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 the 2014-2015 academic year, this Core Value is _Spiritual Vitality._

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.


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.

**Student Learning Outcomes**

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.


Course Teaching Methodology

Units of Study. Topics will include:
1. Purpose & Types of Special Events
2. Teams for Special Events/Budget
3. Planning the Program
4. Format, Schedule, Site
5. Publicity
6. Budgeting, Food Service, Childcare
7. Timeline for Special Events
8. Commitment Time, Follow-up, Evaluation

Teaching Method. This course will incorporate power point, assigned reading, personal reflection, discussion boards, and other pertinent methodology.

Assignments and Evaluation Criteria

1. Class Attendance/Participation. The course is divided into 8 one-week units. Each week’s unit will have a variety of in-class content items, typically consisting of a power point presentation, textbook reading, and discussion board. Class attendance is based on the percentage of content completed.

2. Textbook Reading. Students will read the assigned textbooks and write a two-page, double-spaced review of each text (total four pages). The reviews should include basic bibliographic information, brief summary of each book, and comments related to the book’s application to the student’s experience in planning special events. This is due four weeks after class.

3. Project Report. 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.

The textbook reading reviews and project report should be mailed to Dr. Judi Jackson, 3939 Gentilly Blvd., New Orleans, LA 70126 or emailed to jjackson@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:

- A = 93-100  
  1/3 = Class Attendance/Participation
- B = 85-92  
  1/3 = Textbook Reviews
- C = 77-84  
  1/3 = Project Report
- D = 70-76
- F = Below 70

**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.

*Instructor Response Time*
The instructor will strive to answer email and grade assignments in a reasonable amount of time.

*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.
Course Schedule

Wednesday, 1:00-4:00 p.m.  Welcome/Orientation/Registration  
Mixer/Introductions  
Purpose of Special Events  
Types of Special Events

Wednesday, 6:00-9:00 p.m.  Devotion  
Teams for Special Events/Budget  
Planning the Program

Thursday, 9:00 a.m.-12:00 p.m.  Devotion  
Format, Schedule, Site  
Childcare

Thursday, 1:00-4:00 p.m.  Music Coordination  
Food Service  
Publicity

Friday, 9:00 a.m.-12:00 p.m.  Devotion  
Timeline for Special Events  
Special Event Group Reports  
Commitment Time, Follow-up and Evaluation

Selected Bibliography


