



# 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 – Overview of Database View
-  Database View – Gifts

## DATA ANALYSIS

-  Database View – Query
-  Database View – Basics of Reports, Mail, and Export

## ADMINISTRATION

-  Database View – Security and Tables
-  Database View – Import and Global Functions

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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	✓					

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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

 eLearning Course

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