



MUED5302 Worship and Music Ministry Administration
New Orleans Baptist Theological Seminary
Church Ministry Division
Spring Semester 2021 (Hybrid/NOLA2U)

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Mission Statement of the Seminary

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

Core Value Focus

The seminary has five core values: Doctrinal Integrity, Spiritual Vitality, Mission Focus, Characteristic Excellence, and Servant Leadership. The core value focus for this academic year is *Mission Focus*.

Curriculum Competencies

All graduates of NOBTS are expected to have at least a minimum level of competency in each of the following areas: Biblical Exposition, Christian Theological Heritage, Disciple Making, Interpersonal Skills, Servant Leadership, Spiritual and Character Formation, and Worship Leadership. The curriculum competencies addressed in this course are: Servant Leadership and Worship Leadership.

Course Description

The course focuses on the philosophy, concepts, structure, relationships, activities, organizational tools, and administrative skills used in church life that typically fill the Monday through Friday work week. These add legitimacy, validity, and efficacy to the overall ministry of church music as well as strengthen and enrich worship on Sunday. The class is a one semester class and carries three hours of semester credit.

Student Learning Outcomes

1. To expand student insight into the administrative, organizational, ministerial, and relational aspects of weekly music ministry.
2. The student will increase his/her skill in tasks relevant to organizing and leading a music/worship ministry in the context of a local church (such as working with people, planning and workflow, time management, budget, promotion, and organizing rehearsals, etc.).
3. The student will develop a deeper appreciation for leadership skills related to structuring and execution of music/worship ministry in the local church).

Course Teaching Methodology

The course will involve the following methodologies: Weekly online with four hybrid class meetings throughout the semester. Online learning will consist of weekly units of study based on the reading, professor videos, and student projects. Hybrid class meetings will feature presentations by students, professor, and outside experts in the field. Blackboard (www.nobts.blackboard.com) will be used as the communication platform for the course. All students registered for the course will be automatically enrolled in Blackboard. Blackboard will provide the platform for the course structure, including announcements and information, as well as weekly unit assignments. All course assignments should be uploaded to this site in the appropriate folders.

Textbooks

Required:

- Bradley, Randall. *from Postlude to Prelude: Music Ministry's Other Six Days*. 2nd ed. Fenton, MO: MorningStar Music Publishers of St. Louis, 2015.
- Perman, Matt. *What's Best Next: How the Gospel Transforms the Way You Get Things Done*. Grand Rapids: Zondervan, 2014.

Hicks, Zac. *The Worship Pastor: A Call to Ministry for Worship Leaders and Teams*. Grand Rapids: Zondervan, 2016.

Course Requirements

1. Students will read the three required texts (see textbook list above) and will participate in weekly online discussion throughout the course through Blackboard forums. Course reading and mini-lectures posted by the professor will provide the underlying content for online discussions. The reading requirement is worth 10% of the grade in the course. At the conclusion of the semester, students will be asked to provide documentation for *on-time and full completion of the reading assignments*. **Due date: as assigned throughout the semester (see course calendar)**
2. Each student will read *The Worship Pastor* by Zac Hicks (Zondervan, 2016) and identify various ideas that the student believes could be usefully applied in music/worship ministry in the local church. These ideas should be reported in a single 2000-word ministry application reflection paper. NOTE: This assignment is a *reflection paper and not a formal book review*. Rather than providing a summary of the material in the texts, the student should seek to reflect on impactful ideas and concepts presented in the text that the student finds helpful in a music/worship ministry context. Use the NOBTS style guide for all papers. The student should be prepared to share summary insights during the hybrid class meeting on Feb 26. **(Due in Blackboard folder by Fri, Feb 26)**.
3. Each student will complete the weekly assignments that complement the reading assignment. These should be posted in the appropriate assignment folder (or Discussion Board where applicable) by the individual due dates. More specific details on each assignment will be provided in the learning units during the course.
 1. Weekly Assignment 1: Complete the MBTI Jung Typology Inventory and write a brief 1-2 page summary of your results. [<http://www.humanmetrics.com/cgi-win/jtypes2.asp>] Due: Jan 25
 2. Weekly Assignment 2: After reading Perman (chaps 11-13), create a written personal Mission Statement and a personal Life Vision (life goals) statement. Due: Feb 1
 3. Weekly Assignments 3 and 4: Interview a worship pastor on (1) how to stay spiritually healthy and grow through the seasons of ministry; and (2) insights and challenges regarding working with your pastor and other staff members (report each interview topic in a 1-2 page summary report). Due: Feb 8 and 15
 4. Weekly Assignment 5: Prepare a list of prerequisites for becoming a volunteer in music/worship ministry along with a list of guidelines for volunteers involved in the music/worship ministry. Due: Feb 22
 5. Weekly Assignment 6: Write a discussion board post reflecting on personal take-aways from this week's reading assignment (Perman, chaps 19-22- weekly planning and daily execution). Due: Mar 8
 6. Weekly Assignment 7: Choose an event and create the following: a news release that can be used for TV, radio, and the newspaper; a church newsletter article and social media post; a multimedia slide promo with an illustration. Due: Mar 22
 7. Weekly Assignment 8: Observe (in person) a choir or worship band rehearsal and write a report, including the event flow of the rehearsal with time increments; and a summary of strengths/weaknesses (where applicable) you noted in the rehearsal. Due: Mar 29
 8. Weekly Assignment 9: Post in the discussion board forums: (a) online resources for finding worship music (along with a brief note as to why this resource is beneficial); and (b) music and multimedia licensing organizations, along with details about how they work. Due: Apr 5
 9. Weekly Assignment 10: Prepare a ministry budget for a hypothetical worship/music ministry. More details given in Unit 11. Due: Apr 12
 10. Weekly Assignment 11: Prepare a basic list of relevant tasks that should be considered by leaders regarding the acquisition and on-going maintenance of musical instruments, sound equipment, and lighting/projection equipment. Due: Apr 19
 11. Weekly Assignment 12: Post in discussion board forum a list of best practices and formats for live-streaming of worship services. Due: Apr 26
 12. Weekly Assignment 13: Find a real ministry position opening and prepare materials for your hypothetical application, including a letter of inquiry, cover letter, professional résumé, and statement of faith. Due: May 3
4. Each student will submit a Final Reflection Paper. Length of the paper should be 1500-words and should address the importance of administrative attention in music/worship ministry. Reflecting on the content of the course (presented in textbooks and discussion, lectures, projects, and personal research), the concepts of leadership, relationships, communication, planning and pastoral role should be addressed in the paper. Additionally, the student should include some brief reflection on the topics of the course that most interested and impacted him/her. Due: May 6.

Evaluation of Grade

The student's grade will be computed as follows:

10% Required reading

- 10% Reflection paper on *The Worship Pastor*
- 65% Weekly assignments (13 = 5% each)
- 15% Final reflection paper

Due dates for assignments:

All assignments are due at the time of the due date. **IMPORTANT! A half-letter grade per day will be applied to all assignments submitted beyond the due date** (Mon-Fri) unless the professor has granted an extension request made prior to the due date.

NOLA2U Live

If you are taking this course as a NOLA2U Live student, please note the following attendance policies:

1. The course on the New Orleans campus will be connected synchronously via Web conferencing with Internet students. These courses will require attendance at four class meetings at the stated class meeting times.
2. Students are only allowed to miss the amount of class time specified in the NOBTS attendance policy as stated in the graduate catalog. (See page 184 in the graduate catalog: <https://www.nobts.edu/resources/pdf/academics/GraduateCatalog.pdf>).
3. Technical issues will not be considered a valid reason for missing a class session.

NOBTS Style Guide

All written papers for this course should conform to the official style guide of NOBTS (based on Turabian). A copy of the approved NOBTS Style Guide can be found in the course Blackboard shell, or can be located online at the Writing Center's page on the seminary website at: <https://www.nobts.edu/resources/pdf/writing/StyleGuide.pdf>

Technical Assistance

For assistance regarding technology, consult ITC (504-816-8180). BlackboardHelpDesk@nobts.edu - Email for technical questions/support requests with the NOBTS Blackboard Learning Management System [NOBTS.Blackboard.com](https://www.nobts.edu/resources/pdf/writing/StyleGuide.pdf).

Help for Writing Papers at "The Write Stuff"

NOBTS maintains a Writing Center designed to improve English writing at the graduate level. Students can receive writing guides, tips, and valuable information to help in becoming a better writer.

Plagiarism on Written Assignments

NOBTS has a no tolerance policy for plagiarism. Plagiarism in certain cases may result in expulsion from the seminary. See the NOBTS Student Handbook for definition, penalties, and policies associated with plagiarism.

Course Schedule

Unit/Date	Topics	Resources/Assignments	Assignments due
1- Jan 18-24	Course overview	B-ch1 (1-22); MBTI profile	Acquire textbook Weekly Assignment 1: Take MBTI typology
2- Jan 25-31	[Hyb mtg #1] Philosophical foundations for music/worship ministry; leading every age group	P-ch11-13 (145-189); cover MBTI results in workshop	Weekly Assignment 2: Create your Mission Statement and Life Vision (Life goals) statement; share brief summary of MBTI results; attend hybrid class #1 [Jan 29]
3- Feb 1-7	Leadership	B-ch2 (23-50)	Weekly Assignment 3: Interview a worship pastor on how to stay spiritually healthy and grow through the seasons of ministry (Note: plan to do assignments 2 and 3 at the same time)
4- Feb 8-14	Working with people (part 1): Pastors-staff relationships	B-ch4 (91-122)	Weekly Assignment 4: Interview a worship pastor on working with pastor and other staff
5- Feb 15-21	Working with people (part 2): Volunteers in worship/music ministry	B-ch5 (123-154)	Weekly Assignment 5: prepare a list of requirements/ guidelines for volunteers in music/worship ministry
6- Feb 22-28	[Hyb mtg #2] Dealing with conflict;	B-ch4,5,7 (154-177; 112-	Share insights of interviews with

	Working with job descriptions; time management	119; 223-229); P-ch14-18 (195-251)	worship pastors in hybrid class mtg; Reflection paper due (share insights from reflection paper on <i>The Worship Pastor</i> in hybrid class mtg). attend hybrid class #2 [Feb 26]
7- Mar 1-7	Weekly planning; managing workflow; managing large projects; daily execution	P-ch 19-22 (255-295)	Weekly Assignment 6: Discussion Board reflection on personal take-aways from the reading assignment.
8- Mar 8-14	[Hyb mtg #3] Communication/promotion; using social media	B-ch6 (187-211)	Weekly Assignment 7: Music/worship event promotion attend hybrid class #3 [Mar 12]
	SPRING BREAK		
9- Mar 22-28	Organizing leadership teams; rehearsal planning (instrumental, vocal, other)	B-ch7 (213-244)	Weekly Assignment 8: Observe a choir or worship team rehearsal
10- Mar 29- Apr 4	Resources for finding music; music and multimedia licensing; online music/worship providers	internet resources	Weekly Assignment 9: List of resources
11- Apr 5-11	Preparing a music/worship budget	B-ch8 (245-255)	Weekly Assignment 10: Prepare a ministry budget
12- Apr 12-18	Instrument acquisition/maintenance; lighting and sound acquisition/maintenance	B-ch8 (255-293)	Weekly Assignment 11: Acquisition/maintenance of instruments, lighting, and sound
13- Apr 19-25	[Hyb mtg #4] planning for live-streaming worship services	Internet resources	Weekly Assignment 12: Best practices for live-streaming worship services attend hybrid class #4 [Apr 23]
14- Apr 26- May 2	Transitions in ministry; résumé preparation; assessing the church identity; exit issues	B-ch9 (295-335)	Weekly Assignment 13: prepare a professional résumé and apply for a church worship pastor/minister of music position
15- May 3- 6	Final Exams May 7~		Final reflection paper due May 6

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