



# Using Technology in the Work of the Church CEAM 6321

New Orleans Baptist Theological Seminary  
Discipleship and Ministry Leadership Division

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*New Orleans Baptist Theological Seminary and Leavell College prepare servants to walk with Christ, proclaim His truth, and fulfill His mission.*

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### **Mission Statement**

New Orleans Baptist Theological Seminary and Leavell College prepare servants to walk with Christ, proclaim His truth, and fulfill His mission.

### **Purpose of the Course**

The purpose of this course is 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 seminary has five core values. The focal core value for 2019-2020 is spiritual vitality. This course supports the five core values of the seminary. Spiritual Vitality - We are a worshipping community emphasizing both personal spirituality and gathering together as a Seminary family for the praise and adoration of God and instruction in His Word.

### **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**

Hewett, Steve. *Windows PCs in the Ministry*, Nashville, TX: Thomas Nelson, 2010.

Nicholaou, Nick B. *Church IT Using Information Technology for the Mission of the Church*. United States: Christianity Today International, 2019.

Stephenson, Mark M. *Web-Empowered Ministry: Connecting People with Web-sites, Social Media, and More*. Nashville: Abingdon Press, 2011.

Kaye, E. M. *The Christian Church in the Digital Age: Over 501 Digital Ministry Ideas for Pastors and Christian Leaders*. United States: Christian Digital Ministries, 2014.

## Course Teaching Methodology

**Units of Study** The course will be divided into units of study and presented in a fourteen week format.

**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

### Course Evaluations

Reading/Lab/Research Work	10% (100 points) Based on Discussion Board Posts
Technology Ministry Document Packet	10% (100 points) Based on submission of the Packet
Issue Paper & Presentation	20% (200 points) Based on submission of Paper and Video Presentation to class
CIS & Bible Study Software Research	30% (300 points) Based on submission of CIS & Bible Study Software Research Documents
Mid-Term & Final Exams	30% (300 points) 150 points for Mid-Term & 150 points for Final)

1. Reading - The student will read the textbooks and assigned materials for the class. 100 points/10% of Final Grade.
2. Mid-Term & Final Exam - The student will submit the assigned Mid-Term & Final Exam. 300 points/30% of Final Grade.
3. Prepare a Technology Ministry Packet – The student will gather samples of the following items from churches to prepare a technology ministry packet. 100 points/10% of Final Grade

Policies for using technology in the church.  
 Guidelines for using technology in the church  
 Selected Software  
 Procedures for using technology in the church  
 Recommendations for using technology in the church  
 Ministry ideas for using technology in the church  
 Disaster Recovery Plan for using technology in the church  
 Appropriate Use Policy for using technology in the church

Privacy Policy for using technology in the church  
Social Media Policy for using technology in the church  
Hardware recommendation  
Recommended technology team for using technology in the church

4. Issue Paper Topics – Choose One to research and share/present to the class.  
200 points/20% of Final Grade
- 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
  - Social Media - Should it be used in a ministry setting.

Or Propose a topic for consideration.

5. Church Management & Bible Study Software: Choose two of the current software options to research: (See the research question list) and prepare a 1-2 page evaluation review. 300 points/30% of Final Grade

**Grading Scale:** Your final grade will be based on your total accumulation of points as indicated under the Assignments and Evaluation Criteria section of this syllabus according to the grading scale in the NOBTS 2019-2020 catalog.

A 93-100  
B 85-92  
C 77-84  
D 70-76  
F 69 and below

## 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**

- Unit 1-Jan 20: Introduction to the Course
- Unit 2-Jan 27: Hardware Overview – Basics/Purchasing tips Assignment of Papers
- Unit 3-Feb 3: Software Overview- - Basics & Good Practices
- Unit 4-Feb 10: Productivity Software for the Church Office
- Unit 5-Feb 17: Church Communications Strategy & Technologies Internet – Web Design & Internet Ministry resources
- Unit 6-Feb 24: Social Media/Connecting the church
- Unit 7-Mar 2 Internet Dangers/Opportunities Networking a Church Office
- March 9: Mid Term Due
- March 16-20 Spring Break
- Unit 8-Mar 23: Technology in Worship ministries - Music/worship software
- Unit 9-Mar 30: Church Information Systems overview/review Church Information Systems software - Present Research
- Unit 10-Apr 6 Bible Study Software-Present Research Education/ Online Bible Study
- Unit 11-Apr 13: Mobile Technology and the Church
- Unit 12-Apr 20: Paper Presentations - Due
- Unit 13-Apr 27: Ministry of Technology – Technology Ministry Document Packet Due
- Final –May 6: Final Exam Due
- Online Class Access closes May 14<sup>th</sup>

## **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)

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

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