



## **Using Technology in the Work of the Church: CEAM6321**

### **New Orleans Baptist Theological Seminary**

### **Church Ministry Division**

### **Spring 2022**

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#### **Mission Statement**

New Orleans Baptist Theological Seminary and Leavell College prepare servants to walk with Christ, proclaim His truth, and fulfill His mission.

#### **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 be used successfully in the conduct of effective worship, educational, ministerial, and administrative ministry.

#### **Student Learning Outcomes (SLOs)**

At the conclusion of the semester, the student will:

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.

#### **Textbooks**

The following textbooks are required:

Lonon, Jonathan B. *Effective Technology in Ministry: A Practical Guide*. S.L.: Xulon Press, 2021.

Nicholaou, Nick B. *Church IT*, United States: Christianity Today International, 2019.

Quick, Martin Luther, *e-Vangelism: Creating and Implementing a Social Media Ministry for Outreach*, Independently published, 2021.

Besides these 3 textbooks students will be required to read various resources that will be provided throughout the course.

## Course Teaching Methodology

**Units of Study** The course will be divided into units of study and presented in a fourteen week format.

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

## Course Requirements

Reading/Lab/Research Work	10% (100 points) Based on Discussion Board Posts
Technology Ministry Document Packet	10% (100 points) Based on submission of the Packet
Issue Paper & Presentation	20% (200 points) Based on submission of Paper and Video Presentation to class
CIS & Bible Study Software Research	30% (300 points) Based on submission of CIS & Bible Study Software Research Document
Mid-Term & Final Exams	30% (300 points) 150 points for Mid-Term & 150 points for Final)

1. Reading - The student will read the textbooks and assigned materials for the class.  
100 points/10% of Final Grade.
2. Mid-Term & Final Exam - The student will submit the assigned Mid-Term & Final Exam.  
300 points/30% of Final Grade.
3. Prepare a Technology Ministry Packet – The student will gather samples of the following items from churches to prepare a technology ministry packet.  
100 points/10% of Final Grade

Policies for using technology in the church.

Guidelines for using technology in the church

Selected Software

Procedures for using technology in the church

Recommendations for using technology in the church

Ministry ideas for using technology in the church

Disaster Recovery Plan for using technology in the church

Appropriate Use Policy for using technology in the church

Privacy Policy for using technology in the church

Social Media Policy for using technology in the church

Hardware recommendation

Recommended technology team for using technology in the church

4. Issue Paper Topics – Choose One to research and share with the class.  
200 points/20% of Final Grade

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

PDA's 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

Social Media - Should it be used in a ministry setting.

Or Propose a topic for consideration.

5. Church Management & Bible Study Software: Choose two of the current software options in each category to research: (See the research question list provided in LMS) and prepare a 1-2 page evaluation review.

300 points/30% of Final Grade

## Evaluation of Grade

Reading/Lab/Research Work	10% (100 points)
Technology Ministry Document Packet	10% (100 points)
Issue Paper & Presentation	20% (200 points)
CIS & Bible Study Software Research	30% (300 points)
Mid-Term & Final Exams	30% (300 points) 150 points for Mid-Term & 150 points for Final)

## Grading Scale

A: 93 - 100

B: 85 - 92

C: 77 - 84

D: 70 - 76

F: below 70

## Technical Assistance

For assistance regarding technology, consult ITC (504-816-8180) or the following websites:

1. [Selfserve@nobts.edu](mailto:Selfserve@nobts.edu) - Email for technical questions/support requests with the [Selfserve.nobts.edu](http://Selfserve.nobts.edu) site (Access to online registration, financial account, online transcript, etc.)
2. [BlackboardHelpDesk@nobts.edu](mailto:BlackboardHelpDesk@nobts.edu) - Email for technical questions/support requests with the NOBTS Blackboard Learning Management System [NOBTS.Blackboard.com](http://NOBTS.Blackboard.com).
3. [ITCSupport@nobts.edu](mailto:ITCSupport@nobts.edu) - Email for general technical questions/support requests.
4. [www.NOBTS.edu/itc/](http://www.NOBTS.edu/itc/) - General NOBTS technical help information is provided on this website.

## Additional Course Information

Attendance Policy: NOBTS follows the attendance policy as stated in the NOBTS catalog.

Policy for Late Submissions: 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.

Classroom and Online Decorum: Each student is expected to demonstrate appropriate Christian behavior. The student is expected to interact with other students in a fashion that will promote learning and respect for the opinions of the others in the course. A spirit of Christian charity is expected at all times. Electronic devices should be used only for classroom purposes as indicated by the professor.

Special Needs: If you need accommodations for a disability, please set up a meeting with the professor for consideration of any modifications you may need.

Emergency Plan: In the event the NOBTS schedule is impacted due to a natural event, go to the seminary's website for pertinent information. Class will continue as scheduled through the Blackboard site. Please note announcements and assignments on the course's Blackboard site.

NOBTS Style Guide: A copy of the approved NOBTS Style Guide can be found in the course Blackboard shell, or can be located online at the Writing Center's page on the seminary website at:

<https://www.nobts.edu/resources/pdf/writing/StyleGuide.pdf>

### Help for Writing Papers at "The Write Stuff"

NOBTS maintains a Writing Center designed to improve English writing at the graduate level. Students can receive writing guides, tips, and valuable information to help in becoming a better writer.

### Plagiarism on Written Assignments

NOBTS has a no tolerance policy for plagiarism. Plagiarism in certain cases may result in expulsion from the seminary. See the NOBTS Student Handbook for definition, penalties, and policies associated with plagiarism.

### Course Schedule

UNIT	DATES	ASSESSMENTS AND DUE DATES
1	Jan 17 - 21	Introduction to the Course <ul style="list-style-type: none"><li>• Read Getting Started Information</li></ul>
2	Jan 24 – 28	Hardware Overview – Basics/Purchasing tips <ul style="list-style-type: none"><li>• Read assigned textbook materials</li><li>• Discussion Board Participation</li><li>• Assignment of Papers</li></ul>
3	Jan 31 – Feb 4	Software Overview- - Basics & Good Practices <ul style="list-style-type: none"><li>• Read assigned textbook materials</li><li>• Discussion Board Participation</li></ul>
4	Feb 7 - 11	Productivity Software for the Church Office <ul style="list-style-type: none"><li>• Read assigned textbook materials</li><li>• Discussion Board Participation (2)</li><li>• Review online training materials</li></ul>
5	Feb 14 – 18	Church Communications Strategy & Technologies Internet – Web Design & Internet Ministry resources <ul style="list-style-type: none"><li>• Read assigned textbook materials</li><li>• Discussion Board Participation</li></ul>
6	Feb 21- 25	Social Media/Connecting the church <ul style="list-style-type: none"><li>• Read assigned textbook materials</li><li>• Discussion Board Participation</li></ul>
7	Feb 28 – Mar 4	Internet Dangers/Opportunities Networking a Church Office

		<ul style="list-style-type: none"> <li>• Read assigned textbook materials</li> <li>• Discussion Board Participation</li> </ul>
	Mar 7 – 11	Mid Term Due Completed by Mar 11 at 11:59pm
Spring Break	Mar 14 – 18	Spring Break
8	Mar 21 – 25	Technology in Worship ministries - Music/worship software <ul style="list-style-type: none"> <li>• Read assigned textbook materials</li> <li>• Discussion Board Participation</li> </ul>
9	Mar 28 – Apr 1	Church Information Systems Overview/review Church Information Systems software - Present Research <ul style="list-style-type: none"> <li>• Read assigned textbook materials</li> <li>• Share CIS findings with class</li> </ul>
10	Apr 4 – 8	Bible Study Software - Present Research Education/ Online Bible Study <ul style="list-style-type: none"> <li>• Read assigned textbook materials</li> <li>• Discussion Board Participation</li> <li>• Share Bible Study findings with class</li> </ul>
11	Apr 11 – 15	Mobile Technology and the Church <ul style="list-style-type: none"> <li>• Read assigned textbook materials</li> <li>• Discussion Board Participation</li> </ul>
12	Apr 18 – 22	Paper Presentations - Due <ul style="list-style-type: none"> <li>• Submit paper</li> <li>• Record and share presentation of paper findings with class</li> </ul>
13		Ministry of Technology – <ul style="list-style-type: none"> <li>• Read assigned textbook materials</li> <li>• Discussion Board Participation</li> <li>• Technology Ministry Document Packet Due</li> </ul>
Final	May 6	Final Exam Due at 11:59pm

## Selected Bibliography

\_\_\_\_\_. *Biblically Handling Technology and Social Media: Applying Biblical Principles to Facebook, Texting, iPods, Etc.* United States: Biblical Discipleship Ministries, 2012.

Armstrong, Nancy, Brent Bill, Aaron Spiegel. *40 days & 40 bytes.* Herndon, VA: The Alban Institute, 2004.

Bourgeois, David T. *Ministry in the Digital Age: Strategies and Best Practices for a Post-Website World.* Downers Grove, IL: IVP Books, 2013.

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Forrester, Mark. *Trending up: Social Media Strategies for Today's Church.* Springfield, MI: Salubris Resources, 2017.

Hewett, Steve. *Windows PCs in the Ministry.* Nashville, TN: Thomas Nelson, 2010.

Kaye, E. M. *The Christian Church in the Digital Age: Over 501 Digital Ministry Ideas for Pastors and Christian Leaders.* United States: Christian Digital Ministries, 2014.

Lazarus, Natchi Muthu. *The Connected Church: a Social Media Communication Strategy Guide for Churches, Nonprofits and Individuals in Ministry*. United States: Createspace Independent Publishing Platform, 2017.

Stephenson, Mark Morgan. *Web-Empowered Ministry: Connecting with People through Websites, Social Media, and More*. Nashville, TN: Abingdon Press, 2011.

Woods, Jeremy G. *Using Technology for Your Church: A Guide for Pastors and Church Leaders 1st Edition*, Targu Mures, Romania: FaithVenture Media;1 edition, 2017.