



## **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**

The course will emphasize the seminary's current core value focus assigned annually by the Administrative Council. This year's core value focus is Spiritual Vitality.

#### **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.

### **Student Learning Outcomes**

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.

### **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
- 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)

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|---|---|
| <a href="#">Ascribe Data Systems LLC</a>                  | <a href="#">Five Talent Software</a>                      |
| <a href="#">Blackbaud Inc.</a>                            | <a href="#">Helpmate Technology Solutions LLC</a>         |
| <a href="#">Brodart Co.</a>                               | <a href="#">Icon Systems Inc.</a>                         |
| <a href="#">By the Book</a>                               | <a href="#">Kintera Inc.</a>                              |
| <a href="#">Cathedral Corporation</a>                     | <a href="#">LifeWay Church Management</a>                 |
| <a href="#">CDM+/Suran Systems Inc.</a>                   | <a href="#">Logos Management Software</a>                 |
| <a href="#">Church Community Builder</a>                  | <a href="#">Members to Action</a>                         |
| <a href="#">Church Management Solutions</a>               | <a href="#">Nuverb Systems Inc.</a>                       |
| <a href="#">Church Office Online</a>                      | <a href="#">One Write Co.</a>                             |
| <a href="#">Church Windows Software</a>                   | <a href="#">Parish Data Inc. (PDS)</a>                    |
| <a href="#">Church Windows/Computer Helper Publishing</a> | <a href="#">ParishSOFT</a>                                |
| <a href="#">Churchpower.com</a>                           | <a href="#">PowerChurch Software</a>                      |
| <a href="#">ComputerMinistry.com</a>                      | <a href="#">QuickVerse</a>                                |
| <a href="#">Concordia Technology Solutions</a>            | <a href="#">RCL Software</a>                              |
| <a href="#">Concordia Technology Solutions</a>            | <a href="#">Sage Software Nonprofit Solutions</a>         |
| <a href="#">ConnectionPower.com</a>                       | <a href="#">Servant Keeper Church Management Software</a> |
| <a href="#">DataBasix Technologies</a>                    | <a href="#">Shelby Systems</a>                            |
| <a href="#">Daymark Software Systems</a>                  | <a href="#">Simon Solutions</a>                           |
| <a href="#">Dean Evans &amp; Associates Inc.</a>          | <a href="#">SolutionsforWorship</a>                       |
| <a href="#">Diakonia</a>                                  |   |
| <a href="#">DonorPerfect Fundraising Software</a>         |   |
| <a href="#">Fellowship Technologies</a>                   |   |
| <a href="#">Findex Inc.</a>                               |   |

### 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

Unit 1-Completed by Jan 23:	Getting Started Introduction to the Course Assignment of Papers
Unit 2- Completed by Jan 30:	Hardware Overview – Basics
Unit 3- Completed by Feb 6:	Software Overview – Basics
Unit 4- Completed by Feb 13:	<u>Productivity Software for the Church Office</u>
Unit 5- Completed by Feb 20:	Church Communications Strategy & Technologies Internet – Web Design & Internet Ministry resources
Unit 6- Completed by Feb 27:	<u>Social Media for Ministry Connections</u>
Unit 7- Completed by Mar 6:	<u>Networking in the Church &amp; Internet Dangers/Opportunities</u>
Completed by Mar 13:	Mid Term Due

Unit 8- Completed by Mar 20:	<u>Technology in Worship Ministries</u>
March 23-27	Spring Break
Unit 9- Completed by April 3:	Church Information Systems overview/review Church Information Systems software - Present Research
Unit 10- Completed by April 10:	Bible software
Unit 11- Completed by April 17:	Mobile Technology and the Church
Unit 12 - Completed by April 24:	Paper Presentations
Unit 13- Completed by May 1:	Ministry of Technology – <b>Technology Ministry Document</b> <b>Packet Due</b>
Final – Completed by May 8:	Final Exam

### 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)

Magazines/Church resources

[www.ccmag.com](http://www.ccmag.com)

[www.crosswalk.com](http://www.crosswalk.com)

[associate.com/camsoc/cu/index.html](http://associate.com/camsoc/cu/index.html)

[www.churchbusiness.com](http://www.churchbusiness.com)

[www.churchcomputer.org.uk](http://www.churchcomputer.org.uk)

[www.echurchactive.net](http://www.echurchactive.net)

[www.cmug.org](http://www.cmug.org)

[www.churchexecutive.com](http://www.churchexecutive.com)

[www.tfwm.com](http://www.tfwm.com) Technologies for Worship Magazine

[www.churchresource.com](http://www.churchresource.com)

[CrossSearch.COM](http://CrossSearch.COM)

[www.christianitytoday.com](http://www.christianitytoday.com)