CHARLES STONE
STONEWELL MINISTRIES

Maximizing Ministry with Your iPad
LEARN HOW TO ENHANCE YOUR MINISTRY WITH YOUR IPAD

Contents

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A Note from the Author

Thanks for reading my ebook, *Maximizing Ministry with your iPad*. I hope this quick read will give you some ideas on how to use your iPad to become a better leader in your ministry.

I hated computers until…

I'm an admitted geek when it comes to electronic gadgets. My dad worked as an electrical engineer and his workbench in our basement was like a candy store to me, only with cool electronic gadgets instead of candy. Additionally I owned an erector set and an electronic science game whereby attaching wires to different electronics I could create cool gadgets. My dad even owned a used neon sign generator that when I connected a wire to each end I could make a Jacob's ladder of electricity. Think of the old Frankenstein movies where the mad scientist had lots of electric arcs sparking everywhere. I made one of those with the generator and could melt glass and fry bugs with it. OSHA would not have been happy. I even shocked myself with it, once.

In 1972 I spent over $100 on a Texas Instruments SR-10 calculator, complete with a faux leather belt pouch. I wore it to school, for one day only. Even though I lacked relational skills at the time, even a nerd understands peer rejection. It immediately went into my jumbo briefcase I carried to school.

Although I loved electronic gadgets, when I started college at Georgia Tech I hated, hated, hated computers. Back then (way back then) Tech required all engineering students to take Fortran. It was so far back that I used punch cards to design my simple programs. A few guys, however, wrote their code in a back room on some sort of a TV screen called a monitor. Very weird at the time.

About this time the Apple II and the IBM PC were making headlines. Still they were computers and I hated computers.

Then came 1984.
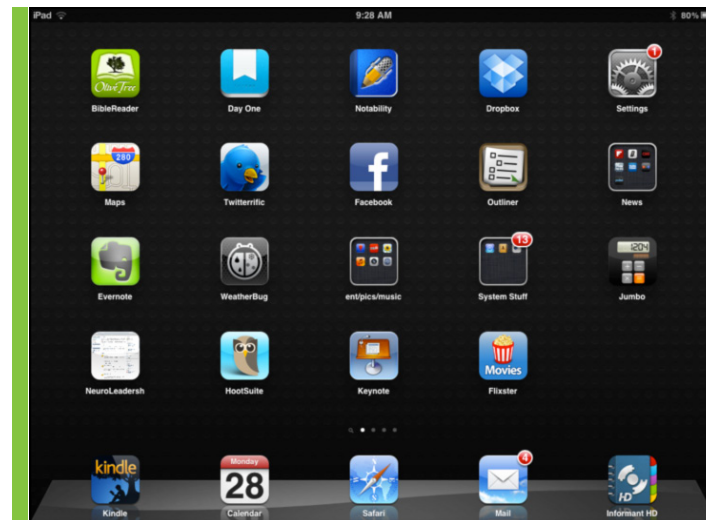
I hated computers until…

I'll never forget the iconic commercial where zombie like men sat mesmerized as they listened to a Gestapo-like man lecturing them from a screen. From the back a blond woman in a tank top and red shorts dashed in and slung a large sledgehammer at the screen. After what looked like a nuclear blast faded, these unforgettable words appeared on the screen.

> On January 24,
> Apple Computer will introduce
> Macintosh.
> And you will see why 1984
> won't be like '1984.'

At that point I was hooked on Apple. I was one of 50,000 who first purchased a Mac, complete with 128k floppies. I added a huge 20mb hard drive. I no longer hated computers. I fell in love with them. I've lost count, but I've probably owned over 20 different macs and two different Newtons. I now use a MacBook Air, an iPhone 4, and an iPad 2. I plan to spring for the next iPad and iPhone version. Currently I have 139 apps on my iPad (too many) and probably only use less than 20 on a regular basis.

Here's a screen shot of my iPad's first page that shows the apps I use most.

I hated computers until…

I am committed to technology. I believe we spiritual leaders can use it to God's glory in our ministries to maximize our effectiveness. Thus, this simple eBook I hope you find helpful.

My passion is to help pastors use their gifts and opportunities to become the very best they can. As long as it stays a servant to us and not us to it, technology can help us serve God and others more effectively.

A few caveats.

• I don't work for Apple nor for any of the companies that designed the apps I will mention. I don't get any kickbacks from anyone nor am I officially endorsing any of them. I simply write about the ones I use knowing that many more good ones exist that I don't use. iPad is a trademark name owned by Apple.

• It's easy to spend several dollars with the click of a button. I've certainly clicked way too any times without thinking about my purchase enough. $2.99 a pop may not seem like much, but it can add up quickly. Before you buy an app read about it, read the reviews, and visit the developer's website. Learn all you can before you make a purchase.

About the eBook

I've organized this eBook into sections and I use bullets to make it easy to read. I've also included hyperlinks that take you to the app store or the developer's website so you can learn more about the app.

I've limited the scope of this eBook to areas I believe apply to ministry. With over 200,000 iPad apps, no one could possibly cover every area. So, I've limited the discussion below to about 25 key apps that have improved my productivity, walk with God, and ministry effectiveness.

I don't play games with my iPad and I only own one peripheral, the *Logitech Tablet Keyboard* I recently purchased. I bought this because I have several long plane trips scheduled and I was not confident my MacBook Air's battery life would last. I chose this one over other offerings because it didn't require my iPad to always stay attached and because it has a nifty little stand that allows it to sit horizontally or vertically as I type. CNET review several keyboards *here*.

I've divided the eBook into 6 ministry domains.
- Devotional Life
- Reading
- Social Networking
- Preaching/Presentation
- Note Taking
- Miscellaneous

Ministry Domains Where Your iPad Can Help

DEVOTIONAL LIFE

We pastors must make our walk with Jesus the highest priority. Scripture tells us that spiritual disciplines can help us do that more consistently.

Before I owned an iPad my devotional time looked like this.
- read my bible (the paper version), often reading several different bibles to compare translations
- read a devotional from a paper book
- journal with pen and paper and later I journaled on my Mac using Word
- pray through my prayer list on a Treo outlining program
- when I got an iPhone I began to use it to pray through my prayer lists

Here's what has changed since I got my iPad.

- read my bible on my iPad using *Olive Tree's* program (more about this tool later).
- read an e-devotional from one of the best bible study apps, *Logos*. I also like reading Oswald Chambers via email. You can get it sent to you via email *here*.
- journal on my iPad using a program called *DayOne*. (more about this below)
- pray through my prayer list using a program called *PrayerLists*. It's actually made for the iPhone but you can use it on your iPad.

How this has improved my devotional life.
- While not feeling rushed, having these tools all in one place has saved time that I can now devote to the actual spiritual exercise.
- Reading on the big iPad screen using *BibleReader* is an incredible experience as I can view side-by-side two translations at once, can pull up commentaries alongside the text, can copy a verse and paste in into my journal, can hi-light with one color verses I'm

memorizing and hi-light with another color a verse that stands out. I can even tweet a verse.

- *DayOne* gives a very nice layout, the ability to search, and the ability to use the on-screen keyboard or a Bluetooth keyboard. Very cool.

- *PrayerLists* provides an easy way to record prayer needs and allows me to schedule them on the days I want to pray for those needs.

- Having everything in one small package makes it more convenient since I don't have to lug around four things: a bible, journal, devotional, and prayer list.

Struggles I still face.
- It still feels a bit odd not reading out of a paper bible. Sometimes I feel like I'm not *really* reading the Word though the more I read from my electronic bible, the more comfortable I'm getting.

- *PrayerLists* is not yet adapted for iPad but the developer is working on it.

Journaling, a classic spiritual discipline, keeps me spiritually sharp in these ways.
- I can record what God is doing in my life.
- I can cut and past key scriptures from *Olivetree*.
- I can process my frustrations and get them off my mind.
- I can look back over the past to see good or bad trends in my life.
- I am leaving a record of my life should my kids and their kids and their kid's kids want to read about me when I'm gone.

The app I use now is *DayOne*. I've used several journaling

apps before and this one tops the list for these reasons.

- It's available on my Mac, iPad, and iPhone and it syncs via *DropBox* or iCloud.

- Because it's on all three, I can add to that day's journal at any time (I'm never without either my iPhone or iPad).

- It's simple and intuitive.

- It provides a calendar so I can see what days I journaled (and the days I skipped).

- It allows me star an entry that I want to stand out.

READING

I love to read and when I do, creativity flows most freely.

I've chosen the *Kindle* reader over the *iBooks* reader because *Kindle* books seem to be a bit cheaper, it offers more books than does *iBooks*, and it's more convenient to buy off of Amazon. Today, most books come in a Kindle format.

If a *Kindle* eBook exists, I will always buy it over a paper

book for these reasons.

- It's usually cheaper.

- I can easily search for key words. This really helps when you vaguely remember some point or illustration you want to refer back to. Most paper book indexes won't help in that way.

- I can highlight and easily review *highlights* with the new online *Kindle* highlights feature that allows you to see every highlight for each of your books in one place.

- I have all my books with me at all times via my Mac, iPhone, or iPad.

- I actually read faster.

- I can twitter quotes straight from the iPad.

The only frustration is that you can't cut and past anything from a *Kindle* book (ie, if you want a quote or illustration for a sermon). You have to go to your *Kindle* highlights to do that.

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SOCIAL NETWORKING

I believe every pastor should use social networking in some way; either twitter, Google+, Facebook, Linkedin, or even Pinterest. I use Twitter extensively and have my Twitter account linked automatically to Facebook so that when I tweet, it posts immediately to Facebook. Social networking provides a way to stay in touch with lots of people in quick and simple ways.

I use the *Facebook* app on my iPad, although I'm extremely pleased with it. In my experience it seems very sketchy at times. You can easily find better ones that can link you to Facebook.

For Twitter I use *Twitterrific*. You'll find lots of twitter apps, but I prefer this one's simplicity and ease of use. You can easily see where you have been mentioned, your direct messages, and favorite's list. It's free if you don't mind ads, which aren't too intrusive.

The iPad *Linkedin* app is very nice and intuitive. *Linkedin* is a great tool to stay connected with other like-minded ministry leaders. Since I began my new ministry Stone-Well Ministries, I've seen this one as extremely important.

One other app I just began using more is *Hootsuite*. It allows you to combine all of your social networking in one place. It's fast and gives you a quick at-a-glance at your activity.

O PREACHING/PRESENTATION

Help when you need to concentrate to study

One of the most precious commodities a pastor has is time. Ministry always beckons us to do more than time permits. I once heard a researcher state that most people have 35 hours of unfinished work ahead of them. That's

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certainly true of pastors. However, if we use the time we have most effectively, we'll become more fruitful for the Kingdom.

Preparing sermons, at least for senior pastors, is one of the most time consuming Kingdom commitments. Although I don't preach every week, I still must prepare over 35 original messages each year. Each week I study 15-20 hours to prepare one sermon. That's a good chunk of my week that requires concentration. The better I concentrate, the better I use my time.

I use an app available for both the iPhone and my iPad, called, *Ambiance* to help me concentrate better. It's a collection of natural (and man-made) sounds that I play on my iPhone/iPad through my noise-isolating ear buds.

The standard iPhone ear buds work ok, but I purchased a pair of noise isolating ones (*Entymonic Research* sells several good ones) that block out most ambient noise.

So when I study at Panera I plug in, play a repetitive waterfall or beach sound, and become totally oblivious to the people and sounds around me. My ability to concentrate improves dramatically.

The app I preach from

I've preached over a thousand sermons and I've seen my preaching evolve over the years in this progression.

- write sermon notes in the margin of a wide column bible
- type out the sermon on one half-page and insert into my bible
- type up the full text and insert small pages into the bible so that it looks like I'm not using notes
- print out the full text and place the full sized pages on the lectern
- preach from an iPad

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I love preaching from the iPad now. It took a few weeks getting used to it, but I don't think I will ever change. I see three advantages in using an iPad.
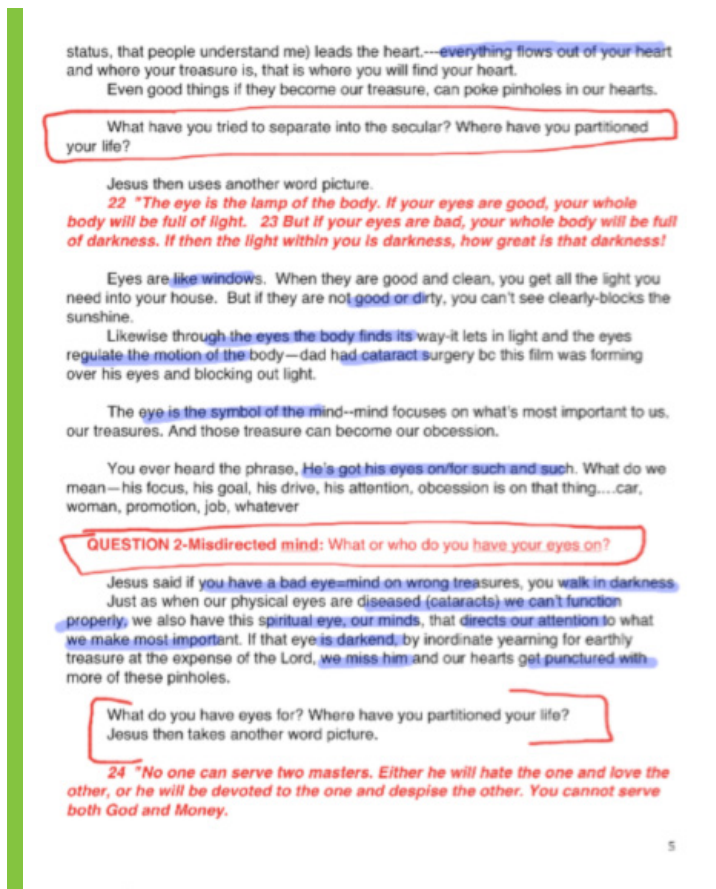
- Easily mark up and highlight on the fly
- Keep all your sermons in one place
- You look really cool, especially when the house and stage lights are off…it casts a holy glow on your face.

Here's how I now prepare my sermons and get them to the iPad.

- I write my sermons on my Mac with Word.

  Accordance (easy to use) and *Logos* (quite expansive yet can be rather slow and cumbersome at times) are my primary study tools. Note: My iPad still has not replaced my laptop and I don't expect it to.

- I save my Word doc as a PDF file

- I drop the PDF into *Dropbox*.

- I open up the PDF in *Dropbox* and then open it in *Noterize*. Many PDF markup programs exist. This one tends to be a bit slow in turning the pages, but thus far it works best for me. I would love to use Apple's Pages program, but at this point they don't offer highlighting options. Unfortunately, this app is no longer available. But, you can find several other good PDF annotators that do the same thing.

  iAnnotate is a good one.

- I then mark up, highlight, and make changes as needed. Our service production team always has a paper copy available in case my iPad goes down.
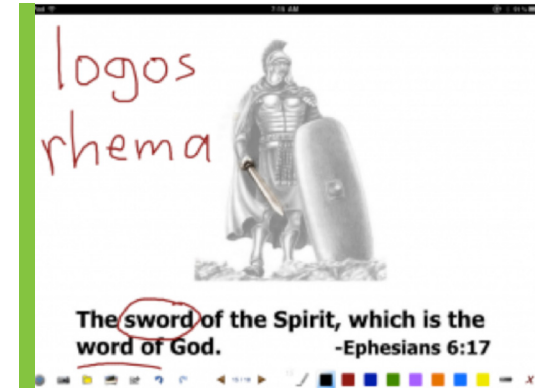
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Here's a screen shot of my iPad to show you what a marked up *Noterize* page looks like.

A unique way to present: a virtual whiteboard

A few times I've used an app called *Airsketch* that allows me to create a virtual whiteboard. It connects to a local Wi-Fi network that lets a computer become the whiteboard conduit. The signal is sent to the video screen via projector that becomes the whiteboard for people in the congregation.

As I taught on spiritual warfare (see a snapshot above), I was able to underline, draw, and write words just as if I had used a white board.

Everything in red I added as I taught. The icons at the bottom don't show up on screen, but are available to you as

the presenter. You can change colors and choose a pen or a highlighter. As with *Noterize*, you'll need to follow the same procedure to get your doc into a PDF for the iPad.

I used this tool two weeks in a row. The first week I included my prompts on screen (too wordy). The second week, I pared down what appeared on screen and used printed notes to the side to prompt me.

Overall, I got lots of positive comments, with one negative one. Here's what I learned.

- This tool definitely kept the listeners' attention better.
- It added a 'cool' factor.
- It helped me visually emphasize words or phrases in the text that in turn left a stronger impression in the listener.
- I was able to face the congregation at all times. Using an actual whiteboard prohibits that.

- I was easily able to switch back and forth to different screens to review and further emphasize points.
- Less text on the screen is better. Too much becomes too busy.
- Using a stylus is better than using your finger.
- I had to experiment to get the text size large enough for the screen projection.

I won't use this tool every week because any technique loses its effectiveness with overuse. But, I've now put *Airsketch* into my presenter's toolbox.

A simple alternative to Power Point

Our church tech team created most of my sermon presentations with Power Point. However, I've just begun to use *Keynote* for the iPad. It's simple to use and you can buy inexpensive *templates* that make your presentation look professional. I taught a group of pastors in New England using a *Keynote* presentation from my iPad and the

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nifty *remote* app available for the iPhone. You connect your iPhone to your iPad via Bluetooth or a local Wi-Fi. You're then able to see the actual slide on your phone with your presenter notes and can 'click' to the next slide. If you need Power Point, you can easily convert your presentations from *Keynote*.

A complicated but unique alternative to Power Point
Prezi is an online presentation creation tool that allows you to make very creative presentations. There is a steep learning curve, though. The basic service is free. You can also get a free iPad app that allows you to present your *Prezi from the iPad*. They just added a feature that allows you to easily covert Power Point presentations to *Prezi*. You might want to experiment with *Prezi* to see if it works for you.

As a final suggestion, if you use your iPad for presentation I recommend you purchase an inexpensive stylus. *MacWorld* reviews 12 styli *here*. I use the *Boxwave* stylus.

NOTE TAKING

I attend a couple of ministry conferences each year and have tried taking notes on paper, my computer, my iPhone, and even on my Newton. I've found, however, that I can best take notes on my iPad if I use a good stylus and a note-taking app.

A quick and extremely easy-to-use app is *Penultimate*. Its simple interface makes it great at the one thing it does, note taking in your own handwriting.

But if you want to ability to annotate PDFs, record, type, write, email your notes, and a few other things all in one package, try *Notability*.

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I've found it extremely helpful, especially in a master's program on neuroleadership I'm enrolled in. You're probably wondering what neuroleadership is. Go to my *website* and view a very unique animation that explains it.

This masters program requires advance reading and a weekly webinar. Before our class I download the articles and the webinar Power Points. I then open the PDF's in *Notability* and voila, I'm able to underline, note, and highlight the notes as the professor teaches.

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MISCELLANEOUS

I've lumped a few other ministry functions under this catchall category.

• **Service planning:** *Planning Center Online* is an app your worship planning team can use across Mac, iPhone, and iPad to plan your worship services. A great tool.

• **Meeting planning/list making:** I use *Outliner* to record issues, thoughts, and agenda items as well as for making lists for anything that needs a list. It is iPhone compatible.

• **Task/calendar programs:** *Pocket Informant HD* is one of the best all-in-one productivity tools that incorporate tasks, your calendar, and notes. It uses the *Getting Things Done* methodology that I find extremely helpful. This app is also iPhone compatible.

• **Illustration capture:** *Evernote* is a must-have tool to capture your ideas, web site clips, and illustrations. My friend Ron Edmondson has written a great eBook, A *Guide to Evernote for Pastors*. I'd encourage you to purchase it. I have Evernote on my Mac, iPhone, and iPad and it syncs flawlessly across all three.

Final Thoughts

God has given every spiritual leader gifts, talents, and op-portunities. He wants us to use everything at our disposal for His glory. I hope you will use technology, especially your iPad, as a wonderful servant to help you Honor Him and serve others most effectively.

CHARLES STONE
STONEWELL MINISTRIES

About Me

I've been in ministry for 30 years, 20 of those as a senior pastor, and I started *StoneWell Ministries* to help pastors and churches get unstuck.

I've served in churches over 1,000 in associate roles and most recently lead a great church of 1,000 in the Chicago suburbs as senior pastor. I also planted a church, raised three kids, and wrote two books. I'm now writing a third on pastors addicted to approval.

I coach pastors, consult with churches, speak, train, blog, and write to help Christian leaders achieve their fullest kingdom potential. I leverage my 30 years of experience to help pastors do these things better.

- Build stronger teams.
- Learn to regulate their emotions in a healthy way.
- Navigate change.
- Make wiser decisions.
- Preach and teach more effectively.
- Clarify their personal vision and their church's vision.

I believe leaders must think well to lead well, so I integrate neuroleadership insight into the art of Christian leadership. Please visit my website to see an interesting animation that explains neuroleadership.

If I can help you or your church, please email me at *Charles@charlesstone.com*.

Also, I typically post two to three blogs a week on leadership, church ministry, neuroscience application to leadership, and soul and family care for the Christian leader. To make sure you don't miss my newest posts, you can subscribe via email or RSS on my *website*.