

**ECUMENICAL  
THEOLOGICAL  
SEMINARY  
DETROIT**

**Doctor of Ministry  
Program Manual**

**2016-2017**

August 4, 2016

**Ecumenical Theological Seminary Directory**  
**2930 Woodward Avenue Detroit, MI 48201**  
**Telephone: (313) 831-5200 Fax: (313) 831 1353**  
**E-mail: [ets@etseminary.edu](mailto:ets@etseminary.edu) Web: [www.etseminary.edu](http://www.etseminary.edu)**  
**Administration, Staff and Faculty Director**  
**Administrative Personnel**

<u>Position</u>	<u>Name</u>	<u>Ext</u>	<u>Email</u>
President	Steven Butler Murray	220	<a href="mailto:smurray@etseminary.edu">smurray@etseminary.edu</a>
VP of Academic Affairs/Dean	Kenneth Harris	204	<a href="mailto:kharris@etseminary.edu">kharris@etseminary.edu</a>
VP Finance/Administration	Andrew Melton	226	<a href="mailto:amelton@etseminary.edu">amelton@etseminary.edu</a>
Director: DMin Program	Urias Beverly	216	<a href="mailto:ubeverly@etseminary.edu">ubeverly@etseminary.edu</a>
Director: MA and MDiv Program	James Waddell	223	<a href="mailto:jwaddell@etseminary.edu">jwaddell@etseminary.edu</a>
Director: Ministry Practicum	Tony Curtis Henderson	215	<a href="mailto:thenderson@etseminary.edu">thenderson@etseminary.edu</a>
Director: UMD Diploma Program	Brandon Grafius		
Director: Student Life and Campus Pastor	Genetta Hatcher	224 207	<a href="mailto:ghatcher@etseminary.edu">ghatcher@etseminary.edu</a>
Coordinator Academic Initiative and Registrar	Barbara Pye		<a href="mailto:bpye@etseminary.edu">bpye@etseminary.edu</a> <a href="mailto:registrar@etseminary.edu">registrar@etseminary.edu</a>
Director: Admissions	Brandon Grafius	217	<a href="mailto:bgrafius@etseminary.edu">bgrafius@etseminary.edu</a>
Director: Recruitment	Genetta Hatcher	224	<a href="mailto:ghatcher@etseminary.edu">ghatcher@etseminary.edu</a>
Manager of Special Events	Pam Johnson	209	<a href="mailto:pjohnson@etseminary.edu">pjohnson@etseminary.edu</a>
Financial Aid	Teri Sears	202	<a href="mailto:tsears@etseminary.edu">tsears@etseminary.edu</a>
VP of Institutional Advancement	John Cunningham	203	<a href="mailto:jcunningham@etseminary.edu">jcunningham@etseminary.edu</a>
Security/Custodian	Willie Hunter	214	<a href="mailto:whunter@etseminary.edu">whunter@etseminary.edu</a>
Recruiter	Robyn Moore	219	<a href="mailto:rmoore@etseminary.edu">rmoore@etseminary.edu</a>

**Adjunct Faculty**

Patricia Chunn	<a href="mailto:pchunn@etseminary.edu">pchunn@etseminary.edu</a>
Brandon Grafius	<a href="mailto:grafius1@msu.edu">grafius1@msu.edu</a>
Denise Henderson	
Peter Henry	<a href="mailto:peter.henry@alum.ptsen.edu">peter.henry@alum.ptsen.edu</a>
Edward Knox	<a href="mailto:erkmin@yahoo.com">erkmin@yahoo.com</a>
Edward Koster	<a href="mailto:ehkoster@aol.com">ehkoster@aol.com</a>
Kathleen Mackie	
Sharon Mook	<a href="mailto:revdrMook@fortstreet.org">revdrMook@fortstreet.org</a>
Lucinda Mosher	<a href="mailto:lucindamosher@earthlink.net">lucindamosher@earthlink.net</a>
Charles Parker	<a href="mailto:rjcc@netzero.com">rjcc@netzero.com</a>
Allen Timm	<a href="mailto:Allen@detroitpresbytery.org">Allen@detroitpresbytery.org</a>

# Doctor of Ministry Manual

## Table of Contents

<b>ETS Mission Statement.....</b>	<b>4</b>
<b>Director’s Welcome Letter.....</b>	<b>4</b>
<b>History of Doctorate Program.....</b>	<b>4</b>
<b>Purpose of Manual.....</b>	<b>5</b>
<b>Registration.....</b>	<b>5</b>
<b>Administration.....</b>	<b>6</b>
<b>General Program Description.....</b>	<b>7</b>
<b>Program Requirements.....</b>	<b>8</b>
<b>Annual Review.....</b>	<b>15</b>
<b>Candidacy Requirement Guidelines.....</b>	<b>15</b>
<b>Dissertation Process.....</b>	<b>17</b>
<b>Emergent Week Assignment Outline.....</b>	<b>18</b>
<b>Requirements for Graduation.....</b>	<b>20</b>
<b>Fees and other Expenses.....</b>	<b>20</b>
<b>Program Completion Time-Lines.....</b>	<b>21</b>
<b>Extensions/Leaves/Withdrawals .....</b>	<b>21</b>
<b>Academic Standards Policies.....</b>	<b>23</b>
<b>Rights and Responsibilities .....</b>	<b>23</b>
<b>Dissertation Manuscript and Dissertation Defense Guidelines.....</b>	<b>26</b>
<b>Dissertation Forms and Documents Section.....</b>	<b>44</b>

# **The Doctor of Ministry Program**

## **Mission Statement**

Ecumenical Theological Seminary provides a multi-confessional Christian theological education within an urban context, while initiating interfaith engagement. Our approach creates spiritual leadership through personal transformation, social responsibility, critical reflection and academic rigor. ETS graduates are prepared to lead communities of faith while sharing God's compassion in relationship to various ecumenical, interfaith, political, social, economic, and cultural contexts.

## **Letter of Welcome from the Director**

It is with great enthusiasm that I welcome all of you to this DMin program. You have signed up to become a greater minister than you already are. You represent a magnificent group of ministers that have been challenged in many ways during your lifetime; you are the ones who have traveled your own path ordered by God and made discoveries who many have yet to see. You have often times questioned God about where God was leading you, but never as much as you are questioning God today. I could say have no fear, but fear is appropriate at this time. If you remember, it was that fear and anxiety that brought you through so many dangers, toils and snares. Now that you have found your way here you will find that your determination not to give in to fear, but to reach down deep inside your soul and latch on to your faith which will be more than sufficient to bring you through the challenges of this program.

I feel certain that you will soon find other colleagues who have also taken that desert path that sometimes seems to have no end, but in reality is only one hill away from the fresh water of a spiritual oasis. No one in this program travels alone; all of you will bond with other travelers who will support you as you support others. Everyone brings to this table failure and success, despair and hope, sorrow and joy, curse and blessing, death and life. Most of all, by the time you finish this program you will have experienced a transformation. Finally, everything you gain in this process, whether academic or practical, is yours to keep forever; no one can take it away from you and angels will applaud you as you walk pass. Welcome to the most thrilling academic experience you will ever have in life. – **Dr. Urias H. Beverly, Director, DMin.**

## **The History of the Doctor of Ministry at ETS**

Ecumenical Theological Seminary goes back to 1957 when Dr. Reuel Howe, concerned with providing continuing education for ministerial professionals, founded the Institute for Advanced Pastoral Studies, (IAPS). IAPS was the first ecumenical facility in the nation where ministerial professions of different traditions could come together and learn from each other. In 1973, Dr. John Biersdorf succeeded Reuel Howe and fostered a merger between IAPS and ETC, the Ecumenical Theological Center in 1980. It was that year that ETS was established to respond to

the need for theological education in the Detroit metropolitan area. During the next 15 years the State of Michigan formally chartered the Doctor of Ministry (DMin) program.

In 1992, Dr. David Swink, a former graduate student of the ETS DMin program, became president of ETS and strengthened the seminary in many ways, particularly the library that was later named for Dr. John Biersdorf. Dr. Swink continued to teach in the seminary after he retired from being president in 1997. He was a strong anchor in the DMin program under the direction of Dr. James Perkinson (1998-2003) and Dr. Urias Beverly, the current director who revamped the program in 2003.

The DMin program has continued to grow in popularity and status academically and practically until it is chosen intentionally by students from as far away as Alabama, Texas, New Mexico, Atlanta, New York and all the adjoining states to Michigan. The quality of the students who apply and complete the program is scholastically higher each year. This is all due to a team of dedicated faculty and staff who all invest themselves into making the DMin program the best possible.

## **The Purpose of This Manual**

The purpose of this manual is to provide a guide for students, mentors, faculty, staff and administrators working together to enable DMin colleagues to find their way through the challenges of the DMin program and not only graduate, but become more valued leaders and facilitators in the community. This is a special DMin program, both academically and practically woven together into an ensemble of spiritual magnificence. It is a different kind of educational process for many of its participants. The manual is not intended to be a cookie-cutter for all of the dissertations; each dissertation is unique and stands on its own merits. However, the manual demonstrates the standards required to bring the written document up to a level so that it will warrant a doctoral degree, add to the body of knowledge in ministry and provide benefits to the participants in the study and the community near and far. **It is required that all assignments and the dissertation must be written in the latest edition of the American Psychological Association (APA) Manual.**

## **Registration**

Once you have been accepted into the D.Min. Program, detailed registration information will be e-mailed to you prior to each EW. Registration must be completed on line by the due dates. **Full tuition payment or contract payments are due on or before the Wednesday prior to the beginning of each EW.** Early registration is always encouraged (contact the Registrar's Office for further information). All registrations postmarked after the due date are considered late and colleagues will be **assessed a \$60.00 late registration fee.**

## **Administration**

### **Academic Year**

The academic year runs from August 1 to July 31 for the Doctorate Program. Emergent Weeks are held the 2<sup>nd</sup> **full** week in August and the 2<sup>nd</sup> **full** week in January.

The annual Ecumenical Theological Seminary commencement celebration for all ETS graduates from the Doctor of Ministry, as well as, Urban Ministry Diploma, Master of Arts in Ministry and Master of Divinity Programs are celebrated in early June (usually the 1<sup>st</sup> Saturday in June).

### **Grading/Assessment**

We look forward to the day that grading will not be an issue for us, but we will do such a good job of assessing persons entering into academic programs that all of them will be eager to achieve as much as they can without the urging by grades. However, until we reach that point grades are necessary to indicate whether a person is achieving appropriately or not.

Inasmuch as we must write grades for colleagues, our grades will consist of Pass or Fail. For the most part the grades will be assigned by the mentor of each colleague group with the exception of core courses; the grades for each core course will be given by the professor of the core course. The work of the degree is scheduled over the period of three years. After each Emergent Week (DEW) papers are required to be written, reviewed by the colleague group and the Mentor, refined by the colleague and turned into the Mentor. The mentor is responsible to assess whether the colleague is keeping pace with the requirements throughout the entire process. If in the Mentor's assessment that colleague is on track with his or her work, he or she will receive a grade of Passing (P); if not, a grade of Failing (F).

Assessment is something that we must have regardless as to whether a colleague is passing or failing. There are various different assessments throughout the process of the DMin program; a vital one is the Preparation for Candidacy, the Core Course in the second DEW.

This is one of the most important courses in the program because it includes the proposal for the Doctoral Project. The professor for this course will designate certain requirements to be completed, after this core course. He/She will designate a date for the requirements to be completed and give feedback to the colleague on the work that was turned in. He/She will designate whether the work is satisfactory or unsatisfactory with a P or F.

If the assessment is unsatisfactory, the professor may require certain improvements for the colleague to gain a satisfactory grade. If this is not accomplished in a timely manner, the professor, the colleague, and the mentor will have a meeting. The results of that meeting could lead to termination of the colleague's program, requirements that must be achieved before candidacy, or some other decision that appropriately grows out of the situation. Unless this issue is resolved before the third DEW the candidate will not be able to pursue candidacy.

Another vital course is the Research Methodology Core Course. This course is graded satisfactory or unsatisfactory based on the colleague's work in the requirements of the course.

The professor will set a date for material to be turned in and will give feedback on the material. Colleagues will need to complete this paper before going for Candidacy Review. If the professor gives an unsatisfactory grade to the colleague, it will be reported to the Mentor and especially to the Faculty Chair and the colleague will not be allowed to do the project until the methodology is satisfactory.

## **Assessment Tools**

See Appendices B, C, D-1, D-2 (Refer to Table of Contents on page 45)

## **General Program Description**

Ecumenical Theological Seminary (ETS) is a fully accredited member of the Association of Theological Schools in the United States and Canada (ATS). ETS Doctor of Ministry program is composed of a three-year process of personal and professional growth: Academic, Practical and Reflective. The process combines academic achievement with practice, and reflection on that practice in your context of ministry. The Doctor of Ministry Program aims to foster community among participants and faculty in the ongoing process of transformation in the learning and doing of ministry.

Every Doctor of Ministry Program is designed to prepare graduates for leadership according to a specific ethos. The ETS DMin Degree Program is designed around an ethos which may be characterized as preparing leaders through a process of wholeness and ministry which emerges out of a focus on the characteristics of knowledge, integration and performance of theological reflection, cultural competency, group dynamics and leadership.

**Knowledge:** of yourself (past, present and future potential), of others (multicultural awareness and appreciation), of the varied religious traditions and theological stances (and the politics which these produce).

**Integration:** self-awareness, acceptance and appreciation (living comfortably with yourself so you can live comfortably with others).

**Performance:** ability to communicate effectively in written and oral forms (good performance often defines effective leadership).

**Theological Reflection:** your ability to find evidence of your concept of and belief in God in the Scriptures, nature, personal experiences and events of individuals and the community.

**Cultural Competency:** ability to appreciate and respect people of different cultures and to function effectively in more than your own culture.

**Group Dynamics and Leadership:** to understand the dynamics of group behavior and to use the natural group process to educate and give leadership to churches and communities.

The Doctor of Ministry Program focuses on the renewal of yourself as a minister as well as a renewal of the congregation or context in which you serve. Your studies will equip you for the practice of ministry at a new level of competence beyond which you have gained in the basic professional education of the Master of Divinity degree. Within this framework you will develop

an academic and practical program with an emphasis geared to your specific needs. Your program of study is developed within the experience of a colleague group.

The ETS Doctor of Ministry Program is designed to be **completed over a three-year period**. The major components of this program are compacted into **two Emergent Weeks** (January and August) each year.\*

Intensive experiential colleague groups provide the settings in which you, your peer students and faculty mentor “colleagues,” learn, teach and grow together. Your understanding of the theory and praxis of ministry grow together through personal vulnerability, and mutual support and challenges, thus modeling faithful and effective ministerial leadership. Interpreting the meanings of theological symbols in the lived experience of ministry brings the whole context of faith to bear on immediate existential challenges of ministry.

**Worship, prayer, meditation, and reflection** are an important part of your program and are implemented as a basic way of understanding and living ministry.

## **Three Stages of Program Assessment**

There are three stages of assessment in the DMin program including the **Annual Review** following the second EW, **Candidacy** following the fourth EW, and the **Dissertation Defense** following the sixth EW. (See more on the following pages)

## **Program Requirements**

### **I. Course Requirements**

- ❖ Total of 12 courses required of all Colleagues (2 per 6 Emergent Week)
- ❖ Each Emergent Week (EW) will involve the completion of 1 Thematic Course (5 morning sessions), and 1 Core Course (4 afternoon sessions)
- ❖ Total of 72 Hours of Colleague Group Course required of all Colleagues
- ❖ Each Emergent Week will involve the completion of 1 Colleague Group Course (4 afternoon sessions). Balance of hours are completed monthly between each Emergent Week.

### **II. Emergent Weeks**

There are two Emergent Weeks of study per year in this program (six in the three year period). As a DMin colleague you are **required to participate** in these six Emergent Weeks. Each week

---

\* *Emergent* is a word chosen intentionally because it seems to convey what the D.Min process is all about. According to the Oxford American College Dictionary, 2002, *emergent* means “in process of coming into being or becoming prominent.” By derivation, *emerge* is a process of becoming more, greater, and/or prominent. Each Emergent Week of the DMin program centers on the process of coming into being and/or becoming prominent. *We emerge* better now than when we started and by this time next year we will be better yet.

includes four major components: worship, thematic course, core course, and colleague group (interactive time). The DMin Emergent Weeks (EW) occur in January and August each academic year. **All DMin colleagues are required to complete 12 courses throughout the process: six (6) thematic courses and six (6) core courses.** These courses are only available during the Emergent Weeks which are held the second full week in January and August.

### **A. Thematic Courses**

The Theme Course (varies in each EW) is a seminar developed around topics of interest and importance to ministerial leaders\*. Topics are selected based on your interest and needs and that of the program and will be designed to challenge your thinking and enhance your practice of ministry. The thematic courses will include a bibliography to enlarge your knowledge of each theme. You will be expected to prepare for each theme course by doing preparatory reading; there may be other requirements during the week. Following the completion of the theme course, you will develop a scholarly summary paper integrating the material from the course and your own experience during the EW. **Six (6) Theme Courses** and summary papers are required for the Doctor of Ministry degree.

### **B. Core Courses**

Core courses coincide with your stage in the process. Your **first year course** will introduce you to the DMin Process and Clarifying Your Call to Ministry. During the **second year** you will take Theoretical Foundations and Practical Research and Methodology. In your **third year** you will take courses that focus on implementing your Ministry Event and completing the final document. The last course is presenting your work and planning future use thereof.

- **Introduction to the DMin I**

The purpose of this course is to orient you and the other new students to one another, the seminary, and to the ETS DMin process. This course is designed to aid you, the ministry practitioner, to better evaluate yourself and your ministry setting as you develop your theory for your project.

- **Introduction to the DMin II: Clarifying the Call**

The purpose of this course is to guide you into the process of developing a proposal for the doctoral project, which will form the basis of your dissertation.

- **Theoretical Principles**

The purpose of this course is to help you decide the focus of your project and those questions that need more exploration. You are expected to reflect theologically, biblically, philosophically, ecclesiastically, and politically in light of the literature of the experts related to your project and write your theory of the conceptual framework.

- **Practical Research and Methodology**

The purpose of this course is to fine tune and finalize your research design for your ministry project to include justification for the decision chosen. Basic theories and accepted practices that are necessary to design an appropriate research study will be explored. Concepts addressed will include qualitative and quantitative research designs, appropriate methodologies used with those designs, the analysis of data, drawing defensible conclusions, and identifying the limitations of your study.

---

\*Such themes in the past have included spirituality, leadership, racism and the church and a nuclear world.

- **Dissertation I: Review of Findings**

The purpose of this course is to assist you with writing and organizing your dissertation with a view towards preparing you for your defense.

- **Dissertation II: Defending Your Work**

The purpose of this course to help you to prepare to defend your dissertation and Explore the possibility of publication and other possible broader usage of your work.

### **C. Colleague Group**

Another essential component of the EW is the meetings with your Colleague Group Members. Colleague Group (CG) is the setting for the interactive learning that takes place in the small group of colleagues. Active membership in a colleague group is required monthly during each year that you are in the DMin program. Your colleague group is an essential context for personal community support, accountability, deepening communal and personal prayer and meditation, receiving consultation on issues in your ministry setting, integrating the learning of the program, and presenting and receiving feedback on written work.

This group meets each day of the Emergent Week for a total of eight hours.\*Your time will be spent developing and deepening relationships with each other, reflecting on material presented in the thematic and core courses, planning times for future meetings and celebrating progress as a group and as individuals. **Your colleague group continues to meet once a month for an average of six to eight hours per session.** The time is scheduled according to the needs of the group, for a total of **72 hours per year**. Individual time between the mentor and the colleague is also counted as group time.

If Colleague Group Sessions take place at ETS, the ETS building manager must be notified in advance to arrange meeting space at the seminary.

\*(If the group makes alternative arrangements these hours are made up during the semester schedule).

## **III. Written Assignments**

### **A. Preparatory Papers**

Some of the Theme Courses will require a preparatory paper in addition to the reading assignments. Assignments will be detailed in the syllabus prepared for the course. **You will receive the syllabus only after you have registered for the Emergent Week.**

### **B. Summaries/Reflection Papers**

There are three Emergent Week (EW) theological reflection papers required, based on your experiences of each Emergent Week. **The paper is the result of your reflection:**

**1)** individually and within your colleague group; **2)** on the thematic course; **3)** the core course; and **4)** the insights gained from the entire week of experience. You are expected to reference the texts recommended by the course instructors as well as other resources. **Each paper should be 7-10 pages.** These papers must be written in a scholarly fashion and in APA (current edition) format. These papers are due 30 days following EW 1, 3 and

**5 and are to be submitted to the colleague's mentor. You will not receive credit for the week until your summary paper has been submitted.**

### **C. Papers Specific to Emergent Week (EW)**

During the **first year** of the DMin program, following the **First Emergent Week (EW I)** the colleague will write the following papers:

- 1. Spiritual Autobiography**
- 2. Context Analysis**
- 3. Ministry Praxis**
- 4. Reflection Paper (Required within 30 Days)**
- 5. Project Proposal (Draft)**

#### **Spiritual Autobiography Paper:**

The spiritual autobiography is a detailed account of your life identifying events that are spiritual in nature, having influenced who you are today as a minister and a person (significant deaths, sickness, abuses, rites of passage, addiction in the home, etc.). This paper should also include your sense of calling to ministry and in what ways you have responded to your call (i.e., education, ordination, certification, etc.).

#### **Context Analysis Paper:**

The context analysis is a full description of the context where you do ministry and where you most likely will do your ministry project. The paper should include the history of the context, when did it start, what is its purpose, what is its mission, what makes up its membership and clientele, what is the decision-making process, what are its strengths and weaknesses, etc. The context analysis paper will give you a better appreciation of the system in which you do ministry.

#### **Ministry Praxis Paper:**

The ministry praxis paper will help you become aware of your values and passions in ministry. It will address how you do ministry in your setting: what is the theory, philosophy, and practice of your ministry; what do you do well and not so well, what would you like to change, what would make things better, what are the encumbrances to the ministry, and ultimately, what specific aspect of the your ministry would you like to examine more closely to see how it may add information to the body of knowledge in the field of ministry, enhance the ministry context and community? The underlined may well become your ministry project.

#### **Project Proposal**

The colleague will be introduced to the **Project Proposal** (two to three pages) by the mentor in the colleague group during the period after the first EW and before the start of the second EW. The components of the paper are listed below:

#### **Project Proposal Components**

The two to three page project proposal includes:

- 1. Statement of the problem**
- 2. Context in brief**

3. **Project question**
4. **Theory (beginning)**
5. **Goal of the Ministry Project**

### **Statement of the Problem**

**Problem** in research language and does not mean bad; it could be something that is going so well the researcher may want to find out why it is going so well and if it will work in other settings. Once you understand the *problem* you realize that anything you want to study, for any reason, is referred to as **The Problem**; meaning the focus of your study. Your problem is something you want to understand well enough that you can find a way to influence it, for better or for worse. It must be something you can design and do in a way that lends itself to assessment.

### **Context**

The context is the place, the venue, the area, the target population, a special group (i.e. women of child bearing age, etc.). The contexts include all of those, who fit in a certain category or a description, which you would like to influence. The description and human dynamics is a very important part of the context.

### **Project Question**

Some colleagues come to the DMin program certain of the question they want to explore, however, it rarely turns out to be the question they use because most of time it is too large for the time limits of the DMin the program. Other colleagues are confused about their question of interest and still many have absolutely no idea what they want to study. This is not a problem; the program is designed to help all of the **colleagues find their passion for the problem** they want to study. The three papers you write: Spiritual Autobiography, Context Analysis and Ministry Praxis are designed to bring out your passion for a question you want to pursue. One of our best graduates of the program changed her entire project proposal four times before she found her passion; after that she was the first one to finish and defended her dissertation successfully.

### **Theory**

The theory grows out of your consultation with the experts in the field. One way to develop an outline for your theory is to make a list of **heuristic** questions about your subject and find experts who talk about it and for the most part agree with you. As you answer the questions you see the theory coming into being. Ultimately, your theory is your understanding of the people that make up your **population** (all the people that are represented in your study), what their issues are (especially the issue you are studying), how the issue came to be, what has been done to resolve it and, finally, what ministry you feel needs to be done to bring about the desired change.

## **Goal of the Ministry Project**

The goal for your ministry event reaches all the way back to your personal life experiences. You have found hope, gained freedom or in some way have been made better in a similar situation and now you desire to demonstrate a method of deliverance for many other people who find themselves in a similar situation; like the one that held you down for so long. Once you test it out and find it to be helpful, you want to tell all the people in churches and communities what you have discovered and how it will help. That is the goal and drive of your ministry project.

**Following the Second Emergent Week (EW II)** the colleague will write the following documents:

- 1. Project Proposal**
- 2. Literature Review/other resources**
- 3. Theory Paper**
- 4. Project Question and Hypothesis**
- 5. Annotated Bibliography**
- 6. Annual Review**

Two to three months after the second EW (date set by instructor of Core Course Cor821) each candidate will have updated his or her **Project Proposal** and have begun making a list of **Related Literature Reviewed** and **Other Resources**. This list of written material, workshops, interviews, seminars, videos, etc. will include at least **three experts** that agree with your position and at least **one** who disagrees, at least in part, with the your position. All the resources used must be verifiable and scholarly.

The experts in the Literature Review will support the thinking and ideas of the colleague as he or she begins to develop a **Theory** about the issue that is the focus of the project. The theory includes **what** the issue is, **why** it is and **how** it can be influenced by the **Ministry Project**.

As the colleague continues to develop the **Ministry Event** (the steps that will be taken to influence the issue under study) the guiding dynamic will be **The Question** that the colleague puts forth will serve as the plan of activity to be assessed after the **ministry event** is completed.

A **hypothesis** sets an anticipated expectation for the outcome of the ministry event which will be supported or not at the conclusion of the event activity.

An **Annotated Bibliography** will follow everything that has gone before and will continue to be added to as the process continues.

## **D. Dissertation Component Papers**

The six Dissertation Components require scholarly papers written by students during their progression through the program that become part of their dissertation. **The dissertation represents the foundation of the culmination of all of these scholarly pieces of work enhanced to a higher level.**

Once your ministry event has been implemented and the data has been collected, the components will be assembled into one final document within the appropriate chapters. You will submit to your Dissertation Committee the final draft of your manuscript for review. After approval is given you will defend your dissertation to the Dissertation Committee and to the public as a final requirement for the DMin degree.

## Dissertation Components

### Component 1

- **Spiritual Autobiography (The Journal)**
- **Context Analysis**
- **Ministry Praxis**

### Component 2

- **Proposal**
- **Literature Review**
- **Theory**

### Component 3

- **Methodology**

### Component 4

- **Implementing Ministry Event**

### Component 5

- **Data Analysis and Findings**

### Component 6

- **Recommendations and Reflections**

## Correlation: Time Line – Core Courses – Dissertation Components

<b>Time</b>	<b>Core Courses</b>	<b>Dissertation Component</b>
1 <sup>st</sup> Week of 1 <sup>st</sup> Yr.	Intro to DMin I: Clarifying the Call	Dissertation Component 1 – <i>Clarifying the Call</i> (completed and approved by next Core Course)
2 <sup>nd</sup> Week of 1 <sup>st</sup> Yr.	Intro to DMin II Prep for Candidacy Annual Review	Dissertation Component 2 – <i>Project Proposal</i> (completed and approved by the end of Year I)
3 <sup>rd</sup> Week of 2 <sup>nd</sup> Yr.	Theoretical Foundations	Dissertation Component 3– <i>Theoretical Foundations</i> assignments (completed and approved by next Core Course)
4 <sup>th</sup> Week of 2 <sup>nd</sup> Yr.	Practical Research Candidacy Review	Dissertation Component 4 – <i>Research Methodology</i> (completed and approved by next Core Course)
5 <sup>th</sup> Week of 3 <sup>rd</sup> Yr.	Dissertation I Dissertation Review of Results	Dissertation Component 5 – <i>Ministry Event</i> (completed and approved by next Core Course)
6 <sup>th</sup> Week of	Dissertation II	Dissertation Component 6 – <i>Recommendations and</i>

3 <sup>rd</sup> Yr.	Preparation for Publication	<i>Reflections</i> (Completed and approved by Feb. 1/Oct. 1 of 3 <sup>rd</sup> Yr.)
---------------------	-----------------------------	---

#### IV. Annual Review

The first stage of a major assessment in this program which comes after the second EW is the **Annual Review**. This review will include the **Instructor** of the Cor821 Core Course, the colleague's **Mentor** and the **Colleague** meeting together to review all of the material above to determine whether the colleague is progressing academically and scholarly (writing, thinking, openness and conclusions supported by their peers and mentor). While the work is still in the beginning stage, a determination will be made as to whether the project as it appears thus far can be completed by the candidate. Does it rise to the level of a doctoral degree, is it in fact, a ministry that is theologically, biblically and philosophically sound and is it helpful to the participants in the study and possibly the world. Finally, does the level of scholarship meet the standards of the ETS DMin program?

The colleague will setup an appointment with the Cor821 instructor, the mentor and the colleague to meet for the Annual Review. A form will be used (Appendix D, Pg. 51) for the mentor to evaluate all the work done thus far and the colleague's work ethic; the use of the group (positive or negative). The course instructor will evaluate the most recent work of the colleague. By the end of the meeting of the **Annual Review** the result will be one of the following decisions: 1) the colleague will continue in the program incorporating the feedback given in the review; 2) the colleague will be put on probation with certain required achievements to be accomplished by a set timeline; or 3) the colleague will be discontinued from the program.

#### Faculty Chair

The next important step in the process follows the third EW. As soon as the required papers are written by the colleague and accepted by the mentor, a packet will be turned in to the Academic Dean who will assign a **Faculty Chair** (see more on page 18). The purpose of this assignment at this time is so the Chair and the colleague can get to know either other on paper primarily. The candidacy review will not take place until after the fourth EW.

#### V. Candidacy

The second stage of major assessment in the program will be the **Candidacy Review**. It is the first official step in the **Dissertation Process**. **Candidacy** is not only a major review, but perhaps the most critical one of the colleague's process. He or she cannot move forward until this review has taken place and **Candidacy** has been awarded. The Chair will be assigned before the fourth EW, but the Candidacy Review will not take place sooner than thirty days after the fourth EW. All of the candidacy's process and work including Core Courses, Preparation for Candidacy, Theoretical Foundations and Methodology will be reviewed by the Chair who will help prepare you for the candidacy and determine when you are ready for the review.

There is an application form in the appendixes (see p. 53) of the DMin Manual that must be filled out and signed by you, the chair, your mentor and your peer before you can be scheduled

for your candidacy review. When the candidates feel they are ready for the Candidacy Review, they must fill out the form and get all the signatures. The Chair will not sign the form until he or she believes everything is in proper order to conduct a Candidacy Review. Once all of the signatures are in place, you will call the **Academic Assistant** to schedule an appointment for the review. The Candidacy Review is the second most vital step in the entire DMin degree process. It authenticates whether or not you are qualified to continue in DMin process and supports the expectation that you will complete the degree.

## **Purpose**

There are several purposes for the candidacy process:

- 1) To bring a Faculty Chair on board for each colleague, (after third Emergent Week)
- 2) To allow colleagues to present all the work completed up to that point and have it examined by an objective member of the faculty to determine whether it is in keeping with the mission statement and the academic standards of the seminary,
- 3) To determine if there are problems with the colleague's proposal and/or other aspects of the work done so far; the candidacy process helps the colleague get on track before going any further; and whether the ministry project when completed would rise to the level of warranting a DMin degree;
- 4) To allow colleagues the opportunity to demonstrate that they are academically strong enough to complete the doctoral degree or not, and finally,
- 5) If an assessment of colleague's work demonstrates inadequate academic standing, the colleague may be delayed until further work has been submitted to demonstrate quality work required or if not possible, the colleague may be dismissed from the DMin program.
- 6) Refer to Appendices E-1, and E-2

If you fail for any reason, to present yourself for Candidacy after the fourth Emergent Week, the Dissertation Committee { see page 17-Dissertation Committee }, (Faculty Chair, Mentor, Director of the DMin Program [another DMin faculty person if the Director is the Mentor] and the Dean) will meet and determine if and how you may continue the DMin process or decide to terminate you from the program. This decision will be made no less than two weeks before the Fifth Emergent Week begins. You will not be allowed to register for that Emergent Week.

## **Implementation Process**

The Candidacy Process requires you to put together a candidacy packet following the third Emergent Week. This packet should include the following items:

1. Spiritual Autobiography,
2. Context Analysis
3. Ministry Praxis
4. Project Proposal (refer to p. 11-12)

5. Theory (growing out of a review of related literature and resources)

6. Annotated bibliography (the beginning list of at least 25 entries)

The packet must be approved by the members of the colleague group and the Mentor. Once the packet is approved it is delivered to the Dean who will identify a Faculty Chair for you. The Faculty Chair will review the packet and determine if it is adequate and appropriate for the candidacy committee to meet. Following the Candidacy Review Meeting the committee will decide whether you may become a candidate and if your ministry project may be implemented (see Candidacy Review Evaluation, Appendix E-1 and E-2).

## **VI. Dissertation**

The DMin Dissertation is the third and final stage of assessment of the DMin Program. It is a formal, academically written document of everything pertaining to a topic which has been researched, analyzed and interpreted by the author of the document. The dissertation should include spiritual autobiographical material, i.e. personal, family, and professional and ministry context and leadership position. It should also include a question of inquiry for the author as a passion; this question should be discussed in light of at least one hundred published books and articles. Finally, the topic should be tested by a ministry project designed and conducted by the author and its findings analyzed and conclusions drawn there from. When this document is presented to a committee, the author will defend its contents and explain its benefits, to the participants in the study and future users.

### **Dissertation Committee**

The Dissertation Committee consists of an ETS Faculty Chair, the colleague group Mentor, and your Peer Reader. This committee is responsible for your Candidacy review. After Candidacy, a Content/Context Specialist (CCS) is added to this committee. You will defend your work before this Committee which will engage you in dialogue including the results of the ministry event and resulting reflection; they also approve your written dissertation and recommend you for the Doctor of Ministry degree. If editing and/or revisions are necessary, changes must be made and given to the Faculty Chair of the committee, by a date set unless otherwise instructed.

### **Colleague Group Mentor**

The Mentor is responsible for leading a group of colleagues collectively and individually from the beginning to the end of the process over a three (3) year period. The Mentor will facilitate the process by which you as colleagues become a worshipping, supporting, challenging, and studying group. In the course of time the Mentor will develop a relationship with the entire group and you as a member of the group, communicating the DMin process and standards of ETS, while guiding you to maximize your participation in the DMin process.

Your Mentor collects and reviews all required papers, gives feedback to you on your paperwork and facilitates feedback from the colleague group on each colleague's work. During the Emergent Weeks, the Mentor engages the group in reflection on the Thematic Course and other activities of the week. The Mentor meets with the colleague group in between Emergent weeks for group building, reflection on the group members' work, and reflection on each individual's progress. The Mentor also participates in your evaluation process.

### **Faculty Chair**

A member of the ETS regular faculty will serve as the chair of the colleague committee. Following the third Emergent Week prior to the Candidacy Process, you will be notified of the name of your chair. After the Candidacy Review the Chair will indicate satisfaction with your work by signing the Candidacy form. The role of the Faculty Chair is to chair your committee and examine the material for its content, scholarship, potential contribution to the field of ministry as well as its potential benefit to the context in which the project will be done. **The Faculty Chair is not expected to edit grammar for you, only the overall content of the document. If materials turned in do not represent high academic scholastic quality, the materials may be returned to you requiring editing before turning it in again. In all cases, the faculty will give feedback to you within thirty (30) days or less.**

### **Content/Context Specialist**

A Content/Context Specialist (CCS) may be chosen before or after candidacy is achieved. You with the help of your mentor and faculty chair, engage a CCS who will serve in the role of a Consultant to assist you with methodology, literature and resources. The Content/Context Specialist must have a terminal degree in the area of your specialty, and familiar with research design, as it relates to your dissertation question and focus. The CCS must be approved by the DMin Director and your Faculty Chair (see **Appendix A**). Your CCS also serves on your Dissertation Committee.

### **Peer Reader**

A Peer Reader is a member of your Colleague Group chosen by the mentor and you, and serves as an additional reader for your dissertation. The Peer Reader needs to have full knowledge of your project and process in order to provide an opportunity for ongoing feedback and dialogue with you. The Peer Reader is a member of the Dissertation Committee and participates in the final evaluation process, including the vote for the doctoral degree.

## **VII. Emergent Week Assignment Outline**

<b>Dissertation Chapter</b>	<b>Dissertation Courses/ Components</b>	<b>Written Outcomes For Mentor</b>
<b>Chapter I</b> Spiritual Journey (12 to 20 Pages)	<b>Week 1</b> 1. Introduction to DMin 1 Ministry Foundations *Autobiography *Context Analysis *Ministry Praxis	*1. Reflection Paper (30 Days) **2. Spiritual Autobiography **3. Context Analysis **4. Ministry Praxis  *7-10 Pages due by 30 Days **Due by Emergent Week 2

---

<p><b>Chapter II</b></p> <ol style="list-style-type: none"> <li>1. Context Analysis</li> <li>2. Ministry Praxis</li> </ol>	<p><b>Week 2</b></p> <ol style="list-style-type: none"> <li>1. Introduction to DMin II Begin Preparation for Candidacy *Lit. Review/Resources *Project Question *Project Proposal</li> </ol>	<ol style="list-style-type: none"> <li>1. List of Resources/Lit. Review</li> <li>2. Project Question</li> <li>3. Project Proposal Draft</li> <li>4. Student Annual Review</li> </ol>
<hr/>		
<p><b>Chapter III</b></p> <ol style="list-style-type: none"> <li>1. Literature Review</li> </ol>	<p><b>Week 3</b></p> <ol style="list-style-type: none"> <li>1. Theoretical Principles *Biblical *Community *Economics *Ethics *Sociological *Theological</li> <li>2. Theory/Conceptual Framework</li> </ol>	<ol style="list-style-type: none"> <li>*1. Reflection Paper</li> <li>2. Annotated Bibliography</li> <li>3. Refine Question</li> <li>4. Develop Theory</li> <li>5. Complete Ministry Event Proposal</li> <li>6. Chair Assigned</li> </ol> <p>*7-10 Pages due by 30 Days</p>
<hr/>		
<p><b>Chapter IV</b></p> <ol style="list-style-type: none"> <li>1. Methodology</li> </ol>	<p><b>Week 4</b></p> <p>Methodology Practical Research and Methodology</p>	<ol style="list-style-type: none"> <li>1. Candidacy Review</li> <li>2. Content Specialist Assigned</li> <li>3. Formalize Methodology</li> <li>4. Refine Ministry Event</li> <li>5. Implement Ministry Event</li> <li>6. Write-up Draft of Ministry Event and Analysis</li> </ol>
<hr/>		
<p><b>Chapter V</b></p> <ol style="list-style-type: none"> <li>1. Analysis of Findings</li> </ol>	<p><b>Week 5</b></p> <p>Dissertation I Review of Results</p>	<ol style="list-style-type: none"> <li>*1. Reflection Paper</li> <li>2. Refine Write-up Experience and Outcome</li> <li>3. Complete Manuscript Draft</li> </ol> <p>*7-10 Pages due by 30 Days</p>
<hr/>		
<p><b>Chapter VI</b></p> <ol style="list-style-type: none"> <li>1. Reflection</li> <li>2. Conclusions</li> <li>3. Recommendations</li> </ol>	<p><b>Week 6</b></p> <p>Dissertation II *Reflect on Usage of Doctorate Work *Explore Opportunities for Published Work</p>	<ol style="list-style-type: none"> <li>1. Submit Completed Manuscript</li> <li>2. Mock Defense</li> <li>3. Share How Work Will Be Used</li> <li>4. Recommendations</li> </ol>

## VIII. Graduation

Upon completion of all requirements, the colleague will be recommended to the Ecumenical Theological Seminary Board of Directors for their approval of your Doctor of Ministry degree. Degrees are conferred at the annual Commencement of ETS.

### A. Requirements

6 Thematic Courses	1 Candidacy Review
6 Core Courses	6 Dissertation Components
3 Emergent Week Summaries	3 Years of colleague group
1 Annual Review	1 Approved Dissertation

### B. Application

Colleagues cannot graduate without applying for graduation by February 15, preceding June Commencement. There is a form that is available in the registrar's office for graduation and a fee that must be paid. The best way for this to happen is to ask the registrar to come to the sixth Core Course (Cor825) one day during EW and bring the forms to be filled out. While it is the instructor's place to invite the registrar, anybody can ask him or her if it can be worked out. If the registrar does not come to the class, it is still the responsibility of the colleague who plans to graduate to get the form, fill it out and return it with the fee.

*Academic record is maintained by the registrar and is available to you upon written request.*

## Expenses

### Fees

The annual tuition and fees are due in August or January, depending on your month of entry. You do have the option of developing a payment plan with a current credit or debit card on file. For further information on payment plans, please contact Student Accounts or for federal financial programs and scholarships please contact the Financial Aid Department.

### Other Expenses

At the time of graduation additional expenses will include the printing and binding 2 copies of the dissertation, graduation fee, the purchase or rental of the doctoral hood (approximately \$110), travel and other related expenses for your Content/Context Specialist, technology fee.

*All fees are subject to change without notice.*

## Program Completion Time–Line Guidelines

**Normal Progress:** You should normally complete the DMin Program **within three years** after the prerequisites requirements are finished.

**Last Emergent Week:** During the last Emergent Week (EW), you must submit to your mentor, and peer reader a **complete copy of their full dissertation manuscript** during the first colleague group session of that Emergent Week. Copies of their full manuscript must also be submitted to their Faculty Chair and Content Specialist by the end of that Emergent Week.

Colleagues, who complete their last Emergent Week (EW) in August, must schedule their defense **on or before November 15th**. Defenses will not occur beyond this date. Colleagues whose dissertations are **not approved by December 15<sup>th</sup>** must file for a formal extension by **completing Request for Extension of Dissertation Form**. Colleagues, who complete their **last Emergent Week (EW)** in January, must schedule their defense on or before April 15th. Defenses will not occur beyond this date. Colleagues whose dissertations are **not approved by May 15<sup>th</sup>** must file for a formal extension by completing Request for Extension of Dissertation Form (See Appendix L).

**Scheduling Defense:** Before colleagues can schedule their defenses, they must have a title for their dissertation (**nine words or less**), complete the Request for Defense Form (See Appendix G) have the form signed by their chairperson, and e-mail the form to the Administrative Assistant to the Dean.

Colleagues must supply three (3) possible dates and times as options (most defenses are scheduled in two (2) hour slots). Colleagues must get prior approval by the colleague's dissertation chair; and collaboration with the mentor, content specialist and the peer reader. Upon review and space availability, Administrative Assistant will schedule the defense according to the colleague's priority dates. Once the defense is scheduled, the Administrative Assistant will e-mail a copy of the Request for Defense Form to the student with the designated date and time scheduled. The colleague will then be required to send the confirmed copy to the Director of DMin Program, the Registrar Office, and the Librarian to complete this step of the process. It is the colleague's responsibility to notify their defense committee members regarding the confirmed day, date and time of the scheduled defense.

## Extensions/Leaves/Withdrawals

**Extension of Dissertation:** Some colleagues will not complete their work in the prescribed time. It is not in keeping with the spirit of the seminary to terminate all colleagues who fail to graduate. If a colleague does not complete all of the work necessary to fulfill the final Dissertation project the colleague must request an Extension of Dissertation (see Appendix L).

The extension request must be approved by the Dissertation Chairperson before reviewed by the DMin Director in consultation with the Mentor and the DMin Administration Committee. If the extension is granted, the colleague may be given from six months up to twelve months to complete their work. If the work is still not completed it may still be possible, but less likely that a second year of extension will be granted. In the rare case that a second year extension is granted and the colleague's work is still not completed a degree will not be granted by ETS.

During the extension, the colleague will be under the supervision of a faculty member and will participate with other colleagues on extension as required. Colleagues will be charged the current extended dissertation fee for the academic year which will be calculated at one-third the cost of the semester's tuition to cover faculty costs and it must be paid in full at the beginning of each Emergent Week. If you are approved for an extension, you must register for course number EOD 900, if it is for 1 semester extension or EOD 901, if it is for 2 semester extension.

**Leave of Absence:** If for some extraordinary reason you find it necessary to take time away from studies, you should submit the form "Request for a Leave of Absence" to the DMin Director stating the reason for the request. **This form is available from the Registrar or on our website.** A leave of absence is normally granted for a one-year period. An additional year may be recommended in some cases. At the end of the leave of absence you may rejoin the program, entering at the level at which you took your leave. If you need additional time away, you need to voluntarily withdraw from the program and reapply when you are ready to resume studies.

**Voluntary Withdrawal:** If you would, for any reason, wish to withdraw from the Doctor of Ministry Program; you may do so by petitioning the DMin Director in writing. All fees that are due at the time of withdrawal must be paid.

**Administrative Withdrawal:** If you miss an Emergent Week without the approval of the D.Min. Director and have not communicated with your Mentor or Registrar regarding continuation in the program, you will be administratively withdrawn. You may apply for readmission to the program at a later date.

**Readmission:** If you are applying for readmission to the program you must submit a complete and current admission application. New transcripts are not needed unless additional courses or credits have been added to your record. The following considerations must be completed before a request for readmission will be considered:

\*Colleagues applying for readmission must present evidence that the reasons for the previous difficulties in pursuing the degree have been identified and resolved.

\*Any previous indebtedness to the seminary must be satisfied.

The decision for re-admission will rest with the D.Min. Administration Committee as they review and evaluate the above submitted information

**Academic Probation:** You may be placed on academic probation or suspended from the program for the following reasons: 1) failure to pay tuition and fees on a timely basis, 2) failure

to turn in required work, 3) inability to function in an educational context and as a member of the learning community or DMin Colleague Group of which you are a part. When any of these conditions exist, the DMin Director will notify you of the academic probation. Probationary status if not rectified will lead to your suspension. You will not be allowed to attend classes while on suspension. This may prevent you from proceeding on schedule with the degree completion and graduation.

## **Academic Standards Policies (e.g., Attendance, Honesty, etc.)**

The faculty at ETS expects that the academic work you submit will be your own. Without this presumption, the work of our community loses vision, meaning and purpose. As a result, while you are expected to consult the works of others in the formulation of your own submitted work, it is vitally important to document such sources in a manner consistent with the principles of academic honesty expected of all members of a scholarly community.

Plagiarism is the use of another person's spoken or written words, ideas, concepts, programs, opinions, models, theories, results, graphs, charts, art work, drawings, photographs, video, or any other intellectual property, whether by quoting, summarizing, or paraphrasing without giving proper credit to the author of the material being used. Plagiarism may be avoided by using the style manual approved for the Doctor of Ministry Program: APA 6<sup>th</sup> edition.

It is the policy at ETS that a documented case of academic dishonesty, notably of plagiarism, will be cause for a conference with your instructor, mentor and the Dean and could lead to failure of the course and/or dismissal from the Seminary.

Because classes are offered in an intensive format, your attendance is very important. However, if you must miss a class due to illness or emergency, it is important that you notify your instructor ahead of time. Please call your instructor or call ETS before the class is to begin. If you miss two classes without notifying your instructor, the registrar will be told to inform you that you will be dropped from the class.

## **RIGHTS AND RESPONSIBILITIES**

### **1.) Confidentiality and Retention of Colleague Records**

Colleague records are maintained with integrity and discretion and in keeping with the guidelines of the *Family Educational Rights and Privacy Act (FERPA)*. A colleague's academic record is available for review by the colleague, to the extent specified by law, during regular working hours of the Registrar's Office.

A colleague's record is held in confidence by the seminary as permitted or required by law, and is not released to persons, other than appropriate academic offices of the seminary, without authority of the colleague. Records in other offices are held in confidence, and can be discussed with colleagues in the context of procedures operating within each office.

### **2.) Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords colleagues certain rights with respect to their education records. They are:

**a.** The right to inspect and review the colleague's education records within 45 days of the day the seminary receives the request for access.

*Colleagues should submit to the registrar a written request that identifies the records they wish to inspect.*

**b.** The right to request the amendment of the colleague's education records that the colleague believes are inaccurate or misleading.

*A request for an amendment to a record should be written to the seminary official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the seminary decides not to amend the record as requested by the colleague, the seminary will notify the colleague of the decision and advise the colleague of her or his right to a hearing regarding the request for amendment. Additional information regarding the hearing procedure will be provided to the colleague when notified of the right to a hearing.*

**c.** The right to consent to disclosures of personally identifiable information contained in the colleague's education record, except to the extent that FERPA authorizes disclosure without consent.

*One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the seminary in an administrative, supervisory, academic or support staff position. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill her or his professional responsibility.*

**d.** The right to file a complaint with the U.S. Department of Education concerning alleged failures by the seminary to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave., SW  
Washington, D.C. 20202-4605

### **3.) Public Information Act**

The seminary has traditionally included certain information regarding each colleague in a directory published annually. Items classified as public information are indicated below and are continued in this category unless the registrar is **notified in writing** during the fall registration week of every academic year.

*The following is considered public information unless the registrar is notified in writing of exceptions: Name of student, name of spouse, photograph, local address, phone number(s), e-mail address, religious affiliation, program in which enrolled, confirmation of current status' place of birth, degrees and academic awards received and most recent college attended and degrees awarded.*

### **4.) DMin Administration Committee**

This committee is convened to deal with student issues and needs which require consultation and action beyond the colleague-mentor or colleague-program director relationship. If the issue is not resolved in dialogue with the mentor or program director, the colleague may appeal to the Dean. The DMin Administration committee makes all decisions to terminate colleagues from the program.

## **LIBRARY**

The ETS Library is being transferred to the Wayne State University. The transition is in process, and periodic updates will be forthcoming.

In addition to the ETS library, you are encouraged to use other available libraries. If you have been admitted to a cooperating seminary you may borrow books from its library. Other recommended libraries in the Detroit metropolitan area include:

Cardinal Szoka Library at Sacred Heart Major Seminary  
2701 W. Chicago Blvd., Detroit  
313/883-8650

(Note: An annual fee of \$35 gives anyone full access to this superb library.)

University of Detroit 4001 W. McNichols, Detroit

313/993-1070

Marygrove College Library 8425 W. McNichols, Detroit

313/927-1346

Detroit Public Library 5201 Woodward Ave., Detroit

313/831-1000

Purdy/Kresge Library, Wayne State Univ. 5265 Cass, Detroit

313/577-4043

Kresge Library, Oakland Univ. Walton Blvd. & S. Squirrel Rd., Rochester

248/370-4426

Hatcher Graduate Library, Univ. of Michigan Ann Arbor

313/764-0400

## **COMMUNICATIONS**

\*The ETS e-mail address is [ets@etseminary.edu](mailto:ets@etseminary.edu)

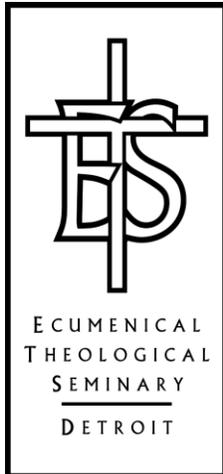
\*Important announcements and information are posted in designated locations in the building and/or sent by e-mail – also under “Current News” on the homepage

\*For emergency ETS closing information, call the ETS general number, (313) 831-5200. Closing for daytime classes is recorded by 7:00 am and for evening classes by 3:00 pm.

\*Dialogue with the D.Min. Advisory Committee and the D.Min. Director provide opportunities for your voice to be heard.

\*In addition to catalogs, manuals, fliers and pamphlets, the Registrar’s Office is a resource for most procedural questions.

**Ecumenical Theological Seminary**  
**Dissertation Manuscript**  
**and**  
**Dissertation Defense Guidelines**



**January 4, 2003**  
**By: Jonathan C. Roach**

**Updated: January, 2014**  
**By: Urias Beverly, D.Min. Director**

# Table of Contents

## Dissertation Documents

<b>Operational Definitions ...</b>	.....	<b>30</b>
	Dissertation	
	Defense	
	Methodology	
	Hypotheses	
	Spiritual Autobiography	
	Style Manual	
	Plagiarism	
<b>Copyright for Dissertations</b>	.....	<b>30</b>
<b>Use of Copyrighted Materials</b>	.....	<b>31</b>
<b>Dissertation Style</b>	.....	<b>31</b>
	Style	
	Diction	
	Grammar and Spelling	
	Terms and Phrases to Avoid	<b>31</b>
	Verb Tense	
	Self-Assessment	
	Inclusive Language	
<b>Dissertation Preparation</b>	.....	<b>32</b>
	Style Manual	
	Paper	
	Printing	
	Type Font	
	Spacing	
	Margins	
	Pagination	
	Name	
	Title	
	Date	
	Title Page	
	Acknowledgments	
	Library Release	
	Abstract	
	Table of Contents	
	Parenthetical Citations	
	Endnotes	

	Charts and Illustrations	35
	Appendices	
	Addenda	
	Length of a Dissertation	
	Multi-Volume Dissertation	
	Foreign Languages	
<b>Order and Contents</b>	.....	<b>36</b>
	Foreign Languages	
<b>Dissertation Defense</b>	.....	<b>37</b>
	Scheduling	
	Sending Your Dissertation to Committee Members	
	Time Allocation	
	Invitations	
	Audio-Visual Equipment	
	Viewing Other Defenses	
	Copies of the Dissertation	
	Signing of the Dissertation Signature Page	
<b>Title Page</b>	.....	<b>39</b>
<b>Copyright</b>	.....	<b>40</b>
<b>Library Release Form</b>	.....	<b>41</b>
<b>Dissertation Chapter Contents</b>		
<b>Guidelines</b> .....		<b>42</b>

## Operational Definitions

1. **Dissertation** -- a lengthy, formal document that argues in defense of a particular thesis. The research performed to support a thesis must be both original and substantial. In particular, a dissertation highlights original contributions. The dissertation must use an accepted methodology to investigate the topic. The essence of a dissertation is critical thinking. A dissertation concentrates on principles: it states the lessons learned and not merely the facts behind them. In general, every statement in a dissertation must be supported either by a reference to published scholarly literature or by original work.
2. **Defense** -- an oral presentation of your dissertation that is followed by a question and answer time.
3. **Methodology** -- the way, e.g. survey, case study, interviews etc., that you answer the question(s) of the dissertation.
4. **Hypotheses** -- an educated guess or prediction of what the results of your research will demonstrate.
5. **Spiritual Autobiography** -- a section of your dissertation, normally chapter one, where you trace your spiritual development and the context of your ministry.
6. **Style Manual** -- a guidebook of regulations about how to format some piece of writing. For your dissertation the required style manual is *Publication Manual of the American Psychological Association* **6<sup>th</sup> or most recent edition**.
7. **Plagiarism** -- the use of another person's words, ideas, concepts, programs, opinions, models, theories, results, graphs, charts, art work, drawings, photographs, video, or any other intellectual property whether by quoting, summarizing, or paraphrasing that person's spoken or written words without giving proper credit to the author of the material being used.
8. **Operational Definitions** -- technical terms used in your dissertation. Each of these terms should have a precise definition of how the term is used within your dissertation.

## Copyright for Dissertations

According to US copyright law, you control all rights to your dissertation as soon as you write it. If you claim your copyright, you should place a copyright notice on the page after the title page for example:

Copyright 2002 by Student's Name  
All Rights Reserved

To formally register for copyright protection, you can apply to the Copyright Office at the Library of Congress by sending in an application, fee, and copies of your dissertation. You

can find more information and the correct forms for this process on the Library of Congress website.

If you do not want to hold the copyright, you may place a notice of public domain on the page after the title page. This notice would not allow someone else to claim your work as their own, but people could reproduce, sell, or give away copies of your dissertation without your permission.

ETS does ask all students to place a library waiver form in their dissertation. This allows the library to reproduce a photocopy of your dissertation for other students or faculty who desire it for scholarly reasons and to migrate your dissertation into another form of media if it is necessary; you as the writer retain all publication rights to your dissertation.

## Use of Copyrighted Materials in a Dissertation

If you use copyrighted material, beyond the legal definition of Fair Use, you must obtain written permission from the copyright holder and include a copy of the permission in your dissertation as an appendix. For example, if you include an entire poem to illustrate a point, then you need copyright permission from the copyright holder of that poem. Pulling quotes from copyrighted work to support a point normally falls under Fair Use, and you do not need permission from the copyright holder. A full explanation of Fair Use may be found at the US Copyright Office's website.

## Dissertation Style:

Your dissertation should be written in a clear and concise style. The writing should demonstrate an easy to understand logical flow with good grammar, spelling, and should have a formal educated tone. **Please refer to the *Publication Manual of the American Psychological Association (APA)*, 6<sup>th</sup> edition, for more information on the writing style.**

## Diction

Since this is a formal document, the language should contain no contractions, hidden jokes, colloquialisms, slurs, jargon, slang, and the meaning of words should reflect their standard dictionary meaning.

## Grammar and Spelling:

Your dissertation should reflect proper American English grammar, spelling, usage, and mechanics.

## Terms and Phrases to Avoid

There are a number of words and phrases that should be avoided in your dissertation:

- *Good, perfect, wrong, bad, nice, terrible, and stupid* – all of these terms reflect moral judgments and are very hard to defend
- *Today, currently, modern times, soon, in the near future, and presently* – these words reflect time for the writer not the reader instead be precise to the time frame to which you are referring

- *In light of, lots of, kind of, something like, number of, and due to* -- all of these terms are vague and colloquial
- *Seems, seemingly, probably, and maybe* – these words reflect that you are guessing or not sure if your results support these conclusions
- *This and that* -- these words can be used as ambiguous pronouns
- *You* -- this word is the second person voice and has no place in a dissertation
- *I* -- this word is the first person voice and should only be found in the spiritual autobiography section of your dissertation
- *We* -- this word is a trap (who exactly does the writer mean?)
- *A famous, well respected, or important (researcher...)* -- these terms reflect opinions and should be avoided
- *Must, always, prove, or all* – all of these reflect absolutes and are very hard to defend
- *Few, most, a majority, any, some, or every* -- these terms are vague

## Verb Tense

The great majority of your dissertation should be written in the present verb tense.

## Self-Assessment

As you write your dissertation, you should avoid statements of negative or positive self-assessment.

## Inclusive Language

Your dissertation should avoid words, phrases, or ideas, which imply any bias against persons on the basis on gender, sexual orientation, racial or ethnic group, disability, age, or religion.

## Dissertation Preparation

### Style Manual

All Ecumenical Theological Seminary dissertations must follow the rules for quotations, citation systems, style, grammar, mechanics, and other relevant guidelines found in the 6<sup>th</sup> edition of the *Publication Manual of the American Psychological Association (APA)*. **When a new edition of the APA is published**, all dissertations that are in their final year may continue using the older edition but dissertations that are a year or more from defense should follow the guidelines in the new edition.

All students are expected to purchase their own copies of the style manual for reference. Students with questions or problems with the style manual should go to the library for help.

### Paper

The paper that you use in your dissertation must meet **all** of the following requirements:

- It must be 8 1/2 by 11 inches.
- It must be plain white paper without any woven pattern or textures.

- It must also be at least 20 pound weight and contain at least 25% rag or cotton fiber and be marked "acid-free."
- It must not have any holes punched in it, have been stapled, bent, or torn.

## Printing

The dissertation should use only one side of each page of paper. No double side copying is permitted. The dissertation should be printed only in black ink, and all pages must be printed in the portrait position.

## Type Font

The dissertation should be typed using Times New Roman font in size number 12 point. Headings should be larger at 16-20 size point and done in bold to make them stand out (refer to APA Manual). This applies to all text of the dissertation including page numbers, charts, tables, and bibliographies.

## Spacing

The entire dissertation should be double-spaced including the abstract, quotations (short and long), endnotes, and bibliographies.

## Margins

In order to make the dissertation easy to read once it is bound, the margins need to be 1.5 on the left margin to accommodate binding of the dissertation and 1.25 on all other sides. Everything including page numbers, graphs, and text should be inside these margins.

## Pagination

The title page of your dissertation is not numbered, but every page after it must have a page number. The pages before chapter one such as the copyright page, abstract, table of contents, and acknowledgments should be numbered with lower case **Roman numerals: i, ii, iii, iv etc.** Starting with the first page of chapter one and running to the end of the last appendix, you should use **Arabic numerals: 1, 2, 3, 4 etc.**

Page numbers should be **printed on the bottom center of each page** of the dissertation and run consecutively through the entire document. The Roman numerals and the Arabic numerals are two separate series and each should begin with the first symbol (i or 1). Your dissertation should not have Roman numerals i through xxi and then start chapter one on page 22; rather it should be Roman numerals i through xxi and then chapter one starts on page 1. The page numbers only need the digit without the word page before the digit.

## Name

Your full name must appear in your dissertation exactly how it appears on your academic records in the Registrar's office. If your full name contains a hyphenated surname, an initial, or any additional elements such as Jr., it must appear consistently in your dissertation, your academic records, and on all paperwork for the program. If you wish to change the appearance of your name on records, please contact the Seminary's Registrar.

The order of your name will follow the common design used in the United States of first (given) name followed by a last(s) or family name unless you ask for a different order. On the title page of your dissertation, your name should be followed by the highest degree that you have previously earned. This degree should be listed by initials such as M.Div. or M.A. and should not mention majors or specialties. You **should not use any title or offices in front of your name** on your title page for example Rev., Sister, or King. Following are two examples of correct name format for your dissertation:

Saige M. McGiness, M.Div.  
Saige Marie McGiness, M.Div.

## Title

The title of your dissertation should be clear and should reflect the content of the dissertation. **The title should be no longer than three (3) to nine (9) words and must appear exactly the same in all locations.** It should be written in English and should include only foreign language characters that appear in a Standard English language word processing fonts such as ü or é. It should not contain any symbols, superscripts, subscripts, or foreign language characters. Titles are very important and should be given considerable thought. The title is the first thing that a reader sees, and the first impression is very important. It must convey the meaning, importance, and substance of the entire document in nine or fewer words.

Subtitles should appear after the main title and a colon and should be typed in a smaller font size than the main title. **The words of the subtitle are counted against the three to nine word limit.** The first letter of the title and the first letter of each word except "a," "an," and "the" should be capitalized and short prepositions. The title should not contain any first person pronouns. Following are several examples of acceptable titles:

The Parish Church:  
A Locus for Health Promotion

A Pastor's Spiritual Journey into Congregational Sanctification

Job Mapping:  
An Effective Tool for Responsible Stewardship

## Date

The date on the title page of your dissertation should be the date of your dissertation defense. It should be typed in month, day, and year style. For example: May 3, 2005

## Title Page

The title page of your dissertation should include: title, your name, defense date, defense location (city and state), degree name, and Ecumenical Theological Seminary as the granting institution. You should follow the title page format **found on page 39** of this manual.

## Acknowledgments

The dissertation may include a page of acknowledgments to recognize those people who helped you with your dissertation in any manner. This page of your dissertation should be **placed between the abstract page and the table of contents**. It should be numbered with a Roman numeral.

## Library Release

This page is a standard copyright waiver for ETS. It gives ETS the right to copy your dissertation for interlibrary loaning and to migrate your dissertation into another format if it is necessary. (See page 41 for the format and text).

## Abstract

All dissertations must have an abstract. **This abstract is located after the copyright page and before the table of contents**. It should have a bold heading of "Abstract" at the top center of the page in 16-20 point font. **The abstract should be a single paragraph with a limit of 150 words**. It is doubled-spaced in 12 point Times New Roman Font. Your abstract is not an introduction to the dissertation, but rather it is a summary of the entire work. The abstract should include something about the purpose, methodology, results, and conclusions of the dissertation. It should be self-contained and report on the entire dissertation without evaluation.

## Table of Contents

You need to provide a table of contents in your dissertation. This table of contents should give a list of materials in your dissertation including chapters, appendices, bibliography, and indices with corresponding page numbers. You should include the name of each chapter and not just list it as **Chapter 1.....Page 1**. The title or heading of each entry should be listed exactly as it appears in the text of the dissertation.

## Parenthetical Citations

When you use the intellectual property of others in your dissertation, you must provide a parenthetical citation whenever you quote, summarize, or mention their work. All parenthetical citation must have a corresponding reference citation in the bibliography.

## Endnotes

Your dissertation should not have any footnotes, but rather endnotes should be placed at the end of the last chapter and before your bibliography. There are two types of acceptable endnotes: (1) a content notes that provides supplemental information to the material in the text of the dissertation and (2) a copyright permission note. If you consider the information that you are presenting in an endnote as important to your dissertation, then you should strongly consider moving the information out of the note and into the text of your dissertation.

## Charts and Illustrations

Your dissertation may include charts, graphs, tables, and/or photographs. Any form of illustration must be printed directly onto regulation paper and conforms to the set margins. The illustrations must be in black and white. The ETS library offers a high quality scanner to help

with producing regulation photographs. A list of illustrations should be placed after your table of contents.

## Appendices

Your dissertation may include appendices of letters to subjects, instructions, surveys, and any other document that you created to help you answer your question and which you referred to in your text.

## Addenda

The dissertation may also include computer disks, CD-ROMs, audiotapes, pamphlets, or other special supporting material with the approval of the dissertation committee. These materials should be clearly labeled with the title of the dissertation, description of the contents, and instructions for use. The addenda should be listed on the table of contents without page numbers.

## Length of a Dissertation

ETS's dissertations are **no less than 120 to 150 pages (excluding charts and appendices)**, but this is not a strict limit. The dissertation must be long enough to cover the topic, therefore a dissertation may be longer than 150 pages under certain circumstances upon approval by the colleague's Chairperson and Mentor.

## Multi-Volume Dissertation

If your dissertation is **longer than 400 pages**, it must be bound in more than one volume. For such a dissertation divide the pages evenly between the two volumes but do not break the consecutive page numbers. Each volume should contain its own title page with Volume One of Two or Volume Two of Two under the title.

## Order and Contents of Dissertation

<b>Page</b>	<b>Page Number</b>
Title page/Signature page	not numbered
Copyright page (if used)	Roman numeral ii
Library release	Next consecutive Roman numeral
Abstract	Next consecutive Roman numeral
Preface, Acknowledgments, Dedications (if used)	Next consecutive Roman numeral(s)
Table of contents with page references	Next consecutive Roman numeral(s)
List of illustrations with page references	Next consecutive Roman numeral(s)
List of charts with page references	Next consecutive Roman numeral(s)
Chapter 1 through Chapter 7	Arabic numerals
Endnotes (if used)	Next consecutive Arabic numeral(s)
Appendices (if used)	Next consecutive Arabic numeral(s)
Bibliography	Next consecutive Arabic numeral(s)
Addenda (if used)	Not numbered

## Foreign Languages

- You must write your dissertation in English unless you have received special written permission from the Program Director.
- You must provide an English language translation of quotations within your dissertation.

## Dissertation Defense

### Scheduling:

To schedule your dissertation defense, you should contact your committee's chairperson (see **Appendix G**).

## Sending Your Dissertation to the Committee

The complete copy of your dissertation manuscript must be sent to all of your readers (see **Last Emergent Week**, p. 21 for policy guidelines). The draft should not be sent in an e-mail; rather it should be a paper copy that is mailed or dropped off to the readers.

## Time Allocation

Your dissertation defense will **last one hour. You will have only 20 to 25 minutes** to present your dissertation (**usually Power Point presentation**). **This is not the time to preach or do a workshop.** Next there will 20 to 25 minutes for your committee to ask you questions and the final 10 minutes will be used for questions from the attending faculty, students, and guests.

## Invitations

Your dissertation defense is open to the public. You may invite friends and family to come to your dissertation defense.

## Audio-Visual Equipment

If you need any audio-visual equipment for your dissertation defense, then you must request the equipment on the Request for Defense Form (see **Appendix G**). The library may provide: a lap-top computer, overhead projector, and other media equipment as available.

## Viewing Other Defenses

One of the best methods to prepare for your dissertation defense is to **observe other dissertation defenses. It is strongly suggested that you watch one or more dissertation defenses before your own defense.**

## Copies of the Dissertations:

You must bind at least three copies of your dissertation. One copy goes to the Biersdorf Library, one copy is for your student records at the Seminary, and the third copy is for you. Two copies must be sent to ETS signed by your committee members and dated with their original signatures.

## Signing of the Dissertation Signature Page

Bring at least four (4) original copies of your signature page (see pg. 39) on the appropriate paper (see p. 32) to your defense in order to obtain that day the signatures of your committee members.

After the final approval of your committee, you need to have two copies of the dissertation bound and delivered to the Seminary. The dissertation may be bound in any color of hard cover binding and the **book's spine should contain the title of the dissertation, your name with appropriate D.Min degree following, and year. The bound copies of the dissertations should be submitted to the Registrar no later than two weeks before graduation.**

### Sample:

Bible Study: Impact on African American Woman      Name of Student, D.Min.      2014  
(Title and Name Printed Laterally Across Spine) ↔ ↔ ↔      Date Printed Horizontally ↓

**Title of the Dissertation**

(No More Than 9 Words)

**By: Author's Name**

**Date**

**Submitted in Partial Fulfillment of the Requirements for the Doctor  
of Ministry Degree**

**Ecumenical Theological Seminary  
Detroit, Michigan**

Approved:

Date:

\_\_\_\_\_  
(Name and Degrees of Committee Chair)

\_\_\_\_\_

\_\_\_\_\_  
(Name and Degrees of Mentor)

\_\_\_\_\_

\_\_\_\_\_  
(Name and Degrees of Content Reader)

\_\_\_\_\_

\_\_\_\_\_  
(Name and Degrees of Peer Reader)

\_\_\_\_\_

Copyright @ (year of defense) by (student's name)  
All Rights Reserved

## Library Release Form:

(Please print your name and the document title.)

Author:

Dissertation Title:

US Copyright Law protects an unpublished manuscript against unauthorized use. By my signature below, I attest that I understand that a copy of my dissertation will be placed in the collection of the Biersdorf Library for the purpose of sharing my scholarship with interested readers. I also understand that I am allowing the Biersdorf Library at Ecumenical Theological Seminary to photocopy this dissertation for the purposes of interlibrary loans for scholars who request this document and to migrate this dissertation into another form of media for archival purposes.

---

Signature

---

Date

## **Dissertation Chapter Content Guidelines**

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

#### **Introduction**

- A Clear Statement of the Problem (In Brief)
- Describe Context
- The Issue In Question
- Why It Is An Issue
- Why The Need for the Study
- An Overview of the Other Chapters

### ***Chapter 2:***

#### **Spiritual Autobiography (Journey)**

- Introduction Paragraph (Brief- include the order and format of your Spiritual Autobiography)
- Chronology of life and Spiritual Experiences (Beginning to Current)
- Purpose for the Study
- Researcher's Qualification to do the Study (Ministry Project)
- Purpose and Passion for the Study

### ***Chapter 3:***

#### **Context and Praxis**

- An Overview of the Context for the Research
- A Summary of the Writer's Praxis

### ***Chapter 4:***

#### **Literature Review/Theory**

- Start with an Extensive Review of the Experts in the Fields of Study (Issues to be Covered in your Study)
- Finish with Your Theoretical Conceptual Framework in Consultation with the Experts
- The Need and Benefit for Raising and Answering the Research Question
- The Hypothesis Expected in the Outcome

### ***Chapter 5:***

#### **Methodology**

- Identification of Research Design and Method Used
- Reason for the Use of This Method
- Reason Why Other Methods Might Not Be Appropriate
- Identify Independent and Dependent Variables
- Participant Selection, Context and Demographics
- Data Collection Tools (Focus Groups, Interviews, Surveys, etc.)

- Implementation of the Ministry Event (Research Study)
- Full Description of Ministry Event (Research Study)

***Chapter 6:***

**Findings**

- Determine Method of Reporting Your Findings (Tables, Charts, Graphs, etc.)
- Analyze, Report and Explain Findings
- Limitation and Delimitation of Study

***Chapter 7:***

**Conclusions and Reflections**

- Implications and Impact of Findings
- Value to Participants, Church and Community
- Unanticipated Discoveries
- Recommendations for Future Studies

***References/Bibliography***

***Appendices***

**Ecumenical Theological Seminary  
Dissertation Forms  
and  
Documents**

# **Table of Contents**

## **Dissertation Forms and Documents**

<b>Definition and Usage of Forms .....</b>	<b>46</b>
<b>Appendix A</b>	
<b>Content Specialist Approval Form .....</b>	<b>47</b>
<b>Appendix B</b>	
<b>Summary of Learning.....</b>	<b>49</b>
<b>Appendix C</b>	
<b>Mentor Evaluation Form.....</b>	<b>50</b>
<b>Appendix D-1</b>	
<b>Progress Summary-Year I.....</b>	<b>51</b>
<b>Appendix E-1</b>	
<b>Application for Candidacy Review.....</b>	<b>52</b>
<b>Appendix E-2</b>	
<b>Candidacy Review Evaluation.....</b>	<b>53</b>
<b>Appendix F</b>	
<b>Request for Doctoral Defense.....</b>	<b>54</b>
<b>Appendix G</b>	
<b>Oral Defense Presentation Overview Guidelines.....</b>	<b>55</b>
<b>Appendix H</b>	
<b>Oral Defense Presentation Evaluation Worksheet.....</b>	<b>56</b>
<b>Appendix I</b>	
<b>Request for Extension of Dissertation (900/901).....</b>	<b>58</b>

## Definitions and Usage of Forms

### 1. **Appendix A - Content/Context Specialist Approval Form**

This is an agreement between two parties, Ecumenical Theological Seminary (ETS) and the Content Specialist. Contract must be approved by the Director of D.Min before implementation of the Ministry Project.

### 2. **Appendix B - Summary of Learning**

Use this form as a way of developing an outline for your critical reflection paper

### 3. **Appendix C - Mentor Evaluation Form**

Your Mentor may choose to use this form to give you periodic feedback

### 4. **Appendix D-1 and D-2 - D. Min. ETS Progress Summary**

This document aims to maintain a record of the progress made by Doctor of Ministry students. These records are to be maintained by mentors and shared with the candidate, the registrar, the faculty chair, and the director of the D.Min Program.

### 5. **Appendix E-1 - Application for Candidacy Review**

This form should appear as the first page of your Candidacy Review Packet submitted to Dissertation Chair. The colleague is responsible for completing this form

### 6. **Appendix E-2 –Candidacy Review Evaluation**

This form should appear as Page 2 in your Candidacy Review Packet

### 7. **Appendix F – Oral Defense Presentation Application Form**

This Form should be completed and returned to the Director of D.Min. on or before the colleague's dissertation defense date

### 8. **Appendix G – Oral Defense Presentation Evaluation Guide**

This is a guide to assist faculty with completing the Oral Defense Presentation Evaluation on a colleague. This evaluation will be put in the colleague's file after the presentation. These are simply suggested areas in which the colleague should be evaluated. Do not hesitate to contact either the Director of D.Min Program or the colleague's Mentor.

### 9. **Appendix H – Oral Defense Presentation Evaluation**

This form is intended to assist and guide the examining committee member's evaluation on the colleague's oral defense.

### 10. **Appendix J – Dissertation Inventory**

Points needed to be included in the colleague's oral defense

# APPENDIX A

## Content/Context Specialist Approval Form

### Introduction

This is an agreement between two parties, Ecumenical Theological Seminary (ETS) and \_\_\_\_\_, a Content/Context “Specialist”, to consult with a Doctor of Ministry colleague, \_\_\_\_\_, for about two (2) years during a three-year doctoral process. The Specialist will work collaboratively with the colleague’s Mentor and Faculty Chair under the direction of the Director of the Doctor of Ministry Program. This agreement will begin on \_\_\_\_\_ (after colleague becomes a Candidate) and end on \_\_\_\_\_ (following the colleague’s Defense).

### Parties Involved

_____	and	Ecumenical Theological Seminary
Name		
_____		2930 Woodward Avenue
Address		
_____		Detroit, MI 48201
_____		
_____		
_____		
Phone Number(s)		

### Stipulations of This Agreement Are As Follows

The Specialist stipulates that he or she:

1. holds a doctoral degree from an accredited university or seminary or
2. has distinguished himself of herself prominently in the field of concern
3. provides appropriate documents to substantiate credentials
4. is in good standing in a recognized religious and/or professional body
5. supports the mission statement and principles of the ETS
6. will meet with the student and assess his or her proposed ministry project
7. will help the student develop an appropriate methodology for the project
8. will recommend reading and other resources for the student’s learning
9. will keep the director informed of any unusual difficulty with student
10. will help the student implement and write up the results and findings
11. will attend the final presentation (defense) of the student’s work
12. will vote on the committee as to the recommendation for the degree

ETS will provide:

1. approve the professional relationship of the student and the specialist
2. provide electronically an up-to-date handbook delineating the doctoral process
3. be available for consultation if needed

### Remuneration Schedule

ETS will remunerate the Content/Context Specialist Three hundred and fifty dollars (\$350.00) subsequent to the final presentation (defense) and committee vote.

**Termination/Renewal of Agreement**

This agreement may be terminated by either party by mutual agreement with a fifteen (15) day notice; immediately for any illegal or unethical conduct; or for any flagrant violation of the agreement. The agreement may be renewed or extended by mutual agreement.

\_\_\_\_\_  
Urias H. Beverly, Director's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Content/Context Specialist's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
SS Card #

Please drop off at seminary or mail in enclosed envelope to:  
Urias H. Beverly  
2930 Woodward Ave.  
Detroit, MI 48201  
313 831-5200 X216  
ubeverly@etseminary.edu

## **APPENDIX B**

### **Reflection Paper (Summary of Learning)**

Student Name \_\_\_\_\_

Date of Emergent Week \_\_\_\_\_

#### **Theme Course**

- Overall Content
- Strengths and Weakness
- Application to Ministry

#### **Core Course**

- Overall Content
- Strengths and Weakness
- Position in Dissertation Process

#### **Colleague Group Time**

- Interactive Learning
- Discussion of Issues
- Questions and Answers

#### **General**

- Leadership
- Worship
- Future Expectations

## Appendix C

### Mentor Evaluation Form

Colleague \_\_\_\_\_ Year \_\_\_\_\_

Mentor \_\_\_\_\_

What is your assessment of this colleague at present?

Passing

Not Passing

Please explain below what is needed for the colleague to move to passing.

Mentor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix D

### D. Min. ETS Progress Summary-Year I

Name: \_\_\_\_\_ Year of Enrollment: \_\_\_\_\_

Mentor: \_\_\_\_\_ Faculty Chair \_\_\_\_\_

**Year I:** \_\_\_\_\_ (Dates)

	Course or Dissertation Component	Results: Pass or No Pass	Comments
EW 1	Thematic Course:		Feedback from Mentor:
	<b>COR 820: Intro to D.Min</b>		Grade provided by Core Course Faculty
	Dissertation Component: Spiritual Journey Context and Praxis		Mentor's Report
EW 2	Thematic Course: CG Discussion Questions in lieu of Reflection Paper		
	<b>COR 821: Preparing for Candidacy</b>		Grade provided by Core Course Faculty
	Project Proposal: Candidacy Review		Mentor's Report

\*Since those with Advanced Standing do not participate in EW1, the only data needed to be entered for this section is the Mentor's Report that this colleague has Advanced Standing.

End of Year I: Strengths and Challenges

---



---



---

#### ***Results of Project Proposal Review***

(Reviewed by Student, Mentor, and Core Course 821 Faculty, and peer reader)

Recommended Content Specialist: \_\_\_\_\_

Director: \_\_\_\_\_ Date: \_\_\_\_\_

# Appendix E-1

## Application for Candidacy Review

Colleague Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Ministry context: \_\_\_\_\_

Mentor: \_\_\_\_\_

This Application Package contains: Project Proposal ( ) Journey ( ) Context and Praxis ( ) Literature Review ( ) Reference List ( )

Working title for project: \_\_\_\_\_

\_\_\_\_\_

We have examined this material and find it complete and acceptable. Therefore, we approve this colleague's Application for Candidacy.

Faculty Chair: \_\_\_\_\_

Signature

Print Name

Mentor: \_\_\_\_\_

Signature

Print Name

Peer: \_\_\_\_\_

Signature

Print Name

Director, DMin Program: \_\_\_\_\_

Signature

Proposed Content/Context Specialist: \_\_\_\_\_

Name & Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ e-mail: \_\_\_\_\_

## Appendix E-2

### Candidacy Review Evaluation

Colleague: \_\_\_\_\_ Date: \_\_\_\_\_

(5 represent excellent; 1 represent inadequate)

1. Does the program focus adequately reflect and intersecting of the needs of the context and the interests of the colleague?

5      4      3      2      1

2. Is the ministry focus well developed?

5      4      3      2      1

3. Is the theological foundation of sufficient scope?

5      4      3      2      1

4. Is the material written well enough?

5      4      3      2      1

5. Comments

Faculty Chair \_\_\_\_\_ Date \_\_\_\_\_  
Signature

# Appendix F

## Request for Doctoral Defense

Student Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Student Cell #: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Date of Final Emergent Week: \_\_\_\_\_

Title of Dissertation: \_\_\_\_\_  
\_\_\_\_\_

Proposed Dates and Times for Dissertation:  1. \_\_\_\_\_  
**Date Approved Designated by**  2. \_\_\_\_\_  
 3. \_\_\_\_\_

Equipment needed (please check ): \_\_\_\_\_ lap top \_\_\_\_\_ projector  
\_\_\_\_\_ telephone \_\_\_\_\_ microphone  
(Used For Conference Calls)  
\_\_\_\_\_ assistance needed to operate equipment

Additional Requirements If Any: \_\_\_\_\_  
\_\_\_\_\_

**Note: Always bring your flash drive with your Dissertation and Power Point information on it.**

Mentor's Name: \_\_\_\_\_

Content Specialist's Name: \_\_\_\_\_

Peer Reader's Name: \_\_\_\_\_

Chair Person Signature \_\_\_\_\_ Date: \_\_\_\_\_

**My signature above indicates I approve the proposed dates and times to schedule the dissertation.**  
.....

Date Defense Scheduled: \_\_\_\_\_ Time: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_

Once the defense is scheduled and this form is returned to the colleague, the colleague must submit a copy of the form to: Director of D.Min, 2) Registrar Office and 3) Librarian

# Appendix G

## Oral Defense Presentation Overview Guidelines

Colleague Name: \_\_\_\_\_

### **I. Participant Growth**

1. What evidence is there that the colleague achieved personal growth?
2. Is the colleague able to articulate a personal theological position and apply theological insight to particular issues?
3. Does the colleague display openness to evaluation and to differing views?  
Has the colleague grown adequately in the ability to evaluate?
4. Does the colleague show evidence of being able to:
  - a) define a problem
  - b) work with people in the definition of that problem
  - c) develop strategies toward a solution to the problem
5. What do you judge to be the level of competence of the colleague's own particular specialization in ministry?
6. Does the colleague show evidence of growing in understanding of the nature of ministry and in ability to take responsibility for one's ministry?
7. Has the colleague moved to a style of ministry fit to represent the degree?

### **II. Comprehensiveness and Depth of Program**

1. To what degree did the colleague actually reach program goals as defined in the final document?
2. What changes happened in the context?
3. What will happen next in the context as a result of this program?
4. What evidence is there that the candidate made adequate use of the social, theological and historical resource appropriate to the program?
5. Is there evidence of extended, disciplined involvement in Peer Reader learning?
6. Was the engagement with the consultants sufficient to insure a quality program?
7. To what degree was there ecumenical involvement?
8. To what degree was the program related to the larger community and society?
9. What do you judge to be the level of this program's contribution to ministry?
10. Has adequate evaluation of the program been maintained to insure a quality program?

### **III. The Final Document**

1. Does the final document meet acceptable standards for professional and formal writing?
2. Will the larger church community be able to read the document with understanding?
3. Does the document adequately describe what took place in the program and the contribution to ministry which was made?
4. What, if anything, is there in the final document which is new (instruments of evaluation, resources for ministry, etc.)?
5. In your judgment, is the document acceptable? What, if anything, is necessary to make it acceptable?

# Appendix H

## Oral Defense Presentation Evaluation Worksheet

(Please Review Appendix G Before Conducting The Defense)

**This form is intended to assist and guide the examining committee member's evaluation. Please use it in the way that best enables you to provide the candidate and the committee with the most helpful guidance you can offer.**

Name of Colleague: \_\_\_\_\_

Please evaluate the progress and achievement of the candidate in the following aspects by checking the appropriate category; leave blank if you have no comment.

Please use this form to assist the discussion and fill it out.

	Inadequate 1	Adequate 2	Good 3	Excellent 4
<b>1. Candidate's Growth</b>				
a. Personal Growth				
b. Theological Growth				
c. Ability to Evaluate				
d. Problem Solving Ability				
e. Competence in area of Specialization				
f. Understanding of Ministry				
g. Ability to Perform Ministry				
<b>2. Comprehensiveness &amp; Depth of Program</b>				
a. Achievement of Program Goals				
b. Positive Effects of Program on Context				
c. Likely Future Effects of Program				
d. Use of Theological & Historical Resources				
e. Involvement in Peer Reader Learning				
f. Engagement with Content/Context Specialist				
g. Ecumenical Involvement				
h. Relationship to Larger Community				
i. Overall Contribution of Program				
j. Effectiveness of Evaluation Process				
<b>3. Final Document</b>				
a. Literary Style				
b. Clarity of Writing				
c. Completeness in Description of Program				
d. Distinctiveness of Contribution				
e. Overall Acceptability				

4. Assuming that there was evidence of growth in the Colleague through the program, do you judge that growth to be adequate for granting of the degree? Please explain your judgment. Are there any particular strengths or weaknesses that should be noted?

5. Did the Colleague's program have sufficient wholeness, comprehensiveness and depth to merit the granting of the degree? What were the most noteworthy strengths and weaknesses? Do any of the weaknesses require additional work before the program is regarded as completed adequately?

6. Is the final document adequate for its purpose? What are its strengths and weaknesses as a document? Are any revisions necessary to make it acceptable?

7. Further comments? Feel free to comment on the aspects noted on the previous page, or to state a summary evaluation or emphasis.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Chairperson

**Please:** Submit this COMPLETED worksheet (p. 56 and 57) to the D.Min. Director and Registrar at the close of the meeting.

# Appendix I

## Request for Extension of Dissertation (900/901)

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student ID #: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Cell # \_\_\_\_\_ Date Completed Final Emergent Week: \_\_\_\_\_

Title of Dissertation: \_\_\_\_\_

Reason for Extension (Include Specifics) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Extension Request for: 6 Months \_\_\_ 12 Months \_\_\_ **Additional Extensions Made On Case by Case Basis**

Your Projected Date for Completing Dissertation: \_\_\_\_\_

Work Plan (Time Line) of Completion Attached: \_\_\_\_\_ Yes

*(Before any extensions can be approved, colleagues must submit their Plan of Completion along with this request to the Dissertation Chair Person and Director of DMin Program)*

Colleague Signature: \_\_\_\_\_ Submit Date: \_\_\_\_\_

-----

Dissertation Chair Person Name: \_\_\_\_\_ Chair Person Signature : \_\_\_\_\_

Approved: \_\_\_\_\_ Yes \_\_\_\_\_ No Date Reviewed: \_\_\_\_\_

*(Signature of the Dissertation Chair is required before this form is submitted to the Director of DMin Program for final decision)*

Director of DMin: Name: \_\_\_\_\_ Director DMin Signature: \_\_\_\_\_

*Approved:* \_\_\_\_\_ *Yes* \_\_\_\_\_ *No* \_\_\_\_\_ *Date:* \_\_\_\_\_

Request for Extension of Dissertation along with the Colleague's Plan of Action must be submitted to the Director of D. Min for final approval on or before May 30<sup>th</sup> or December 30<sup>th</sup> which ever applies to the colleagues' corresponding completion of their last Emergent Week.