“Preparing Women and Men for Christian Ministries”

GRADUATE SCHOOL OF THEOLOGY

CHURCH OF THE NAZARENE

www.nts.edu

Doctor of Ministry HANDBOOK

Revised September 2012
Disclaimer

The most current information about the Doctor of Ministry program at Nazarene Theological Seminary can be found at http://www.nts.edu/dmin. If you are holding a hard copy of this Handbook, it may not reflect the most updated information. Be sure to consult the website for the latest edition of the Handbook. Further, if you are a student in the program, you are responsible for and will be held accountable to all updated information as found on the website and in the latest edition of the Handbook.

Downloadable versions of all Forms & Templates in this Handbook are available for those registered in the Seminary’s online course management program, Moodle.

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Why an NTS DMin?
Introduction

The Doctor of Ministry (DMin) degree is an advanced, professional theological degree for ministers in which Nazarene Theological Seminary takes to the highest level its mission to prepare women and men to be faithful and effective ministers of the Gospel of Jesus Christ, and to offer itself as a theological resource in service to the Church of the Nazarene, its sponsoring denomination, and the wider Christian Church:

- The program is an in-service curriculum designed to be completed while remaining within one’s present ministry context.
- The program is for ministers who have already earned a Master of Divinity (MDiv) degree or who have (or are willing to work toward) MDiv equivalency.
- The program is professional in orientation, passionately committed to the integration of theory and practice.
- The program is for Christian ministers—pastors, chaplains, denominational executives, staff specialists— who desire to expand their capacity to be faithful and effective ministers of the Gospel.
- The program is an integral part of the Seminary, drawing on the rich resources of faculty, curriculum, and library.
- The program is grounded in the particularities of the Church of the Nazarene and the broader Wesleyan-Holiness theological tradition, but is ecumenical in scope and spirit.

Philosophy of Education

The purpose of the DMin degree is to provide an advanced understanding of the nature and purpose of ministry, enhanced competencies in pastoral analysis and ministerial leadership, the integration of these dimensions into the theologically reflective practice of ministry, new knowledge about the practice of ministry, and continued growth in spiritual maturity (1996 Standards of Accreditation, Bulletin 42, ATS).

The focus of the degree program is not on classical research and preparation for teaching. A significant contribution toward the advancement of one’s ministry in a particular setting is expected of each student.

The design of the program incorporates the foundational nature of the biblical, historical, and theological disciplines and classical research therein. It also incorporates personal spiritual development, professional growth, and the importance of self-directed, peer-critiqued, experimentally implemented, competency-based education in divinity which understands the ministry situation to be a significant arena for the learning experience.
NTS DMin Program Distinctives

Theologically:
- Anchored in the orthodox Christian faith as found in Holy Scripture and the classic creeds of the Church
- Particularized in the Wesleyan-Holiness tradition, drawing fundamentally on the thought and practice of John Wesley and the theological traditions and churches in this heritage
- Engaging the full spectrum of Christianity in a catholic spirit

Pedagogically:
- Communal—the foundational residential seminars provide significant opportunity for fellowship and accountability with other ministers
- Flexible—the electives and Pastoral Research Project (PRP) components allow for the crafting of a personalized emphasis
- Practical—principles of adult learning inform an action-reflection educational model where theology is applied to ministry practice and vice-versa
- Formational—the person you are becoming in Christ is affirmed and nurtured

Program Objectives

The student who completes the NTS DMin course of study will be able to demonstrate the following at a higher level of competence than achieved by completing the MDiv:

1. Integration of academic abilities, research methods, and advanced ministry skills to develop creative forms and modes of engagement in mission in the Wesleyan spirit.

2. Growth in self-understanding, self-evaluation, and self-direction in regard to lifelong study, increased knowledge and skills in human relationships, spiritual growth, and leadership potential in various ministry contexts.

3. Growth in understanding of and appreciation for the integration of Scripture, reason, tradition, and experience that characterizes the Wesleyan tradition.

4. Formation of a theology of ministry grounded in understanding of and participation in the mission of God in the world.
Program Overview

The general design of the DMin course of study is as follows:

1. Admission and Enrollment.

2. Residential Seminars:
   a. Participation in a one-day Orientation on the Monday of the first Residential Seminar.
   b. Consecutive Participation in three two-week Residential Seminars offered on a rotating basis in January and June each year (see Academic Calendar at the DMin website for specific dates):
      i. DMN915 Wesleyan Theology for Ministry (6 credit hours)
      ii. DMN925 Ecclesial Ministry in the Wesleyan Spirit (6 credit hours)
      iii. DMN935 Wesleyan Spiritual Practice for Ministry (6 credit hours)
   c. Candidacy: After successful completion of two Residential Seminars with a minimum cumulative B grade the student will be evaluated by the DMin Committee for potential to complete the program.

3. Completion of 6 credit hours of proposed and approved Electives.

4. Pastoral Research Project (PRP)
   a. Enrollment in DMN945 Pastoral Research Project I (3 credit hours) and DMN955 Pastoral Research Project II (3 credit hours)
      i. Consultation with Research Consultant
      ii. Topic Selection Form (initial proposal) completed (see “Pastoral Research Project” section of the Handbook)
      iii. Project Design Form (refined proposal) completed (see “Pastoral Research Project” section of the Handbook)
      iv. Research conducted in Ministry Context
   b. PRP Symposium Oral Presentation and Defense
   c. Finalization of PRP Document.
   d. Graduation.

The remainder of this Handbook is organized according to the four Program components above. The DMin Program Map at the end of the Handbook summarizes the entire process and provides a place for students to record and monitor their progress.
Admission & Enrollment
Prerequisites

Applicants must meet the following prerequisites:

1. An earned M.Div. degree (or equivalent) from an accredited program, with a minimum GPA of 3.0 (on a 4.0 scale).
   - If an applicant has earned a non-M.Div masters-level theological degree (e.g., M.A., M.R.E., M.T.S.), transcripts of that degree and any other masters-level work can be evaluated by the NTS Registrar to determine what extra coursework would be required to achieve M.Div. equivalency. It is possible to be accepted into the D.Min. program with 9 credit hours or less of M.Div.-equivalency coursework still to be completed on condition that the equivalency coursework be completed before Doctoral Seminars begin.
   - In cases where the applicant’s GPA is less than 3.0, submission of a Theological Essay will be required (details will be included in the application materials). The applicant may submit a letter making a case for special consideration, accompanied by any corroborating documentation.

2. A minimum of three years full-time ministerial experience following the awarding of the first graduate theological degree. Exceptions may be made in cases where the M.Div. was earned while in a full-time ministerial role.

3. Currently in a full-time (or equivalent) ministry situation that can serve as the context for the D.Min. experience throughout the program. Questions regarding particular circumstances clarifying “equivalencies” should be directed to the DMin Director.

Application Process

Applicants Must Submit the Following to the Office of Admissions (all forms available at the NTS DMin website or by contacting the Office of Admissions dmin@nts.edu 816-268-5452:

1. A completed Doctor of Ministry Application for Admission Form.
2. A $25 Non-refundable application processing fee.
3. Three completed Reference Forms:
   - Ecclesial Employer/ Supervisor – i.e. the person to whom the applicant is most directly accountable in the current ministry context
   - Academic Professor – from the applicant’s graduate theological degree program
   - Layperson in Ministry Setting – non-relative from the applicant’s current ministry context
4. Official Transcripts detailing previous academic study from all universities or colleges attended, embossed with the school seal, and sent directly from the issuing institution. International students who have transcripts in a language other than English must provide official transcripts accompanied by certified English translations.
5. Personal & Professional Identity Paper – A 1,500 – 3,000 word typed Paper that includes:
   - An overview of your personal spiritual and leadership journey with reference to all ministry experience, including your current context
• A description/list of your continuing education endeavors since completion of masters-level work (e.g., seminars/workshops attended, reading lists, etc.)
• An articulation of the theology that undergirds your ministry, with references to particular thinkers and writers who shape your theological understanding and framework (minimum of 750 words)
• An evaluation of your current professional and educational competence and goals
• A rationale for pursuing the Doctor of Ministry Degree Program, i.e., your vision for how the Program will contribute to your personal and professional development in your current ministry context
• Any desired specialization or focus for your studies and the Pastoral Research Project

The Paper should demonstrate your ability to: organize your written thoughts clearly and coherently, using correct spelling, grammar, punctuation, etc., as well as appropriate and consistent form and style. Citations of sources should include full bibliographic information. Applicants with less than the 3.0/4.0 GPA requirement will be required to submit an additional academic paper. Instructions will be supplied in the event this is necessary.

NOTE: Army Chaplains who apply for admission to the program can take advantage of the following provisions to streamline the standard process:
• The applicant’s last two Officer Efficiency Reports (OERs) can be submitted in lieu of the standard references
• The applicant can submit a written sample from the Chaplain Captain Career Course (C4) work in lieu of the standard essay

Priority Application deadlines for the Doctor of Ministry program are April 1 (for entrance into the January seminar) and November 1 (for entrance into the June seminar). A late application may jeopardize admission in time for the candidate’s desired first Residential Seminar. Additional information about important dates and schedule can be found on the Calendar at the DMin website.

Program Acceptance & Enrollment

Completed applications through the Office of Admissions will be reviewed and evaluated by the Doctor of Ministry Committee. The evaluation will include: (1) a required interview of the applicant by a graduate of the program (in person or by phone) in advance of the Committee meeting wherein the applicant will be considered, and (2) a possible interview by the Committee (at its discretion, and in person or by phone) during the meeting wherein the applicant will be considered. Both interviews will be arranged by the Office of Admissions who will communicate the pertinent information to the applicant. A favorable vote from the Committee is required in order to be admitted into the Doctor of Ministry Program. Communication of the Committee’s decision for Acceptance or Denial, or a request for more information will come from the Director of the Doctor of Ministry Program.
Upon acceptance, an official letter of acceptance will be sent, along with an Enrollment Confirmation Form (see below) to be filled out by the student. To confirm enrollment in the student’s desired first Residential Seminar, this form must be completed and, along with a $100 confirmation deposit toward tuition, returned to “Anne R. Hardy, DMin Office” by the appropriate deadline. Acceptance is valid for up to two entrance seminars, although the tuition deposit is valid only for the selected start seminar.

Receipt of a completed and signed Enrollment Confirmation Form, along with the confirmation deposit, makes the student’s DMin status official, initiates enrollment in Moodle, the online course management system, and initiates the cycle of automatic billings.

In Moodle the student will have access to information about travel to NTS, lodging options, Orientation Day, and the syllabus for their first Residential Seminar. The contact person in the DMin office is Anne R. Hardy arhardy@nts.edu.

**Online Course Management System**

Upon receipt of an Enrollment Confirmation Form and deposit, students are enrolled into the NTS online course management system, Moodle, and provided initial direction for how to use it. Students are responsible to access Moodle for instructional information about assignments and electronic assignment submission for each Residential Seminar, and for interaction with the Research Consultant, the DMin Committee, and First Readers regarding the Pastoral Research Project. Students are also responsible to ensure that their computer email software is set to receive communications sent via the Moodle system. Contact support@nts.edu with technical questions about or for assistance with the operation of Moodle.

**Payment**

The “base” program cost per student in the NTS DMin program consists of:

- 24 credit hours (Residential Seminars & PRP) at the prevailing tuition rate, plus
- applicable registration fees (see Tuition and Fees at the NTS website for current rates).

In addition, students are responsible for all expenses associated with earning their 6 credit hours of Electives.

Once enrolled into the program, students are automatically billed for 5 consecutive payment-due-dates (see Calendar at the NTS DMin website for these dates). Students are responsible to pay in full all tuition and fees due NTS by the payment-due-date indicated on the bill:

- Payment-due-dates #1-3 = 6 credits each for the 3 required Residential Seminars.
- Payment-due-dates #4-5 = 3 credits each for the Pastoral Research Project.
• Tuition and/or fees for any Elective work done at NTS or in arrangement with NTS faculty during a semester would constitute an additional charge.

• Any student who has not completed the program before the sixth payment-due-date will be automatically enrolled in DMN956 “Pastoral Research Project Continuation” and a continuation fee will apply then and be charged for each subsequent payment-due-date until the program is completed (See the NTS website for current rates).

• Any alteration of this billing cycle requires action of the DMin Committee upon petition by the student.

Note to Canadian students: As the official Nazarene seminary for the US and Canada, NTS accepts payment in Canadian funds on par with the US Dollar amounts indicated in official tuition and fee statements.

Program Duration

Upon acceptance into the program, a student signs an Enrollment Confirmation Form (see below) indicating which Residential Seminar will be the first. (The program acceptance is valid for the two upcoming seminars.) That student is expected to maintain continuous enrollment in consecutive Seminars. Further, the student is expected to responsibly work with Faculty Research Consultants in planning and executing the Pastoral Research Project in a timely manner.

Should unusual circumstances interfere with a student’s ability to maintain continuous enrollment in consecutive Seminars, the student, in order to continue in the program, must submit to the DMin Committee a request for a Leave of Absence with Intent to Return that details the circumstances prompting the request, the impact on the student’s program of study, and a plan with a timeline for resuming the program. The DMin Committee shall determine an appropriate course of action, stipulate any conditions for approval of the request, and clarify the financial responsibilities of the student.

The program duration policy of the DMin program at NTS complies with a policy set by the Association of Theological Schools. The policy reads: The DMin program requires the equivalent of one full year of academic study and, in addition, the completion of the DMin project. The normal time for completion of the degree shall not be less than three nor more than six years from the year of acceptance. The six year clock begins with the date of the first Residential Seminar.

Requests for an extension beyond the six year limit must be made in writing to the DMin Committee and supported by documentation explaining the need and making a case for a new deadline.

NOTE: Army Chaplains will receive no “time-to-completion” penalties if deployed and will not be charged any continuation/sustaining fees during deployment.
Enrollment Confirmation Form
Doctor of Ministry Degree Program

Please submit this form, along with a $100 Confirmation Deposit to Anne R. Hardy in the D.Min. Office to secure your seat and register you in Moodle for the Seminar you choose below. The deposit is a nonrefundable/ nontransferable credit toward your tuition for the Seminar you choose below. Please provide up-to-date information below printed/typed clearly to help us serve you.

Contact Information Verification

Name: ___________________________________________

Email: ___________________________________________
(Will be used for Moodle registration and communication)

Phone: ___________________________________________

Seminar Enrollment For:
___ Spring (January)  20____
___ Summer (June)  20____

Deposit Payment Method
Please indicate method by which you wish to submit the confirmation deposit:

Credit Card _____ (Call NTS Business Office at 816.268.5422 to submit payment)

Check _____ (Enclose a check for $100.00 made payable to Nazarene Theological Seminary)

Enrollment Declaration

I, _____________________________________________, having been accepted into the Doctor of (print full name) Ministry program at Nazarene Theological Seminary, declare my enrollment to begin with the Residential Seminar marked above. I understand that, by signing below, I agree to:

• Pay the remaining tuition balance by the first class day of the Seminar I have selected above and adhere to all remaining Payment-Due-Dates posted on the DMin Calendar published on the NTS website, for the base cost of the program and any Electives courses taken at NTS
• Attend the required three Residential Seminars in immediate succession beginning with the Seminar identified above
• Maintain my active ministerial status throughout my program
• Establish and utilize an In-Parish Committee as detailed in the DMin Handbook
• Take responsibility for initiating a Proposal for the Electives portion of my program and pay for all costs of the Electives
• Read through and abide by the policies and guidelines of the Doctor of Ministry Handbook published on the NTS website.

____________________________________________________  __________________
(sign here)                                          (date)
Residential Seminars
The Residential Seminars
(6 credits hours each; total of 18 credit hours)

The three required Residential Seminars, each co-led by two Facilitators, are held in a rotating sequence in January and June, and contain three basic components (see Syllabus Template below):

1. Pre-seminar reading (normally 2,000-3,000 pages) and writing assignments as per the Facilitators’ choice. All formal written documents are to be carefully proof-read for correct spelling and grammar before submission and conform to the program’s Writing Standards; it is the responsibility of the student to ensure “clean” copy, even if it means securing assistance.

2. A minimum of 60 hours of intensive residential course work beginning Monday evening and ending at noon the following Thursday.

3. A post-seminar in-parish project based on something studied in the seminar itself, as per the Facilitators’ choice. Participation by and interaction with clergy, peers, supervisors, and/or parishioners or other persons to whom the student ministers is required in the in-parish project. It is expected that approximately 48 hours of work will be invested in the in-parish project following each Seminar. The project is to be implemented and reported in a paper. The in-parish projects afford the student a high degree of self-directed education.

DMN915 Wesleyan Theology for Ministry
This seminar explores a Wesleyan understanding of the being and mission of the Church. A variety of models for the Church’s mission to the world are examined. Theological issues considered include the nature and character of God, soteriology, eschatology, and the means of grace—all with a view toward their implications for ministry in today’s world.

DMN925 Ecclesial Ministry in the Wesleyan Spirit
This seminar explores the integration of an ecclesial foundation and effective professional skills to enhance ministry for a congregational context. Attention will be given to understandings of the Church in the Wesleyan tradition and their influence on ministry leadership practices such as preaching, evangelism, discipleship, and strategic church development.

DMN935 Wesleyan Spiritual Practice for Ministry
This seminar focuses on personal and professional practices that enhance the spiritual, emotional, and relational wholeness of the minister. Using the Wesleyan tradition as a foundation, students will investigate and experience a wide range of resources for self-exploration, renewal, and patterning for life-long growth. The seminar includes a class retreat.
Writing Standards

All formal written assignments for Seminars and the Pastoral Research Project Document are to follow these standards:

- The Inclusive Language usage guidelines as found at http://wynkoopcenter.nts.edu/index.php?option=com_content&task=view&id=53&Itemid=55

In-Parish Committee

Since the primary purpose of the Doctor of Ministry degree is to equip one for the practice of ministry (in most cases this means parish ministry) at a higher level of competence than that achieved in the foundational work done in the MDiv, the situation in which a person ministers should figure prominently in the educational process. The post-seminar projects help to achieve this. In addition, following the first Residential Seminar, each student will establish an In-Parish Committee composed of four to six persons, most of who will be drawn from the student’s ministry situation.

The purposes of the In-Parish Committee are:

1. To help insure the student’s accountability to the local ministry situation;
2. To serve as a primary collegial reflection group in which thorough discussion of the student’s ministry and progress in the DMin program can occur;
3. To help the student determine how best to apply the content of the seminars to the ministry situation;
4. To assist the student in formulating the subject of his/her final Pastoral Research Project.

Composition of the In-Parish Committee:

1. The In-Parish Committee will be composed of four-six persons, most of who should be drawn from the student’s ministry situation. One member should be another minister (preferably one who has completed a graduate theological degree from an accredited institution). None of these persons can be related to the student in either an employer/employee or administrator’s staff relationship, or familial relationship. In some instances these criteria will be impractical. In such cases adjustments can be made with the approval of the Director of the DMin program.
2. Following the first Residential Seminar, the student will post in Moodle an In-Parish Committee Nomination List, with their names, titles/positions, reasons for your choices, and
the e-mail address of your designated committee chairperson. These are due by March 1 or August 1 for the appropriate seminar.

3. The Director of the DMin program will either approve or disapprove the composition of the committee, communicating this to the student as well as information and instructions to the committee chair.

4. The In-Parish Committee will meet following each Residential Seminar, using an agenda developed by the chair in conjunction with the student.

5. The chair (not the student) will write a report using the In-Parish Committee Report Form (see below) and submit it to Anne R. Hardy following each meeting according to the instructions on the Form, providing a copy to the student. This report is due by May 1 and October 1 for the appropriate seminar.

Candidacy

After the completion of two Residential Seminars students will be considered for candidacy status. Only students with a 3.0 (or higher) grade point average in the DMin Seminars will be considered for the granting of admission to candidacy status. Candidacy will be considered by the DMin Committee in consultation with the residential faculty members who have guided and observed the student’s pre-candidacy DMin work. The goal of candidacy assessment is to consider the student’s potential for successful completion of the degree program and application of their learning to their ministry setting. The reports from the student’s In-Parish Committee will be reviewed. The following criteria will be used for the assessment: academics (capacity and motivation for learning as well as performance), emotional and social skills, professional deportment, integrity of character, and spiritual life. Only students admitted to candidacy will be allowed to continue in the DMin program. A student who fails to achieve candidacy status for academic reasons may be eligible to transfer to the Advanced Graduate Certificate (AGC) program (see below).

Advanced Graduate Certificate (AGC)

The Advanced Graduate Certificate (AGC) Program in Wesleyan Pastoral Theology is a post-Master’s course of study for those interested in concentrated doctoral-level coursework in applied theology from a Wesleyan perspective. The Certificate may be earned as a stand-alone credential or serve as an entree into the Doctor of Ministry program.

- Admission requirements to the AGC program are identical to those of the DMin program: an MDiv degree or its equivalent plus three years of ministry experience. The application form is also the same. The DMin Committee will review and make decisions on all AGC applications.
- Once admitted, a student will earn the AGC following completion of the three DMin Residential Seminars for a total of 18 credit hours with an average GPA of no less than 2.5.
• A student in the AGC program who wishes to advance to the DMin program must make application, in the form of a letter to the DMin Committee, following successful completion of the second Seminar and prior to beginning the third Seminar. An AGC student accepted into the DMin program will receive full credit for Seminars already completed, provided the student has maintained an average GPA of no less than 3.0.

• A DMin student who decides not to do a PRP or who is prohibited from doing so by decision of the DMin Committee and who, therefore, will not complete the DMin degree, may earn the AGC upon completion of the three Residential Seminars for a total of 18 credit hours with an average GPA of no less than 2.5.
Essential Information

Please refer to the following resources for information essential for the successful completion of courses and degree programs at Nazarene Theological Seminary. Links to these resources are available at http://support.nts.edu/index.php/Essential_Information. Additional technical support information can be found at http://support.nts.edu.

- NTS Mission Statement & Purpose and Doctor of Ministry Objectives
- Tips for online learning success
- NTS library services
- NTS textbook information
- Online technical requirements and Moodle support information
- A Handbook for Inclusive Language

Each DMin Residential Seminar course spans a 6 or 8 month period from the beginning of coursework to the completion of coursework. This Course commences on March 1/August 1 and finishes on August 31/March 31, with seminar sessions held on Monday, DATE, 5:30pm – Thursday, DATE, noon. New students will participate in an Orientation Session beginning Monday, DATE, 9:00am.

NOTE: A course syllabus will sometimes go through more than one version, reflecting scheduling updates and/or the addition of detail as the course unfolds. The document footer indicates the version #. Students are responsible for the latest version of the syllabus which will be made available along with email notice in Moodle.

Instructor Information

Co-facilitator name, title
email  phone
Co-facilitator name, title
email  phone

Course Description, Narrative, & Rationale

Course Outcomes

Required Texts & Course Materials
Recommended Texts & Course Materials

Course Assignments & Requirements

Pre-Seminar Assignments
Read all required texts & articles.

During the Seminar

Post-Seminar Assignments
Post Seminar Project. A major project/paper integrating the Seminar material with the ministry context of the student

DMin Program Assignments

A. In-Parish Committee:
If this is your first Seminar, select the members for your In-Parish Committee as detailed in the DMin Handbook and post a list with their names, titles/positions, reasons for your choices, and the email address of your designated Committee Chairperson in Moodle by March 1/August 1.

By May 1/October 1 all students must meet with their In-Parish Committee and post in Moodle the date of the meeting and who attended. The Chair (not the student) will write-up the In-Parish Committee Report and send it to Anne R. Hardy (using the Form and instructions in the DMin Handbook), also by May 1/October 1.

B. Pastoral Research Project (PRP):
Resources:
   B. NTS DMin Handbook section on “Research Process” (available online at www.nts.edu/dmin)

Find the assignment below that applies to you, and post it in Moodle by March 1/August 1:

If this is your first Seminar – read Practical Theology and Qualitative Research and write 2-3 paragraphs on a possible topic for your PRP and how this book has begun to shape your thinking about your PRP.

If this is your second Seminar – read the DMin Handbook descriptions of the Research Process, paying special attention to the Topic Selection Form. Review Practical Theology and Qualitative Research and write 2-3 paragraphs on your developing ideas of the project you would like to conduct in your own ministry context.

If this is your third Seminar – carefully re-read the DMin Handbook descriptions of the Research Process, review Practical Theology and Qualitative Research, and submit a first draft of the Topic Selection Form.

C. Electives:
Find the assignment below that applies to you, and post it in Moodle by March 1/August 1:
If this is your *first* Seminar – read the DMin *Handbook* instructions for the Electives portion of the program, paying special attention to the Electives Proposal Form, and write 2-3 paragraphs describing the area(s) of study you are considering for your Electives and how your Electives may contribute to your PRP.

If this is your *second* Seminar, carefully re-read the DMin *Handbook* descriptions of the Electives, and complete and submit a first draft of the Electives Proposal Form.

If this is your *third* Seminar – and you have not already done so, submit a first draft of the Electives Proposal Form; if adjustments were required from your first draft, submit those for final approval.

### Distribution of Student Learning Hours

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### Method for Submitting Assignments

This course requires internet access to NTS *Moodle* for instructional information about assignments and electronic assignment submission. Unless otherwise instructed, do not send assignments to the professors via email. Your electronic submissions will automatically be linked to the “Grades” area of *Moodle* to which you have access for viewing your grades. Contact support@nts.edu with technical questions or for assistance.

### Form and Style Expectations

All formal written documents are to be carefully proof-read for correct spelling and grammar before submission; it is the responsibility of the student to ensure “clean” copy, even if it means securing assistance.

NTS is committed to the equality of women and men. Recognizing that people have often used the English language in ways that imply the exclusion or inferiority of women, NTS urges students, faculty, and staff to avoid sexist language in public discourse, in classroom discussions, and in their writings. All written work presented to meet course requirements must use gender inclusive language. Inclusive Language usage guidelines can be found at [http://wynkoopcenter.nts.edu/index.php?option=com_content&task=view&id=53&Itemid=55](http://wynkoopcenter.nts.edu/index.php?option=com_content&task=view&id=53&Itemid=55).

All research-based written documents are to be formatted (and will be evaluated) utilizing the “Notes–Bibliography Style” for source citation as detailed in the most current edition of the Turabian Style Guide.
(http://www.press.uchicago.edu/books/turabian/manual). This is the style required for the DMin Pastoral Research Project document.

**Policy Regarding Late Work**

**Seminar Grading**

Grade Standards:

“A” - EXCEPTIONAL WORK (strong, significant achievement of course objectives)

“B” - GOOD WORK (basic, essential achievement of course objectives)

“C” or “D” - MARGINAL WORK (inadequate, minimal achievement of course objectives)

“F” - UNACCEPTABLE WORK (failure to achieve course objectives)

In accordance with the provisions of the Rehabilitation Act of 1973, NTS is committed to providing students with disabilities the opportunity to participate and benefit from its programs and activities. Accordingly NTS will make reasonable modifications to its programs and activities to accommodate otherwise qualified students with disabilities, unless such modifications would impose an undue burden on the operation of the particular program or activity or would fundamentally alter the nature or purpose of the program or activity. Students needing accommodations should contact the Office of the Registrar. They also should contact the instructor before the first class session to discuss learning needs and adaptive strategies which have been beneficial for the student in the past.

**Course Calendar**

**Before the Seminar Begins**

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**During the Seminar**

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**After the Seminar Ends**

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</table>

**Bibliography**
IN-PARISH COMMITTEE REPORT FORM

1st Seminar

Committee Chair’s Name: ___________________________ Date: ____________

Student’s Name: ____________________________________________

Residential Seminar just completed:

☐ DMN915 Wesleyan Theology for Ministry
☐ DMN925 Ecclesial Ministry in the Wesleyan Spirit
☐ DMN935 Wesleyan Spiritual Practice for Ministry

Committee Meeting Date: ____________________________

** ** ** ** ** ** **

1. The student’s coursework in this Seminar benefitted the ministry situation:

   1. Very True
   2. Somewhat True
   3. Not True

   Describe a specific example:

   Other comments:

2. Participation in this Seminar benefitted the student personally and/or professionally:

   1. Very True
   2. Somewhat True
   3. Not True

   Describe a specific example:

   Other comments:

3. List specific recommendations from the Committee to the student for:
   a. Ongoing personal & spiritual formation as a doctoral student
   b. Application of future Seminar learning to the ministry situation
   c. Possible Pastoral Research Project topics
4. List any questions you have about the DMin program and/or concerns about the student’s progress:

Signatures:

_____________________________________________  __________________________
In-Parish Committee Chair                      Date

_____________________________________________  __________________________
DMin Student                                  Date

*       *       *       *       *       *       *

Committee Chairperson is to return the completed and signed form to:
Anne R. Hardy, DMin Administrative Assistant via:
  • email at: arhardy@nts.edu (must be in pdf)
  • or FAX to: (816) 268-5500
  • or mail to: Nazarene Theological Seminary, 1700 East Meyer Blvd., Kansas City, MO 64131  [Phone (816) 268-5417]
IN-PARISH COMMITTEE REPORT FORM
2nd Seminar

Committee Chair’s Name: __________________________ Date: ______________

Student’s Name: ____________________________________________

Residential Seminar just completed: □ DMN915 Wesleyan Theology for Ministry
□ DMN925 Ecclesial Ministry in the Wesleyan Spirit
□ DMN935 Wesleyan Spiritual Practice for Ministry

Committee Meeting Date: __________________________

* * * * * * * * *

1. The student’s coursework in this Seminar benefitted the ministry situation:

   1 2 3
   Very True Somewhat True Not True

Describe a specific example:

Other comments:

2. Participation in this Seminar benefitted the student personally and/or professionally:

   1 2 3
   Very True Somewhat True Not True

Describe a specific example:

Other comments:

3. Briefly summarize student progress on recommendations from the 1st Seminar’s Report:

   a. Ongoing personal & spiritual formation as a doctoral student
   b. Application of future Seminar learning to the ministry situation
   c. Possible Pastoral Research Project topics
4. List specific new recommendations from the Committee to the student for:
   a. Ongoing personal & spiritual formation as a doctoral student
   b. Application of future Seminar learning to the ministry situation
   c. Choosing a Pastoral Research Project topic
   d. Identifying Electives options

5. List any questions you have about the DMin program and/or concerns about the student’s progress:

Signatures:

______________________________________________________________________________
In-Parish Committee Chair                                      Date

______________________________________________________________________________
DMin Student                                                   Date

*       *       *       *       *       *       *

Committee Chairperson is to return the completed and signed form to:
Anne R. Hardy, DMin Administrative Assistant via:
- email at: arhardy@nts.edu (must be in pdf)
- or FAX to: (816) 268-5500
- or mail to: Nazarene Theological Seminary, 1700 East Meyer Blvd., Kansas City, MO 64131 [Phone (816) 268-5417]
IN-PARISH COMMITTEE REPORT FORM

3rd Seminar

Committee Chair’s Name: ____________________________ Date: ________________

Student’s Name: __________________________________________

Residential Seminar just completed:  
☐ DMN915 Wesleyan Theology for Ministry  
☐ DMN925 Ecclesial Ministry in the Wesleyan Spirit  
☐ DMN935 Wesleyan Spiritual Practice for Ministry

Committee Meeting Date: ____________________________

* * * * * * * *

1. The student’s coursework in this Seminar benefitted the ministry situation:

   1  2  3
   Very True Somewhat True Not True

Describe a specific example:

Other comments:

2. Participation in this Seminar benefitted the student personally and/or professionally:

   1  2  3
   Very True Somewhat True Not True

Describe a specific example:

Other comments:

3. Briefly summarize student progress on recommendations from the 2nd Seminar’s Report:
   a. Ongoing personal & spiritual formation as a doctoral student
   b. Application of future Seminar learning to the ministry situation
   c. Choosing a Pastoral Research Project topic
d. Identifying Electives options

4. List specific new recommendations from the Committee to the student for:
   a. Ongoing personal & spiritual formation as a doctoral student
   b. Making Electives arrangements
   c. Completing the Pastoral Research Project Topic Selection Form
   d. Maintaining accountability to the ministry situation throughout the Pastoral Research Project

5. List any questions you have about the DMin program and/or concerns about the student’s progress:

Signatures:

_________________________________________  ______________________
In-Parish Committee Chair                      Date

_________________________________________  ______________________
DMin Student                                   Date

*       *       *       *       *       *       *

Committee Chairperson is to return the completed and signed form to:
Anne R. Hardy, DMin Administrative Assistant via:
  • email at: arhardy@nts.edu (must be in pdf)
  • or FAX to: (816) 268-5500
  • or mail to: Nazarene Theological Seminary, 1700 East Meyer Blvd., Kansas City, MO 64131  [Phone (816) 268-5417]
Electives
Introduction to Electives
(total of 6 credit hours)

This provision allows students to earn credit through student-proposed and DMin Committee-approved courses of study tailored to each student’s particular interests, e.g., directed studies, master’s-level courses with add-ons, or learning experiences built around conferences.

Doctoral-level work done prior to admission to the program will be considered for credit toward the Electives requirement by the DMin Committee only at the point of admission. Once a student is admitted into the program, any subsequent work to be transferred from another institution and counted toward the Electives requirement must be approved in advance by the DMin Committee. **NOTE:** The full 6 credit hrs. of Electives will be granted for work completed in the Army’s Chaplain Officer Basic Course (CHOBC), and Chaplain Captain Career Course (C4) as indicated on the Office Record Brief (ORB) submitted by the applicant.

Before the end of the second Residential Seminar, each student whose Electives requirement was not satisfied at the point of admission to the program must submit to the DMin Committee for approval a completed *Electives Proposal Form* with accompanying Syllabi (see Templates below). Options for electives include:

- Doctoral level coursework at other accredited seminaries or universities, transferred to NTS
- NTS or other accredited master’s level courses with extra reading and DMin appropriate application assignments under the supervision of an NTS faculty member or NTS-designated faculty member, registered at NTS as DMN975 or transferred to NTS
- Attendance at an off-site Conference or similar “experiential learning event” with supplemental reading and DMin appropriate application assignments under the supervision of an NTS faculty member or NTS-designated faculty member, registered as DMN985
- Directed Research with an NTS faculty member (maximum 3 credit hours), registered as DMN995

A student may divide the Electives work into no more than three (3) separate components/events. They must total 6 credit hours. The Committee will evaluate the *Electives Proposal Form* according to the Standards below and in the context of the student’s general professional direction in the program and resulting PRP *Topic Selection Form*. The Committee may approve the *Electives Proposal Form* in its entirety, or they may approve a portion of the Proposal, or they may not approve any of it. Communication to the student of a partial or non-approval decision will be accompanied by specific instructions or suggestions for re-submission.

All Electives work must be satisfactorily completed before the Committee will approve the student’s PRP *Project Design Form*. 
Standards for Electives

- Doctoral courses/seminars from other accredited educational institutions will be considered for transfer on a credit-for-credit basis, all other things being equal.
- Master’s level courses/seminars from NTS or other accredited educational institutions may be used as a basis for credit-for-credit transfer, as long as additional work is contracted with the professor to make it the equivalent of a doctoral level seminar.
- In designing an Electives Proposal that is other than doctoral courses/seminars (e.g., Master’s work with add-ons, Conference attendance with add-ons, or Directed Studies) the time commitment and work-to-be-done should be calculated with reference to the following standards for the NTS DMin Residential Seminars:
  - Minimum of 10 hrs. instructional “seat time” per credit hour
  - Between 333 and 500 pages of reading per credit hour
  - At least one major written assignment
  - Smaller written assignments
- Faculty members providing oversight for Electives work shall have an earned doctorate and appropriate ministry experience, unless otherwise approved by the DMin Committee.

Post-Seminar Accountability

The transition from being a student in Residential Seminars to arranging & completing Electives and conducting a Pastoral Research Project (PRP) requires increasing levels of self-initiated and independent work. As a means of encouraging this transition and providing personal and program accountability, students are required, following their third Residential Seminar, to begin documenting their communications with Program Support Personnel and time spent reading, researching, & writing for Electives & the Pastoral Research Project, using the Electives & PRP Research Log below.

Log Reports are due each February 1 and August 1 following completion of the post-Seminar requirements of the student’s third Residential Seminar. They can be submitted via Moodle or mailed or faxed to the DMin Office at NTS.
Electives Proposal Form

Name: _______________________________ Date: ___________________

☐ ___ First submission
☐ ___ Revision

Briefly state the rationale for your choice of Electives components, making reference to your original goal for the DMin degree, your Residential Seminar experience-to-date, and the intended focus of your Pastoral Research Project (PRP) as detailed in your Topic Selection Form:

___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

Which way do you intend to “package” your Electives?

☐ ___ a single 6-credit course
☐ ___ two 3-credit courses
☐ ___ other (max of 3 separate components: ________________________________)

Component #1:

What kind of learning experience?

☐ ___ A doctoral course to be transferred to NTS – attach syllabus from the offering institution & evidence of your acceptance
☐ ___ A master’s course “plus” – attach Master’s Course Syllabus and the DMN975 Master’s Plus Syllabus (using the Template) approved by supervising faculty
☐ ___ A course built around an experiential learning event – attach DMN985 Experiential Learning Event Syllabus (using the Template) approved by supervising faculty
☐ ___ A directed research course – attach DMN995 Directed Research Syllabus (using the Template) approved by supervising faculty

Number of credit hours: _____
Start date: ____________ Completion date: ________________
Component #2:
(if needed)

What kind of learning experience?

☐ ___ A doctoral course to be transferred to NTS – attach syllabus from the offering institution & evidence of your acceptance

☐ ___ A master’s course “plus” – attach Master’s Course Syllabus and the DMN975 Master’s Plus Syllabus (using the Template) approved by supervising faculty

☐ ___ A course built around an experiential learning event – attach DMN985 Experiential Learning Event Syllabus (using the Template) approved by supervising faculty

☐ ___ A directed research course – attach DMN995 Directed Research Syllabus (using the Template) approved by supervising faculty

Number of credit hours:  ____
Start date: ___________________  Completion date: ___________________

Component #3:
(if needed)

What kind of learning experience?

☐ ___ A doctoral course to be transferred to NTS – attach syllabus from the offering institution & evidence of your acceptance

☐ ___ A master’s course “plus” – attach Master’s Course Syllabus and the DMN975 Master’s Plus Syllabus (using the Template) approved by supervising faculty

☐ ___ A course built around an experiential learning event – attach DMN985 Experiential Learning Event Syllabus (using the Template) approved by supervising faculty

☐ ___ A directed research course – attach DMN995 Directed Research Syllabus (using the Template) approved by supervising faculty

Number of credit hours:  ____
Start date: ___________________  Completion date: ___________________
Syllabus Addendum

The information below specifies all additional course requirements and expectations for [list doctoral student name(s) here] who [is/are] seeking doctoral credit for participation in the Master’s course [list course number and name here], and constitutes the official first page(s) of the course syllabus for said student(s) [attach Master’s course syllabus to this document].

Instructor Information

Name, title
email phone

Course Description, Narrative, & Rationale

Course Outcomes

[Specify any additional course outcomes for the doctoral student(s) not already clearly stated in the Master’s syllabus. List the assignment numbers that correspond to each outcome. ]

Required and Recommended Texts & Course Materials

[Specify any additional required and recommended reading for the doctoral student(s) beyond what is already included in the Master’s syllabus. Include the total page count—the required reading must total a minimum of 350 – 500 pages per credit hour.]

Course Assignments & Requirements

[Specify any additional assignments for the doctoral student(s) beyond what is already included in the Master’s syllabus. Include due dates and method of submission. List the course outcome numbers that correspond to each assignment.]

Distribution of Student Learning Hours

[Learning Hours should total between 50 – 55 per credit hour]

<table>
<thead>
<tr>
<th></th>
<th>Hours</th>
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<tr>
<td>Face-to-face Sessions</td>
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<tr>
<td>Online Participation in forums, groups, etc.</td>
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<tr>
<td>Reading</td>
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<tr>
<td>Writing</td>
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</table>
Other Assignments and Learning Activities
Exams & Quizzes
TOTAL

Grading
[Specify any changes to the evaluation system already included in the Master’s syllabus due to the additional assignments for the doctoral student(s).]

Grade Standards:
“A” - EXCEPTIONAL WORK (strong, significant achievement of course objectives)
“B” - GOOD WORK (basic, essential achievement of course objectives)
“C” or “D” - MARGINAL WORK (inadequate, minimal achievement of course objectives)
“F” - UNACCEPTABLE WORK (failure to achieve course objectives)

Course Calendar
[Specify any additional scheduled meetings or events for the doctoral student(s) beyond what is already included in the Master’s syllabus. Instructional time must total at least 10 hours per credit hour.]

Bibliography
Doctor of Ministry Degree “Experiential Learning Event” Syllabus
DMN985 – [Course Title]
[Semester] [Credit Hours]

The information below specifies all course requirements and expectations for [list doctoral student name(s) here] who [is/are] seeking doctoral credit under my direction.

Instructor Information
Name, title
email phone

Course Description, Narrative, & Rationale
[Name and briefly describe the Event(s) around which this course is built. Attach a brochure/complete information sheet or provide a website link. State the total number of hours of “seat time” included in the Event(s). Describe the plan for instructor-student interaction, the method of contact, and the total number of hours of anticipated interaction. The “seat time” of student participation in the Event(s) plus the time of instructor-student interaction must total a minimum of 10 hours per course credit hour.]

Course Outcomes
[Specify course outcomes. List the assignment numbers that correspond to each outcome.]

Required and Recommended Texts & Course Materials
[Specify required and recommended reading for the doctoral student(s). Include the total page count—the required reading must total a minimum of 350 – 500 pages per credit hour.]

Written Assignments
[Specify brief written assignments (e.g. book review, reflection paper) and a major topical paper reflecting student’s synthesis of the learning. Include due dates and method of submission. List the course outcome numbers that correspond to each assignment.]

Other Assignments
[Include due dates and method of submission. List the course outcome numbers that correspond to each assignment.]

Distribution of Student Learning Hours
[Learning Hours should total between 50 – 55 per credit hour]

<table>
<thead>
<tr>
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<tr>
<td>Event Participation</td>
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</table>
Instructor Interaction
Online Participation in forums, groups, etc.
Reading
Writing
Other Assignments and Learning Activities
Exams & Quizzes
TOTAL

Grading
[Describe the evaluation system for the course including the breakdown for each assignment.]

Grade Standards:
“A” - EXCEPTIONAL WORK (strong, significant achievement of course objectives)
“B” - GOOD WORK (basic, essential achievement of course objectives)
“C” or “D” - MARGINAL WORK (inadequate, minimal achievement of course objectives)
“F” - UNACCEPTABLE WORK (failure to achieve course objectives)

Course Calendar
[Outline activities, assignments, and instructor interaction meetings for each week.]

Bibliography
Doctor of Ministry Degree “Directed Research” Syllabus
DMN995 – [Course Title]
[Semester] [Credit Hours]

The information below specifies all course requirements and expectations for [list doctoral student name(s) here] who [is/are] seeking doctoral credit under my direction.

Instructor Information
Name, title
email phone

Course Description, Narrative, & Rationale

Course Outcomes
[Specify course outcomes. List the assignment numbers that correspond to each outcome.]

Required and Recommended Texts & Course Materials
[Specify required and recommended reading for the doctoral student(s). Include the total page count—the required reading must total a minimum of 500 pages per credit hour.]

Written Assignments
[Specify brief written assignments (e.g. book review, reflection paper) and a major research paper. Include due dates and method of submission. List the course outcome numbers that correspond to each assignment.]

Other Assignments
[Specify any non-library/book research, e.g., observations, interviews. Include due dates and method of submission. List the course outcome numbers that correspond to each assignment.]

Instructor Interaction
[Describe the plan for instructor-student interaction, the method of contact, and the total number of hours of anticipated interaction. Instructor-student interaction must total a minimum of 5 hours per course credit hour.]

Distribution of Student Learning Hours
[Learning Hours should total between 50 – 55 per credit hour]

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<td>Online Participation in forums, groups, etc.</td>
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Grading

[Describe the evaluation system for the course including the breakdown for each assignment.]

Grade Standards:
“A” - EXCEPTIONAL WORK (strong, significant achievement of course objectives)
“B” - GOOD WORK (basic, essential achievement of course objectives)
“C” or “D” - MARGINAL WORK (inadequate, minimal achievement of course objectives)
“F” - UNACCEPTABLE WORK (failure to achieve course objectives)

Course Calendar

[Outline activities, assignments, and instructor interaction meetings for each week.]

Bibliography
### Your Name:

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#### Benchmarks

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#### Communication with DMin Program Director

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#### Communication with DMin Research Consultant

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#### Communication with First Reader

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Log Reports are due each February 1 and August 1 following completion of the post-Seminar requirements of the student’s 3rd Residential Seminar. They can be submitted via Moodle or mailed to the DMin Office at NTS.

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Pastoral Research Project
(PRP)
DMN945/955 Pastoral Research Project I and II
(total of 6 credit hours)

The DMin Pastoral Research Project (PRP) consists of independent research and writing in the student’s ministry context, in collaboration with the DMin program’s Research Consultant and DMin Committee-designated Readers. It culminates the program with a focus on the student’s immediate context of ministry. The project demonstrates the student’s ability to identify a specific topic in ministry, organize an effective research model, use appropriate resources in addressing the topic, and present possible recommendations, conclusions, and strategies. The purpose of the research is:

1. to give the student an opportunity to engage in a significant research effort in his/her context;
2. to confirm the student’s ability to identify a specific theological topic in ministry, organize an effective research model, use appropriate resources, and evaluate the results;
3. to evaluate the student’s ability to address a relevant ministry issue with significant theological reflection and enhanced leadership skills while at the same time making a constructive contribution to the quality of ministry in the setting, and
4. to provide the student a forum in which to share research data and explore with professional peers the meaning of the data.

Immediately following the completion of the third Residential Seminar, the student will be automatically enrolled in DMN945 (PRP I) and subsequently in DMN955 (PRP II) with the expectation that the bulk of the PRP will be conducted in a twelve to fifteen month period (this may coincide with work done for Elective credits). Guidance for developing the project will be provided by the DMin Research Consultant & the DMin Director. The project will be considered approved and field research may begin ONLY AFTER both the Topic Selection and the Project Design Forms (see below) have been approved by the DMin Committee. Ongoing supervision for the project will be provided by the DMin Research Consultant and approved First and Second Readers. All PRP documents are to be carefully proof-read for correct spelling and grammar before submission and conform to the Program Writing Standards; it is the responsibility of the student to ensure “clean” copy, even if it means securing assistance. The student then presents orally the completed research project at an NTS Pastoral Research Symposium for review and evaluation by Seminary faculty, Readers, and other Doctor of Ministry candidates. Revisions may be required. Following a successful defense and approval of any required revisions, the final written Document is accessioned in the Broadhurst Library at Nazarene Theological Seminary. The project and subsequent writing should be of the kind and quality that will be replicated in the student’s ministry long after the degree is awarded.

Research Process

The Pastoral Research Project (PRP) is an independent study for which the student has full responsibility, subject to the advice, review, and approval of the DMin Program Director,
Research Consultant, assigned Readers, and the DMin Committee. As the culmination of the degree program, the project reflects the ability of a student to conduct a self-directed inquiry based upon informed participation in or observation of ministry in the student’s situation incorporating the theoretical and practical mastery acquired from graduate professional divinity education.

The following principles guide the research process in the NTS DMin program:

- Selected topics for research should be determined by their salience for the practice of ministry and their contribution to the discipline of pastoral theology. The topics should reflect opportunities, challenges, issues, and/or problems within the context of the particular practice of ministry in a particular context. The student’s purpose should be to analyze an issue, think reflectively about the issue, develop a strategy by which the issue may be addressed, pursue the strategy with expertise, gather data, and evaluate the results. While some research attempts to prove or disprove hypotheses, the focus of the NTS research project is development rather than experimental.

- The research shall be conducted in the student’s context of ministry. The student should not conceive or conduct a project that must go outside of his/her context for primary data. Rather, the research should move the student deeper into the practice of ministry in the applied setting.

- The research shall be conducted with methodologies in keeping with the practice of pastoral leadership. The chosen methodologies should be those that will be replicated in future ministry assignments. The student should consider the ongoing practice of his/her ministry when selecting both the focus and process of the research. Much of the research method, then, will be more qualitative than quantitative in nature. The minister’s ongoing relationship and communication will guide methods of data gathering with persons within his/her context.

- The timing of the research project should be considered in the chronos and kairos of the practice of ministry. The student should plan to complete the project within 12-15 months following the last Residential Seminar and/or completion of Elective work. This will honor the chronos time commitment of the degree program with the judicatory groups in the ministry context. The student should also conduct the research within the flow of ministry. This will honor the kairos time commitments of pastoral ministry.

**Support Personnel**

**Research Consultant:**

The DMin Research Consultant, an employee of the DMin Program, shall guide all DMin students through use of Moodle, email, phone, and (when possible) face-to-face communication, in the research dimensions of the Pastoral Research Project (PRP) by:

- Providing orientation to the Topic Selection & Project Design Forms and the Research Document format and expectations
- Helping identify researchable topics
• Helping identify appropriate qualitative and/or quantitative research design, methodologies, and instruments
• Signing off on the Topic Selection and Project Design Forms before submission to the DMin Committee
• Reading through the first complete draft of the Research Document to ensure appropriate use of and communication of qualitative and/or quantitative research design, methodologies, and instruments
• Being available to students and First Readers for consultation on questions of research methodology
• Signing off on the Symposium version of the Research Document prior to the Symposium
• Attending the Symposium

First Reader:

A First Reader, the possessor of an earned doctorate and approved by the DMin Committee upon recommendation by a student, the Research Consultant, and/or the Committee, shall guide that student through use of Moodle, email, phone, and (when possible) face-to-face communication, in the conceptual formulation of and writing of the Pastoral Research Project (PRP) by:
• Being a conversation partner during the completion of the Topic Selection and Project Design Forms
• Directing the student to the appropriate literature and other resources for the PRP topic
• Reading through and providing prompt, substantive feedback on all written drafts of the Research Document in Moodle with respect to academic/professional content, logic/flow of thought, and clarity/accuracy of language usage (including recommendations for editorial assistance)
• Consulting, if necessary, with the Research Consultant, on issues of empirical research design, methodologies, and instruments as they relate to the integrity of the Research Document
• Encouraging the student to progress in a timely fashion toward completion of the PRP while demanding high quality work
• Signing off on copies of the first complete draft, the Symposium version, and the final Library edition of the Research Document, according to the dates in this Handbook
• Attending, if possible, the Symposium

Second Reader:

A Second Reader, appointed by the DMin Committee, shall read through a student’s first complete draft of the Research Document by the date indicated in this Handbook, providing prompt, substantive feedback with respect to appropriateness and accuracy of both content and language via Moodle to the student and via email to the DMin Director. The DMin Committee shall consider a Second Reader’s ability to attend the Symposium in the event that the First Reader is not able.
The First and Second Readers shall be paid stipends according to the policy of the DMin program.

**Steps and Time Line for Research Project**

- During Residential Seminars #1&2 – Student will meet with the Research Consultant to begin to name and explore potential research topics. The student will establish and begin meeting with an In-Parish Committee.
- By the end of Seminar #3 – Student will submit a *Topic Selection Form* (see below) via Moodle to the DMin Research Consultant and Committee for evaluation, feedback, and approval and be assigned a First Reader. Field research is not yet permitted.
- By the end of Seminar #3 – Student will begin filling out the Electives & PRP Research Log Form (see above), submitting it via Moodle (or mail/fax to the DMin Office) on February 1 and August 1 until the PRP process is complete.
- After approval of the *Topic Selection Form* – Student, after consulting with the Research Consultant and First Reader will submit a *Project Design Form* (see below) and a draft of Chapter 2 (Precedents in the Literature) via Moodle to the DMin Research Consultant and Committee for evaluation, feedback, and approval. Field research is not permitted until the Project Design Form is approved.
- After approval of the *Project Design Form* – Student will conduct Research and Prepare a Draft PRP Document.
- By October 1 of the year immediately prior to presentation at the Pastoral Research Symposium – Student will submit a first draft of the first three chapters of the PRP Document via Moodle for review by the Research Consultant and First Reader who will provide feedback to the student no later than November 1.
- By January 1 of the year of presentation at the Pastoral Research Symposium – Student will submit a complete draft of all five PRP Document chapters via Moodle for review by the Research Consultant, First Reader, a DMin Committee-appointed Second Reader, and the NTS Library Director.
- By January 15 of the year of presentation at the Pastoral Research Symposium – DMin Director, based on the review, will communicate to the student whether or not the Research Document Draft is sufficient for approval of participation in the Research Symposium. If approved, directions for revisions of the PRP Document will be provided.
- By February 20 of the year of presentation at the Pastoral Research Symposium – Student will submit a single document Symposium version of the PRP Document via Moodle that incorporates revisions, for final review by the Research Consultant and First Reader.
- By March 1 of the year of presentation at the Pastoral Research Symposium – DMin Director will communicate to the student approval of the Symposium version of the PRP Document.
- On the designated Symposium day(s) as published in the DMin website Calendar – Student presents an oral synopsis of the completed research project for review and evaluation by Seminary faculty, Readers, and other Doctor of Ministry candidates. Revisions may be required.
- By May 1 of the year of presentation at the Pastoral Research Symposium – If successfully defended at the Symposium and any required revisions approved by the DMin Director and
the Library Director, the student will submit the final Library edition of the Research Document into Moodle.

- By the Saturday before Commencement—if the Library edition of the Research Document submitted into Moodle is approved by the DMin Director and the Library Director, the Library Director must receive from the student four hard copies that meet the standards in this Handbook. These can be delivered in person (if attending Commencement) or mailed.

**Writing Process**

The writing that documents the research should represent both in kind and quality, a professional standard commensurate with pastoral leadership. Therefore, all PRP Forms and chapter drafts are to be carefully proof-read for correct spelling and grammar before submission and conform to the Writing Standards articulated for the Residential Seminars:

- The Inclusive Language usage guidelines as found at [http://wynkoopcenter.nts.edu/index.php?option=com_content&task=view&id=53&Itemid=55](http://wynkoopcenter.nts.edu/index.php?option=com_content&task=view&id=53&Itemid=55)

**PRP Document Chapters**

The following description should guide the student’s understanding of the format for documenting the research. While the following pattern should not be viewed in strict prescriptive terms, the student is encouraged to view the format as the place to begin developing the construct for the written document.

**Chapter 1: Overview of the Study**

1. Establish the focus of the study by introducing the personal observations, previous research, and logic that anchors the research in experience and grounded theory. This introduction provides rationale for engaging the issue through research. What is your motivation for pursuing this issue?
2. Present the purpose of the study in the form of a succinct, precise, unambiguous statement that flows naturally out of the history and context of the issue(s).
3. Provide operational definitions for terms that will be central to the study and will need to be understood in a particularized way to understand research.
4. Briefly describe the methodologies and instrumentation that will be used in the study. This will be expanded in later chapters/sections.
5. Briefly describe the context (location and population) of the study. This will be done more extensively in later chapters/sections.
6. Establish the limitations and generalizability of the study. In what ways are you narrowing the issues and/or context? To whom and/or how far may implications be applied?
7. Finally, provide a brief description of what is to follow in subsequent chapter/sections.

**Chapter 2: Precedents in Literature**

1. The literature review anchors the study in the disciplinary literature and prior research projects. It also establishes a foundation framework (theological, psychological, sociological, educational, developmental, etc.) for the study.
2. Read widely in the area(s) related to your particular issue before committing to a narrowed focus. You will not be able to read “everything there is on the topic”, but after a while you will be able to get a feel for the representative literature pertinent to your concerns.
3. Organize your writing around themes that emerge from your reading. Don’t simply collect, quote, and rehash other author’s ideas. Allow the literature review to reflect your best thinking, supported by insights of others. Don’t overuse quotations. Overuse diminishes their power.
4. Include literature that deals with your research methodology (e.g. ethnography).
5. Write for your professional colleagues. Assume a certain level of expertise on the part of the reader concerning well-known authors and/or professional ideas. You don’t need to explain everything concerning a person or an idea.
6. Record through bibliographic data in an efficient and timely manner for your later use in notation and bibliography.

**Chapter 3: Research Design**

1. Restate the focus and purpose of the research in concise terms.
2. Give a thorough description of the location and population of the study. This will include some contextual history and demography.
3. Identify the research methodology and instrumentation in detail. Describe the process by which you will gather data, develop strategies for application/action, and evaluate the outcomes. Include samples of research instruments (surveys questionnaires, protocols, etc.) either as a figure in the text or appendix. In short, give a detailed overview of the project from start to finish.

**Chapter 4: Research Data and Results**

1. Organize your data in a logical format that emerges from the research design and data.
2. Consult with text on ethnography and/or qualitative research to determine how one applies qualitative measures of analysis.
3. Be descriptive in your writing rather than prescriptive. Allow the reality rather than the ideal to be the focus of this section.
4. Give examples of emerging documents from the strategies. These may include curricular outlines, mission statements, recorded minutes of meetings, ministry plans, presentation outlines, etc. These may be included in the chapter text or appendix.
5. Display data in simple forms that will assist the reader in seeing the data more clearly (e.g., charts, lists, graphs, figures). Place these forms in the flow of writing (i.e., never begin or end a section with a graph, chart, or list). Always introduce and summarize.

6. Use illustrations and quotes that validate your data and illustrate your interpretation.

7. Generally, report only findings that are significant to the study.

Chapter 5: Summary and Conclusions

1. Summarize briefly the major conclusions of the study.
2. Evaluate and interpret the conclusions. Be sure to include theological reflection in this endeavor.
3. What are the implications of the research data and results for revising the ongoing practice of ministry in your setting? In the broader arena of ministerial practice?
4. Restate the limitations of the study and speculate as to what one might need to do or not do to replicate the study/strategy in another setting.
5. What are some of the surprises that emerged from the results? Were any of the conclusions unexpected?
6. What implications does the study have on future ministry studies or plans? If you were going to do it over again, how would you expand, narrow, or change the focus? If others wanted to build on your project, what would you suggest they do?
7. Conclude with a passionate statement that argues for the salience of your project.

Final PRP Document Standards

The Library Director will review the student’s Library Edition of the PRP Document submitted in Moodle for adherence to the Standards indicated below. Any deficiencies noted must be corrected by the student and corrections accepted by the Library Director prior to Graduation. The student is responsible for delivering a minimum of four hard copies of the Research Document to the Broadhurst Library at NTS for binding by the Saturday immediately prior to Graduation—three copies will be retained by the library and all remaining personal copies returned to the student (the student will pay for all personal copy bindings).

- Write according to the standards in the most current edition of the Turabian Style Guide (http://www.press.uchicago.edu/books/turabian/manual) using the “Notes–Bibliography Style” for all source citation. The Templates for the Research Document’s Title and Signature pages can be found below.
- The original typescript must be clearly produced on one side only of 11 x 8.5 inch unrulled white 20 lb. paper with a rag (cotton) content of 50% or more, or white 20 lb. acid-free paper.
- Times New Roman 12 type font is recommended. The text must be in black print. Graphics may appear in color as long as all copies contain color graphics. Copies are to be made on laser printers. Occasional non-roman alphabet terms may be done by hand in black ink. The leaves (pages) of the copies are not to have binder holes or other alterations. The left margin is to be 1.5 inches. Top, bottom, and right margins are to be 1 inch.
The decision/recommendations of the Library Director are final, subject to appeal to the Academic Policy or DMin Committees of NTS.

**Graduation Requirements**

Candidates for the DMin degree will be eligible for graduation from the program when the following requirements have been met:

- Maintenance of a cumulative GPA of 3.0 or higher in the Residential Seminars and Electives
- Successful Oral Presentation and Defense at the Pastoral Research Symposium
- Approval by NTS Faculty vote, and
- Submission of a satisfactory final Library edition of the Pastoral Research Document.
NTS DMin PASTORAL RESEARCH PROJECT
TOPIC SELECTION FORM

Student: ___________________________ Date: ___________________

☐ First submission
☐ Revision

************************************************************************************

BACKGROUND
This section should clearly state:

- Your Topic of choice
- Personal, ecclesial, and academic experiences that have informed your choice of Topic
- Your current ministry role and responsibilities as a specific context of the Project
- Your philosophy of ministry as it relates to your Topic

PROBLEM/NEED TO BE ADDRESSED
This section should clearly state:

- The problem/need that your Project will address within your ministry context
- The scope/range of the investigation (the problem should be significant but able to be accomplished)
- Technical and contextual definitions of any terms used which are critical to your Project
- The limitations of the Project

FOCUS AND RESOURCES FOR THE PROJECT
This section should clearly state:

- An over-arching singular purpose to focus the Project, specifically related to your ministry context
- The relationship between this purpose and the problem/need
- The theological nature of the Project
- How your project relates to the Wesleyan-Holiness tradition (or another identified tradition)

LITERATURE
This section should include:
• A listing of the topical areas/genres of literature (theological, ministerial, social scientific) that you will read and draw from for your Project
• A representative bibliography (in formal Turabian style) with important sources in each topical area/genre

PROPOSED RESEARCH METHODOLOGY
This section should clearly state:

• The participants in your research
• The data you anticipate collecting
• Your method/instruments for collecting data
• Your expected outcomes

PLANNING
This section should clearly state:

• The first steps you need to take to begin your Project
• The people you need to “bring on board” for approvals, as resources, or as participants in your study

Proposed First Reader(s):
Name: __________________________
Title: __________________________ Earned Doctorate? ___
Area of expertise: __________________________

Name: __________________________
Title: __________________________ Earned Doctorate? ___
Area of expertise: __________________________

***********************************************************************************************************************************************
RESEARCH CONSULTANT’S APPROVAL: Yes____ No ___
Signature: __________________________ Date: ______________

***********************************************************************************************************************************************
DMIN COMMITTEE APPROVAL: Yes____ No____ Date: ____________
NTS DMin PASTORAL RESEARCH PROJECT
PROJECT DESIGN FORM

Student: ________________________________ Date: __________________

☐ □ First submission        ☐ □ Electives Credits (6 hrs.) completed
☐ □ Revision

First Reader: ________________________________

*************************************************************************************

PROPOSED TITLE
This should clearly reflect:

- The theme of the Project
- The specific context of the Project
- The specific content of the Project
- The scope of the Project

UPDATED STATEMENT OF THE PROBLEM/NEED TO BE ADDRESSED AND THE FOCUS AND RESOURCES FOR THE PROJECT
This section should clearly and succinctly state:

- The problem/need that your Project will address within your ministry context
- The purpose of the Project, specifically related to your ministry context
- The theological nature of the Project, its relation to the Wesleyan-Holiness (or some other) tradition, and your primary theological commitments

LITERATURE
This section should include:

- An updated and thorough bibliography (in formal Turabian style) organized with sub-headings for each topical area/genre pertinent to your Project
- A draft of your proposed chapter 2 “Literature Review” according to the chapter guidelines in the Handbook (attach this to the Project Design Form)

UPDATED AND DETAILED RESEARCH METHODOLOGY
This section should clearly state:

- The participants in your research
- The data you anticipate collecting
- Your method/instruments for collecting data (attach copies of proposed questionnaires, interview protocols or other data gathering tools)
- Your expected outcomes
CRITICAL REFLECTION ON METHODOLOGY
This section should clearly state:

- The assumptions you have made in your Project Design
- The limitations of your Project
- The extent to which your results might be generalized

CRITICAL REFLECTION ON APPLICATION TO AND IMPLICATIONS FOR MINISTRY
This section should clearly state your anticipated outcomes with respect to:

- Your local church and/or specific ministry context
- The local community in which you minister
- Churches in contexts similar to yours
- The denomination in which you serve
- The broader Christian Church
- Your personal and professional development as a minister

WRITING YOUR PRP DOCUMENT
This section should contain:

- A proposal for titling your five chapters (see chapter descriptions in the Handbook) with a brief paragraph description of each

TIME SCHEDULE FOR COMPLETING YOUR PROJECT
This section should list specific dates by which you will complete the following (see the DMin Program Map at the end of the Handbook):

- Meetings with Research Consultant and First Reader
- Literature review
- Data gathering
- Submission of First complete draft of PRP Document
- Submission of Final draft of PRP Document
- Symposium
- Submission of Final Library edition of the PRP Document
- Graduation

************************************************************************************
RESEARCH CONSULTANT’S APPROVAL:  Yes________ No ______
Signature: __________________________  Date: ______________

FIRST READER’S APPROVAL:
Yes________ No ______
Signature: __________________________  Date: ______________

************************************************************************************
DMIN COMMITTEE APPROVAL:  Yes_______ No_______ Date:______________
NAZARENE THEOLOGICAL SEMINARY

AN EXPLORATION OF AN ECCLESIOLOGY
FOR THE CHURCH OF THE NAZARENE

A Project
Submitted to the Seminary Faculty
In Partial Fulfillment of the Requirements
For the Degree of

DOCTOR OF MINISTRY

By
Waldo Good Sample

Kansas City, Missouri
September 17, 2000
AN EXPLORATION OF AN ECCLESIOLOGY
FOR THE CHURCH OF THE NAZARENE

Approved by:

_______________________________________
First Reader

_______________________________________
Research Consultant

_______________________________________
Director, Doctor of Ministry Program

_______________________________________
Date
Submit all required documents for admission as indicated in “Criteria & Procedure for Admission and Enrollment”

Date completed

Admission by favorable vote of the D. Min. Committee

Date notified

Enrollment Confirmation Form with deposit submitted to the DMin Office, and Moodle account created

Date sent

Meeting with Research Consultant

Date completed

Selection and approval of In-Parish Committee

Date completed

Application, Admission, & Enrollment

Orientation Day

Date: ________

Seminar #1

Title: ______________________

Date completed: ______

Seminar #2

Title: ______________________

Date completed: ______

Seminar #3

Title: ______________________

Date completed: ______

Admission to Degree Candidacy

Date notified

Submit Electives Proposal Form to DMin Committee

Date sent

Submit PRP Topic Selection Form to DMin Committee

Date sent

Topic Selection Form Approved

Date notified

First Reader Appointed:
Name: ______________________

Date notified
Electives
Title: _______________________
Date completed: ______________
Title: _______________________
Date completed: ______________
Submit 1st Electives & PRP Research Log to DMin Committee
Date sent_______________________
Submit Project Design Form to DMin Committee
Date sent_______________________
Project Design Form Approved
Date notified_____________________
Conduct research in ministry context and prepare PRP draft document
1st Draft of first three chapters due by October 1 before Symposium
Date sent_______________________
Draft of all chapters due by January 1 before Symposium Date sent_______________________
Final Draft due by March 1 before Symposium
Present Findings at Pastoral Research Symposium
Date presented_________________
Favorable Vote by NTS Faculty
Date notified___________________
Graduation
Date: _______________________
Submit Library Edition of Research Document for approval by May 1 before Graduation
Date sent_______________________
Submit hard copies of Research Document to NTS Library by Saturday before Graduation
Date sent_______________________