

DOCTOR OF MINISTRY PROJECT HANDBOOK



Olivet University International

PROGRAM INFORMATION	3
Areas of Study	3
Program Outcomes for D. Min. Graduates	4
Program Overview	5
<i>Phase 1: Examination Phase</i>	5
<i>Phase 2: Foundation Phase</i>	5
<i>Foundation Paper & D. Min Project Proposal</i>	6
<i>Candidacy</i>	6
<i>Phase 3: Project Phase</i>	6
<i>Phase 4: Final Paper Phase</i>	7
Curriculum	7
<i>Program Components</i>	8
<i>General Curriculum Requirement Summary</i>	9
<i>Supervised Ministry Proposal</i>	9
<i>Supervised Ministry Credit</i>	9
<i>Supervised Ministry Mid-term and Final Evaluations</i>	10
Delivery Methods	10
Faculty Organization and Responsibilities	10
<i>Doctoral Committee</i>	10
<i>Doctoral Team</i>	10
Evaluation of the Program	11
Final Paper Sample Outline	12
APPENDICIES	
Appendix A: Project Proposal Form	14
Appendix B: Graduation Schedule	17
Appendix C: Key Task Overview List	18
Appendix D: Mentor/Mentee Agreement Form	20
Appendix E: Mentor Job Description	22
Appendix F: Supervised Ministry Mid-term Evaluation Form	23
Appendix G: Supervised Ministry Final Evaluation Form	24

PROGRAM INFORMATION

The Doctor of Ministry (D.Min.), accredited by the Association for Biblical Higher Education (ABHE), is a prestigious education program, designed to advance the candidates engaged in Christian ministries to the highest level in his or her field. The Doctor of Ministry degree is considered the terminal degree in the area of ministry, thus the graduates of the Doctor of Ministry program must demonstrate competent knowledge and insights that meets the high expectation. While maintaining its academic expectations, the emphasis of the Doctor of Ministry is the “practice of ministry”. Upon admission to the Doctor of Ministry Program, a candidate’s final goal for degree award, will be to design, implement, evaluate, and record an original ministry-related project at the highest doctoral standards.

The degree emphasizes mastery of advanced knowledge regarding the purpose and practice of ministry in many dimensions. Thus as a candidate undertakes Doctoral studies, he or she must carefully review past achievements, current interests, and future focus of passion in God’s Kingdom. As a candidate considers a doctoral project, the goal of the degree work is to develop new knowledge about the practice of ministry. Many have chosen to view the Doctor of Ministry degree as similar to an M. D. in medicine or J. D. in law. The Doctor of Ministry Degree is advanced professional studies preparing graduates to become “Doctors of the Church”. People attaining this degree may be viewed as individuals responsible at the highest levels for maintaining Christ-centered values and practices within the church and its missions worldwide.

The Doctor of Ministry is a degree program culminating in the recognition of advanced professional studies pursued by practicing ministers and Christian professionals. The program sharpens the skills of those actively engaged in ministry. Plenary seminars and lectures are designed to allow ministers to continue their ministry throughout the duration of the program. Professors will teach the most current methods of ministry in various fields through seminars, classes, and dialog with students. The incorporation of technology is also emphasized by the faculty. This doctorate provides an opportunity for high academic achievement, and develops intellectual and practical capability of practicing ministers and Christian professionals. The Doctor of Ministry program at Olivet University seeks to satisfy the standards as defined by the Association of Theological Schools:

“...shall include the design and completion of a written doctoral level project that addresses both the nature and the practice of ministry. The project should be of sufficient quality that it contributes to the practice of ministry as judged by professional standards and has the potential for application in other contexts of ministry.

The ministry project should demonstrate the candidate’s ability to identify a specific theological topic in ministry, organize an effective research model, use appropriate resources, and evaluate the results, and should reflect the candidate’s depth of theological insight in relation to ministry. Upon completion of the doctoral project, there shall be an oral presentation and evaluation. The completed written project, with any supplemental material, should be accessioned in the institution’s library.”¹

Areas of Study

Olivet is an institution of Biblical higher education dedicated to training ministry-bound men and women as Biblical scholars and leaders and to equipping them with practical skills to preach the Gospel effectively into and after the ‘network generation’. Because of the many activities students engage in that are designed to revolutionize the world, a number of Doctoral projects will emerge from student activities. At Olivet, projects in the Doctor of Ministry program are broadly grouped under four headings:

1. General Pastoral Ministry
2. Intercultural Ministry
3. Campus Ministry
4. Vocational Ministry

Examples ministry projects are:

- Leadership for the Church, Development of Ministries

¹Bulletin 43, Part 1, The Association of Theological Schools in the United States and Canada, 1998.p.112-113.

- Strategies for Evangelism and Church Growth
- Worship and music, Effective communication, proclamation, preaching.
- Intercultural communication, Intentional Multi-cultural ministry
- Leadership and Development in an intercultural context
- Contextualization for Meaningful ministry
- Improvement in the practice of worldwide Missionary activities
- New ideas to bring Christ to students around the world
- Projects that reach post-modern issues among students
- Advances in learning regarding Bible Study and Christian service
- Advances in knowledge regarding accreditation, student spiritual growth
- New ideas concerning distance learning, student chat rooms, e-library
- Innovative internet programs that may help other ABHE members

This list is a sampling of potential projects to start a candidate thinking of their respective interests and gifts. It is not an exhaustive list, but is designed to initiate creative thinking and reflection.

The candidate should seek God’s will in determining their interests and choosing a project. Let Romans 12:1-2 be your guide.

“Therefore I urge you, brothers, in view of God’s mercy, to offer your bodies as living sacrifices, holy and pleasant to God - this is your spiritual act of worship. Do not conform any longer to the pattern of the world, but be transformed by renewing your mind. Then you will be able to test and approve what God’s will is- his good, pleasing and perfect will.”

The Doctor of Ministry at Olivet is an adult learning experience. Only people who have demonstrated previous academic excellence and ministry achievement should be interested in pursuit of advanced learning. A candidate should have a M.Div. degree and 3 years of ministry experience. The candidate will get out proportionately from the program, what they are willing to invest in time and effort. It is designed to be an active, independent learning experience with phased ‘building block’ milestones. The Candidate should complete Doctoral Studies – Application Form to seek the Doctoral Committee approval for Admission to the program.

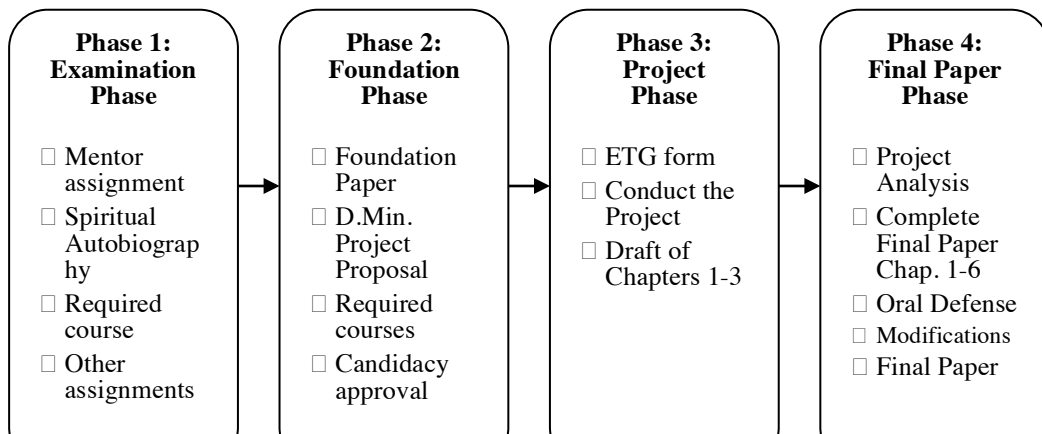
Program Outcomes for D. Min. Graduates

In the context of Olivet University's mission, completion of the D. Min program will enable students to:

- Achieve the highest level of theological and practical knowledge in a chosen ministry field or enhance their effectiveness in a chosen ministry field.
- Contribute meaningful research and project to a chosen ministry field.
- Become a model of Christ-like living in word and deed.

Program Overview

There are four phases to the Doctor of Ministry program. (Refer to Key Task Overview List in Appendix D.)



Phase 1: Examination Phase

Key Tasks

- Mentor assignment
- Spiritual Autobiography
- Take required courses
- Other assignments proposed by mentors

At the beginning of the first phase of the Doctor of Ministry program, the student will be assigned two mentors according to his or her field. The mentors are to engage with the student in discussion of future direction for the student's goal in the program.

The major assignment in Phase 1 is to write a spiritual autobiography. The spiritual autobiography should reflect the student's faith history and current ministry interests. The autobiography may be written in 'first person' and may be incorporated into – the final paper.

In addition to the spiritual autobiography, the student may be asked by his or her mentor to do additional assignments that demonstrate the student's Biblical and theological knowledge, ministry insights, and/or writing ability at the doctoral level. Only with the approval from the Doctoral Committee may the student move to the Phase 2.

Phase 2: Foundation Phase

Key Tasks

- Foundation Paper
- D.Min. Project Proposal
- Take required courses
- Request Candidacy approval from mentors

Foundation Paper & D. Min Project Proposal

The Foundation Paper lays out the foundational research from reading books, articles, journals, the Bible and pertinent internet sources the student completes on his or her subject of interest. This is a necessary and important part of completing Phase 2 of the D. Min. process. As the student reads books, articles, journals, the Bible, and other material related to his or her planned project it is important to begin organizing quotations and references.

The Foundation Paper, one 30 to 40 page paper or two 15 to 30 page papers, allows the student to draft material that may eventually be utilized and incorporated into Chapter 2 of the Final Paper. The Foundation Paper should be written in a Turabian format. A bibliography of between 15 and 25 references should be developed by the student including footnotes regarding quotations or ideas gleaned from library and research on the subject area at hand. The work should reflect at least 250-300 hours of research paper in the area of the student's interest.

If it is written in other than English, a 5 page English summary should accompany the Foundation Paper. Also it is important for the student to comment on quotations utilized as to their relevance, importance, and support of the planned final project. While the student reading should encompass 3,500-5,000 pages it is important to begin reducing material to a usable summary for Chapter 2 of the Final Paper.

The Foundation Paper will demonstrate the student's comprehensive knowledge, Biblical background, historical background, theological background, and the current state of the art in his or her field of study, and must be presented at the annual colloquium.

As the student completes the Foundation Paper, this will assist in refining the focus of a final project.

By accompanying the D.Min Project Proposal, the student demonstrates advanced expertise in the ministry area of choice and focus on advancing the field of interest. The student should continually discuss with his or her Mentor; 1) what is the state of the art of work in the problem area, and 2) what is the student's proposed treatment hypothesis designed to deal with the problem. The D.Min Project Proposal must be approved by the student's Mentor and the Doctoral Committee in order to move onto the Phase 3.

Students are required to complete the 20 credits of modular Seminars, 12 credits of Research Design courses, 4 credits of the Ministry Mentoring and Reflection course during Phase 1 and 2.

Candidacy

Candidacy for the Doctor of Ministry degree is declared when the student has completed the 20 credits of modular Seminars, 12 credits of Research Design courses, 4 credits of the Ministry Mentoring and Reflection course, has maintained at least a 3.0 grade point average, has an approved Foundation Paper and D. Min Project Proposal, and has the approval of their Mentor for candidacy.

Candidacy permits the student to begin the 8 hours of Final Paper-Project and conduct and analyze ministry project and draft the final paper. The Doctor of Ministry program requires a total of 44 quarter credits including and 8 credits of Final Paper-Project. Refer to 'Curriculum' of this handbook for more information for the course requirements.

Phase 3: Project Phase

Key Tasks

- Complete Expect to Graduate (ETG) Form and secure Approvals
- Conduct the Project
- Draft of Chapters 1-3 of Final Paper

In the third phase, the candidate should carry out and complete the project defined in the project proposal. The completion of this project and gathering of data is an important part of this phase. Research should be completed by the candidate realizing a limited 'controlled' sample of data will be generated for analysis and reporting.

The candidate should also draft chapters 1-3 during this phase and electronically submit to his or her Mentor. The first three chapters will roughly cover the motivation for this project, background information, and the description of the project (for an example of a 6-chaptered Final Paper outline, please refer to Final Paper Sample Outline in this handbook). For candidates writing in a language other than English, they should also submit a 5-page synopsis of the first three chapters to the Mentor. Notice, the assignments from Phase 1 and Phase 2 may be useful in writing chapters 1-3. In writing the paper, the candidate should adhere to the Turabian style and Olivet University's Doctoral Paper Format Manual, available on the Doctor of Ministry website. The candidate is also encouraged to use the doctoral paper sample forms with pre-configured styles, also available on the website. If the candidate is writing in a language other than English, then he or she should also follow the supplement manual for their language of choice.

Phase 4: Final Paper Phase

Key Tasks

- Project Analysis
- Completed Final Paper
- Oral Defense

In the fourth and final phase of the Doctor of Ministry program, the candidate is to analyze the data gathered by the project and complete the Final Paper. The candidate should closely work with his or her Mentor in finishing the paper and make any necessary edits and refinements. The main content of the completed paper should be approximately 125-175 in length, not counting the front and back matters. Papers written in other than English should be accompanied by a 15-20 page English summary.

Three paper copies (not electronic) of the final paper (and English Summary) must be submitted to the Doctoral committee by March 15th of the Graduation year. The Mentor schedules an oral defense, conducted by the Doctoral Committee. The candidate may have to make adjustments depending on the decision of the Doctor of Ministry committee. Once the candidate completes the oral defense, he or she then completes changes suggested in the Final Paper. After changes are completed and approved by the Mentor, the candidate coordinates with the Library to bind the papers. Three leather-bound papers will be published as the Candidate receives a Doctor of Ministry Degree from Olivet University!

Curriculum

Program Components

The Doctor of Ministry program requires a total of 45 quarter credits including 20 credits of Core Courses, 9 credits of Interactive Seminars, 6 credits of Supervised Ministry courses and 10 credits of Final Paper-Project.

	Qt. Credit Hours
CORE COURSES	
Global Theology	4
Global Missiology	4
Global Strategic Considerations	4
Research Considerations and Design	8
INTERACTIVE SEMINARS	
Seminar elective	3
Seminar elective	3
Seminar elective	3
SUPERVISED MINISTRY	
Supervised Ministry I	3
Supervised Ministry II	3
FINAL PAPER-PROJECT	
Final Paper-Project in Progress	5
Successful Oral Defense	5
TOTAL	45

General Curriculum Requirement Summary

1. **Core Courses (20 credits):** Students will complete four core courses in Global Theology, Global Missiology, Global Strategic Considerations and Research Considerations and Design to undergird the theological formation of the students and their research projects, which are guided by the Doctoral Team. The courses are designed as four or eight credit intensive learning experience. The courses will normally be offered Monday through Friday, 9:00am-evening and significant reading and writing is required in advance of, and following the class meeting dates. Students would be wise to regard a course as a quarter long experience with a condensed class meeting experience.
2. **Interactive Seminars (9 credits):** Students will complete three interactive seminars. Each seminar is considered to give three hours of credit. The seminars are designed to provide strategic focus under the guidance of professional faculty and practitioners, addressing contemporary issues related to Global ministry in the 21st century.
3. **Supervised Ministry (6 credits):** Each student in the D.Min. program will enroll in Supervised Ministry I and II courses during his or her program. The courses are designed as three credits each.

Students may take these courses at any point in the first three years of their degree. The seminars are offered online and/or on-site, and the students may continue their work from their ministry fields while maintaining interaction with faculty members.

Supervised Ministries can be set in churches, schools, vocational workplaces, and other places where ministry takes place, as long as the setting makes a contribution to the student's area of study. Students may want to choose supervised ministries that will provide opportunities to explore the areas of practical research that can be useful in developing the project for their final paper.

The student's Supervised Ministry (SM) supervisor encourages interactive learning within ministry by becoming an advisor, friend, and objective evaluator. The SM supervisor should have experience and competence sufficient to evaluate the Supervised Ministry placement from both practical and theological perspectives. The SM supervisor's resume or C.V. should be attached to the Supervised Ministry Proposal for evaluation by the student's mentors and the Doctoral Committee. The student will be evaluated on a Pass/Fail basis by their mentors.

The object of this aspect of the D.Min. program is to provide intensive mentoring to the participant in his or her place of ministry and encourage the student to reflect theologically and practically on his or her ministry and life. It will promote contextualized learning experience to the D. Min students.

4. **Final Paper-Project (10 credits):** Upon satisfactory completion of all seminar/course requirements, students enter Phase 3. At this stage, students will be registered in Final Paper-Project courses. Upon satisfactory completion of the oral examination, students will receive ten quarter credits in class Final Paper-Project in Progress and Successful Oral Defense. Students will be evaluated on a Pass/Fail basis by their mentors and the Doctoral Committee.

Supervised Ministry Proposal

Students must submit Supervised Ministry Proposals. The proposals must be approved by the student's mentors and the Doctoral Committee in the quarter preceding the student's participation in the Supervised Ministry. The approved proposals must be signed by the mentors and the student and submitted to the Doctoral Committee for final approval.

The content of the proposal must include the following:

Student information

- Student name, address, and email address
- Name of mentor
- Start and end dates of proposed Supervised Ministry

For each course completed, list:

- Course title
- The quarter & year completed
- The grade

Supervised Ministry (SM) supervisor information

- SM supervisor's Name, address, and telephone number
- SM supervisor's qualifications (Attach materials (resume, C.V., etc.) demonstrating qualifications of the proposed supervisor)

Site information

- List the name and location of church or agency.
- Describe the situation of the proposed site.

Learning objectives

- Define the specific objectives for this Supervised Ministry (objectives provide the framework for supervision and evaluation).
- Attach a succinct and relevant bibliography.

Describe the work

- How much time will be invested?
- How often and for how long will student and SM supervisor meet?
- List the resources that will support and aid in meeting the learning objectives.
- If this Supervised Ministry is related to the D.Min. Project, describe the connection.

Supervised Ministry Credit

ZSDS will award one quarter credit for 30 hours of site contact. The minimum hours is 90 hours per quarter or summer term. This is approximately 9 hours of Ministry work per week for 10 weeks during an academic quarter or 15 hours of work per week for 6 weeks during the summer term. ZSDS Supervised Ministry courses will be graded on a Pass (P) / Non Pass (NP) basis.

Supervised Ministry Mid-term and Final Evaluations

The SM supervisor prepares and submits the Mid-term Evaluation. The student and the SM supervisor each prepare and submit the Final Evaluation. All evaluations must be submitted to the D.Min. Office. The D.Min. Office requests the student's mentor review all evaluations, sign, and return to the D.Min. Office.

The Supervised Ministry Mid-term and Final Evaluation Forms are provided in Appendix G and H.

Delivery Methods

The D.Min. program has no residency requirements, though students are required to attend in-person an intensive colloquium every year. The majority of their studies and research can be completed through mentors' guidance and via Olivet's distance learning infrastructure.

Faculty Organization and Responsibilities

The D.Min. program has several divisions within the faculty. The following is a "User's Guide" to explain how the faculty divides responsibility for the D.Min. students.

Doctoral Committee

The Doctoral Committee functions as a subset of the faculty. The purpose of the Doctoral Committee is to streamline doctoral program issues in order to make the program run smoothly. The committee is the first line of consultation and support for the ZSDS administration. The following faculty members comprise the Doctoral Committee:

Dr. William Wagner (Chair), Dr. Ray Tallman, Dr. Tracy Davis, Dr. Christy Tran, Dr. Thomas Cowley, Dr. Mark Wagner, Dr. Donald Tinder

The Doctoral Committee will meet as needed to oversee the program. It is responsible for making policy decisions and administering the doctoral programs and will approve each student's abstract and proposal for the project and final paper. When necessary, the Doctoral Committee will make recommendations to the faculty. All prospective student applications must be approved by the Doctoral Committee.

Doctoral Team

The learning is "transactional" in that students realize everyone brings something "to the table". Students will find it important to draw from the experience and transactions with others on a project. In addition to literature reviews and reading in the subject area of interest; Olivet will provide input through annual intensive colloquia, mentors, the Olivet library, peer group interaction, and on-line resources. A team will be built for each student's project including a; mentor, peer associate, professional associate, and context associate. This team will support the students in his or her work; helping them prepare the final paper and oral exam. The final paper will be reviewed by team members, approved by the mentor and then presented to the Doctoral Committee for final approval or necessary revisions.

The student will build his or her Doctoral Team to include:

- Two Mentors – two individuals who have earned a doctoral degree: one who will have a record of outstanding performance and recognized professional contributions in the focus area of the student's project and the other who will serve as an active advisor of the academic processes in the student's language of choice (Mentor/Mentee Agreement Form and Mentor Job Description are provided in Appendix E and F.)
- A Peer Associate – a person who is a peer of the candidate, enrolled in the same Phase of the Doctor of Ministry Program. A peer associate provides encouragement, is a sounding board, and exchanges views regarding a student's project

- A Professional Associate – a person who has already earned a Doctor Degree, who brings specific expertise and experience in the student’s chosen field of study and endeavor
- A Context Associate – a person who need not hold an advanced degree, but is an active participant in the context of the student’s project.

The final paper will incorporate the form of a professional paper to be catalogued in a library. It will be of a quality to be published and distributed for use by colleagues. Papers written in each Phase of the Doctor of Ministry program (refer to Program Overview of this handbook for more description for each phase) should also incorporate the form of a professional document. Parts of each of the phased papers will most likely be incorporated in the final paper; thus a student saves time by early on adhering to a professional standard. The student author of the final paper will address the implications of his or her findings on the practice of ministry. Both the Project Proposal Form and Expect to Graduate (ETG) Form, provided in Appendix A and Appendix C, are important documents for the student to complete at the end of Phase 2 and start of Phase 3.

The Chicago Guide to writing, editing, and publishing as outlined in Kate L. Turabian in her book; *A Manual for Writers of Term Papers, Theses, and Dissertations (seventh edition)* provides the guide for final paper preparation in English.² Those documents prepared in another language will comply with the Doctoral Paper Format supplement document provided by Olivet University.

The project will reflect critically on some aspect of ministry and be useful to professional colleagues. It is not essential that the theories practiced in the project result in a positive outcome. It is equally important to understand and report on theories that did not work. We learn in life from both our successes and failures.

Our prayer at Olivet is the entire Doctoral experience is challenging, collaborative, reflective, and transforming for the Candidate. The University’s goal is to set up an environment for growth in learning and expression that will happen for each Doctoral candidate as they progress towards their degree.

Evaluation of the Program

The D.Min. Program emphasizes supervision and evaluation. The Doctoral Committee supervises and evaluates the program.

The D.Minteam, especially mentors evaluate each student's progress and determines candidacy status in consultation with the Doctoral Committee. It also evaluates the student's progress in the Ministry Project and determines the readiness of the student for graduation.

The student is evaluated based upon the five modular Seminars, the four Research Design courses, the Ministry Mentoring and Reflection course, the Foundation Paper, the D.Min. Project Proposal, and an Oral Examination.

The student also has an opportunity to evaluate the program. The student evaluates the course offerings, and gives feedback concerning the functioning of their D.Min team.

Final Paper Sample Outline

1. Spiritual Autobiography

- When and where did you come to faith in Christ?
- What is your family background and up bringing?
- How has God called you to serve in His Kingdom?
- What hat your passion in serving the Lord now? (Phase 1 paper can be helpful in preparing this chapter).

²Turabian, Kate L. *A Manual for Writers of Term Papers, Theses, and Dissertations (Seventh Edition)*.The University of Chicago Press: Chicago, IL. 2007.

2. **State of the Art in Passion area**
 - What has been done previously in this area?
 - What does your literature search and study of lectures identify as the theological rationale?
 - What Biblical passages support needs in this area? (Edit Foundation Paper)
 - What authors provide a rationale for current activities in this area?
 - What bibliographical materials have you researched that require citation?
 - What is the theoretical basis or thesis for the project?
 - Secure Mentor and D. Min. committee – Project Proposal

3. **Proposed Project and Support**
 - Summarize data from your Project Proposal.
 - Outline the planned timing of your Project.
 - Overview data to be gathered and approaches for analysis of data for your D. Min. Project.

4. **Project Data Report**
 - What ideas or approaches have you studied as new in your area?
 - What experiences have you observed where kingdom principles have impact on the need (be specific).
 - Provide a detailed description of your data gathered, tests conducted, and feedback from participants. Use 'Back Matters' Tables for details and Summarize Data in the Body of your Final Paper.

5. **Report of Results**
 - Results, conclusions, and feedback from your project data report
 - What is innovative in ministry concerning your project?
 - Observations that provide information for feedback.

6. **Future work in This Area**
 - What future refinements and work need to be done in the area of ministry in the months and years ahead?
 - Building on your project area of study what would you like others to pursue in the future?
 - Will you do further work and refinement in this area of ministry?

APPENDICIES

Appendix A: Project Proposal Form

Doctor of Ministry Program
Olivet University

SUBMIT TO MENTOR AND THEN D.MIN. DIRECTOR

<i>Name</i>		<i>Date</i>	
<i>Student ID</i>		<i>Email</i>	
<i>Address</i>		<i>Phone</i>	

Mentor _____ **Preferred Language** _____

Area of Study: (choose one)

- General Pastoral Ministry
- Intercultural Ministry
- Campus Ministry
- Other (please specify)
- _____

1. Project name and purpose

<i>Name</i>	
<i>Purpose</i>	

2. Need this project will address

--

3. Target group to whom this project will minister

--

4. Project objectives

<i>For participants</i>	
-------------------------	--

<i>For the student</i>	
------------------------	--

5. Project approach and/or method (i.e. How do you propose to conduct this project?)

6. Anticipated timeline for doing this project, exclusive of writing report

7. Theological rationale outline: (please list Bible passages that support Theology of this project)

8. Theoretical Presupposition Outline (What theories will be studied and evaluated?):

Initial Theoretical/Methodological Library Sources student will consult during research (at least six):

9. Other pertinent comments, issues, thoughts of student about the proposed Project.

Student

(sign)

(date)

Mentor

(sign)

(date)

Director

(sign)

(date)

Appendix B: Graduation Schedule

Month

May - D. Min. Student Prepares:

Phase 1 and 2 are Complete –

- Spiritual Autobiography

- Foundation Paper

- D. Min. Project Proposal - Approved

- Expect to Graduate (ETG) Next June Form (with Mentor Approval)

June – D. Min. Committee Approves ETG Form

July / August – Conduct D. Min. Project

September – D. Min. Project data Gathering – Complete

October / November – D. Min Colloquium – Oral Project Update

December / February – Combine previous Chapters and write Final Paper

March 1-15 – Mentor approves – Final Paper

March 15th – Final Paper and English Summary – Filed with Doctoral Committee

April 15th – Oral Defense and Comments from Doctoral Committee

June 1st – Final Paper with Changes Complete

June – D. Min. Degree Awarded

Appendix C: Key Task Overview List

Assume: Application Completed and Accepted by the Doctoral Committee.

<p style="text-align: center;">Phase 1: Examination Phase</p> <ul style="list-style-type: none"><input type="checkbox"/> Assign and Begin Regular Meetings with Mentors<input type="checkbox"/> Draft Spiritual Autobiography for Mentors (8-15 pages)<input type="checkbox"/> Begin thinking through D. Min. Project<input type="checkbox"/> Begin reading on potential D. Min. Project<input type="checkbox"/> Spiritual Autobiography will be edited and become Chapter 1 – Final Paper<input type="checkbox"/> Form PEER associates group for Regular meetings<input type="checkbox"/> Take required courses <p style="text-align: center;">(Plan 3-4 Months for Phase 1)</p>
<p style="text-align: center;">Phase 2: Foundation Phase</p> <ul style="list-style-type: none"><input type="checkbox"/> Continue project research, reading, Mentor and PEER group meetings<input type="checkbox"/> Write Foundation Paper from reading (one 30-40 page paper or two 15-30 page papers in Turabian Format)<input type="checkbox"/> Complete D. Min. Project Proposal - Approval by Mentor<input type="checkbox"/> Doctoral Committee approves of Project Proposal - Chapter 3 Final Paper<input type="checkbox"/> Foundation Paper will be edited and become Chapter 2 – Final Paper<input type="checkbox"/> Take required courses<input type="checkbox"/> Candidacy declared – Approval by the Doctoral Committee <p style="text-align: center;">(Plan 6-9 Months for Phase 2)</p>
<p style="text-align: center;">Phase 3: Project Phase</p> <ul style="list-style-type: none"><input type="checkbox"/> Submit and secure approvals – Expect to Graduate (ETG) form<input type="checkbox"/> Conduct D. Min. Project; Gather and Analyze Data<input type="checkbox"/> Draft Chapter 1-3 of Final Paper for Mentor Review<input type="checkbox"/> Present progress report on D. Min. Project to Mentor/Colloquium<input type="checkbox"/> Begin organizing data from D. Min. Project <p style="text-align: center;">(Plan 5-6 Months for Phase 3)</p>
<p style="text-align: center;">Phase 4: Final Paper Phase</p> <ul style="list-style-type: none"><input type="checkbox"/> Organize detailed data into Tables for ‘Back Matters’ to be summarized<input type="checkbox"/> Write Project Data Summary Analysis – Chapter 4 of Final Paper (FP)<input type="checkbox"/> Write Project Conclusions and Ideas further work in area – Chapters 5+6<input type="checkbox"/> Pull together and Submit Final Paper (Chapters 1-6) to Mentor for Input<input type="checkbox"/> Re-draft Final Paper and Submit to the Doctoral Committee with Mentor Approval<input type="checkbox"/> Oral Defense and secure Input from the Doctoral Committee on Final

Paper

- Complete edits of Final Paper from the Doctoral Committee
- Submit Final Paper with edits for Mentor Approval
- Receive D. Min. Degree Award!

(Plan 5-6 Months for Phase 4)

Appendix D: Mentor/Mentee Agreement Form

ZINZENDORF SCHOOL OF DOCTORAL STUDIES D.MIN. PROGRAM

Mentor/Mentee Agreement Form

The following agreement provides a framework from which the Mentor and Mentee can build a positive working relationship. Any modifications or changes to this contract should be expressed directly to the Zinzendorf School of Doctoral Studies (ZSDS) administration. One copy of this agreement will be on file at ZSDS and one copy will be sent to the Mentor and Mentee respectively.

As a component of this Mentor/Mentee Agreement, the student and Mentor should discuss the following expectations and add any additional expectations as needed:

The Mentor will:

- Provide guidance on development of a meaningful ministry project and composition of oral presentation or oral examination committees.
- Work closely with student to support the student's educational goals.
- Maintain confidential personal information shared.
- Introduce my mentee to ministry/research challenges and make suggestions as to options and positive ways to achieve goals.
- Guide, encourage, and motivate my mentee in selecting and developing a final paper topic before the end of the first year of the ZSDS Mentor/Mentee relationship.
- Acquaint my mentee with the complexity of the graduate journey (intellectual, social, physical and spiritual).
- Maintain at least one monthly contact (via phone, E-Mail, letter, etc.) with my mentee.
- Acquaint my mentee with my academic area of expertise and discuss various curricular options whereby he/she can gain expertise in this area if desired. As the opportunities arise, introduce my mentee to other scholars in the field.
- Submit quarterly reports to ZSDS by set deadlines as to student progress and development in doctoral program.
- Participate in all ZSDS Mentor/Mentee activities at annual colloquiums.
- Other: _____

The Mentee will:

- Be committed to a high standard of excellence and integrity in all of my work.
- Learn independently when possible and seek guidance when needed.
- Maintain acceptable progress toward my degree by scheduling all required steps (exams, committee meetings, etc.) as needed.
- Maintain confidential personal information shared.
- Be receptive to the advice and counsel of my mentor.
- Inform my mentor of areas of research interest and be committed to defining my final paper topic before the end of the first year of the ZSDS Mentor/Mentee relationship.
- Discuss areas of theological and, intellectual, spiritual and career interests with the mentor.
- Respond to my mentor's communication or messages as well as initiate contact at least once per month (via phone, E-Mail, letter, etc.) with my mentor.
- Keep my mentor informed on a quarterly basis as to courses taken, provide a copy of course syllabus, and/or changes in academic program.
- Participate in all ZSDS Mentor/Mentee activities at annual colloquiums.
- Other: _____

NOTE:The termination of this agreement may be initiated by either party. If after proper written notification to D.Min. Office, all attempts involving resolution fail, the relationship will be officially terminated.

I hereby agree to the contents and intent of this Mentor/Mentee Agreement:

Student (Print)	(Sign)	(Date)
Mentor (Print)	(Sign)	(Date)

Mentor (Print)

(Sign)

(Date)

ZSDS Official (Print)

(Sign)

(Date)

Human Resources Department (Print)

(Sign)

(Date)

Please submit the signed form to Zinzendorf School of Doctoral Studies D.Min. Office
or email to: dminsupport@olivetuniversity.edu

Appendix E: Mentor Job Description

Primary Responsibilities

Teach, Support, Encourage and Mentor, in the spirit of Jesus, up to three Doctor of Ministry students from Admission to the Doctoral Program through Project Proposal phase, completion of D. Min. project, paper writing, approval of final paper and oral presentation/examination of candidate's final paper to the Doctoral Committee. The Doctoral Committee is responsible for Final Paper approval and degree confirmation with Mentor agreement. Mentor works competently in the student's 'language of choice' and may also have English skill. Mentor reports to supervisor on 'language of choice - LOC' (English, Chinese, Korean, European languages, etc.) for the D. Min. Program.

Other Responsibilities

- Attend Doctor of Ministry Colloquium sessions as possible
- Interface with the outside reader for input and approval of candidate's final paper
- Meet regularly to advise the student; via telephone, in person, or internet
- Submit quarterly summaries for each student of meetings to the D. Min. office
- Support establishment of a peer group of your students to advance their work
- Assure maintenance of the highest standards for Doctor of Ministry works
- For non-English students, insure English summaries of works are prepared
- Review and approve student's foundation papers, Project Proposal and Final Paper
- Schedule with LOC supervisor and Director a candidate's Oral review
- Oral review outline: 1. Mentor – a 10 minute overview summary; 2. Candidate – a 25 minute detailed summary of project, conclusions; 3. Q & A – 25 minutes
- Utilize the current the D. Min. Handbook as a guideline for student work

Additional Comments

- All Mentors must hold a D. Min., Ph.D., or other Doctoral Degree from an accredited institution of higher learning.
- Mentors must participate in and complete OU D. Min. Mentor Training class.
- Mentors will be compensated in keeping with Doctoral Mentor guidelines.
- Mentor communication and questions should be routed to the LOC Supervisor and to D. Min. Director.
- Maintain, at all times, the Christ centered spirit of Olivet University.

Appendix F: Supervised Ministry Mid-term Evaluation Form

ZINZENDORF SCHOOL OF DOCTORAL STUDIES

D.MIN. PROGRAM

Supervised Ministry Mid-term Evaluation

Student's Name: Print _____

Signature & Date _____

SM Supervisor's Name: Print _____

Signature & Date _____

Name of Church or Agency: _____

Beginning and End Dates of Supervised Ministry: _____

Total Contact Hours: _____ as of today: _____

Instruction: The SM Supervisor prepares the Mid-term Evaluation.

Please respond on a separate sheet and attach to this form.

1. How often, to date, have you met the student in supervisory sessions?

Number of sessions _____ Average length of sessions _____

2. Briefly describe the supervisory process as you conduct it.

3. Briefly describe the student's response to supervision.

4. Describe your feelings about supervising this student.

5. In what ways do you and the student engage in discussion of the theological issues and meanings of the student's ministry?

Contact the D.Min. Office dminsupport@olivetuniversity.edu if you have any questions.

Please discuss this report with the student and then send the completed evaluation to dminsupport@olivetuniversity.edu.

Appendix G: Supervised Ministry Final Evaluation Form

ZINZENDORF SCHOOL OF DOCTORAL STUDIES D.MIN. PROGRAM

Supervised Ministry Final Evaluation

Candidate's Name: Print _____

Signature & Date _____

SM Supervisor's Name: Print _____

Signature & Date _____

Name of Church or Agency: _____

Beginning and End Dates of Supervised Ministry: _____

Total Contact Hours: _____ as of today: _____

Instruction: The student and SM supervisor each prepare written statements of evaluation that address the topics listed in the guidelines below. The statements should be shared, discussed, and clarified in a supervisory session, after which each will submit their version of the final evaluation to the D.Min. Office.

Please respond on a separate sheet and attach to this form.

1. Student's Assessment of:

- A. own growth and achievement in relation to each learning objective
- B. quality of performance in relation to each task
- C. ability to reflect theologically on ministry
- D. value of this experience for learning and growth

2. SM Supervisor's Assessment of:

- A. Student's growth, performance, specific competencies, etc. in relation to tasks and learning objectives.
- B. Student's potential for continuing learning and growth
- C. Student's ability to conceptualize his/her ministry theologically
- D. Supervision – satisfactions and problems, methods, sources.

3. General Comments about the evaluation process, the adequacy of the student's proposal for supervised ministry, etc.

Contact the D.Min. Office dminsupport@olivetuniversity.edu if you have any questions.
Please discuss this report with the student and then send the completed evaluation to dminsupport@olivetuniversity.edu.