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.

**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**


**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  Guidelines  Selected Software
Procedures  Recommendations  Ministry ideas
Disaster Recovery Plan  Appropriate Use Policy  Hardware recommendation
Recommended technology team

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
CDMs/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

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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Reading/Lab/Research Work</td>
<td>10% (100 points) Based on Discussion Board Posts</td>
</tr>
<tr>
<td>Technology Ministry Document Packet</td>
<td>20% (200 points) Based on submission of the Packet</td>
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Using Technology in the Work of the Church CEAM 6321
<table>
<thead>
<tr>
<th>Issue Paper &amp; Presentation</th>
<th>20% (200 points) Based on submission of Paper and Video Presentation to class</th>
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<tbody>
<tr>
<td>CIS &amp; Bible Study Software Research</td>
<td>20% (200 points) Based on submission of CIS &amp; Bible Study Software Research Documents</td>
</tr>
<tr>
<td>Mid-Term &amp; Final Exams</td>
<td>30% (300 points) 150 points for Mid-Term &amp; 150 points for Final</td>
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**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**

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

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**Bibliography**

Publications

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

**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)