



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



RECORDS

-  Database View - Basics of Overview and Gifts
-  Basics of Constituents

DATA ANALYSIS

-  Basics of Reports
-  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

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 eLearning Course

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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

TRAINING PATH	OCCUPATIONAL ROLE					
	Database Administration	Pastoral Staff	Finance	Communications	Childrens Ministry	Groups Ministry
Fundamentals	✓	✓	✓	✓	✓	✓
Records	✓		✓	✓		
Data Analysis	✓		✓	✓		
Administration	✓					
Integration	✓					

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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

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