NAZARENE THEOLOGICAL SEMINARY

75 YEARS

1945-2020

KANSAS CITY, MISSOURI

DOCTOR OF MINISTRY HANDBOOK

2020-2021

CONTENTS

PROGRAM OBJECTIVES

The student who completes the Doctor of Ministry will demonstrate the following:

1. Integration of academic abilities, research methods, and advanced ministry skills to develop creative forms and modes of engagement in mission.
2. Growth in self-understanding, self-evaluation, and self-direction in regard to lifelong study, increased knowledge and skills in human relationships, spiritual growth, and leadership potential in various ministry contexts.
3. Growth in understanding of and appreciation for the integration of Scripture, reason, tradition, and experience.
4. Formation of a theology of ministry grounded in understanding of and participation in the mission of God in the world.

PROGRAM OVERVIEW

The Doctor of Ministry Program is a 36 credit-hour program that can be completed in three years. Students will be enrolled continuously for three years. If the dissertation is not completed within three years, the student will be enrolled in Dissertation Continuation and billed at the rate of one credit-hour each semester until the project is completed.

Year One	Year Two	Year Three
Fall	**Fall**	**Fall**
Core 1 (2 Cr Hrs)	Core 4 (2 Cr Hrs)	Dissertation Writing (4 Cr Hrs)
Customized 1 (3 Cr Hrs)	Customized 3 (3 Cr Hrs)	
Research 1: Orientation to Program and Research Resources (1 Cr Hr)	Research 3: Dissertation Methodology (1 Cr Hr)	
Spring	**Spring**	**Spring**
Core 2 (3 Cr Hrs)	Core 5 (3 Cr Hrs)	Dissertation Continuation (0 Cr Hrs)
Customized 2 (3 Cr Hrs)	Customized 4 (3 Cr Hrs)	Oral Defense (0 Cr Hrs)
Summer	**Summer**	
Core 3 (3 Cr Hrs)	Core 6 (2 Cr Hrs)	
Research 2: Topic Development and Design (1 Cr Hr)	Research 4: Design Form and Writing Plan (2 Cr Hrs)	

ADMISSION AND ENROLLMENT

PREREQUISITES

1. MDiv equivalency of 72 credit hours.
   a. An earned MDiv Degree from an accredited program with a minimum GPA of 3.0 (on a 4.0 scale).
   b. A master's degree plus comparable graduate credits in other systems that represent broad-based work in theology, biblical studies, and the arts of ministry. Significant ministerial leadership can be considered, but ministerial experience alone is not considered the equivalent of or a substitute for the master's degree.
   c. A minimum GPA of 3.0 is required for graduate degrees, transcripts of all degrees will be evaluated by the Registrar to determine what extra course work would be required to achieve MDiv equivalency (72 hours).
      i. In cases where the applicant's GPA is less than 3.0, additional written work and corroborating documentation may be required for evaluation.
   b. It is possible to be provisionally admitted into the Doctor of Ministry program with 12 credit hours or less of MDiv equivalency. In such cases, remaining coursework to achieve MDiv Equivalency will need to be completed during the first calendar year (three semesters) of the Doctor of Ministry program. The student may enroll in available NTS master's level courses to complete their MDiv equivalency.
2. A minimum of 3 years ministerial experience following the awarding of the first graduate theological degree. Exceptions may be made in cases where graduate degrees were earned while the applicant was serving in a full-time ministerial role.

APPLICATION REQUIREMENTS

1. A completed *NTS Application for Admission*
   a. Early Application Deadline: February 15th
   b. Final Application Deadline: May 1st
2. A $50 non-refundable application processing fee
3. Three completed reference forms:
   a. *Ecclesial Employer/Supervisor* – the person to whom the applicant is most directly accountable in the current ministry context
   b. *Academic Professor* - from the applicant's graduate theological degree program
   c. *Layperson* – non-relative from the applicant's current ministry context
   d. **NOTE:** Army Chaplains may submit the last two Officer Efficiency Reports (OERs) in lieu of the Ecclesial Employer/Supervisor and Lay Person references.
4. Official transcripts detailing previous academic study from all universities or colleges attended, embossed with the school seal, and sent directly from the issuing institution. International students who have transcripts in a language other than English must provide official transcripts accompanied by certified English translations.
5. Personal and Professional Identity Paper – A 1,500-word typed paper that includes:
   a. An overview of your personal spiritual and leadership journey with reference to all ministry experience, including your current ministry context (500 words)
   b. An articulation of the theology that undergirds your ministry, with references to thinkers and writers who shape your theological understanding and framework (750 words)
   c. An evaluation of your current professional and educational development and goals (250 words)

  d. The Paper should demonstrate your ability to: organize your written thoughts clearly and coherently, using correct spelling, grammar, punctuation, etc., as well as appropriate and consistent form and style. Citations of sources should include full bibliographic information.

6. Research Statement - A 500-word typed paper that includes:
  a. Your research interest for the appropriate Doctor of Ministry track. Specifically, how you envision narrowing your research focus based on your theological interests and the contextual challenge/problem you hope to address (300 words)
  b. A rationale for pursuing the Doctor of Ministry program, i.e., your vision for how the program will contribute to your personal and professional development in your ministry context (200 words)
  c. The Research Statement should demonstrate your ability to: organize your written thoughts clearly and coherently, using correct spelling, grammar, punctuation, etc., as well as appropriate and consistent form and style. Citations of sources should include full bibliographic information.

APPLICATION EVALUATION PROCESS

1. Required interviews of the applicant by the Director of the Doctor of Ministry Program (in person or by phone), and
2. A possible interview by an Advisory Committee (at its discretion, in person or by phone). All interviews will be arranged by the Director of the Doctor of Ministry Program, who will communicate pertinent information to the applicant. Communication of the committee's decision for *Acceptance* or *Denial,* or a request for more information will come from the Director of the Doctor of Ministry Program.
3. Admission to the program is valid for up to two entrance terms, subject to any change in the specialized track. If initial enrollment is postponed for more than two semesters, the applicant must reapply for admission.
4. Upon acceptance, an official letter of acceptance will be sent, along with an Enrollment Confirmation Form to be filled out by the student. This form must be completed and sent with a

PROGRAM DETAILS

FACULTY
Each track will have a variety of faculty that will facilitate the learning community.

Core Faculty: Function as the primary facilitators for each track and serve as the faculty of record for 15 credit hours of the program. Typically, each Doctor of Ministry track will have three facilitators who each teach five credit hours (2hr and a 3hr course) and function as the primary guide for one of the colloquies. Facilitators provide scholarly and practical expertise for their track and give shape to the track's disciplinary approach. Facilitators will have completed a terminal degree, or be ABD, and have demonstrated expertise in the track's discipline.

Research Course Faculty: Teach one or more of the Doctor of Ministry research courses designed to introduce students to doctoral level research and help guide their research approach and dissertation development. Research course faculty will have experience in doctoral level research and dissertation development, and will have completed a terminal degree, or be ABD.

Faculty Advisors: After admission into the program, students will be assigned a Faculty Advisor who will facilitate all customized coursework as well as the dissertation. These advisors will be selected as follows by the Doctor of Ministry Committee:

- A member of the NTS Faculty or person with commensurate educational qualifications.
- An earned, terminal degree.

The Faculty Advisors will serve their advisees in the following ways:
- Facilitate customized courses
- Provide guidance through the research and writing process of the Dissertation.
- Respond to all advisee correspondence (email, phone, text, direct message) within a reasonable time period.
- Since most students are at a distance to the Advisor and seminary, a timely response is crucial to a positive educational experience.
- Review and approve the Dissertation Proposal.
- Give approval to their advisees to submit the Final Draft of their Dissertation once satisfied that it is ready for submission.
- Make a pass/no pass evaluation of the Dissertation.
- Return all course assignments within 7-14 days.
- Return dissertation iterations within 21-28 days.

COURSE TYPES
Each track in the Doctor of Ministry Program consists of three primary course types: core, customized, and research.

Core Courses: Form the foundation of the track, consisting of six courses that make up 15-credit hours of the program. Each core faculty member will typically facilitate two of these courses.

Customized Courses: Create space for increased specialization within the track, allowing the student to narrow their focus and research within the track's broader subject. The program contains four customized courses that make up 12-credit hours of the program. Each course contains:

- Course Reading Plan – In consultation with and approved by the Faculty Advisor in first weeks of semester
- Minimum 2,000 pages of reading pertinent to student research topic (bibliography included in Course Learning Plan)
- 4 synchronous video meetings with faculty advisor (reading/research discussions)
- 4,000-5,000-word essay due at end of semester - Evaluated by Faculty Advisor

Research Courses: Prepare the student for successful completion of the dissertation. There are four research courses comprising 5-credit hours of the program:
- **Research Course 1:** Orientation to Program and Research Resources (1 Cr Hr)
    - Introduces students to resources and tools for doctoral level research, highlighting the particular aims of a doctor of ministry degree. Includes orientation to Nazarene Theological Seminary's library systems and educational software platforms.

- **Research Course 2:** Topic Design and Development (1 Cr Hr)
  - Engages students in a process of identifying a ministry problem, solidifying a research topic, and completing an initial annotated bibliography to support the research topic.
- **Research Course 3:** Dissertation Methodology (1 Cr Hr)
  - Introduces students to methodologies pertinent to completing the dissertation.
- **Research Course 4:** Design Form and Writing Plan (2 Cr Hrs)
  - Facilitates the student process of preparing the dissertation Design Form and outlining a dissertation writing and research plan. Includes presentation of abstract to cohort peers and faculty.

ATTENDANCE

Students are required to attend all three site visits as a non-negotiable part of the courses. The student will receive an "Incomplete (I)" grade if they are unable to attend the site visits for any reason and must retake the course in a subsequent semester.

INFORMATION TECHNOLOGY

Classes require the use of the Google platform. A username and password will be created once the student has confirmed enrollment. Students who do not have access via a personal computer to the Google system will not be excused from such assignments. Students whose personal computer is not capable of allowing them to work on Google will need to find ways to do so. Students without an e-mail account will need to obtain one. Information on how to do this may be obtained from the Information Technology Department at the Seminary.

Students should regularly check the Google system for enrolled classes. Assignments and class resources that require the student's attention are often posted on Google several weeks in advance. Students who fail to access required assignments through Google will not be excused from the penalties of failing to complete those assignments in a timely manner and may be dropped from the class.

Doctor of Ministry coursework will primarily be accomplished through Google, though occasionally students will need access to an online video-conferencing system (such as Zoom or Slack) for synchronous discussions with peers and facilitators.

Students may access their final grades, transcripts, student account balance, and view semester course offerings on the Student Portal. NTS will e-mail a username and password for the student portal when students have confirmed enrollment prior to their first semester.

STUDENT REVIEW

After the completion of the first year of coursework, a student will be considered for candidacy status. Only students with a 3.0—or higher—grade point average in the Doctor of Ministry courses will be considered for the granting of admission to candidacy status. The purpose of candidacy assessment is to consider the student's potential for successful completion of the degree program and application of their learning to their ministry setting. Candidacy will be determined by the NTS Faculty who will review and take into consideration student GPA as well as written evaluations by the track faculty and Faculty Advisor who have guided and observed the student's work. Only students admitted to candidacy will be allowed to continue in the program. A student who fails to achieve candidacy status for academic reasons may be

eligible to transfer to the Advanced Graduate Certificate (AGC) or Diploma (AGD) program discussed below.

ADVANCED GRADUATE CERTIFICATE OR DIPLOMA

The Advanced Graduate Certificate or Diploma (AGC or AGD) Program in a Designated Track (e.g., Innovative Leadership in Changing Cultures) is a post-master's course of study for those interested in concentrated doctoral-level coursework in applied theology. The AGC or AGD may be earned as a stand-alone credential or serve as an entrée into the Doctor of Ministry program.

1. Admission requirements to the AGC or AGD program are identical to that of the Doctor of Ministry program: an MDiv Degree or its equivalent plus 3 years of ministry experience. The application form is the same. Admission priority is given to degree seeking students. The Doctor of Ministry Advisory Committee will review and make decisions on all AGC and AGD applications.

2. AGC: Once admitted, a student will earn the AGC following completion of the specialized courses with facilitators for a total of 15 credit hours with an average GPA of no less than 2.5.

3. AGD: Once admitted, a student will earn the AGD following completion of the specialized courses with facilitators and customized courses with faculty advisor for a total of 27 credit hours with an average GPA of no less than 2.5.

4. An AGC or AGD program student who wishes to advance to the Doctor of Ministry program must make a formal request to the Doctor of Ministry Advisory Committee through the Director. of the Doctor of Ministry, following successful completion of the first colloquy and prior to the second colloquy. An AGC or AGD student accepted into the Doctor of Ministry program will receive full credit for specialized courses with facilitators already completed, provided the student has maintained an average GPA of no less than 3.0.

5. A Doctor of Ministry student who decides not to do a dissertation or who is prohibited from doing so by decision of the NTS Faculty, and who will not complete the Doctor of Ministry degree, may earn the Advanced Graduate Certificate or Diploma upon successful completion of the needed courses and required credit hours with an average GPA of no less than 2.5.

DURATION

Program acceptance is valid for the two seminar courses immediately subsequent to acceptance. The student is then expected to maintain continuous enrollment in consecutive seminar courses. Further, the student is expected to responsibly work with faculty Research Consultants and Readers in planning and executing the Pastoral Research Project in a timely manner.

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

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

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

Note: Army Chaplains will receive no "time-to-completion" penalties if deployed and will not be charged any continuation fees during deployment.

DISSERTATION PROCESS AND OPTIONS

The dissertation process begins the first semester of the program with the initial research course. The student will begin focusing and refining the project in consultation with the Faculty Advisor for eventual completion after coursework has concluded. Through the process, the student, in consultation with their faculty advisor, will need to determine which dissertation option will best facilitate their topic.

The process is as follows:

TIMELINE

- Year One
    - Fall
        - Research Course 1: Orientation to Program and Research Resources (DMN946)
    - Summer
        - Research Course 2: Topic Development and Design (DMN947)
        - Dissertation topic and preliminary, annotated bibliography submitted to Faculty Advisor.
- Year Two
    - Fall
        - Research Course 3: Contextual Research Approaches (DMN948)
    - Summer
        - Research Course 4: Design Form and Writing Plan (DMN949)
        - Submit final draft of the Project Design Form and present a prospectus to peers and facilitators.
        - Research/writing in consultation with Faculty Advisor
- Year Three
    - Fall
        - Research/writing in consultation with Faculty Advisor
    - Spring
        - Research/writing in consultation with Faculty Advisor
        - Submit full-draft of dissertation for Faculty Advisor approval
        - Submit final draft of dissertation for evaluation by Faculty Advisor (1st Reader), Second Reader, and artifact medium expert (if needed for Option 2).
        - Oral Defense

OPTION 1: DISSERTATION

The dissertation is typically comprised of 5 chapters and should be 40,000 to 50,000 words. For more detail, see the current DMin Dissertation Style Guide.

OPTION 2: PROJECT DISSERTATION WITH ARTIFACT

The dissertation is typically comprised of 5 chapters and should be 25,000 to 30,000 words. Artifact development should consist of a minimum of 160 working hours. For more detail, see the current DMin Dissertation Style Guide.

ORAL DEFENSE

The Oral Defense is the culminating activity of the program. After the dissertation has been approved by the 1st and 2nd Readers, the Director of the Doctor of Ministry Program will schedule an appointment for the oral defense of the project. This defense will be attended by the 1st and 2nd Readers and the Director of the Doctor of Ministry Program.

ACADEMIC POLICIES & RESOURCES

PLAGIARISM

Plagiarism is the use of the words or ideas of another person and presenting them as one's own work. There are few original ideas, especially in the field of theology and ministry. The issue of plagiarism is not the borrowing of ideas or words but doing so without appropriate acknowledgement of one's sources of those ideas or words. For this reason, plagiarism, even when unintended, demonstrates dishonest and unacceptable academic work done at Nazarene Theological Seminary. Seminary students are expected to learn the appropriate methods of citing the sources they have used.

Plagiarism should be distinguished from collaborative and cooperative work that is permitted in some assignments. Students who are uncertain regarding the style and degree of citation expected for any assignment should request clarification from the professor.

For more information on the institutional policy regarding plagiarism, please consult the Student Handbook, p. 15.

CHICAGO-TURABIAN CITATION

Students are required to use proper citation throughout their work. Students should become familiar with Chicago-Turabian style formatting. This will be the required format for the student's dissertation. There are numerous resources which can help students with the intricacies of Chicago-Turabian.

It is recommended that students obtain a copy of *A Manual for Writers of Research Papers, Theses, and Dissertations, Eighth Edition: Chicago Style for Students and Researchers (Chicago Guides to Writing, Editing, and Publishing)* by Katie L. Turabian and Wayne C. Booth.

ACADEMIC GRIEVANCES

While Nazarene Theological Seminary is committed at every level to operate with integrity and with concern for the general welfare of students, we also understand that, on occasion, events arise in which students have complaints. When these events occur, we want students to have a ready means of resolving grievances.

For more information on the institutional policy regarding plagiarism, please consult the Student Handbook, p. 25-26.

INCLUSIVE LANGUAGE

NTS is committed to the equality of women and men. Recognizing that people have often used the English language in ways that imply the exclusion or inferiority of women, NTS urges students, faculty, and staff to avoid sexist language in public discourse, in classroom discussions, and in their writings. All written work presented to meet course requirements must use gender inclusive language.

Beyond gender equality, this understanding would apply to all persons. Labels to describe people based on ethnicity, phenotype, socio-economic status, educational level, sexual orientation, origin, etc. are often a form of marginalizing others. All written and verbal work for courses and course discussions must be inclusive and should not use descriptive terms in a derogatory manner.

Further information on inclusive language is available on the NTS website HTTP://WWW.NTS.EDU/NTS-RESOURCES/STUDENT-HANDBOOKS/

LIBRARY

The Seminary provides a library for your help in mastering the knowledge and skills which prepare you for effective Christian leadership in church vocations. It is at the heart of the scholastic program of the Seminary. There are now over 150,000 print items housed in the library. You also have access to over 300,000 online books from the Library online catalog. Consult with the Director of Library Services or any library staff regarding the use of the library and research procedures.

Your integrity and maturity are assumed; therefore, few rules are stated for the use of the library. The following regulations adopted by the faculty are designed to distribute the circulation of our materials as widely and as fairly as possible. Failure to comply with the regulations can result in the revoking of library privileges. A library handbook which contains an overview of library services and regulations is available.

For more information on the institutional policy regarding plagiarism, please consult the Student Handbook, p. 27.

CHANGE OF ADVISOR REQUEST

A student who wishes to change advisors at any point in the program may initiate the process by filling out the Change of the Advisor Request Form and forwarding it to the Director of the Doctor of Ministry Program. Requests will be considered by the Director and students will be informed of the decision in a timely manner.

GRADUATION

REQUIREMENTS

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

- Completion of 36-credit hours of doctoral coursework maintaining a cumulative GPA of 3.0 or higher.
- Successful written and oral presentation of Dissertation.
- Approval by NTS Faculty vote.
- Submission of a satisfactory final library edition of the Dissertation document.

PROCEDURES

1. After the completion of the final research course (DMN949), the student must submit an initial draft of the dissertation to their Faculty Advisor by November 1. The Faculty Advisor will provide feedback and revisions by December 10.
2. Students will submit their completed dissertation for evaluation by their Faculty Advisors by January 1. The Faculty Advisor will provide feedback and suggested revisions to student by February 1.
3. The student will post an oral defense copy of the dissertation in Google with all incorporated changes from the Faculty Advisor by February 15. Student will be responsible for providing a copy of the revised dissertation to their Faculty Advisor, 2nd Reader, and the Director of the Doctor of Ministry program by February 15.
4. In consultation with the Faculty Advisor, the Director of the Doctor of Ministry Program will schedule a defense of the dissertation in March. The defense will be attended by the Faculty Advisor (1st Reader), the 2nd Reader/content expert, and the Director of the Doctor of Ministry.
5. Upon successful completion of the oral defense, the student will post a final library edition of the dissertation by April 15th for final evaluation by the NTS Librarian for proper formatting and bibliography.
6. After all recommended corrections are made, a final PDF of the dissertation must be submitted to the NTS Library for the graduate's diploma to be released.

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