

NEW ORLEANS BAPTIST THEOLOGICAL SEMINARY

Division of Church Music Ministries

Technologies for Worship Ministries MUWM5304 Hybrid Workshop/CIV

Spring 2016

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NOBTS MISSION STATEMENT:

- 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.

NOBTS CORE PURPOSE

- The purpose of this course is to carry out the mission of NOBTS as is reflected through the following core values and core competencies:

CORE VALUES:

- *Characteristic Excellence* - The course will help church musicians become more effective in leading their churches in corporate worship through better organizational tools and technology
- *Spiritual Vitality* - The course will encourage the worship leader to appreciate how better organization through the use of technology can strengthen one's ministry to fellow staff members, musicians, and the congregation
- *Servant Leadership* - The course will encourage worship planners to take seriously their role as servant leaders and/or facilitators in designing corporate worship
- *Mission Focus* – The core value focus for 2015-16

CORE COMPETENCIES:

- *Servant Leadership* - Students will reflect on their role as servant leaders in facilitating worship in local congregations
- *Interpersonal Skills* - Students will improve their communication abilities as worship leaders in relation to church staff, musicians, and the congregation
- *Worship Leadership* - Students will be challenged in learning to incorporate technology as a worship aid as it applies to the local church

COURSE DESCRIPTION:

This course is designed to give students an overview of recent trends in current and emerging technology as related to church music and worship applications. Areas of investigation can include computer software programs dealing with musical notation, sequencing, and recording, as well as multimedia presentation and church music administration software. Additionally, students will research the technology and maintenance of sound systems, sound system components, lighting, video projection systems, and traditional keyboard instruments. Architecture and acoustics are also addressed in this class.

STUDENT LEARNING OUTCOMES:

1. The student will acquire knowledge of available music software, video presentation software, and technology used in the church
2. The student will become sensitive to the impact of visual/video worship presentations on a congregation
3. The student will become familiar with music ministry administration tools
4. The student will understand the importance of the role of technology in the current and future church
5. The student will be able to differentiate between church web site designs that draw people to a church, and those that repel people.
6. The student will develop a digital resource on a thumb drive containing all professor and student information shared in the class.
7. The student will grow to appreciate the ever-changing nature of working with technology and thereby diminish *technophobia*

COURSE REQUIREMENTS:

- a) Students will be required to logon to **Blackboard** (BB) on the NOBTS website for the course syllabus, documents, submission of questions for weekly quizzes, grading, and announcements.
- b) Students will take online **semi-weekly quizzes** on required internet readings. No later than Thursday noon, students will put in the BB Quiz Question Submission folder 2 **WORTHY** questions (with **name**, accompanying **answers and website page references**) from the reading. I will then edit and compile your submissions into a weekly quiz, which will be posted back on to BB by Friday, 12:00 noon-ish. Students will have from Friday noon through Tuesday, noon to take the quiz. Begin reading the next assignment, and submit questions on the new reading by Thursday, noon. Multiple choice and True/False work the best, simple fill-in-the-blanks are OK but much harder to answer correctly and grade, but discussion or essay questions are discouraged due to the 10 minute time limit. You will have 1 opportunity of 10 minute duration to complete the quiz. Please strive to keep the quality and substance of the questions high in order to maximize learning for your efforts. You are free to reference the web site during the quiz.

(Course Objective "CO" 1, 3)

So here is your timeline for Quiz 1...

On or before Thursday, Feb. 18, noon complete internet based reading assignment, write 2 worthy questions and submit them to me in BB Quiz Question Submission folder.
Take the online Quiz 1 – Sound Systems sometime between **Friday, Feb. 19, noon** and **Tuesday, Feb. 23, noon**.

For Quiz 2 the following week...

Tuesday, Feb. 23 (yes, the same day as Quiz 1) start reading the assignment for Quiz 2 **Sound Systems**. **On or before Thursday, Feb. 25, noon** complete internet based reading assignment **Sound Boards**, write 2 worthy questions and submit them to me in BB Quiz Question Submission folder. **Take the online Quiz 2 – Sound Boards** sometime between **Friday, Feb. 26, noon** and **Tuesday, March 1, noon**. Etc., etc., etc. for the remaining quizzes.

- c) Students will produce a lead sheet and a hymn sheet in Finale music notation software in the January workshop. (CO 1)

Lead Sheet Grading Rubric

Title, comp/arranger, tempo, express.	10
Melody	10
Staff, key signature, measures, double bar	10
Text alignment	10
Tablature	10
	<hr/>
	50

Hymn Sheet Grading Rubric

Title, comp/arranger, tempo, express.	10
Staff, key signature, measures, double bar	10
Voice Parts	10
Text alignment	10
Other	<u>10</u>
	50

- d) The student will complete one topical **full-text** (any word spoken by the congregation) **print worship guide with accompanying PPT, ProPresenter, or Keynote** project to be presented in the April workshop. Worship topics will be chosen from a list provided by the professor.(CO 1, 2)

Printed Order of Worship Grading Rubric

Full text for all utilized song verses, congregational readings	5
Headings for all service ordinances, activities, etc.	5
Sermon title and scripture reference	5
Congregational responsive scripture or inspirational reading	5
Left justification, page formatting and layout	<u>5</u>
	25

PPT/ProPres Order of Worship Grading Rubric

Appropriate background design	5
Text legibility (size, color, number of lines, etc.)	5
Lack of shift in text placement from screen to screen	5
Appropriate song text and sermon topic agreement	5
Sequentialness and flow of service	<u>5</u>
	25

- e) Each student will prepare a **major topic presentation** on one of the assigned weekly topics in the April 22nd workshop. Students will generate handouts and provide them to the class during the presentation. Students will also post a link to their presentation in BB for classmates to download for future reference. Please use MS Word for narrative portions of the presentation. Please do not convert them to pdf files. The student will make a 15 - 20 minute presentation on the topic providing visuals with handouts, PPT, and/or internet projection. The oral report on this paper is to be a compilation of broad research on the topic **avoiding** the readings assigned in the class and should be more than just reciting from PPT slides. Key resources should be noted in the endnote portion of the paper. Turabian format need not be used. Additional internet resources may be presented in the oral reports that are not a primary part of the paper. (CO 1, 3, 5, 6, 7)

Presentation Grading Rubric

Length – 15 - 20 minutes	25
Handouts/Visuals/Endnotes	25
PPT/Internet Projection	50
Evidence of Broad Research	25
Oral Presentation	<u>75</u>
	200

- f) **In The Trenches** - The student will make arrangements for 2 on-site visit/interviews to a “reasonably” local church using “relatively” up-to-date technology. This assignment will be presented during the 2nd workshop. Worship leaders from these two churches are to be interviewed in person with church music technology in mind. One is to be a Southern Baptist, and one is to be from another denomination. Collect printed material (worship guide, welcome form, guest brochure or card, newsletter, etc.) from each of the ministers interviewed. The report, combining these two interviews, is to be 10 minutes in length with good analysis, summary, and

take-away sections. Creativity, accuracy, thoroughness, participation, and applicability to music/worship ministry will heavily influence the student's grade. (CO 1, 2, 4, 5, 7)

Trenches Grading Rubric

1 SBC church, 1 church from another denomination	75
Writing style	25
Grammar	25
Content (organization, analysis, conclusion)	50
Collected printed materials	<u>25</u>
	200

- g) The student will develop a digital “**notebook**” on a thumb drive with easily discernible organization of resources regarding all technological topics covered during the semester. All required reading assignments from the internet should be saved and included in the digital notebook for future reference. Completion of this assignment will be confirmed in the 2nd workshop so bring the thumb drive to the April workshop, or, if you are participating by CIV, be prepared to email several “Capture Screen” pics of topical folder organization and contents displayed on the screen using the File Explorer function. (CO 6)

Notebook Grading Rubric

Clear, unencumbered organization	35
Topical Folder Labels	25
Content	35
Neatness	<u>25</u>
	120

- h) **Reflection paper** - a “*16 weeks of study... so what?*” reflection paper that will be 6-8 text pages incorporating at least 5 other footnoted or endnoted resources outside the course assignments and a bibliography. This is not a book report or regurgitation of information from student presentations. This is to be a synthesis or take-away paper from the course as a whole. Papers are to be typed and double-spaced, using Times New Roman 12-point font, with footnotes or endnotes, bibliography, and a title page. Attention is to be given to correct spelling, grammar, formatting and punctuation according to the 6th (or later) edition of Turabian. Writing in first person is encouraged since this is a personal reflection paper. (CO 2, 4, 5, 7)

Reflection Grading Rubric

Title page	25
Footnotes/endnotes	25
Bibliography	25
Proper text formatting (font, size, spacing, etc.)	25
Content	75
Grammar	<u>25</u>
	200

TEXTBOOK:

- Life in the real world of ministry. Pay close attention - lessons are easily overlooked.

GRADE FORMULATION:	Possible Points	Points Earned
Weekly Quizzes (8)	80+	_____
Church Web Site Analysis	50	_____
Worship Guide Project (printed OrdWor-25; PPT/ProPres/Keynote-25)	50	_____
Finale Project (Lead sheet-50; Hymn sheet-50)	100	_____
Major Topic Presentation (as assigned)	200	_____
<i>In The Trenches</i> Project	200	_____
Final Reflection Paper	200	_____
<u>Digital Technology Notebook</u>	<u>120</u>	_____
Total points	1000	

(move decimal point one digit to left for the amazing discovery of your final grade)

NOBTS MASTERS GRADING SCALE:

A	100 – 93
B	92 – 85
C	84 – 77
D	76 – 70
F	69 – 0

REQUIRED RESOURCES:

- **Basics of Church Website Design**

<http://www.cloversites.com/church/?gclid=CIyWjoO1y60CFdKR7QodFEVTgQ>

<http://www.goodmanson.com/church-technology/6-ways-churches-fail-with-their-website/>

<http://www.internetevangelismday.com/church-site-design.php>

- **Basics on Components of Sound Systems and Sound Enhancement**

<http://www.indiana.edu/~emusic/etext/toc.shtml>

<http://www.harada-sound.com/sound/handbook/basics.html>

<http://www.churchproduction.com/story/main/five-things-new-sound-guys-need-to-understand>

Sound Boards

http://www.indiana.edu/~emusic/etext/studio/chapter2_mixers.shtml

<http://www.churchproduction.com/story/main/making-room-for-the-congregation>

<http://harada-sound.com/sound/handbook/mixers.html>

Speakers & Mics

<http://www.churchproduction.com/story/main/how-to-configure-your-church-pa-system>

<http://www.youtube.com/watch?v=bXorSttwTVY&feature=endscreen&NR=1>

<http://www.churchproduction.com/story/main/demystifying-loudspeaker-system-design>

<http://www.churchproduction.com/story/main/powered-loudspeakers-when-they-are-and-arent-the-best-choice>

<http://www.churchproduction.com/story/main/microphones-in-the-limelight>

<http://www.churchproduction.com/story/main/how-to-get-the-pastors-mic-to-sound-like-the-pastor>

<http://www.youtube.com/watch?v=PJftumDVpyY>

- **Basics of Lighting** (work thru site slideshows)
 - <http://www.churchproduction.com/story/main/the-top-five-steps-to-a-more-effective-lighting-design>
 - <http://www.churchproduction.com/story/main/what-your-congregation-wants-you-to-know-about-lighting>
 - <http://www.ccisolutions.com/StoreFront/category/lighting-101-putting-a-stage-lighting-system-together>
 - http://www.worshiptechdecisions.com/article/kick_start_easy_energy_and_money_saving_ideas_you_can_use_now

- **Basics of Projection**
 - Hardware*
 - <http://www.ebibleteacher.com/churchvideodesign1.html>
(follow link at the bottom of each article)
 - Location, Power, and Cables
 - Controls and Lighting
 - Screens & More
 - Common Issues
 - Sample Configuration/Purchase
 - http://www.worshiptechdecisions.com/article/must_have_apps_for_the_av_directors_toolbelt

 - Software*
 - http://www.ebibleteacher.com/reviewworship.html#Presentation_Manager
 - <http://presentation-software-review.toptenreviews.com/> (for reference only... 2011 article)
 - <http://www.sharefaith.com/blog/2013/09/church-presentation-software/#more-10424>

- **PPT Tips**
 - <http://www.ebibleteacher.com/tipswhen.html>

- **Building Design Acoustics**
 - <http://www.church-acoustics.com/cryroom.htm>
 - <http://www.church-acoustics.com/pdf/church-acoustics-booklet.pdf>

- **Piano Tuning and Maintenance**
 - http://www.doghousenyc.com/articles/piano_tuning.php
 - <http://www.pianobuyer.com/publication.html#1>
 - <http://www.wikihow.com/Buy-a-Piano>
 - http://www.ptg.org/userfiles/file/learningCenter/Acoustic_Pianos.pdf

- **Organ Works**
 - <http://www.ibiblio.org/pipeorgan>

- **Church Technology Overview**
 - <http://www.churchproduction.com/story/main/multi-site-meets-multi-generational>

Selected Bibliography

Books

Barfoot, Phil, ed. *The Ultimate Idea Book for Music Ministry! Volume 2*. Word Music, 2004.

Bradley, C. Randall. *from Postlude to Prelude: Music Ministry's Other Six Days*. Fenton, MO: MorningStar Music Publishers of St. Louis, 2004.

Barker, Ken, ed. *Baptist Hymnal*. Nashville: LifeWay Worship, 2008.

Electronic Media

Bott, Tim. *Cry Room Acoustics: How to make your cry room both comfortable and acoustically sound*. Eugene, OR: Acoustic Sciences Corp. Web site. Available from <http://www.church-acoustics.com/cryroom.htm>.

EMI Audio. *Church Lighting Basics*. Minneapolis, MN: EMI Audio. Web site. Available from <http://emionline.com/lightinginfo/1.html>.

Fancey, Marya J. *The Pipe Organ*.

An Overview of Organs,

How the Sound Is Produced,

A Close Look at the Pipes,

An In-Depth Look at the Console,

Glossary of Organ Terms.

Pipe Organ Education Project. Web site. Available from <http://www.ibiblio.org/pipeorgan>.

Finn, Mickey. *Studio Piano Maintenance*. New York: The Doghouse NYC. Web site. Available from http://www.doghousenyc.com/articles/piano_tuning.php

Harada, Kai. *Kai's Sound Handbook*. Harada Sound Design. Web site. Available from

Noxon, Arthur M. *Understanding Church Acoustics*. Eugene, OR: Acoustic Sciences Corp. Web site. Available from <http://www.church-acoustics.com/pdf/church-acoustics-booklet.pdf>.

Taylor, Terry. *Computers in Bible Teaching: Video Projectors in Church*. Abilene, TX: Southern Hills Church of Christ. Web site. Available from http://www.heartlight.org/articles/200007/20000712_tech_video.html

_____. *Reviews: Worship Software*. Carbondale, IL: church of Christ. Web site. Available from http://www.ebibleteacher.com/reviewworship.html#Presentation_Manager_.

Tentative Schedule

(these assignments are DUE during the week listed)

(on a web site, be sure to read all the pages in the article linked at the bottom of the page)

Week 1

Jan. 18-22

Get familiar with BB; download, print, and READ syllabus bring a hard copy with you to the Friday, Jan. 29 workshop

Find and Copy the lyrics to Bob Dylan's *The Times, They are a-Changin'*. Pick a verse or two and update the lyrics to reflect current culture but try to retain the message or heart of the song. Save it in your Digital Notebook (thumb drive) as a constant reminder that one day, you too, will be considered an out-of-touch old fogey by your children's generation! Share this with the class in the Jan. 29 workshop.

Start Preparing for the Finale music notation assignment to be completed during the Jan. workshop. There are several ways you can do this whether in N.O or on CIV.

1. If you or your church has a version of Finale on a laptop, bring it to the workshop.
2. Purchase and download an edition of Finale suitable for your budget and needs.
3. Borrow a laptop that has Finale on it, from a friend and bring it.
4. Download Finale 2014.5 **free trial** to your laptop (or borrowed laptop) and bring it to the workshop. It's good for 30 days.
<http://www.finalemusic.com/free-trial/>
5. If you already have, and are well versed in Sibelius music notation software, you are welcome to use it, but you are on your own, as the NOBTS Computer Lab uses Finale which is the music industry standard.

All assignment requirements are still due.

It is essential that you have either Finale or Sibelius on your laptop before the workshop. Start familiarizing yourself with Finale and if you can, begin the assignment before the workshop. The selections for the Lead Sheet assignment and the Hymn assignment can be found on BB under "Assignments."

If you have used Finale for a while and can help other students after you have completed your assignment, it would be greatly appreciated.

Week 2

Jan. 25-28 **Church Websites** – the Excellent, the Good, the Bad, the UGLY!

View these websites and play around in the "Clover."

<http://www.cloversites.com/church/?gclid=CIyWjoO1y60CFdKR7QodFEVTgQ>

<http://www.goodmanson.com/church-technology/6-ways-churches-fail-with-their-website/>

Examine this church web site evaluation tool...

<http://www.internetevangelismday.com/church-site-design.php>

and **make your own** much shorter, condensed version for your own evaluations.

Find a church website (according to your customized evaluation tool) for each category above... the Excellent, the Good, the Bad, and the UGLY!

Save the site addresses to your computer or thumb drive and bring your evaluation tool so we can see your picks and hear your reasoning during the Jan.30 workshop.

(show & tell oral report, no paper).

N.O. Workshop Friday, Jan. 29

Getting to Know... You...

Getting to Know... the syllabus and assignments...

Getting to Know... your creativity – *The Times, They are a-Changin'* assignment

Church Websites – the Excellent, the Good, the Bad, the UGLY!

Finale Lead Sheet Assignment – (*You Are Worthy of My Praise* – verse 1 and chorus)
(*10,000 Reasons* - chorus and verse 1)

A copy of one of these will be provided in BB. Reproduce it in Finale including staff, bar lines, chords, tablature, text, dynamics, repeats, melody and double bar at the end.

Finale Hymn Assignment – (Baptist Hymnal #359 *People Need the Lord*)

Reproduce it in Finale including staff, bar lines, all parts, text, title, composer, lyricist (etc.), dynamics, repeats, and double bar at the end.

Wrap-up and Q & A

- Week 3 Feb. 1-5 A week to catch your breath, your family, your church, etc.
Start reading Acoustics web site Thursday, Feb. 11. It's a long read.
- Week 4 Feb. 8-12 **Acoustics** (Mardi Gras - Tuesday, 9th)
<http://www.indiana.edu/~emusic/etext/toc.shtml>
Read Chapter 1 Acoustics (long...)
Yes, some of this info is over all our heads but start familiarizing yourself with terms and concepts.
- Week 5 Feb. 15-19 **Basics on Components of Sound Systems and Sound Enhancement**
<http://www.indiana.edu/~emusic/etext/toc.shtml>
<http://www.harada-sound.com/sound/handbook/basics.html>
<http://www.churchproduction.com/story/main/five-things-new-sound-guys-need-to-understand>
Submit questions for Quiz 1 Sound Systems/Enhanc. by Thurs. 18th noon.
Take Quiz 1 between Friday 19th noon and Tuesday, 23rd noon.
- Week 6 Feb. 22-26 **Sound Boards**
Submit questions for Quiz 2 by Thursday 18th noon.
Take quiz Friday 19th noon thru Tuesday 23rd noon. Etc. etc. etc.
http://www.indiana.edu/~emusic/etext/studio/chapter2_mixers.shtml
<http://harada-sound.com/sound/handbook/mixers.html>
<http://www.churchproduction.com/story/main/making-room-for-the-congregation>
- Week 7 Feb. 29-March 4 **Speakers**
Quiz 3
<http://www.youtube.com/watch?v=bXorSttwTVY&feature=endscreen&NR=1>
<http://www.churchproduction.com/story/main/how-to-configure-your-church-pa-system>
<http://www.churchproduction.com/story/main/demystifying-loudspeaker-system-design>
<http://www.churchproduction.com/story/main/powered-loudspeakers-when-they-are-and-arent-the-best-choice>
- Week 8 March 7-11 **Microphones**
Quiz 4
<http://www.churchproduction.com/story/main/microphones-in-the-limelight>
<http://www.churchproduction.com/story/main/how-to-get-the-pastors-mic-to-sound-like-the-pastor>
The following video is ultra basic on mic placement for singers, but the leprechaun's presenter's accent almost makes it worth watching!
<http://www.youtube.com/watch?v=PJftumDVpyY>
- Week 9 **Spring Break March 14-18**

PALM SUNDAY April 20

Week 10 March 21-25 **Building Design Acoustics**

Quiz 5

“Church Acoustics”

<http://www.church-acoustics.com/pdf/church-acoustics-booklet.pdf>

“Cry Room”

<http://www.church-acoustics.com/cryroom.htm> “Cry Room Acoustics”

EASTER SUNDAY April 27

Week 11 March 28-Apr. 1 **Basics of Projection – Hardware** (projectors and screens)

Quiz 6 (hardware only)

<http://www.ebibleteacher.com/churchvideodesign1.html>

(follow link at the bottom of each article)

Location, Power, and Cables

Controls and Lighting

Screens & More

Common Issues

Sample Configuration/Purchase

http://www.worshiptechdecisions.com/article/must_have_apps_for_the_av_directors_toolbelt

Week 12 April 4-8 **Basics of Projection - Software**

Default Worship Projection Project (PowerPoint)

(when you don't have a budget for it, don't have tech savvy people to prepare it, and only jr. high volunteers to run it!)

Read *Tips for Presenting PPT Lessons*

<http://www.ebibleteacher.com/tipswhen.html>

http://www.ebibleteacher.com/reviewworship.html#Presentation_Manager

<http://presentation-software-review.toptenreviews.com/> (for reference only... 2011 article)

<http://www.sharefaith.com/blog/2013/09/church-presentation-software/#more-10424>

- also see PPT information in BB “Documents” area

Worship Guide/PPT presentations due

Week 13 April 11-15 **Pianos - Digital vs. Acoustic, New vs. Used, Tuning, Maintenance, Value, Buying**

Quiz 7

http://www.doghousenyc.com/articles/piano_tuning.php

<http://www.pianobuyer.com/publication.html#1>

<http://www.wikihow.com/Buy-a-Piano>

http://www.ptg.org/userfiles/file/learningCenter/Acoustic_Pianos.pdf

Week 14 April 18-21 **Organ Works**

Quiz 8

<http://www.ibiblio.org/pipeorgan> (read all available links)

Friday, April 22

N.O. Workshop - All Major Topic Presentations due

1. Sound Systems Report by _____
2. Sound Boards Report by _____
3. Speakers Report by _____
4. Microphones Report by _____
5. Building Design Acoustics Report by _____
6. Video Hardware Report by _____
7. Piano Tuning Report by _____
8. Organ Works & Maintenance Report by _____
9. _____ Report by _____
10. _____ Report by _____
11. _____ Report by _____
12. _____ Report by _____
13. _____ Report by _____
14. _____ Report by _____
15. _____ Report by _____
16. _____ Report by _____

In the Trenches Reports & Digital Notebook (organized thumb drive) due

Week 15 April 25-29 **Reflection Paper due.**