



**EVANGELICAL THEOLOGICAL SEMINARY**

# **DOCTOR OF MINISTRY**

**Student Handbook  
2009**

Asian Christian Academy  
P.B. No. 3 Jeemangalam, Bagalur P.O. 635103  
Hosur, Tamil Nadu India

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## About ETS & the Doctor of Ministry Program

### ***ETS Mission & Distinctives***

The Evangelical Theological Seminary has a set of distinct objectives:

- To get involved with the evangelical leadership in Asia in a deep and abiding study of the Word of God.
- To raise a corps of Bible expositors who will be equipped to stem the tide of spiritual illiteracy and abnormality.
- To encourage *outreach with scholarship*.
- To make full knowledge of the Bible available to all seekers of truth irrespective of creed, sex, race, color or religion.
- To organize and set up training programs to meet the biblical and holistic challenges of the church.
- To organize job-oriented short term training for Christians who are involved in various Christian ministries.
- To cooperate with like-minded church agencies, programs, institutions and missions in India and abroad.
- To enlist and invite a team of experts from India and abroad who will be of help in various fields of ACA interest.
- To organize and conduct degree and diploma courses, in church-related ministries and award degrees, diplomas thereof.
- To organize liberal arts and science degree courses, affiliating these to local universities concerned.

### ***Purpose of the Program***

The Doctor of Ministry program is designed to provide advanced training in the practice of biblically and theologically oriented ministry to those actively involved in vocational ministry. The program concentrates on developing expertise in the biblical rationale, sociological strategy, and practical implementation of ministry. The Doctor of Ministry degree is the highest professional degree for those engaged in local church and parachurch ministries, world missions, and similar ministries. The Ph.D. degree, by comparison, purposes primarily to equip students to engage in scholarly research and teaching.

The D.Min. program is offered “in ministry” rather than “in residence,” which means students don’t need to leave their current ministry for semesters at a time to complete the degree. It requires a minimum of three years of meaningful experience in ministry. Each course assumes this ministry experience and endeavors to integrate learning with the student’s present context of ministry as well as future goals. The heart of the Doctor of Ministry program are the DM801 Core Courses.

Each year the Core Course classes meet and study together. Of the 30 hours of course work required for the degree, a minimum of 18 must be in DM801 Core Courses classes. The heart of the program are the DM801 Core Courses.

## **Educational Goals**

The educational goals of the Doctor of Ministry program are to enable students to:

- Evaluate personal, spiritual, and professional development
- Chart a course for lifelong learning and improvement
- Assess and construct ministries from a biblical theology applied in a variety of contemporary contexts
- Conduct applied research of professional, doctoral-level breadth and depth within a chosen field of study
- Articulate and defend evangelical theology in the practice of ministry.

## **Spiritual Goal**

To enable students to manifest a maturing and Spirit-filled character and walk with God.

## **Ministry Goals**

To enable students to:

- Enhance identified ministerial skills such as preaching, counseling, leadership, administration, vision-casting, educational programming, and communication
- Communicate God's Word effectively through preaching, teaching, writing, or other media
- Lead and manage a church or ministry organization competently
- Work successfully and ethically with people in a variety of ministry situations
- Provide the framework for developing a biblical ministry in a culturally and ethnically diverse context
- Demonstrate excellence in character and in ministry.

## **Admission**

### ***Degree Students***

The Doctor of Ministry program admits men and women who show evidence that they:

- Are born again
- Are of proven Christian character
- Are endowed with appropriate spiritual gifts
- Adhere to the following doctrines: the authority and inerrancy of Scripture, the Trinity, the full deity and humanity of Christ, the spiritual lostness of the human race, the substitutionary atonement and bodily resurrection of Christ, salvation by faith alone in Christ alone, and the physical return of Christ.

In addition, the following prerequisites apply to Doctor of Ministry applicants. All applicants must:

- Hold the Master of Divinity (M.Div.) or Master of Theology (Th.M.) degree, or have academic preparation equivalent to the M.Div. degree (see below for Equivalency).
- Have an academic record that demonstrates superior ability and shows promise of success in doctoral studies.
- Have at least three years of full-time vocational Christian ministry experience since receiving their first graduate theological degree.

- Show evidence of growth and competence in ministerial skills and leadership.
- Be involved in an ongoing ministry.

Applicants must supply the written admission materials and must have a personal interview with members of the faculty. Prospective Doctor of Ministry students may apply for admission at any time.

### ***Non-degree Students***

Students interested in trying out the program before fully committing to it can enter the program under a non-degree status. Up to two classes can be taken as a non-degree student within two years before a decision must be made to apply for degree status. The clock for the six-year time limit does not start until the student is accepted to the program as a degree student.

### ***Equivalency***

Applicants who hold a two-year professional master's degree in Christian or Religious Education, Biblical Counseling, Biblical Studies, or Cross-Cultural Ministries will need to earn additional graduate hours to achieve M.Div. equivalence before they will be admitted to candidacy for the Doctor of Ministry degree.

These additional credits, distributed so as to approximate M.Div. equivalence, may be earned at the Evangelical Theological Seminary or its extension centers, through external studies programs, or at other accredited institutions. The applicant must have an academic record that demonstrates superior ability and shows promise of success in doctoral studies.

Credits taken toward the M.Div. or M.Div. equivalence must cover the breadth of M.Div. curriculum consistent with the Seminary's curriculum. Students may be admitted to the Doctor of Ministry program with deficiencies in the area of M.Div. equivalency. Deficiencies may be eliminated by taking regular courses or at another approved graduate institution, or by successfully completing independent study courses offered by ETS or other approved seminaries. All means to make up a deficiency must be approved by the Director of Doctor of Ministry and the Registrar prior to taking a course or independent study.

All applicants must have passed satisfactorily at least two years of Greek and one year of Hebrew. However if a student has only three semesters of Greek, he or she may take ID201 Computer Tools for Biblical Exegesis for Doctor of Ministry credit in lieu of the fourth semester in order to qualify for the program. Applicants with a master's degree in Christian Education, Cross-cultural Ministries or Biblical Counseling seeking M.Div. equivalency have a reduced Greek and Hebrew requirement. See the Equivalency section below.

### ***International Students***

As the Doctor of Ministry program is nonresidential, international students pursuing Doctor of Ministry studies should remain full-time in their homeland ministry and travel to complete course work.

## ***Application & Interview***

Each incoming student will have his or her application read by two seminary professors and the Doctor of Ministry Director. These three individuals normally will conduct an interview with the prospective student in person or by telephone. The purpose of the interview is to get acquainted with the student, orient the student to the program, and answer questions he or she may have.

All entering students will receive an application form, the Doctor of Ministry Student Handbook, registration information and residency information. The student should review all these materials to become familiar with the program.

The entering student will carefully read this Doctor of Ministry Student Handbook. It contains information that is essential to understanding the program. Students will sign an *Orientation Agreement* that reports they have read and understand the essential orientation material.

## ***Continuous Enrollment***

Doctor of Ministry students who matriculate in 2009 or following are expected to be continuously enrolled in a course each term. If it is absolutely necessary for a student to be inactive for a term, he or she must request a leave of absence from the Doctor of Ministry committee. A maximum of two year may be granted by the committee, after which point the student will be withdrawn (and lose the deposit) and must reapply should he or she desire to resume Doctor of Ministry studies later.

## **Curriculum**

### ***Program Length***

The Doctor of Ministry program requires 30 semester hours of DM801 core courses; or 18 to 24 hours of DM801 Core Courses plus 6 to 12 hours of DM802 Independent Study and DM803 Dissertation.

DM801 Core Courses are 6 semester hours of credit. DM802 Independent Studies may be taken for one to four semester hours of credit. DM803 are 4 semester hours of credit.

The Association of Theological Schools requires that a student take not less than three years or more than six years to complete the program. The program normally requires four to five years of study.

### ***DM801—Core Courses***

At least three sessions of DM801 Core Course are required for all Doctor of Ministry students:

- 801-1, Session 1, held in 2007 & 2012. Part 1 centers on case studies & Part 2 on Organizational Elements of Leadership.
- 801-2, Session 2, held in 2008 & 2013. Part 1 centers on case studies & Part 2 on Preaching in the Asian Context.

- 801-3, Session 3, held in 2009 & 2014. Part 1 centers on case studies & Part 2 on Theological Issues in the Post-Modern World.
- 801-4, Session 4, held in 2010 & 2015. Part 1 centers on case studies & Part 2 on “The Heart of the Leader.”
- 801-5, Session 5, held in 2011 & 2016. Part 1 centers on case studies & Part 2 on “Theological Issues in the Post-Modern World.”

Each session is a “double course” consisting of 6 credit hours. There are two parts to each required course: the resident period and the post-resident period. The Core Courses run from January 1 to December 31, with the residency period in early January. In the post-residency period, students do extensive reading and compile case studies on original field research.

### ***DM802—Independent Studies***

Students who choose to take the minimum of three DM801 Core Courses may elect up to six course hours of DM802 Independent Studies. They may choose to concentrate in one area, such as preaching or leadership, or take courses from several areas of interest. Students often will take an independent study to do some of the groundwork for their dissertation. Independent study courses require no resident period of study. 2,000 pages of reading are required for each 3 hour course and a 10 page paper.

### ***DM803—Dissertation Research***

Doctor of Ministry studies culminate in the completion of a dissertation. Students may register for DM803 (paying six hours of tuition) as soon as they have completed 23 hours and have taken the required courses.

From that point the student will have two years to complete his or her dissertation and graduate. Please notice that the primary work on the dissertation takes place the year before graduation. Any questions concerning these issues should be discussed with the Doctor of Ministry Director.

### ***Transfer of Credit***

Transfer of up to 10 hours of graduate-level credit may be applied toward the Doctor of Ministry degree if those hours constitute equivalent work. Normally only courses taken after receiving an M.A., M.Div., Th.M., S.T.M., or equivalent degree can be credited toward the Doctor of Ministry degree. Requests for transfer of credit should be directed to the Director of Doctor of Ministry Studies. Plans to take other courses for transfer credit must be approved by the Director of Doctor of Ministry Studies prior to taking the course. Transfer credit is applied to independent study courses.

### ***About the Classes & Residency***

All DM801 courses are one year in length and include two weeks of residence. All residence occurs on the main campus in Jeemangalam. Residency portions of the courses take place in January.

Classes typically meet Monday through Friday, 8:30 A.M.–4:30 p.m. The days and times that the course will meet will appear on the course syllabus if they differ from the normal days and hours. If students must arrive late or leave early, they should secure permission from the professor of the course prior to the residence period.

A seminar or workshop approach is employed during the resident period. Discussion and evaluation by peers is a vital component in the educational effectiveness of the courses. Students' full participation is vital.

## ***Admission to Candidacy & Graduation***

Students may be admitted to candidacy for the Doctor of Ministry degree by action of the faculty only after these requirements have been met:

1. Completion of all residence requirements and all independent study courses leading to the degree
2. Evidence of proven Christian character
3. Effectiveness in Christian ministry
4. Adherence to the following doctrines: the authority and inerrancy of Scripture, the Trinity, the full deity and humanity of Christ, the spiritual lostness of the human race, the substitutionary atonement and bodily resurrection of Christ, salvation by faith alone in Christ alone, and the physical return of Christ.

Students in the Doctor of Ministry program also must provide a written letter from the local church in which the student is serving that endorses the student's ministry.

Candidates for the Doctor of Ministry degree must have completed 30 semester hours of the DM801 Core Courses; or 18 hours of DM801 Core Courses plus 12 hours of DM802 Independent Study and DM803 Dissertation.

The completion of requirements does not automatically qualify a student for the degree. Diplomas will not be awarded, transcripts issued, or placement assistance provided unless all financial obligations to the Seminary are current.

## **Seminary Information**

### ***Communicating with the Seminary***

You may contact any ETS offices or personnel, including those listed below, by mail, e-mail, telephone, or fax. The mailing address of the Seminary is

**P.B. No. 3 Jeemangalam  
Bagalur P.O. 635103  
Hosur, Tamil Nadu India**

Students who live outside India should use airmail or special delivery. Students may contact most offices or individuals at ETS at (91) 04344-254205. Simply ask the operator for the desired office or person.

- ◆ You may contact the President, Dr. George by [drgeorge@acaindia.org](mailto:drgeorge@acaindia.org)
- ◆ You may contact the Academic Dean, Joy John, by e-mail [joyjohn@acindia.org](mailto:joyjohn@acindia.org).
- ◆ You may contact the Registrar, George Raju, [registrar@acaindia.org](mailto:registrar@acaindia.org)

## **Doctor of Ministry Faculty**

If a student needs to contact a course instructor who is not a resident faculty member at The Seminary, he may contact the Doctor of Ministry Office for this information. You may contact Dr. David Fletcher at [drfletcher@xpastor.org](mailto:drfletcher@xpastor.org).

Dr. Nathan Baxter— Executive Pastor at Liberty Church of Tulsa, Oklahoma, speaking on *Mentoring*.

Dr. Darrell Bock—Dallas Theological Seminary, speaking on *Biblical Theology of Luke*.

Dr. Dale Doron, Professor at ETS India, speaking on *How to Apply the Word of God*.

Dr. William Lawrence, Dallas Theological Seminary speaking on *The Heart of the Leader*.

Dr. Tie King Tai—Principal of the Methodist Theological School of Sarawak, Malaysia, speaking on *Preaching in the Asian Context*.

Dr. Prem Williams

## **Library Usage**

Any person who is currently enrolled as a Doctor of Ministry student and has paid his/her tuition has the same library privileges that all students have.

Any student who is a Doctor of Ministry student (and not local) should contact the Librarian to request books. The Librarian will make sure that the books are mailed to the student. Doctor of Ministry students get a five-week loan period due to the mailing time. Doctor of Ministry students only get one renewal because of the extended loan period.

## **Registration and Grading**

### **Registration**

The registration deadline is November 15. If early registration has been done, but no payment has yet been received by the deadline, the student will be charged a late fee. After November 15 the student may register, but will be assessed a late fee.

Students may begin course assignments as soon as they decide to take a course. However, if fewer than five students enroll, the resident period of the course will be canceled and enrollees will be contacted regarding this decision. In this event, students have three options: (1) drop the course; (2) drop it and switch enrollment to another course; or (3) convert the present course to an independent study, without the resident period with the professor's permission. If a student chooses to drop the course, tuition will be held in his or her account and applied to the next course or refunded upon request. Students should contact the Business Office if a refund is desired.

### **Withdrawals**

A student may withdraw from a course before the last day of the resident period of the course without failing the course. Withdrawal on or after the last day of the resident

period will result in a failing grade for the course. In the case of independent study courses and other courses not requiring a resident period of study, students should contact the Registrar's Office.

The following tuition refund percentages apply when a Doctor of Ministry course is dropped. A 95 percent tuition refund minus a course change fee applies when a student drops a course between the last day of registration and the day before the pre-resident portion of the course begins.

An 80 percent tuition refund minus a course change fee applies when a student drops a course anytime from the first day of the pre-resident period until the day before the resident portion of the course begins. A 50 percent tuition refund minus a course change fee applies when a student does not attend any of the resident portion of the course and notifies the Registrar's Office of this within 30 days after the last day of the resident portion of the course. No tuition refund applies after this point.

## **Grading System**

A minimum grade of B- must be received in every course credited toward graduation and on the dissertation. The following grades are given in the Doctor of Ministry program:

- A = Work of exceptional quality
  - B = Work of commendable quality
  - C = Work not acceptable for crediting toward the degree but grade recorded on the transcript and averaged into the grade point average
  - D = Work not acceptable for crediting toward the degree but grade recorded on the transcript and averaged into the grade point average
  - F = Failure to do minimal work with no credit given. (To receive credit the student normally must repeat a required course, but may either repeat or take another elective course.)
  - W = Withdrew before the last day of the resident portion of the course
  - WF = Withdrew on or after the last day of the resident portion of the course
- Grade Points. Grade points are determined on the basis of hours passed according to the following scale. The percentage ranges are given as guidelines that the professor of a course has freedom to modify.

A	(96–100%)	4.0
A-	(94–95%)	3.7
B+	(91–93%)	3.3
B	(88–90%)	3.0
B-	(86–87%)	2.7

(no credit earned for grades below "B-")

## **Grade Reports**

Individual professors notify students of their course grades at the end of each term. The Registrar's Office will also send a grade report at least once a year, but students may

check on their grades at any time by writing the Registrar's Office and requesting this information.

## **Grade Changes**

Questions concerning these procedures should be addressed to the Doctor of Ministry Director. If a student feels that his or her final grade in a given course is not equitable, the student should consult with the professor of the course followed by the Doctor of Ministry Director. If the student is not satisfied after consulting with the professor and the Doctor of Ministry Director, an appeal may be made to the Academic Dean by filing a written statement of particulars. The Academic Dean will confer with the professor involved and seek a satisfactory resolution of the problem. If the problem cannot be resolved in this manner, the Dean may make a decision on the matter, or at his discretion may refer it to the Doctor of Ministry Studies Committee for a ruling. No grade will be changed after one year from the end of the term for which the grade was recorded.

## **Repeating a Course**

If a student receives a failing grade (below B-) for a required course, he or she normally must repeat that course. If a student receives a failing grade for an elective or independent study course, he or she may either retake the course or take another elective or independent study course. Questions about repeating a course should be directed to the Doctor of Ministry Director.

## **Plagiarism**

Plagiarism is defined as "passing off as one's own, the ideas, writings, etc., of another." Plagiarism is academically dishonest and is contrary to biblical standards. Any course work involving dishonest academic practices will be graded as zero without any resubmission permitted. In each case, the Dean of Students Office will be notified.

## **Course Extensions**

Requests for course extensions must be made to the Registrar's Office before the end of the Doctor of Ministry term. Course extensions should be requested only in extenuating circumstances. The following procedures apply:

1. If the student is on the Seminary campus when making the request, the regular extension form should be completed in the Registrar's Office. If the request is mailed, it should come in the form of a letter directed to the Registrar's Office. This letter must include the following information: (a) explanation of circumstances necessitating the request; (b) brief synopsis of incomplete work; and (c) request for specific date of completion. Long-term extensions are normally granted only for independent study courses and then for no more than a six-month period.
2. Payment of the course extension fee must accompany the request.
3. The student and professor will be notified as soon as the decision regarding an extension request is processed by the Registrar's Office.
4. Extended work must be postmarked before or on the extension deadline (the last day of the term) and sent directly to the Registrar's Office, rather than the

professor. Questions regarding this extension procedure should be directed to the Registrar's Office.

## **Student Records**

Official student records for Doctor of Ministry students are maintained in the Registrar's Office and are governed by the rules of the Seminary. For policies concerning student records, see the current Student Handbook available online or from the Registrar's Office.

## **Directory Information**

By regulation and according to policy, the Seminary may release "directory information" about students without specific prior notice. This information is provided to campus organizations and approved external agencies consistent with the Seminary's overall educational purpose. Directory information is defined as: name, address, e-mail address, phone number, date and place of birth, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, and the most recent previous educational institution attended. Students may request the directory information not be released but annually must do so in writing to the Registrar's Office.

## **Financial Information**

### **General Financial Policies**

All payments will be payable in full at the time of registration for each particular course and for each fee. All fees must be paid in Indian currency. The Seminary does not accept checks or currency from other foreign countries. Scholarship aid from the Seminary normally is available to Doctor of Ministry students. Contact Dr. George for scholarship information.

### **General Deposit and Graduation Fee**

A general deposit is payable at the beginning of Doctor of Ministry course work. This becomes the graduation fee on completion of the program. Students who withdraw will be refunded a portion of the fee, and the remaining will be retained by the Seminary as a severance fee.

### **Tuition and Fees**

Consult the Financial Information section of the current Seminary Catalog for the rate of Doctor of Ministry tuition.

### **Late Registration Fee**

A late registration fee is charged if the Registrar's Office receives the forms after the registration deadline. Late registration is approved only upon payment of the late fee and in extenuating circumstances that prevented on-time registration.

## **Course Extension Fee**

A course extension fee is charged when a student needs an extension beyond the end of the term to finish course assignments. The fee is for the first extension each term and for each additional extension if approved. The first extension (30 days for a course and 6 months for an independent study) may be secured by paying the fee to the Registrar's Office. The fee should be accompanied by a letter that provides the course number for which the fee is being paid. No other permission is needed for the first extension of 30 days. When the student finishes the course assignments within the extension period, he or she should mail or deliver the final assignments to the Registrar's Office rather than to the professor. The Registrar's Office then will forward the assignments to the professor. Additional course extensions must be approved by the Doctor of Ministry Studies Committee.

## **Course Change Fee**

Once the registration period has ended, if a student wishes to transfer from one course to another after registering for a course, he or she must pay a fee. This fee is payable each time the student makes such a change. Schedule changes, except drops, may be made up to 30 days after the beginning of the term.

## **Continuation Fee**

If a student has not graduated by one year after registering for DM803, he or she will be required to pay the current rate of tuition for one credit hour each term until the student graduates.

## **Resident Sessions**

### ***Directions to Campus***

The ACA/ETS campus is located in Jeemangalam village, 7 kms from Hosur on the Hosur-Bagalur Road.

The town of Hosur is one of the fastest growing towns in Tamil Nadu with a population of two hundred thousand. There are hundreds of small, medium and large industrial complexes in this town.

The campus is only 40 kms from the Bangalore Airport. Buses are available from Bangalore City (Majestic) to Hosur every fifteen minutes. A four lane super highway between Hosur and Bangalore reduces the travel time to about 45 minutes. Some of our faculty and staff commute daily to the campus from Bangalore.

Those who come by train or bus can alight at the Hosur bus stand which is 7 kms from the campus.

### ***Housing***

During the resident portion of each course, the student has the option of staying on campus in the doctoral dormitory.

Those who do not wish to stay in campus housing may choose a local hotel of their own accord. A list of area hotels is available from the Doctor of Ministry Office.

### ***Campus Safety Tips***

- All campus buildings except the library and dorms are locked by 4:30 p.m. Please plan accordingly. Below are safety precautions recommended by our campus police for you to heed during your stay.
- Do not walk around after dark by yourself. This goes for men as well as women.
- Do not carry more cash than you can afford to lose.
- Hand over your money if you are confronted by a robber.
- Do always lock your car completely, day and night, on campus and at home. This includes rolling up your windows all the way.
- Do not leave anything of value visible in the car, including packages and sacks, which could appear to contain something of value.
- Do not leave briefcases, purses, coats, or umbrellas unattended, especially outside. A constant stream of non-students pass through campus, and such things disappear each semester. Lockers are available in the library if needed.
- Call if you see someone who looks suspicious or out of place on campus.

## The Dissertation: Original Research

Doctor of Ministry studies culminate in the completion of an original research project. The student's dissertation will be evaluated by three faculty members: the Advisor, the Reader, and the Director of Doctor of Ministry Studies. The Director of Doctor of Ministry Studies, in consultation with the Doctor of Ministry Committee, assigns the Advisor and Reader based on the student's topic and input. The Advisor assumes responsibility to direct the entire project and serves as the "point person" with whom the student will have regular contact during the course of the project.

### Some Definitions

**Applied**—the project takes place in a real ministry context

**Research**—within the context of the specific topic we will know how to minister better as a result of professional, doctoral-level investigation according to recognized standards of inquiry

**Dissertation**—a written report that describes the original research project from its biblical-theological and theoretical roots to its results and implications for further study.

## About Dissertations

### *Purpose*

The purposes of the dissertation are:

- To develop further the student's professional skills for ministry
- To contribute to the mission of the church through reflective praxis and actualized ministry in the student's current context
- To improve the student's self-directed learning skills and understanding of how ministry is accomplished
- To make available to other professional Christian leaders knowledge and understanding in a certain area of ministry
- To develop further the student's ability to do field research on the level of a professional doctorate
- To contribute knowledge about ministry to the larger ministerial community.

### *Criteria for an Acceptable Dissertation*

1. When completed, it will inform our understanding of ministry and how to minister in a better way.
2. The dissertation clearly relates to the student's current ministry (a front-burner issue or need) or ministry interests.
3. The dissertation develops from an adequate knowledge of biblical theology, ministry theory, and practice.
4. The work employs an acceptable research method with which the student has sufficient competence to attain adequate validity.

5. The dissertation is tightly focused to allow a concentration of effort and avoid trying to cover so much ground that the results are superficial.
6. The work gives evidence of careful planning and execution.
7. It incorporates an evaluation of the process and results of the project based on well-defined criteria and valid evaluative procedures.
8. The work is submitted in the form of a dissertation, written in clear, correct English and is in correct format as defined by this handbook, avoiding polemic or exaggerated claims.
9. The dissertation is written with careful attention to the correct use of source material, documentation, and research standards.

### ***Case Study Method is the Core***

The main model for the dissertation is the case study method. The student selects churches, organizations, leaders, etc., to study as cases seeking to answer descriptive research questions. Students are expected to go beyond mere description and critically analyze the survey's findings, suggesting ways to improve the ministry situation.

### **Other Models of Investigation**

Other options can be discussed with the Director of Doctor of Ministry Studies, such as:

1. **Descriptive surveys of a ministry situation.** Students are expected to critically analyze the survey's findings, suggesting ways to improve the ministry situation.
2. **Program development and evaluation.** The student will develop a ministry program or activity and evaluate its effectiveness. The ideal program is one that the student's ministry seeks so that the program is not implemented solely for the sake of completing the research project.
3. **Program evaluation and response.** An existing program will be evaluated and modified based on the research finding.

### ***Guidelines for Writing***

The dissertation is a piece of academic writing, not a sermon manuscript, not an undergraduate essay. Therefore:

- Write in academic style, demonstrating the ability to write a formal dissertation.
- Employ the Turabian style for documentation, format, etc.
- Document your claims. Do not make sweeping generalizations or state claims that do not show up in the literature.
- Anticipate revision. Most proposals are approved on the second or third submission.
- Be succinct. If it can be said in a paragraph, don't use a full page. If it can be said in a sentence, don't use a full paragraph.
- Don't be subtle; say it explicitly so that the readers can discern exactly what you plan to do.
- A large percentage of the work on your project will be completed when you submit your proposal. Most of the literature review and the crafting of the research design, including development and testing of an instrument, will be complete when you write the proposal.
- Personal opinion belongs in the Conclusion, nowhere else.

## **Advisor and Reader**

The Advisor will work with the student in the development of the proposal so that the Advisor has opportunity to shape the project from the beginning. Evaluation of the proposal should include a score of at least “6” on all items below.

	disagree	agree					
The overall research design of the project is clear.	1	2	3	4	5	6	7
The project will use a research procedure appropriate for the question.	1	2	3	4	5	6	7
The tentative bibliography is satisfactory.	1	2	3	4	5	6	7
The logistics of the project are reasonable. The student can manage this project.	1	2	3	4	5	6	7

It should be clear that the student can manage the project, it is worth doing, and it can be done according to accepted research procedures. If a research instrument needs to be developed, it should be developed with the Advisor’s guidance. Be sure that the instrument measures exactly what the research question asks (not something similar).

The Advisor will interact with the student on questions regarding the dissertation. The Advisor will provide guidance on the research design, clarity of writing, literature review, etc.

The Advisor and Reader will evaluate the first two chapters for organization of the study (Chapter 1), literature review (Chapter 2). The Advisor is given two weeks to review. The Reader is given 2 weeks to review. These copies will then be returned to the student with comments attached. Approval of the first two chapters constitutes permission for the student to complete the first draft of the dissertation. All materials that accompany the project, such as slides, tapes, etc., must accompany the first draft.

The Advisor and Reader will evaluate the remaining chapters of the first draft for content, substance of research, clarity of writing, conclusions, implications, etc.

Students should go out on a limb with their conclusions. They should not merely report results. They must answer the research question with conclusions that the results support.

The Advisor will chair the Dissertation Defense in which the student will be asked to review and highlight the project and to defend the conclusions reported in the dissertation. The Director of Doctor of Ministry Studies will include some general evaluation of the student’s overall Doctor of Ministry experience as the exit interview concludes.

## **EndNote**

The EndNote program is computer software available to students by ETS. It enables the student to search many libraries all over the country for research purposes and record bibliographic information. Students may save this information as a record and when he or she is ready to use facts found from these sources in papers, it pulls up the reference,

arranges it in proper order and format according to Turabian formatting rules, and inserts the reference into the footnotes and bibliography. It is a very useful and time-saving tool for students and is available through their student website. It is recommended that students acquire the program early in the program for use in research.

## **Structure of a Dissertation**

### ***Chapter 1: Introduction***

Introduce the project so that this chapter briefly:

- Explains what and why (a rationale), the project investigated (researched), the research design, and what results were anticipated
- Previews the remaining chapters. (Chapter 1 probably will look much like your proposal, but will be written in past tense instead of future tense.)

Estimate: 8-12 pages

### ***Chapter 2: Literature Review***

Chapter Two is the place for you to show that you are in command of the relevant literature to your dissertation. Provide a biblical-theological and theoretical basis for the dissertation. Examine previous research and relevant literature. Do not simply quote various sources. Interact with each quote and build an argument through your citations.

Estimate: 25-50 pages

### ***Chapter 3: Research Methodology***

Chapter 3 contains your research methodology. Specify the problem statement (rationale for the project), research question, and the research method chosen to answer the question. Include an overview of the interview questions (you may want to put all your interview questions in Appendix 1). Include a detailed report of how, when, and with whom the project actually was conducted.

Estimate: 10-15 pages

### ***Chapter 4: Case Studies***

The case studies will answer the research question with supporting data. This is the largest chapter of your dissertation.

Estimate: 75–140 pages

### ***Chapter 5: Conclusions and Implications For Further Study***

Chapter 5 is your conclusion and implication for further study. Make a case for what we may be able to generalize from this particular study and what other research questions this study raises for further investigation.

Estimate: 10-20 pages

### ***Appendices***

Include any research instrument such as a survey or curriculum that you may have used.

Most Doctor of Ministry dissertations are 150–200 pages in length, but more is not better. The page length is determined by what is required to present the study with high quality. There is no page minimum or maximum. The estimates above are just that—estimates.

## **Dissertation Procedures and Deadlines**

Students should give thought to possible topics for the project early in their Doctor of Ministry program. Students will receive instruction concerning how to conduct the project and to prepare the dissertation in the classes.

### ***Topic Approval Form***

The student should submit a *Topic Approval Form* no later than March 1 of the year preceding graduation. This form is available from the Doctor of Ministry Office.

After approval by the department chairman, the form will be sent to the Doctor of Ministry Studies Committee for approval. If approved, the Doctor of Ministry Director will appoint an Advisor and Reader to the project.

The salient elements of the *Topic Approval Form* are:

- Dissertation Title
- Problem to be addressed
- Research question
- Hypothesis
- Research method (generally case study, but could be a program or survey)

### ***Dissertation Proposal***

By June 1, the student must submit to the Doctor of Ministry Office a *Dissertation Proposal* that defines the project and outlines the dissertation.

The purpose of the Proposal is to provide a blueprint for your dissertation. The blueprint needs to be precise enough so that another researcher could follow and work your plan, but not so precise that it becomes redundant or verbose.

The Proposal should follow the chapter divisions of the dissertation and summarize the key elements. These elements are:

- Introduction—the Proposal will define the problem to be addressed, the research question, the hypothesis & research methods. 3-4 pages
- Literature Review—the Proposal will preview the literature and show a deep knowledge of the subject. 3-5 pages
- Research Methodology—the Proposal will briefly describe the research process. Include the research instrument in the Appendix of the proposal. Describe the feasibility of this study. 2-3 pages.
- Case Studies—the Proposal will articulate the main elements of the cases. Based on the hypothesis, what do you expect to find as answers to your research question. 3-5 pages.

- Conclusion—the Proposal will point to probable conclusions. Make generalizations for broader ministry and discuss implications for further inquiry. 1-2 pages.
- Bibliography—the Proposal will include a preliminary bibliography. 2-3 pages.

The proposal should be sent to the Doctor of Ministry Office, which will forward it to the student's Advisor and Reader for approval. Typically, the proposal should not exceed 30 double-spaced pages. The student must obtain approval of the project proposal before proceeding to write the first two chapters of the first draft of the dissertation. The remainder is due November 15.

### ***First Two Chapters***

By September 1, the first two chapters should be submitted by e-mail to the Doctor of Ministry Office.

### ***Final Draft***

By November 15, the final draft should be submitted by e-mail to the Doctor of Ministry Office.

### ***Dissertation Defense***

When the Advisor and Reader are satisfied with the submitted dissertation, they will request that a dissertation defense be scheduled with the student. Normally both readers and the Director of Doctor of Ministry Studies will interview the student.

The purpose of the interview is to give the student opportunity to articulate orally a defense of the project and dissertation and to gain feedback from the student on the value of Doctor of Ministry studies. The defense will include at least:

- A summary of the project, including a statement of the purpose of the project
- A summary of the research design
- A summary of the results
- A discussion of implications from the project for further study.

The interview will not be limited to the project and dissertation. The student will be asked to evaluate the value of the Doctor of Ministry program for his or her person and ministry. Prior to the exit interview, the Doctor of Ministry Office will send an exit interview survey and a ministry's exit survey to the graduating student. The student's supervisor (Elder, Senior Pastor, Director, etc.) should complete the ministry's exit survey and return it to the Doctor of Ministry Office prior to the exit interview.

## **Defining the Parts of a Dissertation**

### ***Defining The Research Problem***

The Doctor of Ministry dissertation begins with a clearly defined research problem. By "problem," it is not necessarily meant something wrong that needs to be fixed. A research problem provides the rationale for the original research project. Some research literature

refers to the research problem as a “problem statement” or “purpose statement.” A research problem may be:

- a ministry that needs to be developed (why it needs to be developed is actually the problem)
- a descriptive study of what and why various ministries have succeeded or failed in selected contexts
- a particular ministry skill, philosophy or issue that needs improvement, development, or resolution
- a reason for a descriptive-evaluative study (how we will know better how to minister).

Four sample research-problem statements appear in the following pages.

### ***Defining The Research Question***

Most research questions in Doctor of Ministry studies come as a “grand tour.” That is, the research question gives in its most abstract form what will direct the study or what the researcher wishes to know, learn, explain, or clarify as a result of the project.

Typically, the research question will use wording that points to the research method that will be employed or at least to its quantitative or qualitative nature.

- Qualitative: What influence do interracial leadership, relevant expository preaching, and blended music have on the racial integration of Caucasians into Dothan Community Church?
- Quantitative: Will teaching selected doctrines of systematic theology to CBS students improve their ability to understand and evaluate the false doctrine of the WOF Movement?

### ***Defining the Hypothesis***

A research hypothesis is simply an educated guess as to what results the researcher expects. In quantitative research, the hypothesis will be quantified with a numerical or percentage increase or decrease. In qualitative research, the hypothesis simply helps the researcher to be precise in describing anticipated results, even though the results are not normally quantified.

#### **Example 1**

<b><i>Problem Statement</i></b>	<b><i>Research Question</i></b>	<b><i>Hypothesis</i></b>	<b><i>Method/Project</i></b>
This research project evaluates the Zaporozhye Bible College as a model for providing Bible college education in modern-day Ukraine	Does Zaporozhye Bible College provide an acceptable educational model for Bible college education in modern-day Ukraine?	Given the religious and political history, language, and churches of modern day Ukraine, Zaporozhye does provide an acceptable educational model for Bible college	Case study on Zaporozhye Bible College that includes needs of the Ukrainian church, educational options, evaluation of ZBC curriculum and ZBC graduates, etc.

		education in modern-day Ukraine.	
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### Example 2

<i>Problem Statement</i>	<i>Research Question</i>	<i>Hypothesis</i>	<i>Method/Project</i>
This project evaluates the methods used by two Southern Baptist Churches to evaluate and choose their Christian education curriculum.	How do two Southern Baptist Churches evaluate and choose their curriculum for Christian education?	Southern Baptist churches designate a staff member or lay leader to conduct an annual evaluation of available curricula.	Two case studies of Baptist churches to learn of their practices in evaluating and selecting CE curriculum.

### Example 3

<i>Problem Statement</i>	<i>Research Question</i>	<i>Hypothesis</i>	<i>Method/Project</i>
The problem of this project is to evaluate the use of temporary facilities by churches in location transition for meeting ministry objectives.	To what degree did the use of temporary facilities help the church to meet its ministry objectives?	Overall ministry objectives continued to be met, but attendance declined.	Two case studies of churches that have used temporary facilities to move from one permanent location to another.

### ***Defining the Literature Review***

A literature review informs the researcher and readers of two primary factors:

- What has been researched or written related to this topic?
- How will this project “fit” this body of research or writings?

Together, these two factors allow the researcher to say, “Here’s what has been done and what has not been done, and I want to do a part of what has not been done.”

A key aspect of most research projects is the completion of a literature review. Saying it that way makes it seem simple, which is often less true the further up the educational system you go. Typically, however, a literature review involves or assists in the achievement of four things. First, as the words imply, a literature review is a critical analysis of the existing literature on a proposed research subject. Second, carrying out a literature review can be a significant help in the process of clarifying and framing research questions as you find out what has been done (and not done) prior to your research.

Third, an often hidden aspect of the literature review is a comparative account of the suitability, advantages, and disadvantages of the particular research methodologies that were chosen in the past and currently are being considered in order to research a particular topic. In many ways, therefore, a literature review is an important exercise during a research project.

A literature review in a Doctor of Ministry dissertation is one of the first steps of research to accomplish two primary goals:

1. Learn and document what we know (what the research says) about your subject. Carefully evaluate conclusions stated in relevant research.
2. Learn and document what we don't know (where there's room for more research), and articulate how your project will fill some of that gap. In so doing, you should identify the strengths and limitations of your own research project.

### **Conducting a Literature Review**

1. Locate the relevant literature through library, database, index, and internet searching. Build the initial bibliography. Skim the more recent works as they will lead you to earlier works.
2. Identify four to five recent sources of highest quality and begin reading them.
3. Annotate the bibliography, writing a one-paragraph to one-half page abstract on a book, or a paragraph on an article. The summary should include:
  - the author's thesis
  - the project's research question(s)
  - the research method employed
  - the chief findings (two or three) of the research
  - key terms or concepts with definition
  - key questions that emerge from this source

Not every source will be a piece of "scholarly" research with these clear divisions. More popular sources may be included, but the nature of such sources should be noted.) EndNote is a helpful database for collecting and annotating this initial bibliography so that searchable fields can be categorized and repeated themes noted.

- This annotated bibliography is a preparation tool for your own digestion. It will not be submitted as part of your literature review. Essentially, it will serve as your study notes.
  - Begin reading the items that you have located (books, articles, other media), starting with the most recent works. The recent works will lead you to earlier works.
4. Group the sources under common themes where it is clear that there is a connection.
  5. Write your findings in paragraph form moving from one group to another, starting with the most recent findings in each group. Begin with an introductory paragraph that will preview the structure of the chapter that you're about to write. Compare and contrast sources and their contributions. Criticize the contribution of each work. Work from an integrated perspective (within the groups). For example, a literature review for a study of communication in expository preaching might have the following outline (groups as subheadings):

The Theory and Method of Expository Preaching

- Homiletical Theory and Method
- Expository Preaching Contrasted to Other Preaching
- Rhetorical Theory and Criticism of Preaching

#### The Rhetoric of Religion

- Preaching and Early Rhetorical Studies
- Rhetorical Theory's Influence on Homiletical Theory
- Rhetorical Theory and Expository Preaching

#### Conclusion

- Under each subheading, you would discuss the contribution(s) of specific publications (books, articles, etc.).
6. Write a summary or conclusion for the literature review. It should include at least one full paragraph that summarizes what we know as a result of this literature review and at least one paragraph on what we don't know and what other studies need to be done. The final conclusion of the chapter should be a short paragraph describing how the present study will build upon this literature review and add to the "what we know" section (thus filling a hole in the "what we don't know" section.) Appropriate subheadings for this one-page summary are:
    - Conclusions from the Research
    - Additional Research Needs
    - The Appropriateness of the Current Project
  7. After the literature review is written, use the following checklist:
    - Has the emphasis been on the most important and relevant authors and works?
    - Are the sources up-to-date?
    - Have you documented the sources properly (no dangling claims)?
    - Is the review critical of authors and their work, where appropriate?
    - Does the literature review focus on the research concerns and questions (and not deviate)?
    - Does the chapter argue and read well?
    - Could you summarize in a five-minute lecture the findings of your literature review?

## **Defining Interviews**

Interviews provide a valuable means to assess experiences, learning, etc. As with all self-reported research, responses to interviews can provide only "responses to interviews" rather than, "It worked like this." Nevertheless, responses to interviews provide valuable insights, anecdotes, and "qualitative data." Interview responses are valuable in supporting data from a more empirical study.

## **Procedures**

1. The key to any good interview is to develop good questions that measure or evaluate what you really want to know, and thus help to answer the research question.
2. Schedule convenient appointments with the people to interview. Also schedule 15–30 minutes after each interview when you can be alone to process responses.
3. As you meet with them, establish good rapport through friendliness, genuineness, etc.

4. Tape recording the interview assists the note-taking process and guarantees the documentation of valuable insights that will come up during the interview. However, prior approval from the interviewee will be necessary. Be aware that recording sensitive issues can inhibit the respondent's answer.
5. Always take copious notes. Don't depend completely on the recording.
6. Immediately after the interview, find a quiet place: the car, outside, etc. From the tape recording, add to your notes for a complete record of the interview. (Be sure to note exact quotes.)
7. Place the transcribed documents into a database or word processor that can search for key words. This will allow you to tabulate some of the response and "hear" repetition.
8. Carefully read the transcripts of the interviews to discern who said what about what. Are there differing opinions? Why? Why not? Has sufficient evaluation been supplied? What are the "raw results" of the interviews? What conclusions can the researcher draw from the results?

### **Using Focus Groups for Research**

Focus groups may work well to gather information or data when you have only a small number of people in your subject group.

A focus group is a group of no more than 10 people who are qualified to answer a researchable question or group of interview questions that will answer the researchable question. Members of the group may or may not know each other. The focus group meets with the researcher. Interaction is permitted, even encouraged. That is, participants are encouraged to piggy-back on other participants' comments.

Example: Let's say that the researchable question is: "When your church built its building, how did you maintain the attendance and momentum of the ministry?" There are no rigid criteria for qualifications for such a question. Probably a cross-section of people would be valuable, such as: the Pastor, an Elder, several members and the Chairperson of the building committee.

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