



CEWM5164 Planning Special Events for Women

New Orleans Baptist Theological Seminary

Christian Education Division

Judi Jackson, Ph.D.

Associate Dean of Students

Adjunct Faculty

jjackson@nobts.edu

Office: (504) 282-4455 ext.8072

August 5-7, 2015

*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 and its ministries.*

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.
3. *Disciple Making:* The student will learn to facilitate spiritual growth in Christian women.
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.

Robinson, Beth ed. *Women's Ministry in the 21st Century: The Encyclopedia of Practical Ideas*. Loveland, CO: Group Publishing Inc., revised 2011. ISBN: 978-07644-7061-5

Davis, Diana. *Fresh Ideas for Women's Ministry*. Nashville, TN: B & H Publishing Group, 2010. ISBN: 978-08054-4723-1

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

- Adams, Chris, ed. *Women Reaching Women*. Revised and Expanded. Nashville, TN: LifeWay Press, 2005.
- Adams, Chris, ed. *Transformed Lives*. Revised and Expanded. Nashville, TN: LifeWay Press, 2011.
- Bates, Judy. *Blessedly Budgeted Women's Events*. Dora, AL: Bargainomics Publications, 2010.
- Briscoe, Jill et al. *Designing Effective Women's Ministries*. Grand Rapids, MI: Zondervan, 1995.
- Cox, Donna. *Creative Retreat Planning*. Houston, TX: Cox, 1991.
- Dahlman, Dorothy. *A Designer's Guide for Creative Women's Ministries*. Arlington Heights, IL: Harvest Publications, 1988.
- Davis, Diana. *Fresh Ideas for Women's Ministry*. Nashville: B & H Publishing Group, 2008.
- Dockery, Karen. *Fun Friend-Making Activities for Adult Groups*. Loveland, CO: Group Publishing, 1997.

- Edwards, Sue. *Women's Retreats: A Creative Planning Guide*. Grand Rapids, MI: Kregel Publications, 2004.
- Griffin, Emilie. *Wilderness Time: A Guide for Spiritual Retreat*. New York, NY: HarperOne, 1997.
- Group Publishing. *Chick Adventures: Wow Events for Women's Groups*. Loveland, CO: Group Publishing, 2007.
- _____. *Chick Flicks: Group's Dinner and a Movie: Friendship, Faith, and Fun for Women's Groups*. Loveland, CO: Group Publishing, 2006.
- Hamblin, Madlyn and Cari Haus. *Successful Women's Events*. Hagerstown, MD: Review and Herald Publishing Association, 1993.
- Harris, Godfrey. *The Essential Event Planning Kit*. Los Angeles, CA: Americas Group, 2001.
- Hepburn, Daisy. *How to Grow a Women's Minis-Tree*. Ventura, CA: Regal Books, 1986.
- Hughes, Page. *Party with a Purpose: Creative Ways to Share the Love of Christ*. Birmingham, AL: New Hope Publishers, 2003.
- Hunt, Susan. *Resource Guide for Women's Ministries*. Nashville, TN: Broadman Press, 1990.
- Jaynes, Sharon. *Building an Effective Women's Ministry: Develop a Plan, Gather a Team, Watch God Work*. Eugene, OR: Harvest House, 2005.
- Jones, Timothy. *A Place for God: A Guide to Spiritual Retreats and Retreat Centers*. New York, NY: Image, 2000.
- Kraft, Vickie. *Women Mentoring Women: Ways to Start, Maintain and Expand a Biblical Women's Ministry*. Chicago, IL: Moody Press, 1992.
- Kilkenny, Shannon. *The Complete Guide to Successful Event Planning*. Ocala, FL: Atlantic Publishing Group, 2007.
- Liesch, Barry. *The New Worship: Straight Talk on Music and the Church*. Grand Rapids, MI: Baker Books, 2001.
- McGinn-Waterman, Linda R. *Resource Guide for Women's Ministries*. Nashville, TN: Broadman Press, 1990.
- Porter, Carol and Mike Hamel. *Women's Ministry Handbook: A Comprehensive Guide to Reaching, Teaching, and Training Women in the Local Church*. Wheaton, IL: Victor Books, 1992.

- Prather, Judy Henderson. *Seeking Sabbath*. Birmingham, AL: New Hope, 1997.
- Prosperi, Whitney. *Girls' Ministry 101: Ideas for Retreats, Small Groups, and Everyday Life with Teenage Girls*. Grand Rapids, MI: Zondervan, 2006.
- Schaller, Lyle E. *44 Ways to Revitalize the Women's Organization*. Nashville, TN: Abingdon Press, 1990.
- Shepard, Ellen. *A River in the Desert: 12 Retreats for Women's Groups*. Nashville, TN: Abingdom Press, 2001.
- Silf, Margaret. *Going on Retreat: A Beginner's Guide to the Christian Retreat Experience*. Chicago, IL: Loyola Press, 2002.
- Strawn, V. Elaine. *I Said I Would Do It, Now What Do I Do? Programs for Women's Groups*. Nashville, TN: Abingdon Press, 1994.
- Williamson, Alicia and Sarah Groves. *A Seeking Heart: Rediscovering True Worship*, Birmingham, AL: New Hope, 2000.
- Wolf, Paulette, Jodi Wolf, and Donielle Levine. *Event Planning Made Easy*. New York, NY: McGraw-Hill, 2005.
- Yee, Angela. *The Christian Conference Planner: Organizing Effective Events, Conferences, Retreats, Seminars, Workshops*. Union City, CA: Summit Star Press, 2003.