Disclaimer

The most current information about the Doctor of Ministry (DMin) 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. 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. All editions will be clearly dated by month and year.

Downloadable versions of all forms & templates in this Handbook are available for those registered in the seminary’s online course management program, Moodle.

Directory

A Directory of current DMin program personnel indicating who to contact with questions or for further information can be found at the website: http://www.nts.edu/dmin.
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**DMin Program Map** 53
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 curriculum is designed to be completed while remaining within one’s present ministry context.
- For ministers who have already earned a Master of Divinity (MDiv) degree or who have (or are willing to work toward) MDiv equivalency.
- Professional in orientation, passionately committed to the integration of theory and practice.
- For Christian ministers – pastors, chaplains, denominational executives, staff specialists – who desire to expand their capacity to be faithful and effective ministers of the Gospel.
- An integral part of the Seminary, drawing on the rich resources of Faculty, curriculum, and library.
- 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 foundationally 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 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 in Wesleyan Pastoral Theology 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. **Seminar Courses**
   a. Participation in an online orientation.

   b. Consecutive participation in three seminar courses offered on a rotating basis that includes two weeks on campus in January and June each year. See [www.nts.edu/dmin-calendar](http://www.nts.edu/dmin-calendar).
   - DMN915 Wesleyan Theology for Ministry - 6 credit hours
   - DMN925 Ecclesial Ministry in the Wesleyan Spirit - 6 credit hours
   - DMN935 Wesleyan Spiritual Practice for Ministry 6 credit hours

   c. Candidacy: After successful completion of two seminar courses with a minimum cumulative B grade the student will be evaluated by the Faculty for potential to complete the program.

3. **Completion of 6 credit hours of proposed and approved electives.**

4. **Pastoral Research Project (PRP) – details can be found in the Pastoral Research Project section of this Handbook.**
   a. Enrollment in DMN945 Pastoral Research Project I (3 credit hours) and DMN955 Pastoral Research Project II (3 credit hours).
      - Consultation with Research Consultant.
      - Topic Selection Form completed.
• Project Design Form completed.
• 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 MDiv 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-MDiv masters-level theological degree (e.g., M.A., M.R.E., M.T.S.), transcripts of that degree and any other masters-level work will be evaluated by the Registrar to determine what extra coursework would be required to achieve MDiv equivalency. MDiv equivalency at NTS consists of a minimum of 72 credit hours that includes the following minimum distribution: Biblical Studies - 9 hours; Theology, Philosophy, Church History – 12 hours; Foundation & Practice of Ministry – 12 hours. It is possible to be accepted into the DMin program with 9 credit hours or less of MDiv-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. 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 MDiv 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 DMin 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 DMin Office. All forms are available at www.nts.edu/dmin or by contacting the DMin Office at dmin@nts.edu or 816.268.5413:

1. A completed Doctor of Ministry application.
2. A $50 non-refundable application processing fee.
3. Three completed reference forms:
   - Ecclesial Employer/Supervisor – 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. Share 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, and 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: U. S. Army Chaplains who apply for admission to the program can take advantage of the following provisions to streamline the standard process:
• In addition to the Personal and Professional Identity Paper, a written sample from the Chaplain Captain Career Course (C4) can be used if a second writing sample is required by the Faculty and if it was written within 10 years of the request date.
• In addition to the required reference from an academic professor from the applicant’s graduate theological degree program, the applicant’s last two Officer Efficiency Reports (OERs) can be submitted in lieu of the Ecclesial Employer/Supervisor and Lay Person references.
Although NTS does not currently have a comparable articulation agreement with the U. S. Air Force or Navy, chaplains from these branches are encouraged to apply.

Priority Application deadlines for the Doctor of Ministry program are April 1 for entrance into the subsequent January seminar course) and November 1 for entrance into the subsequent June seminar course. A late application may jeopardize admission in time for the candidate’s desired first seminar course. Additional important dates can be found in the Calendar at www.nts.edu/dmin.

Program Acceptance & Enrollment

Completed applications will be reviewed and evaluated by the DMin Program Director, utilizing other faculty at his/her discretion. The evaluation will include information from: (1) all materials submitted by the applicant, (2) references, and (3) required interviews of the applicant by the Program Director and by a graduate of the program. All interviews will be arranged by the DMin Office who will communicate the pertinent information to the applicant. Communication of a 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 shown below to be filled out by the student. To confirm enrollment in the student’s desired first seminar course, this form must be completed and, along with a $100 confirmation deposit toward tuition, returned to the DMin Office by the appropriate deadline. Acceptance and the deposit are valid for program entrance at either of the two subsequent seminar courses.

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.
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 access to the NTS video-conferencing software for a minimal fee. In Moodle the student will have access to four courses: (1) DMin New Student Orientation, (2) the first seminar course, (3) Pastoral Research Project (PRP) Forms & Approvals, and (4) PRP Chapter Writing. The DMin New Student Orientation course includes a video-conferencing component with instruction in Moodle use. Students are responsible for accessing Moodle for instructional information about assignments and electronic assignment submission for each seminar course, and for interaction with the Research Consultant and 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:

- Twenty-four (24) credit hours for the Residential Seminars & PRP at the prevailing tuition rate.

Students are also 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. Due dates are found at http://www.nts.edu/dmin-calendar. 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 seminar courses.
- Payment due dates #4-5: 3 credits each for the Pastoral Research Project. PRP course tuition is due at these payment due dates immediately subsequent to completion of the seminar courses, regardless of student activity or progress on the PRP.
- 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. Students who take elective courses at other institutions are responsible to pay tuition and fees to that institution.
- 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 then apply and be charged for each subsequent payment due date until the program is completed. See http://www.nts.edu/tuition-and-fees for current rates.
- Any alteration of this billing cycle requires action by the DMin Office 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 shown below indicating which seminar course will be the first. The program acceptance is valid for the two seminar courses immediately subsequent to acceptance. The student is then expected to maintain continuous enrollment in consecutive seminar courses. Further, the student is expected to responsibly work with faculty Research Consultants and Readers 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 Office 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 Office, utilizing faculty input where appropriate, 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 seminar course.

Requests for an extension beyond the six year limit must be made in writing to the DMin Office 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 the NTS DMin Office to secure your seat and register you in Moodle for the seminar course you choose below. The deposit is a nonrefundable/nontransferable credit toward your tuition for the seminar course. Please provide up-to-date information below printed/typed clearly to help us serve you.

Contact Information Verification

Name: ____________________________________________

Email: ____________________________________________
(will be used for all NTS & Moodle registration and communication)

Phone: ____________________________________________

Seminar Course Enrollment For:

___ Summer (June) year 20______

___ Spring (January) year 20______

Deposit Payment Method

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

Credit Card  _____ Online at www.nts.edu/confirm-enrollment. Under “Step 2,” click on the link at the second bullet point where the confirmation deposit is explained.

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

Enrollment Declaration

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

- Pay the remaining tuition balance by the first class day of the Seminar Course I have selected above and adhere to all remaining payment due dates posted in the DMin Calendar published on the NTS website, for the base cost of the program.
- Attend the required three Seminar Courses in immediate succession beginning with the one identified above.
- Maintain my active ministerial status throughout my program.
- Establish and utilize an In-Context Committee as detailed in the DMin Handbook.
- Take responsibility for initiating a Proposal for the Electives portion of my program and paying 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.

____________________________________________________
Signature

____________________________________________________
Date
Seminar Courses
The Seminar Courses
6 credits hours each for a total of 18 credit hours

The three required seminar courses, each co-facilitated by two instructors, are held in a rotating sequence. Each seminar course spans a 22-week period from the beginning of coursework to the completion of coursework, consisting of a hybrid combination of:

1. 14 weeks of pre-seminar online work facilitated by the instructors including pre-seminar reading (normally 2,000-3,000 pages) and writing assignments of the instructors’ 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 two-week, 60-hour, on-campus seminar facilitated by the instructors in person beginning Monday evening and ending at noon the Thursday of the following week.
3. Six weeks of post-seminar online work facilitated by the instructors including a post-seminar in-context project based on something studied in the seminar itself, as per the instructors’ choice. Participation by and interaction with clergy, peers, supervisors, and/or parishioners or other persons to whom the student ministers is required in the project. The project is to be implemented and reported in a paper. The in-context project affords the student a high degree of self-directed education.

DMN915 Wesleyan Theology for Ministry
This course 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 course 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 course 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.

In conjunction with each seminar course syllabus, a DMin program syllabus will be issued to guide students in their progress with the In-Context Committee, electives, and the Pastoral Research Project. These program elements will be supervised by the DMin Program Director and the DMin Research Consultant utilizing the PRP Forms & Approvals Moodle course.
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://www.nts.edu/nts-resources/student-handbooks](http://www.nts.edu/nts-resources/student-handbooks).

In-Context Committee

Since the primary purpose of the Doctor of Ministry degree is to equip one for the practice of 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 course projects help to achieve this. In addition, following the first seminar course, each student will establish an In-Context Committee.

The purposes of the In-Context 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 seminar courses to the ministry situation.
4. To assist the student in formulating the subject of the final Pastoral Research Project.
5. To assist NTS in assessing the student’s progress toward program objectives and readiness for candidacy status.

Composition of the In-Context Committee:

1. The In-Context Committee will be composed of four to six persons, most of whom 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. If possible, one member should have graduate school experience, and if possible, an earned doctorate. Ideally, none of these persons should be related to the student in either an employer/employee or familial relationship. In instances where these criteria are impractical, adjustments can be made with the approval of the DMin Program Director.
2. Following the first seminar course, the student will post in the PRP Forms & Approvals Moodle course an In-Context Committee nomination list, with their names, titles/positions, reasons for choices, and the e-mail address of the designated committee chairperson. Instructions and a due date will be in the program syllabus accompanying the seminar course.
3. The DMin Program Director 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-Context Committee will meet following each seminar course, 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-Context Committee Report Form found below and submit it to the DMin Office following each meeting according to the instructions on the form, and provide a copy to the student. Each report is due by the date in the program syllabus for the appropriate seminar course.
Candidacy

After the completion of two seminar courses students will be considered for candidacy status. Only students with a 3.0 or higher grade point average in the DMin seminar courses will be considered for the granting of admission to candidacy status. The purpose 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. Candidacy will be determined by the NTS Faculty who will review and take into consideration: (1) student GPA, (2) written evaluations by the seminar course instructors who have guided and observed the student’s pre-candidacy DMin work, and (3) the students’ In-Context Committee reports as data to discern capacity and motivation for learning; capacity for application of learning to ministry context; emotional maturity, social skills, and professional deportment appropriate to ministry, and; 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 discussed below.

Advanced Graduate Certificate (AGC)

The Advanced Graduate Certificate (AGC) Program in Wesleyan Pastoral Theology is a post-masters 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 entrée 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 Program Director will review and make decisions on all AGC applications.
- Once admitted, a student will earn the AGC by completing the three DMin seminar courses 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 Program Director following successful completion of the second seminar course and prior to beginning the third seminar course. An AGC student accepted into the DMin program will receive full credit for seminar courses 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 Faculty and who, therefore, will not complete the DMin degree, will earn the AGC upon completion of the three seminar courses for a total of 18 credit hours with an average GPA of no less than 2.5.
Seminar course syllabi will be constructed using the following template elements. Instructions for filling out each element will be provided to the course instructors.

**Doctor of Ministry Degree Seminar Course Syllabus**

**DMN9##-Course Title**
(6 credit hours)

Course Dates: Mo/Date/Yr - Mo/Date/Yr

Seminar Dates: Mo/Date - Mo/Date/Yr

---

**Essential Information**

**Instructor Information**

**Course Description, Narrative, & Rationale**

**Course Outcomes**

**Required Texts & Course Materials**

**Recommended Texts & Course Materials**

**Course Assignments & Requirements**

- Pre-Seminar Assignments
- During the Seminar
- Post-Seminar Assignments

**Distribution of Student Learning Hours**

**Method for Submitting Assignments**

**Policy Regarding Late Work**
Additional Costs
Seminar Grading
Course Calendar
Before the Seminar Begins
During the Seminar
After the Seminar Ends
Bibliography
General Institutional Standards
A DMin program syllabus to accompany each seminar course will be constructed using the following template elements:

**Doctor of Ministry Degree Program Syllabus**

to accompany

Seminar Course DMN9##-Course Title
(Seminar Month/Year)

**Instructor Information**

Professor:  
Phone:  
Email:

Professor:  
Phone:  
Email:

**DMin Program Assignments**

Unless otherwise instructed, all assignments should be submitted through the appropriate link in the PRP Forms & Approvals Moodle course.

In-Context Committee:

Electives:

Pastoral Research Project (PRP):
NTS DMin
IN-CONTEXT COMMITTEE REPORT FORM
1st Seminar Course

Committee Chair’s Name: ____________________________ Date: ________________________

Student’s Name: ____________________________

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

Committee Meeting Date: ____________________________

Members in Attendance: ____________________________________________

1. The student’s work in this seminar course benefitted the ministry situation:

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

   Describe a specific example:

   Other comments:

2. Participation in this seminar course 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 course 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-Context Committee Chair                   Date

__________________________________________  __________________
DMIn Student                                Date

*   *   *   *   *   *   *   *
Committee Chairperson is to return the completed and signed form to the DMin Office at NTS:
  • Email a pdf to dmin@nts.edu
  • or fax to 816.268.5500
  • or mail to Nazarene Theological Seminary, 1700 East Meyer Blvd., Kansas City, MO 64131
NTS DMin
IN-CONTEXT COMMITTEE REPORT FORM
2nd Seminar Course

Committee Chair’s Name: ___________________________ Date: ___________________________
Student’s Name: ____________________________________________

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

Committee Meeting Date: ___________________________
Members in Attendance: ________________________________________


* * * * * * * * *

1. The student’s work in this seminar course benefitted the ministry situation:

   1 2 3
   Very True Somewhat True Not True

   Describe a specific example:

   Other comments:

2. Participation in this seminar course 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 first seminar’s report:
   a. Ongoing personal & spiritual formation as a doctoral student.
   b. Application of future seminar course 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 course learning to the ministry situation
   c. Choosing a Pastoral Research Project topic
   d. Identifying elective options

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

Signatures:

______________________________  ______________________
In-Context Committee Chair                  Date

______________________________  ______________________
DMin Student                  Date

*    *    *    *    *    *    *

Committee chairperson is to return the completed and signed form to the DMin Office at NTS:
   • Email a pdf to dmin@nts.edu
   • or fax to 816.268.5500
   • or mail to Nazarene Theological Seminary, 1700 East Meyer Blvd., Kansas City, MO 64131
NTS DMin
IN-CONTEXT COMMITTEE REPORT FORM
3rd Seminar

Committee Chair’s Name: ____________________________  Date: ____________________________

Student’s Name: ________________________________________________________________

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

Committee Meeting Date: ____________________________

Members in Attendance: __________________________________________________________

* * * * * * * *

1. The student’s work in this seminar course benefitted the ministry situation:

   1  2  3
   Very True  Somewhat True  Not True

   Describe a specific example:

   Other comments:

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

   1  2  3
   Very True  Somewhat True  Not True

   Describe a specific example:

   Other comments:
6. Briefly summarize student progress on recommendations from the first seminar’s report:
   a. Ongoing personal & spiritual formation as a doctoral student.
   b. Application of future seminar course learning to the ministry situation.
   c. Possible Pastoral Research Project topics.

7. 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 course learning to the ministry situation.
   c. Choosing a Pastoral Research Project topic
   d. Identifying elective options

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

Signatures:

________________________________________________________________________
In-Context Committee Chair Date

________________________________________________________________________
DMin Student Date

* * * * * * * *

Committee chairperson is to return the completed and signed form to the DMin Office at NTS:
- Email a pdf to dmin@nts.edu
- or fax to 816.268.5500
- or mail to Nazarene Theological Seminary, 1700 East Meyer Blvd., Kansas City, MO 64131
Electives
Introduction to Electives

Total of 6 credit hours

This provision allows students to earn credit through student-proposed and Faculty-approved courses of study tailored to each student's particular interests, such as directed studies, masters-level courses with addons, or learning experiences built around conferences.

Doctoral-level work done prior to admission to the program will be considered for credit toward the elective requirement 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 elective requirement must be approved in advance by the DMin Office. Note: The full 6 credit hours 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 seminar course, each student whose elective requirements were not satisfied at the point of admission to the program must submit for approval a completed Electives Proposal Form with accompanying Syllabi (see templates below) in the Moodle PRP Forms & Approvals course.

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.
- 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 for a maximum of 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 DMin Program Director, utilizing faculty input, 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 Electives Proposal Form may be approved in its entirety, in part, or not at all. 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 approval of 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.
- Masters 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., masters 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 seminar courses:
  - Minimum of 10 hours 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 elective work shall have an earned doctorate and appropriate ministry experience, unless otherwise approved by the DMin Program Director.

Post-Seminar Accountability

The transition from being a student in seminar courses to arranging and 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 seminar course, to begin documenting their communications with program support personnel and time spent reading, researching, and writing for electives and 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 seminar course. They are to be submitted via the PRP Forms & Approvals Moodle course.
DMin Electives Proposal Form  
(to be submitted at the DMin PRP Forms & Approvals Moodle course)

Name: ___________________________________________ Date: ___________________

___ First submission  
___ Revision

Briefly state the rationale for your choice of elective components, making reference to your original goal for the DMin degree, your seminar course 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 and evidence of your acceptance.

___ A masters course “plus” – attach Masters Course Syllabus and the DMN975 Masters 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 masters course “plus” – attach Master’s Course Syllabus and the DMN975 Masters 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 masters course “plus” – attach Masters Course Syllabus and the DMN975 Masters 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: ___________________
Doctor of Ministry Degree “Master’s Plus” Syllabus
DMN975 – [Course Title]
[Semester]     [Credit Hours]

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 masters course [list course number and name here], and constitutes the official first page(s) of the course syllabus for said student(s) [attach masters 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 masters 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 masters 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 masters 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>Hours</th>
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<tbody>
<tr>
<td>Face-to-face Sessions</td>
</tr>
<tr>
<td>Online Participation in forums, groups, etc.</td>
</tr>
<tr>
<td>Reading</td>
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<tr>
<td>Writing</td>
</tr>
<tr>
<td>Other Assignments and Learning Activities</td>
</tr>
<tr>
<td>Exams &amp; Quizzes</td>
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<tr>
<td>TOTAL</td>
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</table>
**Grading**

[Specify any changes to the evaluation system already included in the masters 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]
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]

<table>
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<td>Online Participation in forums, groups, etc.</td>
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<td>Exams &amp; Quizzes</td>
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</table>
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
# Nazarene Theological Seminary
**Doctor of Ministry Student Electives & PRP Research Log**
(to be submitted at the PRP Forms & Approvals Moodle course)

| Your Name: |  |
| First Reader: |  |
| Date of 3rd Seminar Course: |  |

## 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 third seminar course, to be submitted via the PRP Forms & Approvals Moodle course.
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 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 seminar course, 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 and the DMin Program Director. The project will be considered approved and field research may begin only after both the Topic Selection and the Project Design Forms shown below have been approved by the Faculty. 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 NTS Faculty. 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 seminar course 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 communication in Moodle and other appropriate means, in the research dimensions of the Pastoral Research Project (PRP) by:

- Overseeing, in conjunction with the DMin Program Director, the administration of assignments in the program syllabus that accompanies each seminar course.
- Providing orientation to the Topic Selection & Project Design Forms and the Pastoral Research Document format and expectations.
- Helping identify searchable topics.
- Helping identify appropriate qualitative and/or quantitative research design, methodologies, and instruments.
- Recommending Topic Selection and Project Design Forms to the NTS Faculty for approval.
- Reading through the first complete draft of the Pastoral 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.
- Approving the symposium version of the Pastoral Research Document prior to the Symposium.
- Attending the Symposium.

First Reader:

A First Reader, the possessor of an earned doctorate and approved by the NTS Faculty upon recommendation by a student, the Research Consultant, and/or the DMin Program Director, shall guide that student through communication in Moodle and other appropriate means 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, and in developing an adequate Literature Review (chapter 2) draft to accompany the Project Design Form.
• Reading through and providing prompt, substantive feedback on all written drafts of the Pastoral Research Document in the Moodle PRP Chapter Writing course with respect to academic/professional content, logic/flow of thought, and clarity/accuracy of language usage (including recommendations for editorial assistance).
• Conferring, if necessary, with the Research Consultant, on issues of empirical research design, methodologies, and instruments as they relate to the integrity of the Pastoral Research Document.
• Encouraging the student to progress in a timely fashion toward completion of the PRP while demanding high quality work.
• Approving copies of the first complete draft, the Symposium version, and the final library edition of the Pastoral Research Document, according to the dates in this Handbook.
• Attending, if possible, the student’s presentation and defense at the Symposium.

Second Reader:

A Second Reader, appointed by the NTS Faculty, shall read through a student’s first complete draft of the Pastoral Research Document by the date indicated in this Handbook, providing prompt, substantive feedback via Moodle with respect to appropriateness and accuracy of both content and language to the student and via email to the DMin Director. The Second Reader will be invited to attend the student’s presentation and defense at the Symposium.

All support personnel shall be paid stipends according to the policy of the DMin program.

Steps and Time Line for Research Project

• During seminar courses #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-Context Committee.
• By the end of seminar course #3 – Student will submit a Topic Selection Form shown below via the PRP Forms & Approvals Moodle course for evaluation, feedback, and approval and be assigned a First Reader. Field research is not yet permitted.
• By the end of seminar course #3 – Student will begin filling out the Electives & PRP Research Log Form above, and submitting it via the PRP Forms & Approvals Moodle course 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 the PRP Forms & Approvals Moodle for evaluation, feedback, and approval. IMPORTANT: 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, submitting chapter drafts in the PRP Chapter Writing Moodle course.
• 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 the PRP Chapter Writing Moodle course 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 the PRP Chapter Writing Moodle course for review by the Research Consultant, First Reader, 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 chapter drafts are 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 the PRP Chapter Writing Moodle course 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 Program 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 and defends an oral synopsis of the completed research project for review and evaluation by the 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 Pastoral Research Document into the PRP Chapter Writing Moodle course.

• By the Saturday before Commencement – if the Library edition of the Pastoral Research Document submitted into Moodle is approved by the DMin Program Director and the Library Director, the Library Director must receive from the student a hard copy that meet the standards in this Handbook. This can be mailed or delivered in person if the candidate is attending Commencement.

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 seminar courses:

• The most current edition of the Turabian Style Guide found at (http://www.press.uchicago.edu/books/turabian/manual) using the “Notes–Bibliography Style” for all source citation.

• The Inclusive Language usage guidelines as found at http://www.nts.edu/nts-resources/student-handbooks.

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. A review of the literature is *not* an annotated bibliography, nor a serial commentary on the literature read. 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 Pastoral Research Document submitted in the PRP Chapter Writing Moodle course for adherence to the standards indicated below. Any deficiencies noted must be corrected by the student and accepted by the Library Director prior to graduation. The student is responsible for delivering to the NTS Librarian by the Saturday immediately prior to graduation one hard copy of the Pastoral Research Document for binding and archiving. If the student would like NTS to bind additional copies to send back to the student, those must be submitted at the same time. The student will be billed for the cost of binding the personal copies.

- 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 Pastoral 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 unruled 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. All copies are to be generated using a laser printer or a photocopy machine with the print function (not making photocopies from an original). Inkjet printers are not acceptable. 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 NTS Faculty via the DMin Office.

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 seminar courses and electives.
- Successful oral presentation and defense at the Pastoral Research Symposium.
- Approval by NTS Faculty vote.
- Submission of a satisfactory final library edition of the Pastoral Research Document.
NTS DMin Pastoral Research Project

*Topic Selection Form*
(to be submitted via the PRP Forms & Approvals Moodle course)

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.
- Informed Consent plans.
- 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: ________________

NTS Faculty Approval: 
Yes ____ No ____ Date: ________________
NTS DMin Pastoral Research Project
Project Design Form
(to be submitted with a Chapter Two Literature Review via the PRP Forms & Approvals Moodle course)

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; 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. Please 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. Please attach copies of proposed questionnaires, interview protocols or other data gathering tools.
• Informed Consent plans.
• 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 the 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 according to the guidelines in this 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: ______________

NTS Faculty 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
(Do not print dotted lines.)

AN EXPLORATION OF AN ECCLESIOLOGY
FOR THE CHURCH OF THE NAZARENE

Approved by:

________________________
(type in full name), First Reader

________________________
(type in full name), Research Consultant

________________________
(type in full name), 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 the D. Min. Office

Date notified___________________________

Enrollment Confirmation Form with deposit submitted to the D.Min. Office and Moodle account created.

Date sent___________________________

Seminar Course #1

Title: __________________________

Date completed: _____________

Selection and approval of In-Context-Committee

Date completed___________________________

1st Meeting with In-Context Committee

Date completed___________________________

Seminar Course #2

Title: __________________________

Date completed: _____________

2nd Meeting with In-Context Committee

Date completed___________________________

Admission to Degree Candidacy

Date notified___________________________

Submit Electives Proposal Form

Date sent___________________________

Seminar Course #3

Title: __________________________

Date completed: _____________

3rd Meeting with In-Context Committee

Date completed___________________________

Submit PRP Topic Selection Form

Date sent___________________________

Topic Selection Form Approved

Date notified___________________________

First Reader Appointed

Name: __________________________

Date notified___________________________

New Student Orientation

Date completed: _____________
Submit 1st Electives & PRP Research Log
Date sent________________________________

Submit Project Design Form
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
Date sent________________________________

Submit Library Edition of Research Document for approval by May 1 before Graduation
Date sent________________________________

Submit hard copy of Research Document to NTS Library by Saturday before Graduation
Date sent________________________________

Graduation
Date: ________________