



# OLIVET UNIVERSITY INTERNATIONAL

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DOCTOR OF MINISTRY PROJECT HANDBOOK

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2018 - 2019

# Doctor of Ministry Project Handbook - Copy



Olivet University International  
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## PROGRAM INFORMATION

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### Doctor of Ministry

The Doctor of Ministry (D. Min.) program at Olivet University International 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 in order to be awarded the degree, 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 Ed.D. in education or J. D. in law. 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. General seminars and supervised independent studies 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 International 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.” (Bulletin 43, Part 1,

The Association of Theological Schools in the United States and Canada, 1998,p.112-113)

All written submissions mentioned below, and any other materials for the Doctoral Committee, are to be sent to the D.Min. Office: [dminoffice@international.olivetuniversity.edu](mailto:dminoffice@international.olivetuniversity.edu).

## Areas of Study

Olivet University International is an institution of distance 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 University International, 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 of ministry projects are:

- Leadership for the Church, Development of Ministries
- 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.

### **Program Goals for the D. Min. Program**

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

- Enhance their theological and practical effectiveness in a chosen ministry field.
- Have contributed a significant research project within a chosen ministry field.
- Demonstrated the ability to interpret the context of their ministry through biblical / theological as well as historical/ social inquiry.
- Become a model of Christ-like living in word and deed.

## **Program Overview**

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

**Phase 1: Seminar Phase**

- Required Seminars
- Elective Seminars
- Independent Studies
- Mentor Assignment

**Phase 2: Examination Phase**

- Qualifying Examination Paper
- Project Proposal Defense
- Institutional Review Board Approval

**Phase 3: Project Phase**

- Candidacy Approval
- Conduct the Project
- Complete Draft Paper

**Phase 4: Final Paper Phase**

- Revise Conclusion
- Final Submission
- Oral Defense
- Modifications
- Graduation

## **Phase 1: Seminar Phase (34 credits-[at least 1,020 clock hours])**

### Key Tasks

- Required Seminars
- Elective Seminars
- Independent Studies
- Supervised Ministries

In the first year, doctoral students take all required seminars as well as a small number of elective seminars while participating in the doctoral colloquium. The pre- and post-colloquium elements of each seminar are delivered via distance education. The residential component allows students to get to know each other and their faculty. Resulting professional relationships often last well beyond the program itself and are valuable assets in a lifetime of ministry.

## **Phase 2: Examination Phase**

### Key Tasks

- Qualifying Examination Paper
- Project Proposal Defense
- Institutional Review Board Approval

The examination phase begins when the required seminars have been completed and the student completed minimum 30 units of coursework. In this phase, the student will receive his/her mentor as a personal guide and advisor during the final stages of the doctoral program. The student must submit a research paper to the doctoral committee to pass the qualifying examination. Once approved, the student is eligible for project proposal defense. The Doctoral Council is the acting Institutional Review Board for compliance with federal regulations for the protection of any human subjects involved in the ministry project.

### **Qualifying Examination Paper**

The student must submit a research paper of at least 20 pages to the Doctoral Committee in order to move on to the next phase. Ideally, this research paper should be identical to the eventual project proposal. The student should prepare their research paper/project proposal in close consultation with the mentor.

A research paper of less than 4,000 words will not be considered. It must show an ability to synthesize prior learning on graduate



level and beyond, have an appropriate thesis statement (or equivalent), contain a review appropriate literature related to the subject, and have a topic constituting “a research contribution to the field.”

The Doctoral Committee will review of the paper and gives a pass/fail based on the criteria above. If the student passes the review, a date for an oral defense will be set for the student. It is the responsibility of the student to submit the final draft of the research paper, at least 21 days before the oral defense.

### **Project Proposal Defense**

Once the student has passed the qualifying examination paper, they are eligible to proceed to the project proposal stage. In this stage, the student defends their project proposal in front of the Doctoral Committee.

The Doctoral Committee examines the student’s proposal based on theories and methods of the field addressed in the project proposal. The committee also reviews the feasibility of the proposed project, its breadth, depth and appropriateness for the Doctor of Ministry program.--

The committee makes a decision on whether to pass, pass conditionally, or fail the project proposal oral defense.

If the student passes, then the student is officially declared as “Candidate” status and may begin the project phase.

If the student passes conditionally, then the student is officially declared as “Candidate” status, but must reviews certain aspects of their project. A written report of implementation of all required changes and additions is submitted back to the Doctoral Committee by a set deadline (no more than 6 months). The Doctoral Committee will acknowledge receipt in writing and permits commencement of project implementation with no further oral proposal defense necessary.

If the student fails, the student should resubmit their project proposal after substantial revisions and guidance by their mentor.

### **Proposal Content Guideline**

- 1) Project Title: The title should describe the ministry project in clear, concise language; the title in itself should define the project. The required seminar on research methods contains guidance on how to a proper, descriptive title.
- 2) The first section contains a concise summary of the project’s goal. What are these goals, and how will you seek to reach them? This should be no more than 1-2 paragraphs.
- 3) The context and setting of the project are important to address. How does this Project address and grow out of the internal and external realities of your ministry setting?
- Why conduct this Project in your setting? What do you understand about the social and cultural realities of your setting that have helped you think about how to lead toward change? Here you should be drawing on your seminars as well as additional

knowledge in missiology and cultural studies. 4-6 pages are required for this section.

- 4) Which theology calls forth the proposed Project's action? What other foundation for the proposed ministry action do you see? Why is this ministry fitting? Here you should include attention to scholarly theological sources, as well as to appropriate sacred traditions, to relevant theoretical analyses, as well as your own experiences and convictions. This section also draws on the doctoral seminars of the first two years of study. It should be 4-6 pages long.
- 5) What do you actually plan to do for your project? This section should contain a detailed list of the ministry actions you intend to utilize in your project. It does not need to be exhaustive, but detailed enough to give your examination committee a good picture of how you actually plan to achieve your goals. Additionally, supporting details (e.g., sample sermon outlines, lesson plans, event descriptions, and the like) may be added in an appendix. This outline will normally be 3-5 pages in length.
- 6) Having described what you are going to do, you should discuss why you have chosen these particular strategies. On what theoretical and practical wisdom are you drawing? How are your actions grounded in an understanding of the specific practices of ministry you will use? For example: what theories of learning, change, conflict management, communication, spiritual formation, etc., are relevant to your work? Together with your mentor, this section should intentionally be planned and prepared through any necessary independent study, if you are lacking depth in this area. This section will normally be 3-5 pages in length.
- 7) Finally, there should be a brief description of how you plan to evaluate the proposed Ministry Project. How will you know what happened and why? What will count as "success" and why? How will you gather information on the responses of participants? What sorts of changes will you be watching for? This section will normally be 1-2 pages.
- 8) You should end with a brief statement about what sort of support you have for the project from (1) those in your ministry setting (both participants in the project and support for/ownership of the project by your governing board) and (2) various Seminary and other advisors. Who will be helping you, and how will they be doing it? This will usually be a paragraph.
- 9) The text of the proposal will be followed by a bibliography. The first section of the bibliography will be the "works cited" in the Proposal itself. The second will be a list of "additional resources" you anticipate using in your project. While the faculty recognizes the bibliography will grow and change through the course of your project, it is important that a provisional bibliography be developed at this stage. The bibliography must be in proper academic form and should exceed 100 entries.
- 10) After the bibliography, add any appendices you deem useful in helping the committee to understand the details of the project you propose. Examples of items to be included in the appendices are sample sermon outlines, lesson plans, event descriptions, sample questionnaires, etc.
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11) The total length of the proposal should be 20-25 pages—double spaced, 10-12 point type, with margins of 1 inch all around. The format should generally comply with Turabian 8.

- If it is written in a language other than English, your doctoral committee must be sufficiently proficient in that language and a 5 page English summary should accompany the Project Proposal

### **Institutional Review Board (IRB) Approval**

If the final research project or dissertation involves human research, OUI requires formal review and approval through the Doctoral Council, which is the acting institutional review board (IRB). It has been designated to approve, monitor, and review all research involving human subjects in the Doctor of Ministry program. The IRB ensures that the any human subjects are not placed at undue risk, that they have voluntarily agreed to participate and that they have received appropriate informed consent. The IRB is responsible to meet all federal regulations and that all IRB members have had appropriate training. (Title 45 Code of Federal Regulations Part 46)

In general, research conducted by candidates for the D.Min degree falls into the category of “exempt” research, that is, the proposed research project was reviewed and it was determined that the only involvement of human subjects is in one of the categories listed under 45 CFR 46 Section 101(b)(1)-(6) and 21 CFR 56. 104(d). Recently announced changes make exemptions even more likely.

The student completes and submits to the Doctoral Committee the “Application for Human Subjects Review” and all relevant accompanying documentation. The Doctoral Committee Chair reviews the submission for completeness. Corrections and/or additional information may be requested as appropriate. If the determination is that the research is exempt from further review, the Chair sends an email to that effect to the student and the student is free to proceed with the project. If the determination is that it is eligible for expedited review, the Chair is the person who also handles expedited reviews and notifies the student of the results of the review. If the project requires review by the full board, it is placed on the agenda of an upcoming meeting and the application packet is provided to all board members. The Chair notifies the student of the outcome of the review.

The student must get approval from the IRB for any change in a protocol that affects human subjects and submit a Request for Change in Protocol to the IRB. Approval must be obtained before proceeding.

## **Phase 3: Project Phase**

### **Key Tasks**

- Candidacy Approval
- Conduct the Project
- Complete Draft Paper

Candidacy for the Doctor of Ministry degree is declared when the student has an approved D.Min Project Proposal, has passed Project Proposal Defense, and has the approval of their Mentor for candidacy. Candidacy permits the student to begin the Final Paper Project and conduct and analyze the ministry project and draft the final paper. The candidate should carry out and complete the project defined in the project proposal, and draft the final paper during this phase and electronically submit to his or her Mentor.

## 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 D. Min Project Proposal, has passed the Project Proposal Defense, 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 the 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.

## Conduct Project

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 they might also cover 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. 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 100-175 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.

## Phase 4: Final Paper Phase

### Key Tasks

- Revise Conclusion
- Final Submission
- Oral Defense
- Modifications

- Graduation

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 Final Paper must be submitted to the Doctoral Committee at least one month prior to the Oral Defense. The Mentor schedules the date of the oral defense, conducted by the Doctoral Committee. Once the candidate completes the Oral Defense, he or she then completes changes suggested by Doctoral Committee in the Final Paper. Then he or she submits the modified final paper with mentor's approval to Doctoral committee. Once the doctoral committee approves it, the doctoral Committee will notify his/her eligibility of graduation to the Graduation committee in Olivet University International. And the candidate receives a Doctor of Ministry Degree from Olivet University International. Three bound copies will be published and submitted to Olivet University International.

## Curriculum

**Prerequisites:** Prerequisites are courses that must be completed with a "B" or better prior to registration in a specific course. Students must meet the course prerequisites or otherwise satisfy the instructor of their preparation to take the course. Prerequisites can be waived only at the discretion of the instructor or department offering the course. Pre-requisites to study specific area and course are put at the end of each course name in parentheses. Students should observe the requirement before taking the courses with pre-requisites.

The Doctor of Ministry program requires a total of 45 credits in the quarter system, more than 80% of the courseworks can be done through internet. Each course or seminar credit normally calls for ten clock hours of interaction with faculty or its equivalent and at least twenty clock hours in preparation for and follow-up to this interaction.

Olivet University International online Doctor of Ministry degree program requires students to complete a total of 45 credits. While totally 26 units of it is the required and elective seminars, or independent studies supervised by professor. 8 units is the ministry projects, 11 units for the paper on final project. All coursework is online, except for one two-week-long residential study during the first year. It is a tailor-made online DMin program designed to help the practitioners to stay in their local mission field to earn a doctorate.

In order to provide OUI students with personal interaction with their professors and mentors, an additional residential component is provided for students. Each student will need to attend one residential two-week colloquium in the course of their studies, first-year of study is preferable. Students are limited to take no more than 8 credits in the colloquium, which comprised of less than 18% of the whole program.

**The 45 credits are divided this way:**

1. Nine (9) from core or required seminars,
2. Seventeen (17) from elective seminars or approved independent studies supervised by professor,
3. Eight (8) from approved and supervised ministry projects or practica,
4. Eleven (11) credits for the Paper on the Final Project.

<b>Course</b>	<b>Credit Hours</b>	<b>Residential* / Online</b>
<i>Required Seminars (9 credits)</i>		
THEO800 Global Theological Foundations	2	Residential
MINS800 Global Missiology	2	Residential
RSCH800 Doctoral Research & Presentation	2	Residential
MINS801 A Study of Modern Day Strategies for Growth	3	Online
<i>Elective Seminars (17 credits)</i>		
BIBL801 Advanced New Testament Background	2	Online
HIST810 Modern East Asian History Emphasizing Christian Influences	2	Residential / Online
MINS811 Buddhism	2	Online
MINS812 Spirituality and Missions	2	Online
MINS813 The Emergence of National Mission Movements in the Global South	2	Online
MINS814 Women in Christian History & Theology	2	Residential / Online
MINS815 Educational Mission of the Church	2	Online
MINS816 Evangelizing University Students	2	Online
MINS817 Epistemology and Ontology in Discipleship	2	Online
MINS818 Hinduism	2	Online

MINS819 The Historical Significance of Movements in the Development of Christianity	2	Residential / Online
MINS820 Pastoring Cross-Cultural International Churches	2	Residential / Online
MINS850A-H: Doctoral Independent Studies A-H ( <i>Prerequisite: All four required seminars completed.</i> )	1-8	Online
<i>Practicum (8 credits)</i>		
PRAC800A Ministry Internship – A	8	Online
<i>Final Project (11 credits)</i>		
MINS980 Final Paper/Project <i>(Prerequisite: All four required seminars completed. 11 units of elective seminars completed. 8 units of practica completed. At least 34 credits earned total. Written topic approval by mentor and Doctoral Committee.)</i>	11	Online

\* Maximum of 8 units from the "residential" category can be registered throughout the course of study.

### **Residential Component – DOCTORAL COLLOQUIUM**

The Doctor of Ministry includes a residential component, called the Doctoral Colloquium, which the student is required to attend once in order to fulfill the required credit hours. It is offered annually, typically scheduled in the month of November.

[Disclaimer: Colloquium date are subject to change only under extraordinary circumstances, and if such a case arises, students will be notified by email at least six months in advance.]

The colloquium is an opportunity for students studying at a distance to meet face to face with faculty and fellow students.

The colloquium fee is \$650 USD, a separate fee from tuition.

Housing and meals are included. In addition, student is responsible for his/her own travel costs to and from the colloquium location. This amount varies, depending on where the student is traveling from.

The colloquium is typically held at the Riverside, CA (USA) campus\*:

36401 Tripp Flats Rd  
Anza, CA 92539  
USA

*\*This location is subject to change under extraordinary or special circumstances. In such a case, students will be notified six months in advance.*

Elaboration on how credits are earned:

### **REQUIRED SEMINARS totaling 9 credits**

These are normally offered in the classroom for ten clock hours each at the doctoral colloquium and then followed up throughout the academic year in the online classroom. The seminars are entitled “Global Theological Foundations”, “Global Missiology”, “A Study of Modern Day Strategies for Growth”, and “Doctoral Research and Presentation”. “A Study of Modern Day Strategies for Growth” is available entirely online for registering during the academic year that the student intends to complete it.

### **ELECTIVE SEMINARS and APPROVED INDEPENDENT STUDIES totaling 17 credits**

A. All of the elective seminars can be accessed through internet. There are totally 12 elective seminars available through online platform. Students are able to study the seminars, discussion through live chat and discussion in "populi" platform purely through online method. Students can choose according to their interest of research and track to fulfill this 17 credits by elective seminars together with 1-8 credits of independent studies.

B. Among the 12 electives, three of them are also provided in the residential colloquia as an optional choice. All of them are 2-



credit courses, they are: (1) HIST810 Modern East Asian History Emphasizing Christian Influences, (2) MINS814 Women in Christian History & Theology, (3) MINS819 The Historical Significance of Movements in the Development of Christianity and (4) MINS820 Pastoring Cross-Cultural International Churches.

C. Students can also finish all of their independent studies through online initiatives. For Doctoral Independent Studies, which required students to complete all four required seminars as pre-requisite, students may petition the Doctoral Committee, using the Official Form for that purpose, to approve, in advance, an appropriate independent study with varying credit. If approved, a member of the faculty would be appointed as supervisor.

Each credit would represent at least 30 clock hours of work. These independent studies can take a variety of approaches. One kind would be to do an in-depth study, concluding with a research paper (which may or may not be included in some way in the Final Project). Another kind would be to participate in an appropriate conference, usually one with a very practical theme. It may be conducted by some group besides Olivet, although the Doctoral Committee would appoint a member of the faculty (who would not necessarily attend the conference) to receive the student's report on the conference and evaluate a project or paper associated with it. Other ways of earning these independent credits are possible. As students do so, examples will be posted and provide guidance for seeing what might be available in one's own region and area of interest.

#### **SUPERVISED MINISTRIES or PRACTICA totaling 8 credits**

These credits have some similarities with the above independent studies, in that they are to be initiated by the student on the official Supervise Ministry Proposal Form submitted to the Doctoral Committee. They need to be approved in advance by the committee, and they will have a member of the faculty either assigned as the supervisor or assigned to receive the reports of the approved on-site ministry supervisor (OMS). Each credit must represent at least thirty (30) clock hours of practical ministry, including the time in preparing for and reporting on it. A formal academic paper would not normally be expected. The practical ministry may relate to one's intended Final Project, but it does not have to. It will normally involve contact with those to whom one is ministering. However, it could also include many hours of preparation such as creating computer resources as curricula or other forms of outreach for varying target ages or groups.

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 doctoral program. 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.

Ideally, the student's on-site ministry supervisor (OMS) encourages interactive learning within ministry by becoming an advisor, friend, and objective evaluator. The OMS should have experience and competence sufficient to evaluate the ministry performance from both practical and theological perspectives. The OMS's resume or should be attached to the Supervised Ministry Proposal for evaluation by the Doctoral Committee.

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

#### **FINAL PAPER/PROJECT totaling 11 credits**

Upon satisfactory completion of all seminar and other requirements, students register for their Final Project and are assigned a

Mentor from the Faculty. At the beginning of this section “Doctor of Ministry” there is a major summary of what the project is to do and many examples of them. As to style, and format, the Final Project and any formal papers for earlier credits, when in English, must conform to *A Manual for Writers of Research Papers, Theses, and Dissertations: Eighth Edition*; (Chicago: University of Chicago Press, 2013) by Kate L. Turabian, revised by Wayne C. Booth, et.al.. Also valuable because it is more specialized is *Quality Research Papers for Students of Religion and Theology: Third Edition*; (Grand Rapids, Zondervan, 2014), by Nancy Jean Vyhmeister. When approved to write in another language, comparable authoritative guides must be used.

With the goal of protecting the rights and welfare of those individuals who agree to participate in research, OUI has created an Institutional Review Board and adapted an Institutional Review Manual. In general, research conducted by candidates for the D.Min. degree falls into the category of “exempt” research, that is, the proposed research project was reviewed and it was determined that the only involvement of human subjects is in one of the categories listed under 45 CFR 46 Section 101(b)(1)-(6) and 21 CFR 56. 104(d). The Doctoral Committee serves as the institutional review board (IRB) for OUI and the committee Chair makes the determination if a proposed project is exempt, is eligible for expedited review or must undergo a full board review. Training for the IRB is provided by Citi Program.

The Doctor of Ministry Project Handbook gives in detail guidance on identifying, researching, writing, and presenting a project dissertation on the highest professional standards. All candidates are advised to study the Handbook closely.

MINS980 CLO 1 Demonstrate mastery of ministry relevant skills.

MINS980 CLO 2 Demonstrate knowledge and understanding of the contextual nature of ministry globally and locally.

MINS980 CLO 3 Demonstrate effective communication of biblical, theological, ministerial and other concepts relevant to the nature of the research project at hand. (e.g. sociological, anthropological, ethical, economical)

MINS980 CLO 4 Demonstrate ability to perform original scholarship in specialized areas of ministry.

MINS980 CLO 5 Demonstrate ability to perform original research that advances the knowledge of the Church.

## 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**

OUI 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 15hours of work per week for 6 weeks during the summer term. D.Min. 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 OUI's distance learning infrastructure.

## Faculty Organization and Responsibilities

The D.Min. program of OUI is served by a faculty comprising (1) Professors who offer the seminars and may serve as supervisors for independent studies, and (2) Mentors who work closely with students on their final projects and may serve as supervisors for the credits for approved ministries. The student's Mentor nominates the Doctoral Committee for approval by the Doctor of Ministry Program Director for the project and examination phase. The professors may also serve in the role of mentor. See the current list of faculty at the end.

## Doctoral Council

The Doctoral Council administers both the D.Min. on behalf of its entire faculty and of the Board of Trustees of Olivet University International.

The Doctoral Council will meet as needed to oversee the program, usually monthly. It acts on completed applications to the program to decide who will be admitted. It has to approve the applications for independent studies and supervised practica. It approves proposed Final Projects, designates the mentors for them, and then evaluates them on completion. It is responsible for making policy decisions involved with administering the doctoral programs.

The Doctoral Council for 2018-19 consists of:

- Rachael Mak, D.Min. (Chair)
- Tom Cowley, Ph.D. (Program Director)
- Mark Wagner, Ph.D.
- Esther Kim, D.Min.
- Tracy Davis, D.Min.
- Matthias Gebhardt, Ph.D.
- Martin Zhao, Ph.D.

The implementation of the decisions of the Doctoral Council is carried out by the Director of the Doctor of Ministry Program and the Administrator. Communications to the council are addressed to the Administrator. Once a Mentor has been appointed for a Final Project, communications normally come through the Mentor rather than directly from the student. Until then, the administrative staff is responsible for monitoring student programs to be sure appropriate progress is being made.

## Evaluation of the Program

The D.Min. Program emphasizes supervision and evaluation. The Doctoral Council supervises and evaluates the program with the assistance of the administrative staff.

The student also has an opportunity to evaluate the program. The student evaluates the course offerings, and gives feedback concerning the functioning of their teachers, supervisors and mentors.

### 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.Min team, 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.

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

## Final Paper Sample Outline

### 1. State of the Art in Passion area

- 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).

### 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

## **Appendix A: Project Proposal Form**

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[Project Proposal Form Download](#)

## **Appendix B: Mentor/Mentee Agreement Form**

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[Mentor/Mentee Agreement Form Download](#)

## **Appendix C: Mentor Job Description**

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[Mentor Job Description Download](#)

## **Appendix D: Supervised Ministry Final Evaluation Form**

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[Supervised Ministry Final Evaluation Form Download](#)