



# Using Technology in the Work of the Church

## CEAM 6321

New Orleans Baptist Theological Seminary  
Christian Education Division

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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.*

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### **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**

Each academic year, a core value is emphasized. This academic year, the core value is 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**

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**

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

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

Stephenson, Mark M. *Web-Empowered Ministry: Connecting People with Web-sites, Social Media, and More*. Nashville: Abingdon Press, 2011.

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.

### **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.

Policies  
 Procedures  
 Disaster Recovery Plan  
 Recommended technology team

Guidelines  
 Recommendations  
 Appropriate Use Policy

Selected Software  
 Ministry ideas  
 Hardware recommendation

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
- 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

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](#)

[Dean Evans & Associates Inc.](#)

[Diakonia](#)

[DonorPerfect Fundraising Software](#)

[Fellowship Technologies](#)

[Findex Inc.](#)

[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 Evaluations

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

### Course Policies

School policies concerning absences and tardiness will be enforced. Any student missing more than 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.

### Course Schedule

#### **Spring Semester Timeline**

Unit 1-Jan 26 :	Introduction to the Course
Unit 2-Feb 2:	Hardware Overview – Basics/Purchasing tips Assignment of Papers
Unit 3-Feb 9:	Software Overview- - Basics Good Practices
Unit 4-Feb 16:	Productivity Software for the Church Office
Unit 5-Feb 23:	Church Communications Strategy & Technologies Internet – Web Design & Internet Ministry resources
Unit 6-Mar 2:	Social Media/Connecting the church
Unit 7-Mar 9:	Internet Dangers/Opportunities Networking a Church Office
Mar 16:	Mid Term Due
March 19-23	Spring Break
Unit 8-Mar 30:	Technology in Worship ministries - Music/worship software

Unit 9-Apr 6:	Church Information Systems overview/review Church Information Systems software - Present Research
Unit 10-Apr 13:	Bible software Bible Study Software - Present Research Education/ Online Bible Study Lifewaylessons.com/Mybiblestudy.com
Unit 11-Apr 20:	Mobile Technology and the Church
Unit 12-Apr 27:	Paper Presentations - Due
Unit 13-May 4:	Ministry of Technology – Technology Ministry Document Packet Due
Final –May 11:	Final Exam Due
	Online Class Access closes May 17th

### **Bibliography**

#### Publications

- Armstrong, Nancy, Brent Bill, Aaron Spiegel. *40 days & 40 bytes*. Herndon, VA: The Alban Institute, 2004.
- Baird, J. Arthur and David Noel Freedman. *The Computer Bible*. Wooster, Ohio] : Biblical Research Associates, 1971.
- Brasher, Brenda E. *Give me that online religion*. San Francisco : Jossey-Bass, 2001.
- Careaga, Andrew. *eMinistry: Connecting with the Net Generation*. Grand Rapids: Kregel Publications, 2001.
- Clough, David. *Unweaving the web : beginning to think theologically about the internet*. Cambridge : Grove Books, 2002.
- Hricko, Mary. *Design and implementation of Web-enabled teaching tools*. Hershey, PA : Information Science Pub., 2003.
- Jewell, John P. *New Tools for a New Century*. Nashville: Abingdon, 2002.
- Jewell, John P. *Wired for Ministry*. Grand Rapids: Brazos Press, 2004.
- Kew, Richard. *The Brave New Church*. Morehouse Publishing: Harrisburg, PA, 2001.
- Malphurs, Aubrey and Michael Malphurs. *Church Next*. Grand Rapids: Kregel Publications: 2003.
- Schultze, Quentin J. *High-Tech Worship*. Grand Rapids: Baker Book House, 2004.
- Wilson, Len. *The Wired Church: Making Media Ministry*. Nashville: Abingdon Press; 1999.
- Wilson, Walter. *The Internet Church*. W Publishing Group; (February 8, 2000)
- Robert K. Zastrow. *The Computer, an instrument for ministry*. Waukesha, Wis. : Kairos Technology, 1983.

#### **WEB RESOURCES**

- SBC Related  
[www.sbc.net](http://www.sbc.net)  
[www.imb.org](http://www.imb.org)  
[www.namb.net](http://www.namb.net)  
[www.wmu.org](http://www.wmu.org)  
[www.lifeway.com](http://www.lifeway.com)