

DOCTOR OF MINISTRY DEGREE PROGRAM

OVERVIEW

The Doctor of Ministry degree is the highest professional degree offered by a theological school. The Doctor of Ministry degree presupposes the M.Div. degree and constitutes an advanced professional degree at the doctoral level available to those seeking to enhance their ministry. Thus, it is the purpose of the D.Min degree to provide the level of knowledge, theoretical clarity, and competence of practice commensurate with the highest earned degree for the profession and practice of ministry

The McAfee School of Theology's program invites ministers, denominational leaders, and persons in a variety of ministries to join with colleagues in working for excellence in ministerial leadership within the local church by focusing on the spiritual life of the minister, the continual development of learning in the discipline of ministry, and the praxis of ministry in everyday situations.

The D.Min degree at McAfee emphasizes collegial learning with professors and peers, intense study in a variety of subjects designed and taught specifically for Doctor of Ministry students, a three semester program of analysis of ministry competencies within a ministry setting with a ministry coach and faculty supervisor, and a final written project thesis with a focus on a particular aspect of ministry. The McAfee Doctor of Ministry challenges a person in ministry to seek his or her best in response to God's calling in Jesus Christ.

The focus of the program is to cultivate in students a theologically-informed praxis of ministry that manifests the unity and interrelatedness of theory and practice. All acts of ministry are seen in the light of an informed theological vision of the nature and mission of the church in the world, and in turn, the actual practice of ministry continually shapes and reforms that theological vision.

ELIGIBILITY, APPLICATION, AND ADMISSION

To be eligible for admission to the program, the applicant should:

- (1) Hold the Master of Divinity degree (or its academic equivalent) from a theological seminary or divinity school fully accredited by the Association of Theological Schools (or recognized as such, if not a North American institution).
- (2) Be engaged in full-time active ministry, parochial or otherwise, in which the applicant can complete meaningful research integrating Biblical, theological, and pastoral insights into the practice of specific ministry.
- (3) Have served in full-time ministry for at least three years following receipt of the basic M.Div. degree.

(4) Have official transcripts from all educational institutions previously attended sent to the Doctor of Ministry office. A grade point average of 3.25 from all Master of Divinity work or its equivalent is normally expected.

(5) Score competitively on the [Miller Analogies Test \(MAT\)](#) or Graduate Record Examination (GRE). We regard test results as helpful indicators of academic ability and achievement when considered thoughtfully among many other factors. A score on the MAT or GRE in or above the fiftieth (50th) percentile is normally expected. If English is a second language, a score of at least 215 (new scale) on the TOEFL is required.

(6) Provide three reference evaluations on the forms in the Application for Admission in which assessment is made of the applicant's ministerial practice. These forms must be sent directly to the Doctor of Ministry office.

(7) Write a personal essay describing your call to ministry including a theological self-reflection and a tentative sketch of a final ministry project.

***Please note, the McAfee School of Theology Doctor of Ministry Program does not allow for transfer credit from other institutions.**

Admission procedure:

Complete the Application for Admission and return it with a check for \$50.00, made payable to "McAfee School of Theology." This is a non-refundable application fee. The Doctor of Ministry committee of the faculty serves as the Admissions Committee for the program. All applicants are reviewed on the basis of a total profile of the applicant. No one expectation will eliminate an applicant from consideration.

Upon action by the committee, the Associate Dean will send a letter notifying the applicant of its decision. At that point, the admitted student must provide to the Doctor of Ministry office documentation of approval and a Covenant of Support for participation in the program from the student's place of ministry (Appendix A).

Each admitted student must also complete a University Health form prior to registration (Appendix B). During Ministry Coaching I each admitted student shall submit to the D.Min. office a Schedule of Study setting forth an anticipated calendar for the completion of the program (Appendix C). The student is then responsible for keeping the information current with the office.

McAfee School of Theology accepts applications from all denominations provided they fall within the above guidelines. McAfee does not discriminate according to gender, age, ethnic origin, or race. Candidates with special needs must comply with Mercer University's policy on special needs.

DESIGN OF THE PROGRAM

The McAfee Doctor of Ministry Degree program is a 33 hour program developed to concentrate on the content of the program's various learning events. Students remain in their fields of service for the entire program, coming to McAfee for classes and focused collegial interaction, for individual study at the library, or to engage in consultation with the student's faculty supervisor.

FACULTY SUPERVISION: Each student in the D.Min. program will work with a Faculty Supervisor to provide advising in the program process, collaboration with a Ministry Coach on integration of research and ministry, and supervision of the Project Thesis. A faculty supervisor will be suggested in consultation with the Ministry Coach and the Associate Dean as a part of the first Ministry Coaching I course. The student will then communicate with the prospective faculty whose experience and discipline will provide the best supervision for the Project Thesis anticipated by the student. Each student should approach the professor and seek his/her permission to serve as the student's faculty supervisor. Changes may be made in Faculty Supervision if the student's Project Thesis proposal changes or requests are made to the Associate Dean. Normally, Faculty Supervisors may teach only one D.Min seminar per year and are limited to a supervisory load of five students per year. All students must submit their request for faculty supervision to the D.Min office prior to meeting with the proposed Faculty Supervisor to ensure availability.

The student should recognize the teaching load of the faculty supervisor and understand that all consultations must be by appointment. The use of e-mail is encouraged since telephone calls can be missed. E-mail also gives both parties documentation of contacts made.

The faculty supervisor has jurisdiction over all grades given during the Ministry Coaching units, the Project Thesis, and oral examination. The Faculty Supervisor will recommend to the Associate Dean of D.Min Studies that a student be allowed to graduate upon completion of all degree requirements.

MINISTRY COACH: Normally the first formal work of the student in the program will be a semester of Ministry Coaching. A small group of experienced and competent ministry leaders will work with the school, be provided training in the expectations of the program and processes of content-based coaching, and support the student in the integration of learning with ministry. Each Ministry Coach will be assigned by the Associate Dean after consultation with the student, based on his/her interests, ministry setting, and potential project thesis. Coaches will maintain communication with each student on a biweekly basis, including personal conferences, telephone conversations, and email exchange. The coaching experience will be evaluated carefully each semester and students may request a change in Ministry Coach. Ministry Coaches should hold at least a master's degree such as the M.Div or M.R.E. or equivalent and preferable a professional or academic doctorate from an accredited program. Years of service in ministry are also taken into consideration.

A. On-Campus Seminars (18 Hours of Credit)

Students will attend three on-campus D.Min seminars of three weeks' duration each. The seminars will normally be scheduled for the July term each year, but may be scheduled at other times of the year depending on enrollment in the program. Each seminar will be a combination of core requirements of reading, reports on readings, written presentations integrating the seminar subject with one's ministry, and additional readings and assignments negotiated with each student. A variety of assignments may be expected including case studies, research papers on a ministry topic, or examples of ministry from one's setting (sermons, verbatim, organizational analyses, contextual studies, etc). Students are required to register for two hours of Seminar Preparation in the semester prior to the scheduled seminar with completion of the core preparation two months prior to the scheduled seminar. The additional student-negotiated research and writing for the seminar will be complete on a schedule approved by the seminar faculty leader.

Seminars may be completed in any sequence. Normally each student will complete one seminar each year of the three year program. The three seminars and their course descriptions are listed below. A common syllabus has been developed by the faculty for each seminar and will be available to the student in advance of registration for each unit of Seminar Preparation.

Biblical/Theological Foundations for Ministry. Seminar Preparation DMIN 720 (Two hours), Seminar DMIN 721 (Four hours).

Course Description: This seminar pursues biblical and theological promptings toward the mission of the church and the role of the minister. It will include a brief overview of recent methodologies in biblical exegesis and ministry-oriented themes in contemporary theology. It will involve the participants in the habit of theological thinking about pastoral issues and hermeneutical moves from biblical texts. The seminar will also focus on the selection and integration of texts and theological themes for specific ministries to which the student is involved as related particularly to project theses.

Contextual Ministry and Culture Today. Seminar Preparation DMIN 725(Two hours), Seminar DMIN 726 (Four hours).

Course Description: This course will study the dynamics between congregations/organizations as systems within which ministry occurs and the cultural, community, and local environments which impact strategies for mission, evangelism, and service. Students will complete analyses of their community context, interpretations of the impact of cultural change on ministry, and explore the role of organizational identity in adapting to changing environments. Emphasis on the importance of ethics as a constructive response to culture will be given

Ministry Skills. Seminar Preparation DMIN 730 (Two hours), Seminar DMIN 731 (Four hours).

Course Description: This course will deepen the student's understanding and practice of a variety of core skills and meta-skills that are essential for all types of ministry. Students will make changes to improve their ministry and assess their strengths and weaknesses in each area. These skills may be applied in whatever tasks of ministry are appropriate for the student's context including preaching, teaching, pastoral care, administration, evangelism, Christian education, spiritual guidance, and leadership. Competence will be enhanced in the following areas: 1) self-awareness; 2) other awareness; 3) self-management; 4) social skills; and 5) spiritual awareness and leadership.

B. Ministry Coaching (6 hours of credit, 2 hours for each four month unit)

Ministry coaching is at the center of the design of D.Min. program for the integration of theory and praxis, classroom and church, research and ministry. Three units of Ministry Coaching will be completed as follows:

Ministry Coaching I: Passion for My Calling. DMIN 740 (Two hours).

Course Description: Readings/reflections/conversations around the issues of identity, spirituality, and fit in present ministry. Completed prior to selection of a faculty supervisor.

Most students will engage in a unit of Ministry Coaching as the first requirement of the program. This unit of study, reflection, and conversation with one's Ministry Coach will identify the student's sense of calling, important factors in one's current place of ministry, goals for the D.Min. program, a projected course of study, and the subject for a potential project thesis. As a part of the unit, the student will propose a Faculty Supervisor consistent with his/her potential Project Thesis. The written work of the unit of Ministry Coaching will be available to the requested Faculty Supervisor as a part of the faculty member's agreement to provide Faculty Supervision.

Ministry Coaching II: Evaluating My Ministry. DMIN 741 (Two hours).

Course Description: Readings/reports/conversations focusing on current ministry setting, specific areas of change, potential project directions. Negotiated with coach/faculty supervisor.

The second unit of coaching will assess the given place of ministry in which the student works. Assignments analyzing the congregation or ministry organization in terms of its mission, environment, most notable challenges, and specific needs for ministry leadership will be completed in the form of readings, analytical papers, case studies, the leadership philosophy and style of the student, and major proposed areas of change.

Ministry Coaching III: Projecting New Initiatives in Ministry. DMIN 742 (Two hours).

Course Description: Foundational readings for biblical/theological/historical/ministry/ research literature for project thesis. Negotiated with coach/faculty supervisor.

Based on the work of completed seminars and Ministry Coaching I and II, the student will prepare a foundational bibliography of biblical and theological study that will serve as a theoretical framework for a proposed project. Based on research, a 25-30 page draft of a formal paper will be completed that can provide material for a Project Thesis.

C. Project Thesis Workshops (2 hours credit)

Project Thesis Workshop I. DMIN 750 (One hour).

Project Thesis Workshop II. DMIN 751 (One hour).

Course Description: This course introduces students to the processes involved in writing a Doctor of Ministry Project Thesis. The course will cover such topics as determining a specific research objective; writing a thesis proposal; bibliographic research techniques; practical research strategies including developing quantitative and qualitative research procedures, and preparation and completion of IRB documentation. The course will also focus on issues of thesis form and style, general layout and chapter content, foot/end-noting, and bibliography.

Upon completion of the D.Min. Project Thesis Seminar part I, students will demonstrate:

1. Knowledge of what is required to undertake effective research in the development and production of a useful, meaningful, and purposeful Doctor of Ministry thesis (To Know)
2. Adeptness in ability to find, sift, analyze, and synthesize information into a core of knowledge that has as its purpose the clear presentation of an idea, or ideas (To Be)
3. Ability to develop further the research skills and abilities related to, and the production of, a written thesis exemplary of the qualities of higher learning (To Do)

Upon completion of the D. Min. Project Thesis Seminar part II, students will have demonstrated competency in practical application of the skills learned in part I, primarily by the production of an acceptable draft "Project Thesis Proposal."

Institutional Review Board

Because your research will involve people in some way (for example through surveys and interviews), you will be required to complete a statement of your methods and purpose for review by the Institutional Review Board of Mercer University. An IRB performs critical regulatory oversight functions for research conducted on human subjects to ensure such research is *scientific* and *ethical*. It may be helpful to know that a key to obtaining IRB approval of your research process is anonymity of the subjects.

Attention will be given in the workshop to the IRB process at Mercer University. You will be required to complete during the workshop an online certification process that acquaints you with legal requirements for research with human subjects. The process of completion and certification will be covered in the Project Thesis Workshop.

Please review prior to the seminar the following brief documents at www2.mercer.edu/ResearchCompliance/IRB: “What Constitutes Research,” “Investigator Guide,” and “Types of IRB Review,” with attention within that document to “Expedited Review.”

It is recommended the Project Thesis Workshops be taken relatively early in the program. At least one seminar and Ministry Coaching I are prerequisite to registration for the workshops. Each workshop will be scheduled for one week, M-F sequentially. Students may enroll for either or both, as long as Workshop I is completed before Workshop II.

Completion of a Project Thesis Proposal worthy of submission to the D.Min. Committee is required for the completion of Project Thesis II. If both seminars are completed together, expectations of both classes must be met within the time frame of the course.

Project Thesis Proposal

The culmination of the D.Min. program is the completion of a Project Thesis. The Project Thesis should reflect the research skills learned in the program and demonstrate the student’s capacity to integrate biblical, theological, historical, and contextual research with a specific ministry project that is practical and reflective of the student’s abilities as a leader and minister.

After completion of the Project Thesis Workshops, the student must complete his/her Project Thesis Proposal. Below are details to consider.

1. The student must incorporate suggestions from the instructor of Project Thesis Workshops and the faculty supervisor into the proposal. The proposal is written in narrative form and will be considered in light of:

- A. Clarity of purpose statement
- B. Appropriateness of theoretical framework
- C. Adequacy of the ministry completed in the project
- D. Validity of the field research method(s) for the project design
- E. Evidence of good form and style
- F. Strength of the working bibliography and initial review of literature
- G. Adherence to program specifications and intentions

2. The student must also submit a draft of the proposal to the Faculty Supervisor and Ministry Coach, securing each signature on the Project Thesis Proposal Approval form (Appendix D) prior to consideration by the committee.

3. The student must include in the proposal a copy of the consent form to be used with subjects responding to research instruments, and a copy of each social research instrument to be used in the Project Thesis. One copy of the application for IRB approval of the project, and a copy of the certification of completion of the online instructions for human subject research must accompany the proposal. Once the proposal is approved by the D.Min. Committee, the IRB approval of the project may be sought.

4. **Five** copies of the Project Thesis Proposal as described above and one copy of the IRB documents must be presented to the Doctor of Ministry office at least two weeks prior to the meeting of the committee. The committee generally meets monthly, August-December and February-May. A specific schedule of committee meeting dates may be secured from the Doctor of Ministry office.

The committee may act in three ways:

Approval

Approval with changes

Changes required with re-submission

If the proposal is approved, the candidate may proceed to secure IRB approval, implement the proposed ministry, and begin writing the Project Thesis. Approval with changes means that he/she must make the changes in the proposal, then secure IRB approval, and continue to complete the Project Thesis. If changes required with re-submission are noted, the student must resubmit the proposal and may not proceed until a second reading by the committee. If, for any reason the student is denied approval the second time, he/she must retake the Project Thesis Workshop and re-submit a new proposal. Denial of a second re-submission results in termination from the program

D. The D.Min. Project Thesis (7 hours of credit)

Once the Project Thesis Proposal is approved, including IRB approval, the student may begin writing. The Faculty Supervisor will provide primary feedback to chapters submitted in the writing stage, though it is recommended the student share written work with his/her Ministry Coach to solicit reactions. Formal Faculty Supervision for Thesis Writing is available for three units during which the student must be registered for Project Thesis Writing.

Project Thesis Writing I. DMIN 755 (Two hours).

One may enroll for Project Thesis Writing and a Ministry Coaching unit at the same time, but may not enroll for a seminar preparation course while enrolled for Project Thesis Writing.

Project Thesis Writing II. DMIN 756 (Two hours).

Enrollment in Project Thesis Writing II requires a written schedule for completion of at least one third of the anticipated initial draft approved by the Faculty Supervisor. All written work should be submitted to both the Faculty Supervisor and Ministry Coach for review.

Project Thesis Writing III. DMIN 757 (Two hours).

The student should enroll for this course of supervision during a time frame the final draft of the Project Thesis will be completed. The final copy shall be submitted to the Doctor of Ministry office no later than February 1 of the year in which the student plans to graduate in May.

The Project Thesis is limited to 100 pages of content. Candidates may petition their D.Min Faculty Supervisor for an extension of content up to 25 pages. Bibliography and Appendices are not counted in the limit of pages.

The Project Thesis will be monitored closely by the faculty supervisor. Students must have the approval of the faculty supervisor at each stage of the writing. For example: Each chapter must be submitted to the faculty supervisor for approval according to the agreed upon time line negotiated between the candidate and the faculty supervisor. The candidate cannot submit further chapters or work on the project thesis until each submitted chapter is given approval.

Once completed and approved by the Faculty Supervisor, four copies of the Project Thesis shall be submitted to the Doctor of Ministry office. The Approval Page of the thesis should be printed on acid-free paper, 20 pound stock, 100 percent rag content (See Appendix D). It is recommended the remainder of the thesis be printed on regular copy paper until completion of the oral examination.

The University requirements, guidelines, templates, and forms for the preparation of theses and dissertations are available online at <http://www2.mercer.edu/Theses/default.htm>. See also Appendix E for a template of the margin requirements for the thesis.

E. Oral Examination. DMIN 758 (One hour).

An Oral Examination is given to the candidate upon completion of the Final Project Thesis. The oral exam shall normally be scheduled within one month of submission and will include the Faculty Supervisor, the Ministry Coach, and a second member of the McAfee faculty. The Ministry Coach will be provided expenses for travel to campus when located within a reasonable distance. Students may request a replacement for their Ministry Coach when the coach is unable to travel to campus or lives some distance from the campus. Please coordinate the scheduling of an oral with the Doctor of Ministry office. Upon passing the oral examination the candidate is eligible for graduation from the program.

Following completion of the oral examination, the entire Project Thesis must be corrected and printed on acid-free paper, 20 pound stock, 100 percent rag content. **Five manuscript copies are required plus any personal copies desired for binding.** Four of the submitted copies will be bound, plus those requested personally. One bound copy will go to the faculty supervisor, two to the university libraries, and one to the Ministry Coach. One will be submitted to UMI/ProQuest unbound. The cost of binding is \$10 each and the fee for filing your Project Thesis with UMI Dissertation Publishing service is \$65. If you wish to have a Copyright for your thesis, an additional fee of \$65 is charged. Complete the Theology Doctor of Ministry Project Thesis Binding Form and the Dissertation Submission Form and submit with your thesis copies (Appendix F). Deposit with the Bursar funds for the total binding costs and include the receipt with your copies.

Yearly deadlines for submission of theses and dissertations to the chief academic officer of the university are November 1, April 1, and July 1. Please review the Mercer University web site of the Provost office for information about guidelines, templates, and samples. Also, refer to the binding site for details about how to submit your document for binding.

F. Costs of the Program for Students Entering 2009-2010

Tuition costs per credit hour may change from year to year for the D.Min. Program. However, once admitted to the program, no increases will be made for that student until completion of the program. The per-credit-hour tuition fee is \$335 per credit hour for students entering the program during the 2009-2010 academic year.

Based on the current level of tuition of \$335 per credit hour or \$11,055 for the program, the following summary of course requirements and costs for the program should be anticipated. A typical sequence of study might be:

Registration	Credit Hours	Tuition Cost
Year One		\$3,350
Coaching I	2	\$670
Coaching II	2	\$670
Seminar A Preparation	2	\$670
Seminar A	4	\$1340
Year Two		\$3,350
Coaching III	2	\$670
Project Workshops	2	\$670
Seminar B Preparation	2	\$670
Seminar B	4	\$1340
Year Three		\$4,355
Project Thesis Writing I & II	4	\$1340
Seminar C Preparation	2	\$670
Seminar C	4	\$1340
Project Thesis Writing III	2	\$670
Oral Exam	1	\$335
Total	33	\$11,055

AREAS OF FACULTY SUPERVISION FOR PROJECT THESIS STUDY:

The faculty of McAfee School of Theology is diverse in its expertise in academic disciplines, practical experience in ministry, and interests in topics for a Project Thesis. Every effort will be made to accommodate the interests and needs of students within the limits of faculty teaching and supervisory loads. The decision for the selection of a Faculty Supervisor is reciprocal, with each Faculty Supervisor free to accept a given student for supervision after explorations of the student's interests and skills. During Ministry Coaching I, the student will propose to the Associate Dean for D.Min. Studies a specific faculty member. Information from the work in the course will be made available to the Associate Dean who will explore tentatively the availability of a faculty member for supervision. After positive communication from the Associate Dean, the student will initiate communication with the faculty member requesting supervision for the remainder of the program.

Ministry in its multiple facets is the focus of the program. The following areas are the primary areas of available supervision for the program. A Faculty Supervisor within these respective areas should be sought by the student for support in completing his/her Project Thesis. Brief resumes of each member of the faculty are available on the Mercer University web site.

The areas of available Faculty Supervision for ministry projects include:

Minister as Preacher and Faith Communicator

Students who wish to focus on preaching and faith communication will explore creative ways to communicate the gospel through the spoken and written word. Effective methods of communication and research into the ways congregations and readers understand the gospel are explored. Faith communication through the arts, story, written communication, and visual and electronic means are researched as ways to enhance the minister's task of sharing the word of God.

Faculty Supervisors: Dr. Peter Rhea Jones and Dr. Brett Younger.

Minister as Worship Leader

Students engaged in ministry projects related to worship focus on how congregations address the differing worship traditions of the Church as well as varied styles that are present today. The varieties of worship style are explored in order to give insight to the student regarding the meaning, symbol, development, and history of various approaches.

Faculty Supervisors: Dr. Karen Massey and Dr. Brett Younger.

Minister as Pastoral Caregiver

Students engaged in ministry projects related to pastoral counseling, chaplaincy services, and congregational care will explore the primary competencies of pastoral care giving through reading, clinical supervision, and Ministry Coaching.

Faculty Supervisor: Dr. Denise Massey.

Minister as Spiritual Guide

Ministry designed to enhance spiritual formation, disciplines of prayer, and equipping congregants to develop in their faith commitments requires the leadership of minister as spiritual guide. Spiritual formation focuses on the needs of congregations and individuals to continue growing in matters of individual faith and as a corporate faith community. Spiritual guidance facilitates transformation through practices such as prayer meditation, journaling, spiritual reading, inner work, and service. The minister offering spiritual guidance helps persons and groups listen and respond to God's love, presence, and direction. The goal of Christian Spiritual Guidance is to grow in Christ-like love in our relationships with self, others, and the Divine.

Faculty Supervisors: Dr. Loyd Allen and Dr. Denise Massey.

Minister as Educator

Students interested in the teaching ministry of the Church in congregations and other organizations may focus on ministries to demonstrate knowledge and understanding of the theological disciplines. Ministry projects may focus on:

Baptist Heritage: the study of historic Baptist principles and exploration of the current tensions and misconceptions of Baptist identity today. Students who have been involved in the debate over Baptist identity will explore in-depth the characteristics, traditions, and theology of historic Baptists and design educational programs to inform those with whom they minister.

Faculty Supervisor: Dr. Loyd Allen.

Scripture and Ministry reflects upon the importance of a biblically based ministry and challenges students to evaluate their ministry in terms of scripture. Students are introduced to the latest in scholarship, tools, and resources that will help them formulate a ministry project emphasizing biblical understanding.

Faculty Supervisors, Old Testament: Dr. David Garber and Dr. Nancy deClaissé-Walford.

Faculty Supervisors, New Testament: Dr. Peter Rhea Jones and Dr. Thomas Slater.

Christian Education gives attention to the application of contemporary theories of learning and development to the multiple programs of education, worship, fellowship, and ministry in the local congregation. Faith Development theory is given primary focus because it is seen as an ongoing process that includes every discipline of the church as it seeks to prepare mature Christians who live out their faith in the world.

Faculty Supervisor: Dr. Karen Massey.

Students interested in developing educational projects in **Christian Ethics** by focusing on the application of the ethical mandates of the Kingdom of God will engage biblical, historical, and theological understandings of the minister as ethical guide in all of the arenas of contemporary life.

Faculty Supervisor: Dr. David Gushee.

Minister as Missional Catalyst

The Missional development of the Church concerns ministry projects that envision the concept of the kingdom of God as a redeeming reality in the world. Issues that affect the church's mission such as postmodernism, cultural shifts, and demographic changes are examined. The church is viewed as the communal embodiment of the Christian faith yet

joining with others in encompassing concern for the ongoing task of redemption, renewing social order, and promoting justice and peace in the world.

Faculty Supervisor for ministry projects implementing initiatives of mission/evangelism:
Dr. Ron Johnson.

Faculty Supervisor for ministry projects implementing peace and justice initiatives: Dr.
David Gushee.

Faculty Supervisor for ministry projects implementing community-based ministry service:
Dr. Ron Johnson.

Minister as Theologian

Ministry projects that give attention to rethinking Christian faith issues in the context of the congregation will reflect on the continuing task of theological formation in light of Scripture, the church's faith and contemporary experience.

Faculty Supervisor: Dr. Graham Walker.

Minister as Leader

Students seeking to lead congregations in transformational processes of change, to adapt to changing community contexts, or develop creative initiatives in management of congregational ministries such as coaching will explore through reading and practice the principles of effective leadership and management.

Faculty Supervisors: Dr. James N. (Dock) Hollingsworth, Dr. Larry McSwain.

LIBRARY SERVICES FOR D.MIN. STUDENTS

The Swilley Library is dedicated to helping D.Min students access materials needed to complete assignments. A webpage specifically for D.Min students can be viewed at <http://swilley.mercer.edu/theology/dmin.asp>.

If a student lives 50 or more miles from a Mercer library we can send materials through the mail. Use the Materials Request Form on the D.Min. webpage for this service.

The loan period for books from Mercer libraries is 3 months. They can be renewed 1 time; the easiest way to do this is by accessing your Library Account on the D.Min webpage. Your library account will also include the GALILEO password which you will need to use to locate journal articles in our various index databases.

We are here to assist you in any way we can. Contact Beth Perry, liaison to McAfee School of Theology, at perry_sb@mercer.edu or 678-547-6435. For help with checking out materials please contact the Circulation Department at 678-547-6284. The Reference Desk can aid you in locating materials and can be reached at 678-547-6282 or by email at <http://swilley.mercer.edu/refquest.asp>.

TIME COMMITMENT

Ministers considering the D.Min program at McAfee should be prepared to spend a minimum of three years in pursuit of the degree. Completion of the program is normally three and one-half years, unless a leave of absence for specified reasons is granted. Once the program is begun, students are expected to register each semester for a requirement of the program until completion. Students unable to do so must file an Interruption of Study form with the Doctor of Ministry office.

Candidates should know that the time commitment will vary according to each stage of the program. Candidates can budget their time commitment by planning to allow the equivalent of one full day of work devoted to the D.Min per week. This will vary according to the individual's pace of learning and time constraints in the ministry. Each candidate should understand that the focus of the D.Min. work is within the context of ministry and that there is no sense in which one stops ministry to complete doctoral work, as might be the case in other forms of graduate study. In a real sense, working on the D.Min will complement a candidate's ministry and will at times blend in well with the ongoing ministry in which a candidate is engaged. Although most candidates should be able to complete the program in three and one-half years, some will need more time. However, the maximum time limit to complete the degree at McAfee is six years from the time of initial registration in the program.

STUDENT EVALUATION AND PROGRESS IN THE PROGRAM

Evaluation of a candidate's progress occurs formally at the completion of each required component of the program. Each of the three required seminars, the Project Thesis Workshop, the Ministry Coaching units, and the Project Thesis require a grade of at least "B" in order to continue. Any grade below a "B" is considered failure in that unit of the program and must be taken a second time.

The Project Thesis is approved by the student's oral examination committee: the Faculty Supervisor, the Ministry Coach, and a McAfee faculty member serving as external reader. Upon successful oral examination by the committee, the student is recommended to the Associate Dean for graduation from the program. Upon completion of all requirements the student is recommended by the Associate Dean to the faculty of McAfee for graduation from the D.Min program.

Disability Statement for Atlanta, Douglas, & Henry Co. Campuses

Students requiring accommodations for a disability should inform the instructor at the close of the first class meeting or as soon thereafter as possible. If you are not registered with Disability Support Services, the instructor will refer you to the Disability Support Services office for consultation regarding documentation of your disability and eligibility for accommodations under ADA/504. In order to receive accommodations, eligible students must obtain each instructor's signature on a "Faculty Accommodation Form" supplied by Disability Support Services (also downloadable from our website). Students must return the completed and signed form to the Disability Support Services Coordinator (212 Sheffield Center). For convenience, anyone can send this information through Campus Mail or fax the form to (678) 547-6373.

Even students with a documented disability who do not wish to use academic accommodations are also strongly encouraged to register with Disability Support Services and complete a Faculty Accommodation Form each semester.

For further information, please contact Richard Stilley, Disability Support Services Coordinator/Assistant Dean for Campus Life, at (678) 547-6823 or visit the website at <http://www2.mercer.edu/StudentLife/Atlanta/default.htm>

WRITING STYLE AND ANNOTATIONS

Because written work in a doctoral program must be of the highest standard, the judicial use of the following is recommended:

1. *A Manual for Writers of Term Papers, Theses and Dissertations*, sixth edition, by Kate L. Turabian. All written work should be in conformity with this manual, unless decided otherwise with an instructor.
2. *The Elements of Style*, by William Strunk and E. B. White.
3. The SBL Handbook published by the Society of Biblical Literature.
4. The McAfee Style Guide and sample papers located on the McAfee website at http://www2.mercer.edu/Theology/Current_Students/Resources.htm.
5. The Mercer University Requirements and Guidelines for the Preparation of Theses and Dissertations available at <http://www2.mercer.edu/Theses/Req.htm>.

Any candidate who needs help in writing should pursue help from a professional or enroll in a class, if necessary, before attempting to enter the program. At the doctoral level, no allowances will be made for poor writing skills.

INCLUSIVE LANGUAGE POLICY

It is the policy of the McAfee School of Theology to require for all papers and doctoral theses the fair use of inclusive language in reference to human gender and divinity. Any theological or cultural objection to the use of inclusive language related to divinity must be justified by the author in text or footnote.

ASSESSMENT OF THE D.MIN PROGRAM

1. During the first Ministry Coaching experience, each student will be asked to set forth goals and expectations for their program. These should include:
 - a. A statement of motivation for entrance into the Doctor of Ministry program.
 - b. A statement of expectations for learning from one's Ministry Coach and Faculty Supervisor.
 - c. A description of the primary setting of the student's ministry with a projection of goals for specific ministry to be accomplished in the course of the program of study.
 - d. A statement of learning goals with an emphasis on the content of areas of study in which new insights and understandings can be developed for application in one's ministry setting.
 - e. Submission of each of the above to the D.Min. office with a request for faculty supervision.
2. Each student will schedule with his/her faculty supervisor time for discussion of goals for the program by the completion the Ministry Coaching I. The statement of goals will be kept in a file to be reviewed at the end of the student's study.
3. Each seminar will be evaluated by the student in terms of effectiveness for overall ministry. A written instrument will be provided to score the seminars.
4. Students will be required to provide a yearly evaluation of their experience in the program with an assessment of progress in achieving of learning goals and the identification of problems experienced in any area of the program
5. Progress reports will be requested each year from the student, the Ministry Coach, and Faculty Supervisor on the effectiveness of each of the elements of the program completed that year. These reports will measure the mentoring relationship that is being developed.
6. Each year the student's goals for the program will be discussed with the faculty supervisor and changes to the goals will be made when needed. This step will measure the student's progress toward a holistic program.
7. Each student will meet with the Associate Dean for a yearly check-up. This conference will discover any problems related to coaching, supervision, church or ministry pressures, collegial

support, family responses to the time required of the student for study, financial issues that may develop, and overall satisfaction or dissatisfaction with the program. The Associate Dean will compile a report of the findings of these interviews each year.

8. A post-program evaluation of the student’s experience will be conducted by the Associate Dean, including an examination of goals set, course of study, and new directions for ministry discovered as a result of the program.

9. The Associate Dean will maintain a file of the assessment information for each student. This file will be made available to the student, the Dean, and the accreditation agency. Over a period of time, these files will provide a picture of the overall program.

10. Each year the Associate Dean will prepare an assessment report for the D.Min. Committee. The D.Min. Committee will also evaluate a representative sample of the assessment files. This sample will contain an anonymous collection of comments related to the program. Proposed changes in the program will be brought by the D.Min committee to the Theology faculty for approval.

APPENDICES FOR THE DOCTOR OF MINISTRY PROGRAM

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**McAfee School of Theology
Mercer University
3001 Mercer University Drive
Atlanta, Georgia 30341**

**COVENANT OF SUPPORT FOR
DOCTOR OF MINISTRY STUDY**

Name of Student _____
Primary Mailing Address _____

Telephone: (Work) _____ (Mobile) _____ (Home) _____
Primary email: _____

Name of Church/Organization _____
Mailing Address _____

Title and Description of responsibilities for ministry:

Description of approving group or official: _____
Contact information: _____

I/We affirm support for the participation of _____ in the Doctor of Ministry program of the McAfee School of Theology. This support includes the understanding he/she will be engaged in study related to ministry in this setting, will invest regular time and attention to reading and research, and may request assistance in the completion of analysis or evaluation of ministry responsibilities. It is understood by me/us the duration of this program is normally four years and requires on-campus study of three to five weeks for three years of the program. We **Do Do Not** commit financial support above salary and benefits for his/her participation in this program.

Student Signature

Authorized Signature

8/20/09

**Mercer University
CAMPUS HEALTH CARE SERVICES
Health Information Form**

3001 Mercer University Drive
Atlanta, GA 30341
Phone (678) 547-6130 Fax (678) 547-6054

Alternate Sites – Henry Co./ Douglas Co.

FOR OFFICE USE ONLY	
<input type="checkbox"/> Compliance	<input type="checkbox"/> Non-Compliance
<input type="checkbox"/> 2 MMR	<input type="checkbox"/> Chest X-ray
<input type="checkbox"/> IHN Therapy	<input type="checkbox"/> Insurance
<input type="checkbox"/> PPD	

Name _____ SS # _____

DOB _____ Male _____ Female _____

Address _____
Street City State Zip

Home Phone _____ Cell _____ Work _____

PLEASE MARK ALL THOSE THAT APPLY	
School: <input type="checkbox"/> Business <input type="checkbox"/> Education <input type="checkbox"/> ELI <input type="checkbox"/> Extended Education <input type="checkbox"/> Nursing <input type="checkbox"/> Pharmacy <input type="checkbox"/> Theology <input type="checkbox"/> Undergraduate Type of Visa: F1 ___ F2 ___ B ___ J ___ H ___ L ___ <input type="checkbox"/> Physician's Asst. _____ Year Entering _____	

In case of Emergency, please notify:

Name _____ Relationship to you _____

Home Phone _____ Cell _____ Work _____

INSURANCE INFORMATION	
All students are required to continue adequate health insurance coverage at all times. PLEASE ATTACH A FRONT AND BACK COPY OF YOUR HEALTH INSURANCE CARD.	
Insurance Company Name _____	Group # _____
Policy # _____	Insured's DOB _____
Insured's Name _____	Relationship to You _____
Insured's Employer _____	

H.I.P.P.A. Statement	
It is the policy of Mercer University Campus Health Care Services to adhere to all Health Insurance Portability and Accountability Act (H.I.P.P.A.) Guidelines. All discussions and/or documents related to confidential patient/client health information shall be held in strict confidence. Information will only be written or electronically transmitted using the client/patient initials. Further, this information will only be shared with faculty involved in the student's education process. Client/patient discussions will be held in designated areas of the university or clinical facility.	

I have read and understand the services provided to me as a Mercer University student, and elect to participate in this program. I hereby consent to the release of my medical records or other information about my medical history to Campus Health Care Services. I also authorize payment of medical benefits to Campus Health Care Services.

Signature _____ Date _____

Health Information

Information regarding your health history is requested for your protection and to assist us in case of emergency. The information is confidential. Portions of this information may be shared with appropriate personnel or as required in scheduling referrals.

Do you have any medical problems that may affect your participation in academic programs or that may require accommodation? No ___ Yes ___

Are you currently taking any prescription medications? No ___ Yes ___ List Medications _____

Do you have allergies to food, medications, etc.? No ___ Yes ___ Please explain _____

IMMUNIZATIONS AND HEALTH SCREENING – Required for ALL STUDENTS
To be completed and signed by a health care provider. Dates must include month, day, and year.
(Acceptable Official documents may be submitted.)

I. Required Immunizations

- A. For students born before 1957, Rubella immunity as in IV
- B. For all other students, either (a) MMR immunity, as in I or (b) measles, mumps, and rubella immunity, as in II, III, IV.

A. MMR (Measles, Mumps, Rubella) Note: Date must be after 1970

- 1. Dose 1 – immunized at 12 months of age or later, and (MO/DAY/YR) ____/____/____
- 2. Dose 2 – immunized at least 30 days after Dose 1 (MO/DAY/YR) ____/____/____

B. MEASLES Note: Date must be after March 4, 1963

- 1. Had disease, confirmed by physician diagnosis in office record, OR (MO/DAY/YR) ____/____/____
- 2. Born before 1957 and therefore considered immune, OR (MO/DAY/YR) ____/____/____
- 3. Has laboratory evidence of immune titer (specify date and include copy of results) (MO/DAY/YR) ____/____/____
- 4. Immunized with live measles vaccine at 12 months or age or later, AND (MO/DAY/YR) ____/____/____
- 5. Immunized with second dose of live measles vaccine at least 30 days after dose 1 (MO/DAY/YR) ____/____/____

C. MUMPS Note: Date must be after April 22, 1971

- 1. Had disease; confirmed by physician diagnosis in office record, OR (MO/DAY/YR) ____/____/____
- 2. Born before 1957 and therefore considered immune, OR (MO/DAY/YR) ____/____/____
- 3. Has laboratory evidence of immune titer (specify date and include copy of results) (MO/DAY/YR) ____/____/____
- 4. Immunized with vaccine at 12 months of age or later (MO/DAY/YR) ____/____/____

D. RUBELLA Note: Date must be after June 9, 1969

- 1. Has laboratory evidence of immune titer (specify date and include copy of results) (MO/DAY/YR) ____/____/____
- 2. Immunized with vaccine at 12 months of age or later (MO/DAY/YR) ____/____/____
- Exemption on grounds of permanent medical contraindication
- Exemption on grounds of temporary medical contraindication
 - a) Pregnancy – expected date of confinement (MO/DAY/YR) ____/____/____
 - b) Other – anticipated date or end of contraindication (MO/DAY/YR) ____/____/____

II. Required Tuberculin Test (within last year)

5TU Mantoux Skin Test (PPD): Date done (MO/DAY/YR) ____/____/____ Read ____ Results ____ mm
 If positive PPD, chest x-ray date (MO/DAY/YR) ____/____/____ Results ____ **(Please attach a copy of written x-ray report)**
 BCG Vaccination: No ____ Yes ____ Country _____
 INH Preventive Therapy: No ____ Yes ____ Dates of Treatment: (MO/DAY/YR) ____/____/____ to ____/____/____

Required Immunizations (Required for CoPHS and Nursing Programs)

Have you had Chicken Pox? No ____ Yes ____ Approx. age ____ If no, Varicella Vaccine dates: (MO/DAY/YR) 1) ____/____/____
 2) ____/____/____
 Hepatitis B Vaccination: No ____ Yes ____
 If yes, vaccine dates: (MO/DAY/YR) 1) ____/____/____ 2) ____/____/____ 3) ____/____/____
(Nursing students are required to have a Hepatitis B Titer and attach a copy of lab)
 Tetanus Booster (within last 10 years) (MO/DAY/YR) ____/____/____
 Polio Vaccination Date (CoPHSOnly) (MO/DAY/YR) ____/____/____

Health Care Provider _____	
Address _____	
_____ <i>Signature of Health Care Provider</i>	_____ <i>Health Care Provider's Phone</i>

Signature of student

Date

**Proposed Schedule of Study
 Doctor of Ministry
 McAfee School of Theology**

Student Name: _____

Date Entered: _____ **Mercer University ID** _____

Projected Date	COURSE	COURSE Number
	Ministry Coaching I	DMIN 740
Spring ____	Seminar Preparation _____	DMIN ____
July ____	Seminar _____	DMIN ____
	Ministry Coaching II	DMIN 741
Spring ____	Seminar Preparation _____	DMIN ____
July ____	Seminar _____	DMIN ____
	Ministry Coaching III	DMIN 742
Spring ____	Seminar Preparation _____	DMIN ____
July ____	Seminar _____	DMIN ____
Jan. ____	Project Thesis Workshop I	DMIN 750
Jan. ____	Project Thesis Workshop II	DMIN 751
	Submission of Project Thesis Proposal	NA
	Project Thesis Writing I	DMIN 755
	Project Thesis Writing II	DMIN 756
	Project Thesis Writing III	DMIN 757
	Project Thesis Oral Examination	DMIN 758
	GRADUATION	

8/20/09

TITLE

(All CAPS, Centered, Double Space if more than one line)

by

NAME OF STUDENT

Approved:

Faculty Supervisor _____ Date _____

Field Supervisor _____ Date _____

Action of Doctor of Ministry Committee

Date _____

Associate Dean _____ Date _____

Dean _____ Date _____

8/20/09

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1.5" LEFT MARGIN
1" RIGHT MARGIN
1" BOTTOM MARGIN

THESIS PROJECT TITLE
(if more than one line is required for the title, it should be double-spaced)

by

AUTHOR'S NAME
Graduate Degree, Area, University Name, Date Degree Awarded

A Thesis Project Submitted to the Faculty
Of McAfee School of Theology
Of Mercer University
in Partial Fulfillment of the
Requirements for the Degree

DOCTOR OF MINISTRY
ATLANTA, GA
YEAR

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1" RIGHT MARGIN
1" BOTTOM MARGIN

THESIS TITLE
by
AUTHOR'S NAME

Approved:

_____ Date _____
Faculty Supervisor

_____ Date _____
Field Supervisor

_____ Date _____
Faculty Reader

_____ Date _____
R. Alan Culpepper, Dean, School of Theology

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1" BOTTOM MARGIN
PAGE NUMBER 1" FROM TOP AND RIGHT

ABSTRACT
(Triple space)

AUTHOR'S NAME
Thesis Project Title (Use title case)
(Under the direction of FACULTY SUPERVISOR'S NAME)

Triple space, indent, and begin text of abstract. The page number is centered at the bottom of the page at the 1" margin point. There should be a double space between the last line of text and the page number. If you have a second page of the abstract the page number is at the top 1" from top and right margins. Double space and begin text.

There should be at least two lines beginning a paragraph at the end of a page and a minimum of two lines in a concluding paragraph at the top of a page. Avoid excessive division of words at the end of a line. Do not divide words between pages.

2" TOP MARGIN
1.5" LEFT MARGIN
1" RIGHT MARGIN
1" BOTTOM MARGIN
PAGE NUMBER 1" FROM TOP AND RIGHT

CHAPTER 1
(double space)

TITLE OF CHAPTER

First-Level Subheading

Double or triple space before and after the first and second level subheadings. You must be consistent with this spacing throughout the whole document. First-level subheadings are centered and underlined with the first letter of principle words capitalized.

Second-Level Subheading

Second level-subheadings are flush-left and underlined with the first letter of principle words capitalized.

Third-level subheading

Third-level level subheadings are flush-left and underlined with only the first word in capital letters. Double space before and after the heading.

Paragraph heading. A paragraph heading is indented and underlined and is followed by a period. The first line of text follows the period on the same line.

Tables and figures. Triple space before and after the table or figure. Type table titles single-spaced above the table. Type figure numbers and titles single-spaced below the figure.

Theology Doctor of Ministry Project Thesis Binding Form

To be completed by the Student

Name: _____
 Title of Project Thesis: _____
 Degree Granted: Doctor of Ministry Expected date of graduation: _____

Binding Colors: Garnet and Gold

Five manuscript copies are **required**, one for UMI microfilm and four for binding.

Distribution of copies:	Mercer Libraries	<u>2</u>	
	School of Theology	<u>2</u>	
	UMI	<u>1</u>	
	Personal	_____	(Personal copies returned to School of Theology)

Total number of manuscript copies submitted: _____

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- _____ 1½ inch left hand margin on all pages
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 - _____ Acid-free paper __ 20 lb stock __ 100% rag content __ 8 ½ x 11 __ white
 - _____ No paper clips, staples, or hole- punched paper
 - _____ Photographs securely mounted
 - _____ Ready for shipping: Boxed and each copy separated by colored sheet **OR**
 Secured in a file folder with rubber bands -- One copy per folder
 - *All specifications found in the "Regulations for Preparing Theses and Dissertations" should be followed **exactly**. ---- (Available in the Graduate Office of each school)
- For questions about binding, please call Wendy Gaskin at Jack Tarver Library (478) 301-2158.

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UMI Dissertation Publishing service:	
Deposit to Provost/Graduate Office Account #253412-3500. (UMI form must be submitted with the manuscript)	\$ <u>65.00</u>
(Optional) Copyright service (\$65.00)	\$ _____
(UMI Copyright form must be submitted with the manuscript)	\$ _____ (<i>Total Fees Paid</i>)

Send to Director of Graduate Programs / Provost's Office:

_____ Binding Form _____ University Cash Receipt (UCR) _____ UMI Submission Form(s) _____ All Manuscript Copies