



BSHM5310
INTRODUCTION TO BIBLICAL
HERMENEUTICS
New Orleans Baptist Theological Seminary
Biblical Studies Division
Online Course – Spring 2016
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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 and its ministries.*

Purpose of Course

The purpose of this course is to train the student to interpret the Bible using the grammatical-historical-critical principles of exegesis in order to “rightly divide the Word of Truth” for teaching and preaching the Bible.

Core Value Focus

The seminary has five core values. The core value focus for 2015-2016 is Mission Focus. This course supports the five core values of the seminary.

Doctrinal Integrity: Knowing that the Bible is the Word of God, we believe it, teach it, proclaim it, and submit to it. Our confessional commitments are outlined in the “Articles of Religious Belief” and the “Baptist Faith and Message 2000.”

Spiritual Vitality: We are a worshiping community emphasizing both personal spirituality and gathering together as a Seminary family 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.

Curriculum Competencies Addressed

NOBTS faculty members realize that all ministers need to develop specific competencies if they are going to have an effective ministry. To increase the likelihood of NOBTS graduates having an effective ministry, the faculty developed a competency-based curriculum after identifying seven essential competencies necessary for effective ministry. All graduates are expected to have at least a minimum level of competency in all of the following seven areas:

Biblical Exposition: To interpret and communicate the Bible accurately.

Christian Theological Heritage: To understand and interpret Christian theological heritage and Baptist polity for the church.

Disciple Making: To stimulate church health through mobilizing the church for missions, evangelism, discipleship, and church growth.

Interpersonal Skills: To perform pastoral care effectively, with skills in communication and conflict management.

Servant Leadership: To serve churches effectively through team ministry.

Spiritual and Character Formation: To provide moral leadership by modeling and mentoring Christian character and devotion.

Worship Leadership: To facilitate worship effectively.

The primary curriculum competency addressed in this course is Biblical Exposition.

Course Catalog Description

This course includes a study of the principles of biblical interpretation, an introduction to the major resources available as an aid to biblical interpretation, and an exegetical study of selected passages from the various genres of biblical literature. Some attention is directed to current issues in biblical hermeneutics, but the major focus of the course is practical in nature in that the goal of the course is that the students develop a sound method for exegesis of the biblical texts.

Student Learning Outcomes

1. The student will be able to understand the principles guiding the exegetical process for biblical interpretation.
2. The student will be able to use appropriate tools, resources, and methods to apply sound exegetical principles toward biblical interpretation.

3. The student will be able to communicate clearly the meaning of the biblical text to a contemporary audience.

Embedded Assignment Description

1. Using the research developed in the Stage One portion of the exegesis paper, write a polished, 7-8 page paper demonstrating the understanding of appropriate principles guiding the exegetical process for the particular genre assigned.
2. Indicate the use of appropriate tools, methods, and resources in the application of sound exegetical principles.
3. Communicate the meaning of the text, keeping in mind the contemporary audience.
4. The paper may take two forms: 1) a ready to deliver, word-for-word, sermon manuscript; 2) a teaching article, such as an article for *Biblical Illustrator*.

DOMAIN	LEVEL	INADEQUATE (0 POINTS)	BASIC (1 POINT)	COMPETENT (2 POINTS)	GOOD (3 POINTS)	EXCELLENT (4 POINTS)
UNDERSTANDING The Student:	Understood the principles guiding the exegetical process for biblical interpretation					
APPLICATION The Student:	Used appropriate tools to apply sound exegetical principles toward biblical interpretation					
COMMUNICATION The Student:	Communicated clearly the meaning of the biblical text to a contemporary audience					

Required Textbooks

1. *Holy Bible*. In modern translation: RSV, NRSV, NASV, NIV, GNB, ESV, NLT, etc.
2. Gordon Fee and Douglas Stuart, *How to Read the Bible for All Its Worth*, 4th ed. (FS)
3. J. Scott Duvall and J. Daniel Hays, *Grasping God's Word*, 3rd ed., Zondervan, 2012 (DH)

Optional Recommended Textbooks

These textbooks may be used for the extra credit project (see below).

1. Gerald Bray, *Biblical Interpretation: Past and Present* (GB)
2. Klein, Blomberg, and Hubbard, *Introduction to Biblical Hermeneutics* (KBH)
3. Stanley Porter and Beth Stovall, *Biblical Hermeneutics: 5 Views*, Intervarsity Press, 2013. (P&S)

Help for Writing Papers at “The Write Stuff”

This is the official NOBTS Writing Center online help site for writing academic papers and essays. <http://www.nobts.edu/writing/default.html> You will discover writing guides, tips, and valuable information to help you become a better writer. Go here for Turabian and APA style helps and guidelines. You will also find language fonts for Greek and Hebrew.

Plagiarism on Written Assignments

NOBTS has a no tolerance policy for plagiarism. Please be aware that plagiarism in certain cases may result in expulsion from the seminary. Refer to the NOBTS Student Handbook http://www.nobts.edu/_resources/pdf/student-services/NOBTSHandbook.pdf where the definition, penalties and policies associated with plagiarism are clearly defined.

Course Requirements

The following components comprise the student’s grade for the course. Grades for each component will be calculated on the basis of the following percentages. Due dates are given in the Course Schedule below.

1. Reading Quizzes (10%)

Students are to read the portions of the required texts by the date specified in the course schedule. A quiz will be opened for the student to take for the section of readings as outlined in the course schedule below and will be taken during the week of the unit covered. These quizzes are open book, but are timed. The questions will come directly from the textbook readings for the Unit of the current week. The quizzes are open book and timed. A good strategy would be to read the chapters for the Unit, watch the audio powerpoints for the chapters and mark your textbook with information from the slides. Then, take your reading quiz. Due Weekly.

2. Discussion Board Application Exercises (10%)

The student will participate in Discussion Board Application exercises. These exercises are designed to support the class materials from the Duvall & Hays textbook. You will find the assignments at the end of each chapter.

The Discussion Board is located in the Blackboard main menu. After you complete the assignment, upload your weekly application exercises/assignments in the Forum for the Unit you are working on that week. These assignments are designed to give you hands-on experience with

the concepts learned in the DH readings. This post is due each week due by the Saturday night of the weekly Unit. Check the syllabus Course Schedule below for dates. Due weekly.

3. Background Study Paper (20%)

A word about format and style: Most Divisions in NOBTS use Turabian Style for writing papers. If your Division uses APA style, we will accept this for your papers. All Biblical Studies majors should use Turabian. Which ever style you use, be consistent throughout your assignments. Because all students take Introduction to Biblical Hermeneutics, we want you to focus on learning to do solid exegesis on the Bible, rather than spending extra time learning a new style for writing. Be sure to reach out to your individual professors if you are uncertain which style you should use for this course. Always write a cover page for your written assignments. We have an example in the Blackboard shell to guide you for this course.

Now, back to the Background Study Paper: The historical-critical/grammatical method of exegesis begins with a review of the historical background of the book being studied. The purpose of a background study is to determine the proper setting for your particular book and passage. This information may be found in the major commentaries, dictionaries, and encyclopedias for your passage. The historical background study should include the following:

- Historical information on the setting, authorship, readership, date and place of writing of the letter, etc.
- Information on the critical issues of the passage. These may vary and will be discussed in the major commentaries, dictionaries, and encyclopedias for your passage. Critical issues may range from controversies over authorship, time of writing, theological issues, difficult subjects, etc. Every Bible book or letter is different.
- A discussion of the theological issues covered in the passage.
- A section where you focus upon your specific background topic as indicated in the Bible passages below (see further in this syllabus)

4. Word Study Paper (10%)

The historical-critical/grammatical view gives focus to word studies and what words meant in the original context. The student will complete a word study on a word indicated from an assigned text (see the list in this syllabus below). The GW text book has a complete guide to performing a word study. Consult that chapter in Duval & Hays.

The paper is to be single-spaced, Turabian or APA format, 2-3 pages excluding the cover page and bibliography. Please use a minimum of 5-6 sources on this paper.

5. Two Stage Exegesis Paper Project (40% Total for Two stages)

Using the historical-critical/grammatical method of exegesis, the student will exegete the selected passage. The major project in the course is consists of a practical application in the form

of an exegetical paper, which is to be produced in two stages. The detailed instructions are located at the end of the syllabus. (See Below)

(1) Stage One (30%) – The *first stage* is a thorough exegetical study that is to follow the attached guidelines, 15-20 pages in length, double-spaced, Turabian or APA format including the cover page and bibliography. At the end of this stage, the student should have gathered all the essential knowledge from the text and be ready to begin the task of constructing a sermon or a teaching lesson. Please use a minimum of 7-8 quality sources on this paper. There is a Guide provided for you in the Blackboard shell. (See the Short Guide to Writing Exegetical Papers in Bb. The Short Guide has a breakdown of items for use in grading your paper).

(2) Stage Two (10%) – THIS IS THE EMBEDDED ASSIGNMENT. The *second stage* is a polished, written, double-spaced 7-page paper (including the cover page and 1 page bibliography). Follow Turabian or APA format to cite your sources. The purpose of this stage two paper is to synthesize the information you have gathered from the background paper, word study paper, and first stage exegesis paper into a well-written presentation. Use the Embedded Assignment rubric in this syllabus as a guide for writing this paper. Please use a minimum of 5-6 sources on this paper. This stage should have an interesting introduction, developed body, and a conclusion that ties the paper together. It may take the form of a sermon, academic paper for presentation, or teaching outline/paper.

6. Comprehensive Final Exam (10%) – The final will include all material covered in the Duvall and Hays textbook *Grasping God's Word*. The exam is open book, but is timed.

7. Extra Credit – Up to 3 points added to the student's final average can be earned by doing an extra credit project. You may write a Book Review on any one of the 3 optional textbooks listed above. The student may present a 7 page, double-spaced book review where the student is awarded 1 point per 150 pages read. State the thesis of the book, author's perspectives, strengths and weaknesses, and how you would see the book applying to your ministry. See the Documents section for a guide for writing theological book reviews.

Course Evaluation Percentages

Reading Quizzes	10%
Discussion Board Application Exercises	10%
Background Paper	20%
Word Study Paper	10%
Stage One Exegesis Paper	30%
Stage Two Embedded Assignment Paper	10%
Comprehensive Final Exam over Duvall & Hays	10%

Course Policies

Reading Assignments

Students are responsible for completing all reading assignments.

Professor's Policy on Late Assignments

All work is due at the beginning of class on the assigned day. The grade for late assignments will automatically be reduced by 5% per day late.

Professor's Availability and Assignment Feedback

The student may contact the professor at any time using the email address provided in the course syllabus. The professor will make every effort to return answers to emailed questions within a 24-hour period of time. Assignments requiring grading will be returned to the student within a reasonable period of time. Student feedback on graded assignments will be provided through the grading rubric located in the student's Blackboard Grade Book. The student will find comments in the grading rubric, as well as on graded paper assignments. The student may also email the course grader with questions regarding grading.

Help for Writing Papers at "The Write Stuff"

This is the official NOBTS Writing Center online help site for writing academic papers and essays. <http://www.nobts.edu/writing/default.html> You will discover writing guides, tips, and valuable information to help you become a better writer. Go here for Turabian and APA style helps and guidelines. You will also find language fonts for Greek and Hebrew.

Academic Honesty Policy

All graduate and undergraduate NOBTS students, whether on-campus, internet, or extension center students, are expected to adhere to the highest Christian standard of honesty and integrity when completing academic assignments for all courses in every delivery system format. The Bible provides our standard for academic integrity and honesty. This standard applies whether a student is taking tests, quizzes, exams, writing papers, completing Discussion Boards, or any other course requirement.

Classroom Parameters (if applicable)

Please arrive on time.

Turn off cell phones. Utilize laptops and other technology for class purposes only.

Respect the professor and other members of the class.

Maintain confidentiality when someone shares personal information.

Participate in class and group discussions.

Extra Credit

See Course Requirements #7 for information on Extra Credit opportunities.

Blackboard and ITC Technical Support

Blackboard is the instructional platform used in this class. Please make sure that your contact information is accurate and up-to-date. If you need assistance accessing Blackboard, Selfserve, or other technical support, please contact the Information Technology Center (Hardin Student Center 290 or call **504.816.8180**). Here are other helpful links to ITC assistance.

- Selfserve@nobts.edu - Email for technical questions/support requests with the Selfserve.nobts.edu site (Access to online registration, financial account, online transcript, etc.)
- BlackboardHelpDesk@nobts.edu - Email for technical questions/support requests with the NOBTS Blackboard Learning Management System NOBTS.Blackboard.com.
- ITCSupport@nobts.edu - Email for general technical questions/support requests.
- www.NOBTS.edu/itc/ - General NOBTS technical help information is provided on this website.
- For Student Assistance in using Blackboard, visit: [Student Bb Help](#)

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.

Academic Catalog Policies

Academic policies related to absences, grading scale, final examination schedules, and other topics can be found in the current online catalog: [New Orleans Baptist Theological Seminary Academic Catalog](#).

Web-based Course Reminder/Warning

Web-based courses are, by nature, a different kind of learning experience than courses taught in the traditional classroom. Because of this structure, this web-based course is more reading and writing intensive than traditional classroom courses. Rigorous study of the deep things of God can be a rewarding experience for anyone who participates in it, but it also calls for extra diligence and integrity in completing the work. This reality does not mean that a web-based course cannot be successful in equipping you, the student, for effective, God-honoring ministry. It simply means utilizing a different strategy. Internet courses allow room for independent learners to thrive—to work at a responsible pace, to engage in student-led discussions, and to take ownership of the learning of course content. Note that your instructors are praying for your success.

Course Schedule

Each Unit begins on a Sunday and ends on the Saturday of that given week. The due dates for assignments, quizzes, and Discussion Board entries will be the ***Saturday night at midnight for each scheduled Unit***. Here are the calendar dates for the Units below:

Unit 1 = Jan 19-23	Unit 9 = Mar 21-26
Unit 2 = Jan 24-30	Unit 10 = Mar 27-Apr 2
Unit 3 = Jan 31-Feb 6	Unit 11 = Apr 3-9
Unit 4 = Feb 7-13	Unit 12 = Apr 10-16
Unit 5 = Feb 14-20	Unit 13 = Apr 17-23
Unit 6 = Feb 21-27	Unit 14 = Apr 24-30
Unit 7 = Feb 28-Mar 5	Unit 15 = May 1-7
Unit 8 = Mar 6-12	Unit 16 = May 8-12

For example, Unit 1 will begin on the opening day of the online course as stated in the NOBTS *Academic Catalog* (see above under *Academic Catalog Policies*). Due dates will be the following Saturday night at midnight. Final exams are due by midnight on the day internet courses close, as listed in the *Academic Catalog*. The Information Technology Center will close all Blackboard shells at midnight Central Time on this date. Students will no longer have access to the Bb shell after this time. Such dates will be listed in the NOBTS catalog.

Unit Number:	Topic	Reading Assignment
Unit 1	Part 1: How to Read the Book--Basic Tools Ch 1 Bible Translations (DH) Ch 2 The Basic Tool – A Good Translation (FS) History of Interpretation (See Handout in Course Documents) • View Unit power point presentations • <u>Post Discussion Board Unit 1</u>-Post By Saturday Night Midnight of This Week • Take Quiz #1- Take By Saturday Night Midnight of This Week	DH: Ch 1 FS: Ch 2
Unit 2	Part 1: How to Read the Book--Basic Tools Ch 2 The Interpretative Journey (DH) Ch 1 The Need to Interpret (FS)	DH:Chapter 2 FS: Chapter 1

	• View Unit power point presentations • <u>Post Discussion Board Unit 2</u>-Post By Saturday Night Midnight of This Week • Take Quiz #2- Take By Saturday Night Midnight of This Week	
Unit 3	Part 1: How to Read the Book--Basic Tools Ch 3 How to Read the Book - Sentences (DH) Ch 4 How to Read the Book - Paragraphs (DH) • View Unit power point presentations • <u>Post Discussion Board Unit 3</u>-Post By Saturday Night Midnight of This Week • Take Quiz #3- Take By Saturday Night Midnight of This Week	DH: Ch 3 DH: Ch 4
Unit 4	Part 1: How to Read the Book--Basic Tools Ch 5 How to Read the Book - Discourses (DH) • View Unit power point presentations • <u>Post Discussion Board Unit 4</u>-Post By Saturday Night Midnight of This Week • Take Quiz #4- Take By Saturday Night Midnight of This Week	DH: Chapter 5
Unit 5	Part 2: Contexts--Now and Then Ch 6 -The Historical-Cultural Context (DH) Ch 7 What Do We Bring to the Text? (DH) Ch 8 The Literary Context (DH) • View Unit power point presentations • <u>Post Discussion Board Unit 5</u>-Post By Saturday Night Midnight of This Week • Take Quiz #5- Take By Saturday Night Midnight of This Week	DH: Chapters 6, 7, 8

Unit 6	Part 2: Contexts--Now and Then Ch 9 Word Studies (DH) - View Unit power point presentations <u>Post Discussion Board Unit 6</u>-Post By Saturday Night Midnight of This Week Take Quiz #6- Take By Saturday Night Midnight of This Week	DH: Chapter 9
Unit 7	Part 3: Meaning and Application Ch 10 Who Controls Meaning? (DH) Ch 11 Levels of Meaning (DH) - View Unit power point presentations <u>There are no Textbook Discussion Board Assignments This Week</u> Take Quiz #7- Take By Saturday Night Midnight of This Week	Background Study Paper Due Saturday Night of This Week DH: Chapters 10, 11
Unit 8	Part 3: Meaning and Application Ch 12 The Role of the Holy Spirit (DH) Ch 13 Application (DH) - View Unit power point presentations <u>Post Discussion Board Unit 8</u>-Post By Saturday Night Midnight of This Week Take Quiz #8- Take By Saturday Night Midnight of This Week	DH: Chapters 12, 13
Break	No assignments due. We recommend you use this time to catch-up and/or work ahead!	
Unit 9	Part 4: The Interpretive Journey--NT Ch 14 NT--Letters (DH) Ch 3 Epistles: Learning to Think Critically (FS) Ch 4 Epistles: The Hermeneutical Questions (FS) - View Unit power point presentations <u>Post Discussion Board Unit 9</u>-Post By Saturday Night Midnight of This	Word Study Due Saturday Night of This Week DH: Chapter 14 FS: Chapters 3, 4

	Week • Take Quiz #9- Take By Saturday Night Midnight of This Week	
Unit 10	Part 4: The Interpretive Journey--NT Ch 15 NT--Gospels (DH) Ch 7 The Gospels: One Story, Many Dimensions (FS) Ch 8 Parables: Do You Get the Point? (FS) • View Unit power point presentations • <u>Post Discussion Board Unit 10</u>-Post By Saturday Night Midnight of This Week • Take Quiz #10- Take By Saturday Night Midnight of This Week	DH: Chapter 15 FS: Chapters 7, 8
Unit 11	Part 4: The Interpretive Journey--NT Ch 16 NT--Acts (DH) Ch 17 NT--Revelation (DH) Ch 6 Acts: The Question of Historical Precedence (FS) Ch 13 Revelation (FS) • View Unit power point presentations • <u>Post Discussion Board Unit 11</u>-Post By Saturday Night Midnight of This Week • Take Quiz #11- Take By Saturday Night Midnight of This Week	DH: Chapters 16, 17 FS: Chapters 6, 13
Unit 12	Part 4: The Interpretive Journey--OT Ch 18 OT--Narrative (DH) Ch 19 OT—Law Ch 5 The OT Narratives (FS) Ch 9 The Law(s): Covenant Stipulations for Israel (FS)	DH: Chapters 18, 19 FS: Chapters 5, 9

	• View Unit power point presentations • <u>Post Discussion Board Unit 12</u>-Post By Saturday Night Midnight of This Week • Take Quiz #12- Take By Saturday Night Midnight of This Week	
Unit 13	Part 4: The Interpretive Journey--OT Ch 20 OT--Poetry (DH) Ch 21 OT-- Prophets (DH) Ch 10 The Prophets: Enforcing the Covenant in Israel (FS) Ch 11 The Psalms: Israel's Prayers and Ours (FS) • View Unit power point presentations • <u>Post Discussion Board Unit 13</u>-Post By Saturday Night Midnight of This Week • Take Quiz #13- Take By Saturday Night Midnight of This Week	DH: Chapters 20, 21 FS: Chapters 10, 11
Unit 14	Part 4: The Interpretive Journey--OT Ch 22 OT--Wisdom (DH) Ch 12 Wisdom: Then and Now (FS) • View Unit power point presentations • Take Quiz #14- Take By Saturday Night Midnight of This Week	Project Stage One Due Saturday Night of This Week DH: Chapter 22 & Appendices FS: Chapter 12 & Appendices
Unit 15	The final exam must be taken before midnight on the date ITC closes the Blackboard Shell (see NOBTS catalog for exact date) Exam is comprehensive, but open book. The exam is located in Unit 14 of your Bb course.	Project Stage Two Due By the day of the Final Exam These are to be uploaded in the Assignments Box in the Blackboard shell Final Exam – Exam must be taken by midnight of the posted date in the Graduate Catalog

Paper Topics for the Semester: Select One

Select a passage that you will use for all of your exercises in this course. Note that your word study topic word has been preselected for you. When you write your background paper, you will also need to include discussion on the specific background focus for your passage.

Old Testament

Narrative	Ruth 3:1-18
Word Study Paper Topic:	“Kinsman Redeemer” (v. 28), <i>goel</i> ,
Background Paper Focus:	Levirite Marriage
Law	Exodus 19:1-8
Word Study Paper Topic:	“Covenant” (v. 5), <i>berith</i>
Background Paper Focus:	Covenants in the OT
Poetry	Psalms 18:1-19
Word Study Paper Topic:	“Sheol” (v. 5), <i>sheol</i> ,
Background Paper Focus:	Salvation in the OT
Wisdom	Proverbs 3:13-18
Word Study Paper Topic:	“Wisdom” (v. 13), <i>chomah</i> ,
Background Paper Focus:	Tree of Life in the OT
Prophecy	Ezekiel 37:1-14
Word Study Paper Topic:	“Spirit, spirit, wind, breath” (v. 1, 6, 9), <i>ruah</i>
Background Paper Focus:	Resurrection in the OT

New Testament

Narrative- Gospels	Matthew 26:17-30
Word Study Paper Topic:	Covenant, <i>diatheke</i> (v. 28)
Background Paper Focus:	Passover Feast of the Jews
Narrative- Parables	Luke 20:9-19
Word Study Paper Topic:	Parable, <i>parabole</i> (v. 1)
Background Paper Focus:	Tenant Farmers/Rich and Poor
Narrative- History	Acts 8:4-25
Word Study Paper Topic:	To Baptize, <i>baptize</i> (v. 12)
Background Paper Focus:	Samaritan-Jewish Relations in the First Century
Epistle	1 Timothy 2:8-15
Word Study Paper Topic:	Silence, <i>hesychia</i> (v. 11)
Background Paper Focus:	Role of Women in the Ancient Near East

Epistle 1 Corinthians 7
Word Study Paper Topic: Divorce
Background Paper Focus: Marriage

Apocalyptic Revelation 7:9-17
Word Study Paper Topic: Great Tribulation, *thlipsis megas* (v. 14)
Background Paper Focus: Palm Branches

Recommended Computer Software

The student is strongly encouraged to purchase Bible software for his/her use in biblical exegesis. At this level of study, a software program capable of producing the text, performing sophisticated morphological searches, with available lexicons, commentaries, and other helpful supplemental works is an absolute necessity. The software packages listed below are capable of intense, complex searches required for biblical studies research purposes and/or sermon preparation. The purchase of this kind of software is indispensable at this level of language study. The major software packages all run on either PC or Mac platforms.

Accordance:

The Original Languages Package is around \$300 with many other add-on texts available and they offer student discounts. Accordance has a PC emulator as well. Responses have been varied on this emulator. Call their customer service for questions and student discounts. (accordancebible.com)

BibleWorks:

BibleWorks (bibleworks.com) provides discounts for our students when purchased in bulk orders (see your professor for more information). BibleWorks costs about \$350 for their basic software program which includes many supplemental works. Ordered in bundles of 10 or more, the price is reduced to \$250 for NOBTS seminary students. Bulk orders are placed through the local NOBTS LifeWay Store. Call their customer service for questions and student discounts. (bibleworks.com)

Logos 6:

Logos 6.0 is offered at varied package prices, but we recommend that you consider a minimum of the Bronze Level package that has the Greek and Hebrew texts for NOBTS language courses. NOBTS offers a training course called PREA6230/6330 Technological Applications for Bible Study and Preaching. Students who take this course may purchase the software at a 50% discount. Students who purchase the software directly from Logos receive a 30% discount. Call their customer service for questions and student discounts. (logos.com)

Time Management

How Can I Learn Time Management?

1. Use a personal calendar

As simple as this may sound, many ministers have not mastered the use of their calendar. Use a paper calendar or electronic calendar of your choice on your phone or computer--but use it! Here is one method for learning how to use your calendar:

a. Mark your Project Due Date:

Take your syllabus, right now, and mark EVERY assignment due date. Simply transfer this step to your professional project due dates as well. Do this immediately when you receive a due date of *any kind*.

b. Calculate your Project Start Date:

Give consideration to how long you think the assignment/project will *realistically* take to complete and 'back up' on your calendar that amount of time.

c. Add about 10-15% more time to allow for foreseen events that *always* come up: In ministry, unforeseen events *always* occur. Learn to build in a *time cushion* that will absorb these events and keep your project on track.

d. Mark the adjusted, calculation for the *Project Start Date* on your calendar.

e. Discipline yourself to start the project on your calculated date.

This is the most critical and difficult part of time management. Discipline yourself to start on the timetable you set for yourself.

f. Adjust as needed

2. Use a "To Do List"

This is crucial for time management. Once you have your Project Start Dates on the calendar, your To Do List helps you visualize what you need to accomplish this particular day during your busy schedule. This is

3. Look at your calendar first thing as you start your day.

No exceptions! You MUST learn to view your calendar daily. You may miss deadlines and responsibilities if you fail simply to look at your calendar.

4. Prioritize your "To Do List"

Ask God during your morning prayers to help you prioritize and accomplish your tasks to His glory!

5. Work down your prioritized list

After step 4, discipline yourself to do each item! Check them off as a small reward for accomplishing each task.

6. Carry over unfinished items to the next day's "To Do List"

Some days you just cannot get it all done and sometimes God rearranges your day. Be realistic and move unfinished items to the next day.

Mastering calendar use is primarily a self-discipline issue. Once you learn to mark your deadlines and follow your calendar, you will feel a wonderful sense of freedom. You will not miss any deadline in your life. All of your responsibilities will be right in your calendar and all you have to do is follow it. You will also have confidence to know that you will meet all of these deadlines in a professional manner. Much success in your ministry hinges upon three imperatives: "Show up!" "Show up on time!" "Show up prepared!"

Selected Bibliography

www.Denverseminary.edu has an annually updated bibliography for both OT and NT located in their Library section of their website.

www.bestcommentaries.com is another great website for finding commentaries.

General Introduction Books on Hermeneutics

- Dana, H. E. & Glaze, R. E. *Interpreting the New Testament*. Nashville: Broadman, 1961.
- Danker, Frederick W. *Multipurpose Tools for Bible Study*, Revised and Expanded. St. Louis: Augsburg Publishing House, 1993.
- Fee, Gordon D. *Gospel and Spirit: Issues in New Testament Hermeneutics*. Peabody: Hendrickson Publ., 1991.
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The Text and Authority of the Bible

- Barr, James. *The Scope & Authority of the Bible*. Philadelphia: Westminster Press, 1980.
- Bruce, F. F. *The New Testament Documents: Are They Reliable?* Grand Rapids: Eerdmans, 1978.
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