

School

COURSE SYLLABUS

LIBERTY BAPTIST THEOLOGICAL SEMINARY

COURSE: EDMN 876

COURSE TITLE: CREATIVE MINISTRY USES FOR THE COMPUTER

FACULTY NAME: Dr. Frank Schmitt and Others

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OFFICE LOCATION: NORTH CAMPUS 2500 C

DATE: JANUARY 11-15, 2010

CLASS LOCATION: DEMOSS BUILDING 3336

I. COURSE DESCRIPTION

An introduction to computer usage in the local church. The application of personal computers to the needs of the local church (church and individual records, financial management, pastoral care, sermon preparations, and Bible research) will be studied. Various software and hardware manufacturers will be examined. The course project will consist of implementing computer programs into the student's ministry.

II. RATIONALE

One of the primary responsibilities of the pastor is church administration. The personal computer is a very effective tool for church administration and sermon preparation. This course will help the student learn the basic computer functions in the local church and develop primary skills necessary for computer implementation in the church.

III. PREREQUISITES

NONE

IV. MATERIALS LIST

Select any four of the following and write a brief (2-3) report of the book emphasizing how it was helpful to you. These reports should be posted to Blackboard or emailed as attachments by January 5, 2010 to Dr. Schmitt (fschmitt@liberty.edu)

Bailey, Brian and Terry Storch. The Blogging Church. Jossey-Bass, 2007.
ISBN-10: 0787984876; ISBN-13: 978-0787984878

" *The Blogging Church* offers church leaders a field manual for using the social phenomenon of blogs to connect people and build communities in a whole new way. Inside you will find the why, what, and how of blogging in the local church. Filled with illustrative examples and practical advice, the authors answer key questions learned on the frontlines of ministry: *Is blogging a tool or a toy? What problems will blogging solve? How does it benefit ministry? How do I build a great blog? and Who am I blogging for?* *The Blogging Church* is a handbook that will inspire and equip you to join the conversation." (Amazon)

Blackwood, Rick. *The Power of Multisensory Preaching and Teaching: Increase Attention, Comprehension, and Retention*. Grand Rapids: Zondervan, 2008. ISBN 9780310280972

Most preaching and teaching in the church engages only one of the senses—hearing. This book shows how recognizing and engaging the multiple senses of the congregation can lead to greater impact.

The book presents both biblical evidence and scientific research showing that the more senses we stimulate in teaching and preaching, the greater the levels of learner attention, comprehension, and retention. Regardless of one's current skill level, this practical book can help anyone add multisensory elements to messages in order to take communication to the next level. (Zondervan)

Campbell, Heidi. *Exploring Religious Community Online: We Are One In The Network* (Digital Formations). Peter Lang Publishing, 2005. ISBN: 0820471054 or 978-0820471051

"This is the first comprehensive study of the development and implications of online communities for religious groups. This book investigates religious community online by examining how Christian communities have adopted internet technologies, and looks at how these online practices pose new challenges to offline religious community and culture. The author is Assistant Professor of Communication at Texas A&M University. Her research has appeared in a range of publications including *New Media and Society* and the book *Religion Online: Finding Faith in the Internet*." (Amazon)

Eason, Tim. *Media Ministry Made Easy: A Practical Guide for Visual Communication*. Nashville: Abingdon Press, 2003. 176 pgs. \$25.00 0687025788

"Churches interested in adding a media ministry often get bogged down on the practical details of equipment and financial needs. Churches must first have a clear vision of how the addition of media will enhance the overall ministry and mission of the church, and be able to effectively convey the importance and power of using media as a tool for communicating the gospel. The included DVD also contains step-by-step demonstrations for creating dynamic graphics, presentations, and videos, as well as usable sample graphics, videos, and Power Point presentations." (Amazon)

Fish, Timothy. *Church Website Design: A step by step approach*. Publisher: BookSurge Publishing (January 19, 2007) ISBN-10: 1419659715; ISBN-13: 978-

1419659713

“Website development is by no means difficult or there wouldn't be so many websites available, but for the church minister or webmaster who is trying to develop a church website there is the question of where to begin. For those who already have a website there is the question of what can be done to make it better. Timothy Fish provides a path through the maze of web technology. By following this path a church can have a website that is functional, inexpensive and easy to maintain. There are many books available that describe how to use web technology, but this book focuses on the details of designing and developing a church website. The reader will come to an understanding of the church's need for a website, the things that should go into the website, how to implement the website and what to do when it is done. If you are looking for one book to tell you what you need to know about developing a church website, this is that book.” (from Amazon)

Frisen, Dwight. *The Kingdom Connected: What the Church Can Learn from Facebook, the Internet, and other Networks*. Grand Rapids: Baker Books, November 2009.

Networks are everywhere. From our roads to our relationships, from our food supply to our power grids, networks are an integral part of how we live. Similarly, our churches, denominations, and even the kingdom of God are networks. Knowing how networks function and how to work with rather than against them has enormous implications for how we do ministry. In *Thy Kingdom Connected*, Dwight J. Friesen brings the complex theories of networking to church leaders in easy-to-understand, practical ways. Rather than bemoaning the modern disintegration of things like authority and structure, Friesen inspires hope for a more connective vision of life with God. He shows those involved in ministry how they can maximize already existing connections between people in order to spread the Gospel, get people plugged in at their churches, and grow together as disciples. (From Amazon)

Moore, Jason and Len Wilson. *Design Matters: Creating Powerful Imagery for Worship*. Nashville: Abingdon Press, 2006. 176 pages. \$22.00. 068749446X

“Many churches use visual technology in worship. Yet simply adding a screen and projector in a sanctuary doesn't automatically translate into growth and revitalization. This book helps worship-screen producers learn to “speak” a visual language. [learn about color, composition, fonts, and more] These time-tested design principles provide a basic framework for developing a visual literacy. The accompanying DVD includes graphic tutorials for creating art in Adobe Photoshop/Elements, time-saving techniques for achieving special effects, and helpful websites.” (Abingdon Press)

Spiegel, Aaron and others. *40 Days and 40 Bytes: Making Computers Work for your Congregation*. Alban Institute, 2004. \$17.00. 1566992982

From Amazon Books. “Will help your congregation explore technology so you can decide, from a ministry and culture standpoint, what you need to do. The

goal: godly service—not technological glitz. The authors are uniquely qualified to help you think about the role of technology in your congregation. All three are staff members with the Indianapolis Center for Congregations...they share what they have learned in their work with 102 congregations.”

From Back Cover

“All you need to know about computer technology”

“Convince you to buy what you need rather than what someone wants to sell or give you”

“You’ll be surprised how smart you are by the time you finish reading it”

“Written with a touch of vaudeville humor”

“Both experts and beginners in the field of technology and congregations will find this well written book useful.”

Stella, Constance E. *Video Ministry: Using Media in Worship Without Going Hollywood*. Nashville: Abingdon Press, 2006. 144 pages. 0687493455.

“Media in worship is part of the life of many churches striving to serve Christ in *this* time and place. Through personal experience, real-life illustrations, and techniques tested in the local church, *Video Ministry* offers practical tools and foundational principles for starting or growing a media ministry. Focusing on the powerful ways God can use media to deepen people’s faith, *Video Ministry* encourages and offers real help to the thousands of people who serve by creating video, graphics, and other media for worship.” A very easy read, story like, in first person. (Abindgon)

Stephenson, Mark M. *Web-Empower Your Church: Unleashing the Power of Internet Ministry*. Nashville: Abingdon Press, 2006. ISBN-10: 0687642841; ISBN-13: 978-0687642847

“A great church website is more about ministry than technology. *Web-Empower Your Church* offers step-by-step guidance to web implementers and other church leaders who are on the exciting journey to building an effective web ministry. Mark’s engaging, conversational style makes technology accessible. He offers first-hand advice on every aspect of building an internet ministry: from assembling a team to designing and maintaining the website to adding powerful ministry features. The accompanying CD-ROM contains documentation, training, and a demonstration version of website building software from the folks at the Web-Empowered Church ministry.” (Amazon)

Wilson, Kent V. *For the Sake of the Gospel: A Media ministry Primer*. Augsburg Fortress Publication, 2006. \$29.99. 0800623428.

“Provides the ‘why,’ ‘how,’ and ‘what’ for churches considering using media in worship, or for those exploring and evaluating how to better use media in worship. Divided into three sections, this practical and engaging book discusses the ‘why’ questions surrounding media in worship, the ‘how’ questions about worship space, team-building, and visual literacy, and the ‘what’ questions of where to get resources. All these questions and more are answered, together

with an **enclosed DVD** that provides actual media resources for you to use in your church.” (Amazon)

Wilson, Len. *The Wired Church 2.0*. Nashville: Abingdon Press, 2008.

“Wired is a must read! Certainly for those involved in or interested in doing media ministry, but this book isn't just about media ministry. It's about ministry in general in the 21st Century. Len gives an excellent overview of the entire concept of ministering in this digital age, regardless of whether we are digital gurus, anti-media luddites or somewhere in between. His discussion in team development is invaluable for any kind of ministry team, not just media ministry. And as always the technical section is filled with excellent material and great ideas.”

“This is a must read for any church interested either in starting a media ministry or muscling up their existing ministry. Wilson and Moore offer practical step by step advice that is easy to understand and apply. The Wired Church 2.0 is a comprehensive book that will gather no dust as you pull it off the shelf and refer to it over and over throughout the growth of your church's media ministry.”

FROM AMAZON

V. MEASURABLE LEARNING OUTCOMES

The student will be able to:

- A. Demonstrate an understanding of the basic functions of a computer.
- B. Overcome apprehension about computers.
- C. Demonstrate an ability to perform basic computer functions.
- D. Determine the computer needs of a local church and plan a purchasing program based on priorities.
- E. Evaluate specific church software (Bible, worship, church management).
- F. Design and implement a computer program in the local church (media, web page, policies, security, and networking).

VI. COURSE REQUIREMENTS AND ASSIGNMENTS

Pre-class Assignment: (This will be 60% of your course grade)

Please complete the following and email your reports to Dr. Schmitt (fschmitt@liberty.edu) before the January 1, 2009.

1. **Select any four** of the textbooks and write a brief (2-3) report of the book emphasizing how it was helpful to you. Put the reports in the form of “Helpful Hints” and summarize or quote a section of the book (giving page number) and then explain how that hint will be helpful in your ministry. (5% each)

2. Go to the web site <http://www.churchbusiness.com> go to Software Category. Then select 5 articles on computers (be sure to limit your articles to those about computers) read the articles and write one paragraph on each of the articles chosen. (5%)

3. Go to the web site <http://ccmag.com> and select five articles (use back issues as well as current) and write one paragraph on each of the articles chosen. (5%)
4. Go to <http://www.christianitytoday.com> and type “computer” in the search area. Then select 5 articles on computers or media (use the site search) and write one paragraph summaries of each of the articles selected. (5%)
5. Visit the sites of these five church management software companies. (10%)
www.acshome.com
www.logoslbe.com
www.shelbyinc.com
www.powerchurch.com
www.churchpro.com
www.churchcommunitybuilder.com
www.churchwindows.com

KOREAN STUDENTS MAY CHOOSE TO USE www.cross21.co.kr
www.onnurisoft.net
www.dimode.co.kr
www.bec-soft.com
and also www.acshome.com

Write a report giving major advantages and/or features of each.
Which one would you choose and why?

6. Visit the sites of these six Bible software companies. Select the top of the line product available from each company and write a report giving major advantages and/or features of each. Which one would you choose and why? (10%)

Logos Bible Software- www.logos.com
BibleWorks- www.bibleworks.com
QuickVerse- www.quickverse.com
BibleExplorer- <http://www.wordsearchbible.com>
PC Study Bible- <http://www.biblesoft.com/>

(I would like to have students demonstrate how they use Bible software to the class, and if you would be willing to do this, please email me and tell me which software you would be willing to demonstrate. I would like to devote about 30 minutes to each software presentation. We could plug your laptop into the projection system so the presentation could be projected, or you could bring your presentation on a thumb drive or CD and we could probably work this, but it would be better to work from your laptop computer with the program installed.)

7. Locate and view the web sites of at least ten churches. Give a brief description of the web sites, and special features that you discovered. Select one of them and describe the content of the site in more detail, and the ease of locating content and moving around on the site. Comment on the value of this one web site to members and to non-members.

Post Course Assignment: Choose one of the following (40% of the grade) Due March 30.

1. Write a report, in a proposal format, proposing what your church or ministry could and should do in the next three years to upgrade the computer aspects of ministry that have been covered in this course. You should treat hardware and software. Hardware would include computers, networking equipment, printers, scanners, PDAs, and projectors and screens for worship service. Software would include regular office software, desk top publishing, accounting or church management software, membership or mailing software, projection and graphics software, and Bible software. Include the access to the internet and security being used. This report should be formatted in such a way that it will help your church or ministry to plan and budget for the future in this area.

Part A - You need to begin with a description of where your ministry currently is in regards to computers. This should include a complete inventory of what you have in hardware and software as presented above. The hardware section should describe the computers with information on speed and memory and operating system. The software section should give the edition of the software. You should treat hardware and software. PART B - Propose what should be done in the next three years to upgrade the computer hardware and software aspects of the ministry that have been covered in this course, and in Part A of your report.

PART C -In the report show priorities, a time schedule for improving, and the anticipated costs of the improvements.

2. Write a graduate level research paper that would be at least 25 pages, but not over 40 pages in length. The paper should relate strongly to computers in a Christian context. Some possible topics would include:

- Ethical considerations for pastors and churches in computer use
- How the computer can improve my ministry as a _____ (title of your position)
- Developing ministries (support groups for example) for persons addicted to pornography
- Teaching parents how to protect their children from the internet
- Using Bible software in sermon preparation
- Designing a church (or other Christian ministry) web page

VII. COURSE GRADING AND POLICIES

A. Weight

Book Reports (5% each)	20%
Magazine Articles (5% each magazine)	15%
Church Management Software	10%
Bible Software	10%
Church Web sites	5%
Post Course Assignment	40%
Total	100%

- B. Scale
A= 95-100; B = 88-94; C = 81-87; D = 75-80

VIII. ATTENDANCE POLICIES

This is a one week intensive and students are expected to be present all day, every day. Any exception should be cleared with the professor before the absence.

IX. OTHER POLICIES

A. Academic Misconduct

Academic misconduct is strictly prohibited. See The Graduate Catalog for specific definitions, penalties, and processes for reporting.

B. Disability Statement

Online students with a documented disability may contact the DLP Office of Disability Academic Support (ODAS) at dlpodas@liberty.edu to make arrangements for academic accommodations. Residential students with a documented disability may contact the Office of Disability Academic Support (ODAS) in TE 127 for arrangements for academic accommodations.

C. Drop/Add Policy

Consult the Graduate Catalog for drop/add policies.

D. Dress Code

Students are expected to maintain a neat, professional appearance while in class.

E. Classroom Policies

Students are expected to be on time, prepared, alert, interested, participating, cooperative, pleasant, etc., for the entire time of each class session.

X. CALENDAR

The class time will use a seminar approach, and the class members are expected to discuss the reading and add personal insights to the topics each day.

I. Basic Computer Introduction (Dr. Schmitt)

Hardware--CPU (memory included), monitors, keyboards, hard drives, modems scanners, printers, hand held and purchasing

II. Graphics for print and digital presentations (Dr. David Brown)

III. Web page design and evaluation (Dr. David Brown)

IV. Using Power Point in preaching, teaching, and worship (Connie Allison)

- V. Research on the internet--finding things, and using LU library resources
(Randy Miller and library staff)
- VI. Preparation for thesis project
- VII. Church management software (Dr. Schmitt)
Church Finances, Contribution records, Reports, Membership records
Mailings, Leadership of programs, Other features
- VIII. Pastor's personal use of the computer (Dr. Jerry Kroll)
Strong emphasis on sermon preparation and filing, Using Bible Software
programs, Using illustration software programs, Filing sermons and sermon
materials, Pastoral person record keeping for Weddings and Funerals
- IV. Networking and Security (Dr. Schmitt)

X. BIBLIOGRAPHY

Supplied separately

WEB SITE HELPS--EXTRA

www.Crossguide.com Where Christians find Products, Services & Ministries.
Crossguide is the newest and most comprehensive directory of Christian websites.
(Established in 2003)

I have prepared a directory of web site sources which is downloadable from the course location on Blackboard. Use it, share it, pass it around, but if you find sites that are not available, let me know and I will correct them.

Check this for a free e-book

<http://ministrymarketingcoach.com/>

Get the e-book here free using this link: [Facebook for Pastors](#)
(PC users, right click and select "Save As" for best results)

For free spyware (spybot) go to

<http://www.safer-networking.org/index2.html>

Korean students can find help for web site development at

www.caya.co.kr