

2020-2021
DOCTOR OF
MINISTRY
HANDBOOK



MID-AMERICA

BAPTIST THEOLOGICAL SEMINARY

MID-AMERICA BAPTIST THEOLOGICAL SEMINARY

DOCTOR OF MINISTRY PROGRAM

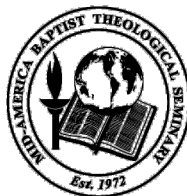
Dr. Matthew R. Akers
Associate Dean of Doctoral Programs
makers@mabts.edu

Jessica Tate
Academic Coordinator
jtate@mabts.edu 901-751-3011

Doctoral Programs Committee
2020-2021 Academic School Year

Dr. Matthew Akers, Associate Dean

Dr. John Babler
Dr. Lee Brand Jr.
Dr. Michael Mewborn
Dr. Stephen Miller
Dr. David Shackelford
Dr. Michael Spradlin
Dr. Brad Roderick
Dr. Brad Thompson



" . . .that in all things He might have the preeminence."
(Colossians 1:18)

Table of Contents

Introduction	1
Policy of Nondiscrimination Toward Students	1
Regulation Regarding Divorce	1
Regulations Regarding Female Students	1
Student Grievance Policy and Procedure	2
Accreditation	9
Our Purpose	9
Description of the Doctor of Ministry Program (DMin)	10
Educational Objectives	11
Student Status.....	11
Student Responsibility	11
Witness One:Seven	12
Modified Cohort System of Study.....	12
Doctor of Ministry Curriculum.....	13
Doctor of Ministry Seminars.....	13
Doctoral Core.....	13
Doctor of Ministry Concentration	14
Biblical Counseling.....	14
Christian Education.....	14
Church Revitalization.....	15
Expository Preaching	16
Missions	16
Pastoral Ministry.....	17
Seminar Requirements.....	17
Dissertation	19
Option A: Ministry Project	19
Option B: Research Project	23
Comprehensive Examinations	25
Oral Examination.....	25
Advancement to Candidacy	26
Completion Time	26
Graduation.....	26
Expenses	26
Holds.....	27
Policy Concerning a Change of Ministry Position	27
Library.....	28
Bookstore	29
Housing and Meals	29
Dissertation Submission Dates	30
Seminar Schedule.....	30

Introduction

This handbook's design is to assist the Doctor of Ministry student throughout his/her program of study. It contains information necessary to the administration of the program. **All Doctor of Ministry students are strongly encouraged to read each section of the handbook carefully.**

Policy of Nondiscrimination Toward Students

Mid-America Baptist Theological Seminary admits all students of any race, color, or national ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students.

The seminary does not discriminate on the basis of race, color, or national ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and other school-administered programs.

Regulation Regarding Divorce

The seminary does not admit anyone as a student who has ever been divorced or whose spouse has ever been divorced. This applies without exception both to those who are innocent parties of divorce and to others. Such a policy does not judge the manner of life of any divorced person. The regulation, however, is established as a witness to God's original intention for the lifelong covenant of marriage. Matthew 5:32; 19:3-9; Mark 10:5-9; Luke 16:18; and Malachi 2:16 are the primary biblical passages that support this understanding.

Regulation Regarding Female Students

The seminary admits women as students to study for the Associate of Christian education, Bachelor of Arts in Christian studies, Bachelor of Arts in biblical counseling, Master of Arts in Christian education, master of arts in worship, master of arts in theology, master of divinity in Christian education, Master of Divinity in missiology and intercultural studies, Master of Divinity in biblical counseling, Doctor of Ministry in missions, Doctor of Ministry in Christian education, Doctor of Ministry in biblical counseling, Doctor of Ministry in church revitalization, Doctor of Philosophy in church history, education, missions, biblical counseling programs. These programs are designed to prepare students for ministries in education, counseling, or cross-cultural missions. Degree programs designed to prepare students to serve as ordained pastors [Associate of Divinity, Master of Divinity in pastoral ministries, Doctor of Ministry in pastoral ministry, Doctor of Ministry in expository preaching, and Doctor of Philosophy in Old Testament (including Hebrew), New Testament (including Greek), theology, and practical theology (pastoral track)] are available only to male students. Female students are welcome to audit or to take for credit any individual course offered in the curriculum for which they are otherwise qualified. This policy accords with the seminary's conviction that the ordained pastor of a church must be male. The following is the trustee resolution mandating this conviction: "We believe that God has signally blessed women and has given them a position of

honor and opportunities for service. However, we believe that Scripture prohibits a woman serving as pastor of a church.” The following Scriptures specifically refer to this regulation:

- *1 Corinthians 11:3 ff. This passage teaches that women are under the leadership of men. (This headship relates to functional relationships, not spiritual standing.) For a woman to serve as pastor/teacher reverses this creation ordinance.*
- *1 Timothy 2:9–15. This passage is part of a larger context which outlines the qualifications of bishops (pastors) and deacons and forbids women to exercise positions of authority and teaching over men. Therefore, a woman should not be pastor of a church.*
- *Genesis 2–3. In the record of Creation and the subsequent fall of man, Adam stood in a primary relationship over Eve. The ramification of this position was intensified by the Fall (i.e., the negative aspects of subordination of woman to man) but was in existence prior to the Fall. Thus, from Creation and in the Fall, the woman is subordinate to the man, which is the basis of Paul’s argument in 1 Timothy 2:13–14 in which women are forbidden to teach or exercise authority over men in the church.*

Student Grievance Policy & Procedure

Student Grievance Policy and Procedure

Seminary policy grants to the administration and faculty of Mid-America Baptist Theological Seminary the authority to develop and administer the processes for study and other issues related to student life. Students are expected to conform to expectations and standards of performance and conduct. The same polity that establishes the governance of academic and administrative affairs, however, allows the student the opportunity to seek recourse from what they consider to be unfair or unjust evaluations or processes. In the case of doctoral students, grievance procedures and decisions are established and administered by each doctoral committee.

Before completing the application for grievance for redress, the student should:

1. Review documents that address the situation—syllabi, policies and procedures, etc.
2. Prayerfully consider the validity of the grievance.
3. In keeping with Matthew 18, discuss the issue with the professor or administrator involved.
4. If the issue cannot be resolved at this level, then the student should follow the Student Grievance Process as described below.

It is the policy of the seminary to evaluate seriously student grievances and either resolve the problems brought by the student or make appropriate recommendations to the appropriate office for such resolution. Procedures are established below for addressing

student grievances in four sections: academic issues, administrative issues, issues concerning sexual harassment, and honor code violations.

The grievance process described below begins with the completion of a student-initiated application for review, the Student Grievance Form. This form may be obtained from the Campus Life office or from www.mabts.edu. and should be returned to the Campus Life office, as it is the responsibility of the Director of Campus Life to coordinate the resolution process.

Section I – Academic Grievance

For Grievances of Academic Issues Related to Grades, Course Information, Course Content, Faculty Conduct, Performance, or Attitude.

The seminary specifically assigns to the individual faculty member responsibility for establishing grade criteria and the subsequent assignment of grades upon evaluation of student work.

(Matters related to dropping and adding are dealt with by petition through the registrar's office. Matters related to excessive excused or unexcused absences are dealt with by petition through the Doctoral Programs Committee.)

In the case that a discussion of the issue with the professor or administrator involved does not resolve the issue, the following procedure should be followed:

1. The student completes, signs, and delivers the Student Grievance Form to the Director of Campus Life, who will then contact the appropriate person(s) to attempt to establish a resolution to the grievance.
2. If the situation remains unresolved, the matter will be addressed by the Academic Vice President, who will attempt to establish a resolution to the grievance. The student may request that a Student Council representative or another faculty member attend the meeting as well.
3. The Academic Vice President will make a final decision concerning the grievance.

Section II – Administrative Grievances

For Grievances of Administrative Issues Related to Support Services

1. The student completes, signs, and delivers the Student Grievance form to the Director of Campus Life, who will then contact the appropriate person(s) to attempt to establish a resolution to the grievance.
2. If the situation remains unresolved, the matter will be addressed by the Executive Vice President, who will attempt to establish a resolution to the grievance. The

student may request that a Student Council representative or another faculty member to attend the meeting as well.

3. The Executive Vice President will make a final decision concerning the grievance.

Section III – Sexual Harassment

For Grievances of Academic or Administrative Issues Related to Sexual Harassment

Mid-America Baptist Theological Seminary respects the personhood of all individuals, regardless of race, color, national origin, sex, age, or religion. The seminary, therefore, will not tolerate the abuse of individuals in regard to these matters. It is our policy to maintain a workplace free from all forms of harassment, which includes sexual harassment, whether verbal or physical.

Sexual harassment is prohibited by the Seminary policy as well as by federal and state law. Sexual harassment includes all unwelcomed sexual overtures or advances including, but not limited to, offensive jokes, comments, innuendos, or other sexually-oriented statements; requests for sexual favors; and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly as terms or conditions of a student's academic achievement, or
- Submission to or rejection of such conduct is used as the basis for decisions regarding the student's academic status, or
- Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, hostile or offensive learning environment.

If a student feels that he or she has been subjected to any type of harassment, the offense is to be reported to the president's office within 48 hours. A written complaint should include the name of the person(s) involved, the specific nature of the offense, and the date that it occurred. The President's office will conduct a thorough investigation of the complaint, and appropriate remedial action will be taken. Any information as is gathered will be treated as confidentially as practical. Where investigation confirms the offensive behavior, prompt corrective action will be taken with appropriate redress to the complaining party. Students reporting incidents of sexual harassment or cooperating with an investigation thereof will be protected from reprisals in any form. The confidentiality of the parties involved will be protected throughout the investigation, and only those parties whom the president deems necessary to have knowledge of the case will be informed.

Any employee found to be guilty of violating this policy will be disciplined, up to and including termination. Likewise, disciplinary measures will be applied in any instance determined fabricated for malicious reasons.

If the student feels that he or she has been subjected to any type of harassment, the offense may be reported to the president's office or the student may follow the steps below:

1. The student completes and delivers the Student Grievance Form to the Director of Campus Life, who will forward the grievance to the President's office within 48 hours to establish a resolution to the grievance with appropriate personnel.
2. If the situation remains unresolved, the matter will be addressed by the President, who will attempt to establish a resolution to the grievance.
3. After a thorough investigation, the president will make a final decision concerning the grievance.

Section IV – Honor Code

Each Student Agrees:

- I understand and will support and follow the Honor Code.
- I will not personally use unauthorized materials, and I will not participate with others in cheating.
- I will not facilitate cheating, and if I become aware of violations of academic or moral integrity, I understand that I have a responsibility to the seminary community and will at least say something to the student involved or discuss the situation with a professor or the appropriate Dean.

Academic work is evaluated on the assumption and the expectation that the work presented is the student's own, unless designated otherwise. Anything less is unacceptable and is considered academically dishonest. Collaboration, plagiarism, and cheating—all defined below—are considered forms of academic dishonesty and students guilty of such are subject to disciplinary action.

1. Collaboration: Submission of a paper that is paraphrased from, or identical to, another student's paper. A "paper" is defined as "any materials submitted by a student for credit in a course."
2. Plagiarism: Submission of a paper in which substantial portions are paraphrased without documentation or are identical to published or unpublished material.
3. Cheating: The improper use of books, notes, another student's tests, or other aids during an examination. It is the responsibility of the student to get approval for the use of such aids prior to the time of the examination, and without such approval they will be considered improper. An "examination" is defined as "any testing situation in which the score will be used for credit in a course."

Failure on a student's part to live up to this Honor Code becomes the concern of the appropriate dean and faculty advisor. (It is assumed, however, that any matter of concern in this area between members of the seminary community will first be dealt with according to the principles of Matthew 18:15-22.) All disciplinary matters are subject to review before a Student Disciplinary Committee. This committee at the Cordova campus is composed of the Dean of Women or the Dean of Men, as chairperson, the Faculty Advisor of the student in question, the president of the Student Council, and one other faculty member. At the Northeast Campus, this Committee will be appointed by the director of the Northeast Branch and will include one student participant.

Due process in dealing with disciplinary problems is primarily for the purpose of protecting the reputation of a student against false or unsupported accusations. The purpose of disciplinary action is always redemptive, with every effort made to help the student involved to gain insight into his or her own needs and motivations as a potential minister in Christian service. Where there is evidence of personality and character weaknesses that would make it unwise for a student to continue in preparation for the ministry, the student is given counsel to help him or her see that fact.

A Student Disciplinary Committee will handle all cases referred to it by the appropriate dean and will be the appellate body for decisions made by the dean that are appealed by the student. The Committee will handle any case involving the possible dismissal of a student; dismissal may only take place by action of the faculty. The student will receive a written statement of charges against him or her. He or she may be accompanied by a personal representative, may bring witnesses on his or her own behalf, and may choose not to answer any of the questions directed to him or her. If either the Student Disciplinary Committee or the student deems the advice of a lawyer necessary, such a person may give any advice he or she believes pertinent; but he or she may not enter into the proceedings and/or deliberations of a Student Disciplinary committee.

Should the situation warrant it, the student may be given a warning, a disciplinary probation, a required leave of absence, or dismissal. Appeal of any action of the Student Disciplinary Committee may be made to the faculty in writing. Further appeal may be made after the faculty's decision to the president of the seminary. Such an appeal must be in writing, and a personal interview will be granted with the appeal.

If the student feels that he or she has witnessed a violation of the honor code or if they themselves have violated the honor code, they are to take the following steps:

1. The student completes and delivers the Student Grievance Form to the Director of Campus Life, who will then contact the appropriate person(s) to attempt to establish a resolution to the grievance.
2. If the situation remains unresolved, the matter will be addressed by the Academic Vice President, who will attempt to establish a resolution to the grievance. The student may request that a student council representative or another faculty member attend the meeting as well.

3. The academic vice president will make a final decision concerning the grievance.

Disciplinary Dismissal

The seminary is dedicated to the training of students who are committed to Christian ministries. This type of student greatly reduces the occasion of disciplinary problems. The locus of authority in dealing with discipline problems is the faculty through the Dean of Men or the Director of Campus Life, the Dean of Women, and a Student Disciplinary Committee.

It is the desire of MABTS to be responsive to the needs of the student in all areas of his or her life. The school has established policies and procedures in both academic and financial areas as well as personal, moral/ethical, and spiritual development. These policies and procedures are intended to cover most circumstances that may arise; but it is recognized that on occasion there are situations that warrant special, individual consideration.

MABTS Standards of Conduct

In moral/ethical or spiritual development, the seminary recognizes the freedom of each student to develop under the leadership of the Holy Spirit. However, it must also be noted that MABTS students are not only preparing for positions of spiritual leadership, but also are already viewed as Christian leaders by men and women in the community. Thus, it is essential that they exemplify a God-controlled life both on and off the campus, conforming to the highest standards of conduct.

All members of the seminary—trustees, faculty, administrative staff members, or students—assume the responsibility to conduct themselves in compliance with the objectives and standards of the honor code established by the seminary. Misconduct that renders a member of the seminary liable for discipline, up to and including dismissal, falls into the following categories:

1. Dishonesty, including cheating, theft, plagiarism, forgery, or giving false information on official documents;
2. Obstruction or disruption of teaching, research administration, or seminary sponsored activities by force or violence or threat of violence;
3. Physical, verbal, written, or mental abuse or threat of abuse of another member of the seminary;
4. Theft or damage to seminary or community property or the personal property of a member of the seminary community, which includes taking materials from the library;
5. The use of tobacco, alcohol, or the abuse of controlled substances;
6. Solicitation to or participation in immoral relationships, including but not limited to sodomy, adultery, sex outside of marriage, or participation in same-sex relationships (“marriage”);
7. Any blurring of the boundary between maleness and femaleness, or transgender, is contrary to biblical standards and is considered grounds for removal from the seminary.

8. Participation in or viewing of pornography;
9. Participation in spousal abuse, whether physical, verbal, mental, or psychological;
10. Unauthorized entry to or use of seminary facilities or equipment;
11. Failure to comply with directions of the president or other officers of the seminary when acting in the performance of their duties;
12. Conduct which adversely affects the member's suitability as a member of the seminary community or which interferes with the rights and privileges of another member of the seminary community; or
13. The willful commission of any act which is a crime under the laws of the states of Tennessee and/or the state of New York that results in a criminal charge and conviction in any court of competent jurisdiction.

Honor Code

Each student agrees:

- I understand and will support and follow the honor code.
- I will not personally use unauthorized materials, and I will not participate with others in cheating.
- I will not facilitate cheating, and if I become aware of violations of academic or moral integrity, I understand that I have a responsibility to the seminary community and will at least say something to the student involved or discuss the situation with a professor or the appropriate Dean.

Academic work is evaluated on the assumption and the expectation that the work presented is the student's own, unless designated otherwise. Anything less is unacceptable and is considered academically dishonest. Collaboration, plagiarism, and cheating—all defined below—are considered forms of academic dishonesty and students guilty of such are subject to disciplinary action.

1. Collaboration: Submission of a paper that is paraphrased from, or identical to, another student's paper. A paper is defined as any materials submitted by a student for credit in a course.
2. Plagiarism: Submission of a paper in which substantial portions are paraphrased without documentation or are identical to published or unpublished material.
3. Cheating: The improper use of books, notes, another student's tests, or other aids during an examination. It is the responsibility of the student to get approval for the use of such aids prior to the time of the examination, and without such approval they will be considered improper. An examination is defined as any testing situation in which the score will be used for credit in a course.

Failure on a student's part to live up to this honor code becomes the concern of the appropriate dean and faculty advisor. (It is assumed, however, that any matter of concern in this area

between members of the seminary community will first be dealt with according to the principles of Matthew 18:15–22.)

All disciplinary matters are subject to review before a Student Disciplinary Committee. This committee at the Cordova campus is composed of the Dean of Women or the Dean of Men, as chairperson, the faculty advisor of the student in question, the President of the Student Council, and one other faculty member. At the Northeast campus, this committee will be appointed by the director of the Northeast campus and will include one student participant.

Due process in dealing with disciplinary problems is primarily for the purpose of protecting the reputation of a student against false or unsupported accusations. The purpose of disciplinary action is always redemptive, with every effort made to help the student involved to gain insight into his or her own needs and motivations as a potential minister in Christian service. Where there is evidence of personality and character weaknesses that would make it unwise for a student to continue in preparation for the ministry, the student is given counsel to help him or her see that fact.

A Student Disciplinary Committee will handle all cases referred to it by the appropriate dean and will be the appellate body for decisions made by the dean that are appealed by the student. The committee will handle any case involving the possible dismissal of a student; dismissal may only take place by action of the faculty. The student will receive a written statement of charges against him or her. He or she may be accompanied by a personal representative, may bring witnesses on his or her own behalf, and may choose not to answer any of the questions directed to him or her. If either the Student Disciplinary Committee or the student deems the advice of a lawyer necessary, such a person may give any advice he or she believes pertinent; but he or she may not enter into the proceedings and/or deliberations of a Student Disciplinary Committee.

Should the situation warrant it, the student may be given a warning, a disciplinary probation, a required leave of absence, or dismissal. Appeal of any action of the Student Disciplinary Committee may be made to the faculty in writing. Further appeal may be made after the faculty's decision to the president of the seminary. Such an appeal must be in writing, and a personal interview will be granted with the appeal.

Accreditation

Mid-America Baptist Theological Seminary is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, bachelor, master, and doctoral degrees. For questions about the accreditation of Mid-America Baptist Theological Seminary, contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia, 30033-4907, or call 404-679-5401.

Our Purpose

The primary purpose of Mid-America Baptist Theological Seminary is to provide graduate theological training for effective service in church-related and missions vocations through its

main campus and designated branch campuses. Undergraduate training is also provided for effective Christian leadership in various fields. Other levels of training are also offered.

Mid-America attempts to guide students into a thorough understanding of the Bible and its relevance for today, preparing those who have been called of God to preach and teach the Word of God. Further preparation is offered through instruction in preaching, counseling, administration, and cross-cultural ministry. In addition, all graduate and doctoral students are required to participate in the Witness One:Seven Program of the school and are encouraged to be involved in churches during their seminary days. Undergraduate students are encouraged but not required to participate in the GO! Program.

The College at Mid-America is the undergraduate school of Mid- America Baptist Theological Seminary. As such, it functions under the mission statement of Mid-America Seminary. Within the mission of Mid-America Baptist Theological Seminary, the purpose of the College at MidAmerica is to conduct associate and baccalaureate programs to prepare students to take their place as effective Christian leaders in their chosen professions, who serve with integrity, intelligence, and compassion.

In response to the distinct training needs among Southern Baptists, the Seminary offers the following programs: associate, bachelor of arts, bachelor of science (pending SACSCOC approval), master of arts, master of divinity, Doctor of Ministry, and Doctor of Philosophy. A certificate program is also available to students attending the Northeast Branch.

Mid-America Baptist Theological Seminary desires to glorify Jesus Christ as Lord and Savior. This purpose is achieved by:

- Teaching the Bible as the verbally-inspired Word of God, wholly without error as originally given by God, and sufficient as our infallible rule of faith and practice;
- Maintaining high academic standards and promoting reverent scholarship;
- Teaching that people should be faithful in the Lord's service through the local church; • Demonstrating the fruit of the Spirit as His gifts are exercised; and • Training people to evangelism at home and cross culturally.

Description of the Doctor of Ministry Program

The Doctor of Ministry degree is an advanced professional degree designed to enable students to practice ministry at a high level of competency. The program builds on the general theological preparation of the master of divinity degree and moves toward a concentration which combines theory and significant experience. The professional character of the degree is designed to prepare students to be effective in the practice of ministry rather than preparing for research and teaching vocations.

The program of study integrates the classical disciplines of biblical, historical, theological, social, and linguistic studies with those significant tasks of one involved in the practice of ministry. It

assists those whose responsibilities range broadly in pastoral, missionary, or administrative ministries by enhancing both competency and excellence in the practice of ministry. Six Doctor of Ministry specializations are offered:

- Doctor of Ministry, Biblical Counseling
- Doctor of Ministry, Christian Education
- Doctor of Ministry, Church Revitalization
- Doctor of Ministry, Expository Preaching
- Doctor of Ministry, Missions
- Doctor of Ministry, Pastoral Ministry

Educational Objectives of the Doctor of Ministry Program

The Doctor of Ministry program is expected to accomplish the following objectives:

1. To enable participants to develop a theology of ministry that is responsive to the leadership of God and the needs of the church or ministry in which he serves;
2. To satisfy the demand for continuing education in ministry;
3. To renew the personal life of faith and servanthood of the participant;
4. To stimulate continued growth on biblical and theological foundations;
5. To develop skills that facilitate intellectual inquiry, creativity, and critical thinking;
6. To enable participants to communicate the truth of God's Word effectively with greater competency in the total practice of ministry;
7. To enable those serving in mission ministries to gain competence in the practice of mission ministries; and
8. To enable the participant to acquire a sensitivity for the needs of society, thus preparing participant for excellence in ministry leadership in a complex and changing world.

Student Status

All admission requirements to Mid-America Baptist Theological Seminary and to the Doctor of Ministry program must be met prior to enrollment in any course in the Doctor of Ministry program. Any exception to this policy must be approved by the Associate Dean of Doctoral Programs and the Doctoral Programs Committee.

A credit student is one who has been accepted into the program by the Doctoral Programs Committee or is currently enrolled in a Doctor of Ministry program at another institution and is seeking to fulfill degree requirements. The charge per four-hour seminar for a student enrolled in a Doctor of Ministry program at another institution is \$850.00. The student must go through the admissions office and complete the registration process.

A non-credit student may attend a Doctor of Ministry seminar only if he is a master of divinity graduate in full-time ministry or is the professional peer of a credit student. The fee for a noncredit student is \$200.00. He may be admitted on a space- available basis and must complete

precourse assignments as determined by the professor of record (usually one-half the reading assignments plus completion of all other pre-session assignments). The spouse of a credit student may attend the session at no additional fee.

Student Responsibility

In order to demonstrate competence in self-supervision, the Doctor of Ministry student shall be solely responsible for meeting deadlines and the completion of assignments. The student is also solely responsible for selecting, proposing, conducting, and reporting on the dissertation. In this process, the candidate may seek counsel from any source.

Witness One:Seven

All graduate and doctoral students enrolled at Mid-America Baptist Theological Seminary must meet Witness One:Seven requirements. Witness One:Seven requirements for a seminar begin 30 days prior to, and extend until the date that the post-seminar paper or project is submitted to the Doctoral Programs Office. Each Doctor of Ministry student is required to witness to an average of one person per week.

Note: Credit for any seminar or the dissertation will be given only when the student maintains Witness One:Seven requirements.

On the first day of each seminar, each student is provided with a Witness One:Seven report form. **This form must be submitted with the post-seminar paper.** In the event of a seminar presentation, the form must be submitted during the week the student is attending the seminar.

Although students must maintain continuous enrollment in the program, they are only required to turn in Witness One:Seven reports during seminar enrollment and at the final submission of their project.

The time span for each seminar is usually 13 weeks. (This includes pre-session reading, the one week on-campus intensive session, and the post-session paper or project.) The time span for the dissertation is normally four to 12 months.

Note: All questions concerning Witness One:Seven should be directed to the Doctoral Programs Office.

Modified Cohort System of Study

A cohort system of study operates on the principle that groups of people who share a common goal or experience are better able to learn and to finish a course of study within a defined period. Building on that principle, the system of study employed by the Doctor of Ministry Program at Mid-America Baptist Theological Seminary consists of a modified cohort system designed to take three years to finish.

The modified cohort system will operate as follows. Upon satisfactory completion of all the prerequisites required for admission, students will receive notification of their acceptance and will normally begin seminar work in the fall semester. From that point on, students will follow the prescribed curriculum according to one of the six Doctor of Ministry specializations: biblical counseling, Christian education, church revitalization, expository preaching, missions, or pastoral ministry.

Cohort System Advantages

By utilizing the modified cohort system various advantages accrue:

- Ensures interaction with teachers from various fields of study.
- Allows for interaction between students in various fields of study (Core courses involve students from all concentrations).
- Serves to provide built-in incentives for members to finish together.
- Promotes camaraderie and fellowship within the specialty cohort groups while still allowing for interaction with students in other concentrations.
- Increased numbers in the seminars provide for a wider variety of inputs from the students enhancing the learning environment.

Doctor of Ministry Curriculum

Core Seminars.....	12 hours
Concentration Seminars.....	12 hours
Dissertation	6 hours
Total	30 hours

Doctor of Ministry Seminars

All seminars are four credit hours.

Doctoral Core (12 Hours)

The following doctoral core seminars are required for all concentrations except Biblical Counseling (an additional counseling course is offered instead of Leadership Development).

DM 9910—Doctoral Research and Writing

During the first year of ministry study, all students must complete Doctoral Research and Writing in order to demonstrate proficiency in research and writing. This course is designed to assist students in developing writing skills for their work in the Doctor of Ministry program. Students will learn doctoral-level research skills, the basic elements of form and style appropriate for doctoral studies, and how to prepare a doctoral dissertation or project.

DM 8620—Relationships/Spiritual Formation

The first section examines interpersonal relationships and offers biblical and practical strategies for relationship building and conflict resolution among families and peers. The second section examines primary areas of ministry stress and the personal formation, development, cultivation, and nurturing of a personal walk with God.

DM 8150—Leadership Development

This seminar focuses on pastoral leadership. Special attention is given to leadership theory, leadership roles, personal leadership development, and equipping leaders. Individuals who excel in specific leadership and administrative areas are used as team teachers.

Doctor of Ministry Concentrations

Biblical Counseling Concentration (16 Hours)

DM 8871—An Introduction to Nouthetic Counseling

This seminar is a foundational course dealing with the need for and the fundamentals of biblical counseling. Attention will be given to an understanding of what nouthetic counseling means and how it differs from the prominent secular and religious counseling models. In addition, the course will address the key elements of the counseling process including data gathering, questioning, homework, giving hope, methods of change, and the role of the Holy Spirit in counseling. Other topics include the sufficiency of Scripture, self-esteem, and counseling failure.

DM 8872—The Theology of Counseling and Critical Stages

This seminar will deal with the importance of sound theology as it relates to the counseling process. The class will survey the entire scope of theology as it relates to counseling issues and process. The importance of solid exegesis and hermeneutics will also be discussed. Additionally, students will examine the process of training others to be biblical counselors.

DM 8873—Counseling Theories & Issues

The seminar will begin with an overview of the history and current state of the modern biblical counseling movement. Included will be a survey and critique of many Christian counseling teachers, philosophies, and organizations with a special focus on the dangers of integrating secular psychological concepts. Other topics will include legal issues in counseling, counseling in the local church, evaluating counseling resources, the value and process of certification in biblical counseling, and the critical stages in the progression of typical counseling cases.

DM 8874—Marriage and Family Counseling

The seminar consists of an examination of the biblical concept of marriage and the specific Scripture passages that relate. The student will be challenged to lead couples to biblical solutions to marriage conflict. Specific topics include communication, the purpose of marriage, gender roles, the sexual relationship, adultery, finances, raising children, and the dynamics of counseling couples. In addition, the course will include a study of the relevant Scripture passages dealing with the issue of divorce and remarriage with the goal of leading the student to a biblical view of

the issue and an application of that view to counseling situations. The course concludes with an examination of specific counseling cases in a church setting.

Christian Education Concentration (12 Hours)

DM 8160—Interpretation/Teaching

This seminar focuses on the task of teaching the Word of God. It assumes that teaching correctly comes only from understanding the Word correctly. Accordingly, the seminar has two focuses: hermeneutics and homiletics. The hermeneutics component has a threefold emphasis: a brief synopsis of the history and basic issues in interpretation, a survey of contemporary issues in interpretation, and a thorough discussion of proper principles and methodologies involved in interpretation. All of this is done with a view to teaching biblical passages in a manner consistent with God's intent. The homiletics component deals practically with lesson preparation and delivery in light of the hermeneutical reference points. Specific texts are analyzed, and lesson guidelines are discussed. This component emphasizes the communication and application of the Word of God today.

DM 8170—Development and Administration of Education Ministry

This seminar focuses on the development and administration of educational programs within the local church. Special attention is given to the role of education leadership in promoting the growth of the church, approaches to leadership theories, roles, ministries, and training, development of church staff, selection and development of education curriculum, and administrative organization, organization paradigms, and program implementation in the different stages of church growth. Consideration is given to qualifications and duties of staff members, to staff relationships, to the place of each staff member in carrying out the functions of the church, and to choosing curriculum that aids teachers in an effective Bible teaching ministry.

DM 8820—Change, Power, and Conflict

This seminar focuses on methods and approaches for effectively managing change, power, and conflict within the context of the local church. This will include a study of the effects of change on people and the church. Ways to diffuse the negative reactions people have to change will also be discussed to help leaders make needed changes without raising resistance or conflict. The issue of power will also be explored so church leaders better understand the people dynamics within a church that drive it. Biblical ways of responding to and handling conflict will also be discussed.

Church Revitalization Concentration (12 Hours)

DM 8800—Principles and Practice of Church Revitalization/Congregational Renewal The goal of this seminar is to explore methods of congregational and community exegesis and contemporary models for church revitalization.

DM 8810—Critical Issues in Church Revitalization

In this seminar, participants will examine biblical, theological, and historical aspects as well as current realities in church revitalization.

DM 8830—Evangelism and Disciple-Making in the Context of Church Revitalization

This seminar helps discover strategies for leading existing membership into a deeper discipleship that will help them to reach into their surrounding community with the Gospel and make disciples.

Expository Preaching Concentration (12 Hours)**DM 8100—Interpretation/Preaching**

This seminar focuses on the task of preaching the Word of God. It assumes that preaching correctly comes only from understanding the Word correctly. Accordingly, the seminar has two focuses: hermeneutics and homiletics. The hermeneutics component has a threefold emphasis: a brief synopsis of the history and basic issues in interpretation, a survey of contemporary issues in interpretation, and a thorough discussion of proper principles and methodologies involved in interpretation. The goal is to preach biblical passages in a manner consistent with God's intent. The homiletics component deals practically with sermon preparation and delivery in light of the hermeneutical reference points. Specific texts are analyzed, and sermon guidelines are discussed. This component emphasizes the communication and application of the Word of God today.

DM 8115—The History of Preaching

The goal of this seminar is to provide a historical overview of preachers and preaching. Particular emphasis will fall upon the spiritual lives of great preachers and their homiletical works.

DM 8121—Contemporary Preaching

This seminar seeks to provide the student with an overview of contemporary preachers and their methods of preaching. Students will learn some of the latest means and methods of preparing and delivering sermons.

Missions Concentration (12 Hours)**DM 8420—Missionary Principles and Practices/Issues in Missiology**

The first section studies the elements of life and work on the mission field. Special attention is given to developing contextualized models of ministry to meet the changing paradigms of missions in the 21st century. The second section examines current issues and global trends that impact missions theory, methodology, and strategy.

DM 8570—Cultural Anthropology

This seminar is an introduction to the basic concepts of cultural anthropology that have practical relevance to effective missionary communication of the gospel in a culturally heterogeneous world. The course examines marriage, family, and kinship structures, authority and decisionmaking structures; status, role and function; the life cycle and rites of passage; and other

factors relevant to meaningful public confession of Christ and church membership in traditional societies. Special attention is given to the significant features of animism and traditional folk religions, with a focus upon the manner in which traditional religious expressions underlie and permeate even the more developed formal religions such as Islam, Hinduism, and Buddhism. It is designed to equip practicing cross-cultural missionaries for more effective evangelism and church development among un-reached people groups.

DM 8250—North American Church Growth

This seminar focuses primarily on evangelism from a church growth perspective. Methodologies which are currently producing church growth are presented and evaluated. Models of evangelistic ministry are examined.

Pastoral Ministry Concentration (12 Hours)

DM 8100—Interpretation/Preaching

This seminar focuses on the task of preaching the Word of God. It assumes that preaching correctly comes only from understanding the Word correctly. Accordingly, the seminar has two focuses: hermeneutics and homiletics. The hermeneutics component has a threefold emphasis: a brief synopsis of the history and basic issues in interpretation, a survey of contemporary issues in interpretation, and a thorough discussion of proper principles and methodologies involved in interpretation. The goal is to preach biblical passages in a manner consistent with God's intent. The homiletics component deals practically with sermon preparation and delivery in light of the hermeneutical reference points. Specific texts are analyzed, and sermon guidelines are discussed. This component emphasizes the communication and application of the Word of God today.

DM 8200—Advanced Pastoral Ministry and Care

The purpose of this seminar is to provide an increased understanding in the field of pastoral care. Emphasis is given to pastoral care as a ministry of teaching, preaching, and counseling. The seminar integrates biblical, historical, and psychological perspectives in pastoral understanding and care of persons.

DM 8800—Principles and Practice of Church Revitalization/Congregational Renewal The goal of this seminar is to explore methods of congregational and community exegesis and contemporary models for church revitalization.

Doctor of Ministry Seminar Requirements

Each seminar has the following three components:

1. **A reading assignment** which must be completed prior to attending the seminar. A minimum of 1,000 pages must be read prior to the seminar and 1,000 pages after the seminar that can be used for the seminar paper research. The professor has the discretion with flexibility when the reading is done.

Every student must prepare for the seminar by reading and submitting reading reports **on the first day of each seminar**. *These reading reports are required.* Some professors may require the reports earlier. In such cases the professor will notify the student of the requirement prior to the intensive classroom period.

At the discretion of the instructor, a pre-session assignment may be required. This information will be contained in the seminar syllabus.

2. A one-week intensive classroom period. Each intensive session begins at 1:00 p.m. on Monday and from 8:00 a.m. to 4:00 p.m. Tuesday through Friday. Hours may vary with each intensive session depending upon the professor of record. Each intensive seminar carries four semester-hours of credit.
3. A post-session written project is required in which the student makes application of the reading or intensive session material to his ministry setting.

Completion time for the post-session project is sixty (60) days.

The post-session project is due sixty days after completion of the seminar. A request for an extension must be submitted in writing to the associate dean and the professor of record. The student will receive the grade of “F” if the paper is not received within the sixty days time frame (unless an extension is granted).

The post-session written project will follow *A Manual for Writers of Term Papers, Theses, and Dissertations* by Kate L. Turabian, Ninth Edition, and the seminary form and style guide. It is based on Turabian's Ninth Edition. The length will be determined by the professor, but an average body of 25 to 40 double-spaced pages of material is expected. No grade will be given until this project has been received and approved.

All work for any seminar must be completed before the student can attend another session. This includes the reading reports and the Witness One: Seven requirements. Any exception must be approved by the Associate Dean of Doctoral Programs.

Only course work with a grade of B or above (3.0 on a scale of 4.0) will satisfy the requirements for this degree. If a student receives a B- in the course, the student need not retake the seminar but may be assigned remedial work by the professor that will, upon successful completion, bring the student's grade to a 90 (B).

If the student does not complete the work necessary by the appointed time or the extended deadlines, a grade of F will be assigned on his permanent record. No credit hours will be granted for that seminar. The student will be placed on academic probation. If two F's appear on a student's transcript for this or any other reason, the student will be terminated from the program.

Dissertation

In addition to the completion of 24 semester hours of doctoral-level seminars, each student must either complete a ministry project, or a research project, which is counted as six semester-hours of credit. The time span for the major project is normally four to twelve months.

Option A: Ministry Project

Developing the Prospectus

The idea for the project takes shape in the context of consultation with the assigned advisor and other faculty members. (The advisor will be assigned at the beginning of the program no later than after the first seminar.)

Step 1. The project idea develops from self-examination, analysis of ministry needs, and consultation with the student's advisor.

Step 2. An eight to ten-page rough draft of the prospectus is then presented challenge and evaluation by the advisor. This prospectus should include the following:

1. A rationale for the project, which identifies specific ministry needs to which the project relates, as well as the Doctor of Ministry course work on which the project is based;
2. A description of the ministry site in which the project will take place (i.e., geographical location, cultural setting, church or ministry setting, the student's position or role, etc.);
3. A design for the project, including the strategy and time schedule for implementation (ordinarily from three months to one year in length);
4. An explicit strategy for congregational involvement in the project; and
5. Criteria for evaluation of the project after its completion.

Step 3. After input from his advisor, the student refines his prospectus and submits it to the Doctoral Programs Office for submission to the Doctoral Programs Committee for approval. The student should consult the faculty advisor for guidance and clarification during the entire process. The student should submit one copy of the prospectus (with synopsis, bibliography and table of contents) to the Doctoral Programs Office by September 15th (for May Graduation) or April 1st (for December graduation). Written approval by the committee should follow within thirty (30) days.

The Committee will (a) approve the prospectus, (b) suggest changes, or (c) reject it and call for another prospectus. The student may be invited to meet with the committee to defend or discuss the prospectus.

The Content of the Prospectus

Introduction and subject. The prospectus should begin with a brief introduction to the project and should include the following information: how the student became interested in the idea; the academic and ministry background which prepared the student for the project; and a synopsis of the project, including a definition of terms.

The rationale for the project. The prospectus must describe the specific need(s) within the area of ministry with which the student will deal. The need should be significant, one which requires a creative approach in ministry. The causes and reasons for the need should be explained. What is the need to be met? What causes the need to exist? What is the problem?

Ministry focus. The prospectus should give a description of the setting, the needs, and the specific ministry situation which determines the nature of the project. Examples would be: a church growth project; training of the laity for ministry; renewal of the church; evangelism; discipling new Christians; youth outreach; a program of pastoral care; marriage and family enrichment, etc.

Objectives. The prospectus should determine objectives based upon the results expected at the conclusion of the project. The objectives should be defined in terms of the work which must be done to meet the need or resolve the problem. Include objectives regarding the development of personal skills in ministry. Objectives must be specific, measurable, and feasible. A prospectus that does not state specific, measurable, and feasible objectives will lead to a project which cannot be evaluated.

A creative plan of ministry. Describe the methods that will be employed to achieve objectives. Include a step-by-step chronological procedure and samples of surveys, report forms, tests and measurements, and other materials which will be used in the project. Describe the resources which are available for the performance of the project, such as special consultants, agencies, facilities, financial resources, institutions, and the like. Indicate expected obstacles or difficulties and how you propose to deal with them. What plan of ministry can achieve the objectives? What resources are available and how will they be used?

Evaluation. The prospectus must discuss the means by which the student will critically evaluate the extent to which he has achieved his objectives. Include samples of tests, measurements, survey forms, or questionnaires the student intends to use. How is the achievement of the objectives to be evaluated?

Sources. The prospectus should list the books and resources the student plans to use. The final project report must contain a minimum of one hundred resources (books, journal articles, interviews, unpublished materials, etc.) The prospectus should contain at least 50 to 60 resources.

The Form of the Prospectus

The prospectus should demonstrate the student's competence to communicate clearly, concisely, and in acceptable form. The style guide is *A Manual for Writers of Term Papers, Theses, and*

Dissertations by Kate L. Turabian, Ninth Edition and the seminary-approved form and style guide.

The prospectus should be no more than eight to ten pages in length, exclusive of appendixes and sources consulted.

The order of the page arrangement is:

- a. First page: title page (the number does not appear on this page; see supplement)
- b. Second page: table of contents (see supplement)
- c. Third page: text (the first page of the text should be headed by Introduction with the page number at the top right corner).

Performance and Report of the Ministry Project

The Ministry Project may be started only after committee approval has been received.

When this occurs, the student is advanced to candidacy status.

The usual time for the entire project is four months to one year. The final written report of the Ministry Project must be submitted according to the dates listed on the Submission Dates Calendar given later in this handbook.

When the performance of the project is completed, the written report of the project will be submitted to the Doctoral Programs Committee. Both the performance and the report must demonstrate a high level of professional competence.

1 . The content of the Project report.

The report should be written in close consultation with the faculty advisor. His approval is necessary before the typing of the final draft of the report is begun. Prior to the first submission date, the faculty advisor will work with the student on a chapter-by-chapter basis.

The report should contain:

- a. An introduction: a resume of the project idea as developed in the prospectus and a report of any preparation for the performance of the project which was made after writing the prospectus but before the beginning of the performance;
- b. A perceptive and competent in chronological sequence;
- c. A critical evaluation of the performance in relation to the objectives set forth in the prospectus. This should include: (a) theological reflection i.e., a restatement of the theological themes which form the project in light of new insight which has come through critical reflection on

the practice of ministry; and (b) discussion of the extent to which the objectives were reached and of the project as experienced in ministry.

- d. A bibliography of sources consulted (a minimum of one hundred resources are required, and the report must interact with at least one-third this number in footnotes);

The report should be written in such a way that the nature of the project may be understood without reading the prospectus.

2 . The form of the project report:

- a. The report should display competence in communication, including correct grammar, spelling, form, clear organization, and understandable sentences. The student should use the third person singular in writing the report.
- b. The report should be between one 100 and 150 pages in length, excluding the appendixes and sources consulted.
- c. The type for printing should be Times New Roman or Cambria 12 point font or a type approved by the committee. This includes the appendixes.
- d. The left-hand margin (binding side) should be one and one-half inches; the other three margins should be one inch. The preliminary pages of the report should be numbered with small Roman numerals; the pages of the text should be numbered with Arabic numerals (see seminary form and style guide).
- e. The typist should be experienced in typing graduate dissertations and reports for the seminary.
- f. The order of the page arrangement for the report is:
 - blank page
 - title page
 - blank page
 - table of contents list
 - of tables (if any) text
 - appendix
 - sources consulted (bibliography)
 - blank page

The blank pages are to be added after the report is printed.

- g. The report will be evaluated by the faculty advisor and one other reader. There is a \$250.00 fee for the external reader.
- h. A dissertation is acceptable in form if it contains 150 or fewer errors in form, style, grammar, and spelling. If errors number more than 150, advisors may return projects to

students for correction. Students may then resubmit their project after correcting these errors. If advisors find more than 100 new errors or uncorrected errors in the second edition, the student will be notified that they cannot resubmit until the next graduation date.

- i. After the report has been approved, the student will deliver four copies of the project to the Doctoral Programs Office. The copies must be produced on at least twenty-pound white 100% cotton paper. Please do not print your copies until after the oral examination.

It is the responsibility of the student to insure that the pages of the report are in proper order .

The library will retain one copy, one copy will be on file in the Doctoral Programs Office, and one copy will go to the advisor.

The final copies of the report must be submitted to the Doctoral Programs Office prior to graduation. Any exception to this policy must have the approval of the associate dean of doctoral programs

- j. The report is the property of Mid-America Baptist Theological Seminary. No report may be reproduced or substantially quoted except by specific permission from the faculty.

Option B: Research Project

Doctor of Ministry students who wish to write a research project as the final project for their program of study may elect this option by submitting a research project prospectus to the Doctoral Programs Committee.

Characteristics of the Research Project

1. The research project aims at producing a manuscript in the area of applied theology, ministry theory, and ministry practice which makes a contribution to the literature in the field, rather than focusing on a strategy and objectives for ministry in a more specific ministry setting. A Doctor of Ministry research project shall be an original product of research and writing which is undertaken for the purpose of the major project requirement of the Doctor of Ministry degree. It is directed by a faculty advisor who is assigned by the Doctoral Programs Committee.
2. There are three components that are required in a research project. They are biblical/theological study, survey of related literature, and research of other churches.
3. The advisor will provide evaluation and criticism on a work- in-progress basis. The student is responsible for following the direction of the advisor in the process.
4. The research project is written in a style and content appropriate to an audience of pastors, missionaries, or other ministry professionals while maintaining doctoral level scholarship through the use of extensive research in relevant literature, field sources, and

critical thinking. The research project shall be produced in strict adherence to the Seminary's form and style standards. It is expected that the research project will make a contribution to the literature in the field of practical theology, ministry, or applied missiology.

5. As an exercise in advanced study in ministry, the research project will require significant research and an adequate bibliography beyond those books read for the Doctor of Ministry seminars.
6. The typical length of a research project is 125-150 pages. The student should secure permission from the Doctoral Programs Committee if the project exceeds 200 pages.

Research Project Process

1. The project idea develops from self-examination, analysis of ministry needs, and consultation with the faculty advisor. The student should consult the faculty advisor for guidance and clarification during the entire process.
2. The student then submits one copy of the prospectus (with synopsis, bibliography and table of contents), to the office of the Doctor of Ministry program for processing by September 15th (for May graduation) or April 1st (for December graduation). Written approval by the Committee should follow within thirty (30) days.
3. The Committee will (a) approve the prospectus, (b) suggest changes, or (c) reject it and call for another prospectus. The student may be invited to meet with the committee to defend or discuss his prospectus.

The Content of the Prospectus:

1. *Title Page and Table of Contents.* A prospectus has a title page and a table of contents.
2. *Rationale.* Begin with the rationale for the project. This should explain how the student became interested in the idea, the academic and ministry background which prepared the student for the project, and a synopsis of the research project including a definition of terms.
3. *Synopsis.* The synopsis should show the background for the study, a brief survey of other contributions to the subject, the statement of the problem, issue, description of research, or program development. The method of research to be used should be explained. The question of what additional information will be added to the field of inquiry should be answered.
4. *Outline.* A detailed tentative outline must be presented. This outline should be prepared in close cooperation with the advisor. The tentative outline is an essential part of the prospectus.

5. *Bibliography*. Finally, a working bibliography must reveal sources already consulted. This will not be all the sources eventually used. It is tentative and subject to change.
6. Upon approval of the prospectus by the Doctoral Programs Committee, the student shall continue working closely with the faculty advisor throughout the process. Prior to the first submission date, the faculty advisor has the option to work with the student on a chapter-by-chapter basis.
7. The student shall submit the research project to the faculty advisor on or before the date stipulated by the Doctor of Ministry program submission process guidelines.
8. The faculty advisor will determine whether the research project meets academic standards. If the work is deemed adequate, he will return a corrected copy to the student. The student will make corrections and resubmit the research project to the Doctoral Programs Committee, who will forward it to the external reader.
9. The reader will assess the research project as to its content, form, and style. At any point the work may be returned to the student for revisions or corrections, or the reader may recommend that the research project is not acceptable.
10. If the readers and the associate dean of doctoral programs all concur that the research project is acceptable in content, it will be returned to the student for final corrections and revisions.
11. After the report has been approved, the student will deliver four copies of the project to the Doctoral Programs Office. Four copies must be produced on at least twenty-pound white 100% cotton paper and one copy should be printed on regular bond paper. **It is the responsibility of the student to ensure that the pages of the report are in proper order.**
12. The report is the property of Mid-America Baptist Theological Seminary. No report may be reproduced or substantially quoted except by specific permission from the faculty.

Comprehensive Examinations

After the satisfactory completion of all seminars, students will participate in written comprehensive examinations. They will cover each of the seminars taken (reading, intensive session, and post-seminar written paper). The date of the examinations will be in July in the year the student finishes their final seminar. Students must pass at least three of these examinations on the first attempt. In cases of failure, students may retake a maximum of three of the examinations. If a second attempt is failed, the student must retake the seminar.

The student will be responsible for obtaining a proctor to administer the exams.

Oral Examination

Upon completion of the Major Project, the student will participate in an oral examination. The oral examination will evaluate the following:

- a. The adequacy of the project as an undertaking contributing to Christian ministry;
- b. The degree of self-understanding and professional identity achieved by the student through the project; and
- c. The student's potential for professional competence in the practice of ministry.

They discuss the inception, justification, development, implementation, evaluation, and impact of their project. This professional and creative presentation is considered a major component in the overall grade of the project.

If the student fails to perform satisfactorily either in the presentation or defense of the major project, with the consent of the Doctoral Programs Committee he may have a second opportunity to submit an acceptable presentation or defense. In such a case the student may expect a delay in graduation.

Failure on the part of the student to follow the dates listed on the Submission Process Calendar could result in the postponement of the graduation until the next graduation service.

The student must maintain continuous enrollment during his tenure in the program. If the project requires an extension beyond the fifth year, permission from the Doctoral Programs Committee will be required.

Advancement to Candidacy

The student will be advanced to candidacy status after the satisfactory completion of the comprehensive exam, all academic course work, the approval of the prospectus for the Major Project, and the completion of any Witness One: Seven deficiencies.

The student must initiate the process of advancement by submitting the prospectus for the dissertation through the Doctoral Programs Office. **The Associate Dean of the Doctoral Programs will give a formal notice of advancement to candidacy when all requirements have been satisfied and the Doctoral Programs Committee has given approval.**

Completion Time

The Doctor of Ministry degree is designed to be completed in three years, but students may choose to take longer to complete the program. Continuous enrollment is required.

Graduation

Degrees are conferred and diplomas presented in May and December at the regular graduation ceremonies of the seminary.

Expenses

Total tuition for the Doctor of Ministry degree is **\$9885.00**. **The total will increase if the student prolongs his course of study beyond three years.**

All payments will be accepted thru NelNet or directly through the business office. Normally, students will register in the fall and spring at the regularly scheduled registration times. These dates are listed on the academic calendar at the seminary website. For registration at other times, please contact the registrar. Until graduation, continuous enrolment is required. The annual amount due for the current catalog is \$3,295.00. Late registration must be approved by the Doctoral Programs Committee and coordinated through the business office for payment. *For complete details regarding payments, please see the academic catalog.*

The fees for the Doctor of Ministry program are:

Application fee	\$50.00
<i>Non-refundable fee that includes filing and processing of transcripts and admission materials.</i>	

Non-credit student registration (per seminar)	\$200.00
---	----------

External Reader fee	\$250.00
---------------------	----------

Graduation fee	\$150.00
<i>Includes the rental of the academic gown, hood, and cap.</i>	

Binding fee	\$150.00
<i>This fee will vary slightly according to the current charge for binding. At the time of the final submission of the Major Project, the candidate must deposit sufficient funds to cover the cost of binding four copies and making a microfilm copy. Additional copies may be bound at cost if the applicant desires.</i>	

Maintenance fee	\$600.00/semester
<i>After the third year (and completion of all seminars), students pay a maintenance fee of \$600 per semester (\$1,200 annually) until graduation. An exception may be made for a person in active overseas military or missionary service.</i>	

Holds

When deadlines for papers or projects are not met by a student, a hold is put on the student's academic file. The hold may affect the student's grade unless there are extenuating reasons for

not finishing the work. The hold prevents the student from attending another session until the hold is removed (the late paper or project is submitted and the Witness One:Seven requirements are met) . **It is at the discretion of the Associate Dean of the Doctoral Programs and the professor of record to determine if there are extenuating reasons for the delay in meeting the deadline. A student who receives a hold has up to twelve months from the intensive session to complete the work.** A student who needs an extension beyond the twelve months must submit a petition in writing to the Associate Dean of Doctoral Programs for distribution to the Doctoral Programs Committee for approval.

Policy Concerning a Change of Ministry Position

Since the Doctor of Ministry program is considered a professional degree, the involvement of a student in his particular ministry is considered essential. In the event a student should leave a current ministry position while enrolled in the program, the student could remain enrolled for a period of one year while pursuing another ministry position. The student would be allowed to take a maximum of two seminars during this time. If the student is not able to return to a ministry position within the one-year period, the student would be allowed to drop back to another cohort or withdraw from the program without penalty.

Library

All library services are available to Doctor of Ministry students. After approval into the Doctor of Ministry program, contact the library to obtain your online journal username and password. Your student identification card allows you to (1) check out up to 250 books, (2) recheck books once a term, (3) and renew books by fax, mail, or email.

Holds may be requested on any books checked out. The library will contact the other patron on your behalf if the book is needed immediately. Shortened checkout times may happen as needed.

As reminders, doctoral students are e-mailed notices before each doctoral due date. Details for rechecking are stated in the notices.

Doctoral students are allowed to recheck books the week of the due date. Fines will begin the Tuesday after that week with \$100 being the maximum fine per term.

Materials being returned by mail should be insured. This allows for tracking of lost materials. Please make a list of the books you desire for your doctoral work according to priority and submit it in person or by fax, mail, or email.

Library staff to contact:

Technical Assistant to the Director of Library Services: 901-751-3007

Seminary address:

2095 Appling Road, Memphis, TN 38016

P. O. Box 2350, Memphis, TN 38088-

2350 Phone/Fax/Email:

Seminary phone: 901-751-8453 or 1-800-968-4508

Library phone: 901-751-3007

Seminary fax: 901-259-0107

Library Email: library@mabts.edu

The *Student's Guide* to the Ora Byram Allison Library is available in the library. This guide should answer most of your questions concerning the library.

Bookstore

The seminary bookstore may carry some of the books required for seminars. Most will be available online at sites such as Christian Book Distributors or Amazon. The bookstore manager is available to assist you. The bookstore phone is 901-751-3003.

Housing and Meals

A limited number of sleeping rooms are available in seminary housing for a modest fee. If you prefer not to stay in housing, there are many fine motels convenient to the seminary at reasonable rates. The Doctoral Programs Office cannot guarantee placement in seminary housing. Students are responsible for all meals.

For information about housing and to reserve a room, please contact Campus Life at (901-7513079 or campuslife@mabts.edu).

Submission Dates for Doctor of Ministry

Dissertation

December Graduation	Action	May Graduation
April 1	The student must submit an eight to ten-page prospectus to the doctoral committee for approval. The prospectus must be approved by the advisor prior to it going before the committee.	September 15
July 15	The student must submit a complete copy of the major ministry project to the Doctoral Programs Office. The project will be copied and turned over to the student's advisor. During the month that the advisor has the project, he is free to work with the student on a one-on-one basis to make further corrections or revisions. All corrections and revisions must be returned to the Doctoral Programs Office.	February 1
Sept. 15	The student must submit a complete copy of the project to the Doctoral Programs Office. The Associate Dean of Doctoral Programs will appoint two external readers to read and evaluate the project.	March 1
October 1	The external readers will forward the project to the Doctoral Programs Office to be given to the Associate Dean of Doctoral programs with their corrections and written recommendations.	April 1
October 15	If the Associate Dean concludes, in consultation with the advisor, and the Doctoral Programs Committee, that the project is generally acceptable, it will be returned to the student for final corrections that have been noted by all readers.	April 15
November 1	The student will return one copy of the corrected project to the Doctoral Programs Office on regular bond paper (he will also return the two copies marked for corrections by the readers). The Associate Dean will once again review the project and will notify the student of any last-minute changes that are necessary. When the Associate Dean is convinced that the project is ready for binding, a notice will be issued to the student that he is to produce four copies on at least twenty-pound white 100% cotton paper plus one additional copy on regular bond paper. These are to be forwarded to the Doctoral Programs Office. The student is to also provide the secretary with 25 blank pages of the twenty-pound 100% cotton white paper at least one week prior to their scheduled oral exam. The student must not produce the final copies for binding until he has the written authorization from the Associate Dean of the Doctoral Programs.	May 1
By Oral Exam	The student must submit the final four copies of the project to Doctoral Programs Office along with the signed TREN Binding Documents that will be provided to him by the Doctoral Programs Office at an earlier date.	By Oral Exam

Seminar Schedule

The schedule for Doctor of Ministry seminars is available at the MABTS website ("Academics," "Course Schedules").



Mid-America

BAPTIST THEOLOGICAL SEMINARY

MABTS.EDU