follow-up

The project report should be ten to fifteen pages, typed double spaced following A Manual for Writers of Term Papers, Theses, and Dissertations by Kate Turabian, published by University of Chicago Press. The report should be mailed to Dr. Rhonda
Kelley, NOBTS, 3939 Gentilly Blvd., New Orleans, LA 70126 or email to rkelley@nobts.edu. Pray that the Lord will use this event to bless the women and bring Him glory.

5. Students will complete a take-home final examination.

The textbook reading statement/summary, book review, and final exam should be mailed to Dr. Rhonda Kelley, 3939 Gentilly Blvd., New Orleans, LA 70126 or emailed to rkelley@nobts.edu. Requirements must be received by the end of each semester or the student will receive a course grade of an “F”. Students should notify the professor if assignments will be late and may request an incomplete in the course in case of emergency. See the graduate catalog for details about the request process.

Course Evaluation
This course will follow the grading system for the Graduate School:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Component</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100</td>
<td>¼ = Class Attendance/Participation</td>
</tr>
<tr>
<td>B</td>
<td>85-92</td>
<td>¼ = Read Textbooks</td>
</tr>
<tr>
<td>C</td>
<td>77-84</td>
<td>¼ = Project Report</td>
</tr>
<tr>
<td>D</td>
<td>70-76</td>
<td>¼ = Take-home final examination</td>
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<tr>
<td>F</td>
<td>Below 70</td>
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Course Policies
The student will be expected to have access to online resources to download teaching and presentation documents in the Seminary’s BlackBoard system.

Students who choose to present assignments via electronic mediums need to present those documents in a Microsoft Word (.doc or .docx) format. WordPerfect and PDF files will not be accepted for grade via electronic format.

The absence policy of the Seminary will be strictly enforced. For a 3-hour course, the student may miss no more than 9 hours of instruction. Examinations and case studies will be given and graded on the days announced. The concept of a make-up examination does not exist.

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

Session One
Welcome/Orientation/Registration
Mixer/Introductions
Purpose of Special Events
Session Two
Types of Special Events
Session Three
Teams for Special Events/Budget
Session Four
Planning the Program
Session Five
Format, Schedule, Site
Session Six
Childcare
Session Seven
Music Coordination
Session Eight
Food Service
Session Nine
Publicity
Session Ten
Timeline for Special Events
Session Eleven
Special Event Group Reports
Session Twelve
Commitment Time, Follow-up and Evaluation

Selected Bibliography


