Blackbaud University Curriculum for Blackbaud Church Management™

To view a complete course description or launch a class, click a title in the listing below. Courses are listed in the order they should be taken.

### FUNDAMENTALS
- Basics of Church Management
- Basics of Gifts, Volunteers, and Check-in Stations
- Basics of Small Groups

### RECORDS
- Database View - Basics of Pledges
- Database View - Basics of Batch
- Database View - Basics of Gifts
- Database View - Basics of Mail
- Basics of Constituents

### DATA ANALYSIS
- Basics of Reports
- Database View - Basics of Query
- Database View - Basics of Query, Reports, Mail, and Export

### ADMINISTRATION
- Basics of Roles and Security
- Database View - Basics of Administration

### INTEGRATION
- Integration: Basics of Financial Edge Integrations
- Integration: Basics of Processing Payments with Blackbaud Merchant Services
- Blackbaud Merchant Services: Basics of the Web Portal

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Role-Based Training Paths

Use the Training Paths table below to help you determine which courses to take.

The course topics are listed in recommended order, beginning with Fundamentals. Course titles within each topic are also listed in the recommended order. Each topic identifies one or more occupational roles for which training is recommended. To confirm which occupational roles match your job description, refer to the Role Description information that appears below the Training Paths table.

To view the courses associated to a training path topic, return to p. 1 and locate the corresponding topic in the course listings table, in the green header bars.

### Training Paths

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<th>Pastoral Staff</th>
<th>Finance</th>
<th>Communications</th>
<th>Childrens Ministry</th>
<th>Groups Ministry</th>
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# Role Descriptions

## DATABASE ADMINISTRATION
- Maintains the database, including system configuration, security configuration, and global processes
- Ensures database integrity and efficiency

## PASTORAL STAFF
- Inputs details about congregants
- Views information within the system

## FINANCE
- Responsible for gift entry and reporting
- Stewardship of tithes

## COMMUNICATIONS
- Develops and implements a communications plan
- Produces gift receipts, donor acknowledgement letters, annual reports, and other communications

## CHILDRENS MINISTRY
- Inputs details about children and their families
- Assists with check-in stations

## GROUPS MINISTRY
- Views small group information such as rosters and attendance