
Pacific School of Religion
ACADEMIC PROGRAM MANUAL
For the
DOCTOR OF MINISTRY

Office of the Dean and Registrar

Effective August 2008

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**PSR DOCTOR OF MINISTRY
PROGRAM MANUAL
August 2008**

WELCOME TO THE DOCTOR OF MINISTRY PROGRAM

Welcome to the Doctor of Ministry program at Pacific School of Religion. As a D.Min. student, you have the opportunity to pursue a program of study that is cross-disciplinary in design, cross-cultural in content, and cross-communal in intention. We are glad to have you here. Your energy, interests and scholarship contribute to the school in valuable ways. We hope the D.Min. program enables you to achieve the intellectual and professional goals you bring to this work. The D.Min. program is an advanced professional degree that builds upon your primary training (M.Div. or its equivalent) and your ministerial experience. It is intended to help you strengthen the ministry of the community in which you are involved and your own leadership competencies.

The Doctor of Ministry student is a graduate student who is a professional involved in continuing education. You are no longer considered to be engaged in "general education." You are considered a professional who is enhancing your ministerial skill in the context of the practice of ministry. The faculty are consultants or peers whose expertise is useful to you in your studies and who also serve as evaluators of your work. Through the admissions process, you have articulated the focus of inter-disciplinary study you will pursue. You have been assigned an academic advisor from whom you are encouraged to seek guidance and advising throughout your program. You are responsible for initiating that guidance. Faculty presumptions of Doctor of Ministry students include intellectual motivation, competence in basic study skills, and self-discipline at a level of development generally expected of Doctoral students.

The Doctor of Ministry program enables you to reflect more deeply on your ministry context while honing skills of reflection and communication. It offers the advantages of the particular ethos of PSR and benefits from resources of the entire GTU. Working with your advisors, within the framework of the program, you will design a plan which serves your educational goals for the Doctor of Ministry. The Doctor of Ministry, unlike an undergraduate degree, is deliberately flexible and individually tailored to allow you to design a program which fits your own ministry context. You are urged to use the freedom of the program, under the close guidance of your advisors, to explore the academic opportunities of the GTU.

PSR offers the Doctor of Ministry program in cooperation with Church Divinity School of the Pacific (CDSP). This provides an opportunity for creative, focused, advanced professional studies in a cluster Doctor of Ministry (D.Min.) program. The D. Min. program at PSR is unique in its cross-disciplinary design, cross-cultural content, and cross-communal intention. The program attracts and encourages interaction among an especially multicultural and multinational group of students. The D.Min. is a professional degree in ministry that brings together theory and praxis that is rooted in the academy and in reflection on experience. This program provides the opportunity for:

1. Critical social, cultural, theological examination of your ministry context.
2. Reflecting on the day-to-day practice of ministry to identify your strengths.
3. Discovering ways to increase competency in contextual ministry.
4. Deepening an understanding of ministry through systematic study and reflection.
5. Analyzing and designing a research project that focuses on your ministry context.

Admission:

To be eligible for admission to the D.Min. program, you must have an ATS-approved M.Div. degree or its educational equivalent. Ministerial experience is not considered the equivalent of or a substitute for the M.Div. degree. In addition, at least three years of experience in ministry subsequent to your first graduate

theological degree is required. Applications are accepted during the academic year between September and May 1, but priority is given to those who meet the February 1 (Fall) or November 1 (Spring) deadline.

Admission of Clergy and Religious leaders from outside the United States: Applicants must demonstrate (1) that their ministry has a dimension that could essentially benefit from study in the U.S.; (2) that they can arrange to spend a minimum of one full semester in residence; (3) that their mastery of English passes the TOEFEL examination at the level of 550 (213 computer) or higher (this applies to those for whom English is not their primary language); (4) that there is available in their home setting someone familiar with U.S. theological education who is willing and able to be added to the D.Min. committee to serve as an on-site supervisor of the research project. There is some flexibility with regard to the implementation of the degree requirements. For further information, contact the Director of Recruitment and Admissions, the Director of Academic Advisement, or the DMin coordinator.

Transfer from Ph.D., Th.D. or other D.Min. programs: Requests for transfer of credits must always be made at the time of admission and is negotiated on a case by case basis through the Dean. A student may transfer no more than 6 credits into the DMin program.

WHY AN ACADEMIC PROGRAM MANUAL FOR THE DOCTOR OF MINISTRY?

Students are governed by the requirements of the catalog under which they were admitted. This Doctor of Ministry Manual is an official and necessary supplement to the catalog. The standards, requirements, policies, and procedures of the program presented here provide a common understanding of these elements of the program among PSR faculty and students enrolled in the Doctor of Ministry degree program.

The Doctor of Ministry Manual was prepared by the PSR Office of the Dean and Registrar. It is our attempt to provide clear explanations of the structure of the program and to provide resources for you as you move through the program. We hope that you will use it frequently. Any questions of clarification should be directed to the Dean, the Director of Academic Advisement, or the D.Min. coordinator.

Administrative and programmatic procedures may be modified in consultation with CDSP in order to improve and clarify the program. Students and faculty are urged to be attentive to supplementary pages distributed during their course of study which may reflect changes in the program. **This Doctor of Ministry manual reflects the details of the program as of August 2008.** This is an academic program manual. Information on other aspects of student life at PSR is found in the Student Handbook or obtained through the offices of Admissions, Community Life, Housing, and Financial Aid.

GETTING STARTED

HOW DO I PLAN MY PROGRAM TO MEET DEGREE REQUIREMENTS?

Use your Worksheet

The Doctor of Ministry Worksheet, available in the back of this handbook and in front of the Office of the Dean and Registrar, is your planning document.

Doctor of Ministry Seminar:

As part of the course work, you participate in the D.Min. Seminar offered jointly by PSR and CDSP. This seminar is required of all D.Min. students. Beyond this requirement, your D.Min. program is individually designed with the assistance of a specially selected D.Min. committee. The D.Min. committee is made up of your faculty advisor who serves as chairperson, and two other members. Your faculty advisor is assigned by the Director of Academic Advisement of Pacific School of Religion during the Admission process. The remaining two committee members are selected by you in consultation with your faculty advisor. The

second member will normally be a PSR or CDSP faculty person whose interests are compatible with your academic interests. The third member of the committee can be either a non-faculty ministry professional or a member of the PSR, GTU, or other area faculties. The committee is formed as early as possible after you begin your course work.

Course Work:

The D.Min. degree requires the completion of 24 credits: 18 are earned in courses (the equivalent of one year of full-time study); 6 are earned in a research project (usually completed in one year). You select course work, in consultation with the committee chair, to deepen and enrich your understanding of your ministry focus and to enable you to utilize the special interests and academic areas of the D.Min. committee members. Your program may involve work at other GTU schools, the University of California, or other accredited institutions. The program requires you to be able to take semester-long courses; in most cases this means that students must spend a minimum of one semester in full-time residency. Normally it takes three years (six semesters) from your first semester of enrollment to complete the program. If the degree is not completed at the end of six semesters, the student must apply to the Dean for an extension. The student must apply for an extension each year beyond the six semester limit, but no more than three annual extensions may be granted. The degree must be completed within a six year time-lapse from the first course applied to the degree. The continuing fee charged for each semester of "Under Supervision" enrollment is \$50. If extensions are granted, the fee is \$200 per semester for 2008-2009 and \$205 per semester for 2009-2010. Additionally, further fees will be incurred for course credits earned beyond the required 24 credits.

Have plan of study approved by your advisor

Sometime before the semester begins (during Early Registration or General Registration), make an appointment to review your course work selections with your advisor.

Integrative Review

After you complete course work, your Faculty Advisor/committee chair convenes an Integrative Review. In preparation for the review, you submit to your committee a written proposal for a research project. During the oral review, you discuss the proposal with your committee. The Integrative Review is designed to evaluate your progress according to these criteria:

1. The ability to identify a ministry problem or issue.
2. The skills to select appropriate study resources.
3. The capacity to translate study into professional practice.
4. The ability to formulate a document useful for ministry.

Doctor of Ministry Project

Following the completion of course work and satisfactory completion of the Integrative Review, your D.Min. committee gives you approval to begin the 6-credit research project (you will register for DM 6011 for two semesters). During this phase of the program, you should be involved in a full-time position of leadership in ministry. You carry out your research project in that ministry setting, examining in critical detail your ministry specialty. Normally this project is completed in one calendar year.

A project defense is required for the D.Min. To graduate in May you must submit your project to the Director of Academic Advisement and to your committee members by April 1. You may schedule your defense before this date or shortly thereafter. In either case, your committee must receive your thesis/dissertation *at least two weeks before the scheduled defense*. It is important to schedule your defense so that you allow enough time afterwards to make final revisions before the final submission. PSR defenses are closed sessions.

Final approval by the student's committee needs to be made by the last Monday in April. After a successful defense and final revisions are made and approved, the project, printed on 100% rag paper or acid-free

computer paper, must be submitted. Thesis You must follow GTU's specific instructions on their *Master's Thesis and Doctoral Dissertation Guidelines* for formatting the project including obtaining signatures of committee members on the title page and paper type allowed. Two copies are presented to the Director of Academic Advisement by May 7 (5:00 p.m.). If May 7 falls on a weekend, the deadline is 5:00 p.m. on the following Monday. Fulfillment of the Doctor of Ministry Project requirement is certified by your D.Min. committee upon approval of the final document.

Non-print ministry projects are accepted as long as the alternative format is:

1. Agreed to by the committee.
2. Supported by sufficient written material to show knowledge of the literature and a rationale for the design.
3. Evaluated by standards appropriate to the medium and related to the areas of ministry being explored.

Under certain circumstances consultants may be used to help evaluate the project.

WHERE DO I FIND COURSE LISTINGS?

GTU Course Schedule

The Graduate Theological Union (GTU) Course Schedule lists courses offered by all GTU schools, including course descriptions, instructors, time and location of the class, prerequisites (if any), any special registration registrations (i.e. limited enrollment, course PIN required, prior interview, etc.) and course credits.

When planning your program, be sure to look at prerequisites in January and Spring term courses in case these affect your Fall course selections. Some courses, particularly language courses or Biblical Studies courses, which require knowledge of biblical languages, are year-long and require completion of a Fall semester course for admission to the Spring course.

There may be changes to the GTU Course Schedule almost immediately following publication each year. Prior to each pre-registration period, the GTU registrar publishes a printed Addendum to the Course Schedule. However, the most up to date information can be found on the searchable course schedule on the GTU website (www.gtu.edu to 'students') and the PSR website (www.psr.edu to "students"). The searchable feature allows you to search by day of the week, school, academic area, or instructor name. To view PSR courses only, choose "PSR" in the School Course Ownership field on the searchable course schedule.

Choosing Classes

There are many classes to choose from. How do you decide? First, pay attention to the program requirements: D.Min. Seminar, courses in area of ministry specialty. **Course numbers should be at the 4000 level** or above. If you think a course that has a lower number will fit your program you must negotiate that with your advisor and the instructor of the course. It is possible to upgrade a course by using the *Upgrading to Doctoral Level* form found in forms kiosk outside of Holbrook 135. Other considerations to keep in mind when selecting courses are:

Faculty: Read your PSR Catalog for information on PSR faculty and their areas of interest and expertise. Choose classes taught by people whose work and approach interests and challenges you.

GTU Courses: Read the GTU course descriptions carefully to ensure they are not restricted to students from the host school or denomination. To choose courses at other GTU schools you may be interested in reading the GTU faculty information for listings of their areas of interest and expertise. A GTU catalog with faculty information is available from the GTU Admission Office. Both your advisor and the registrar will have a copy for your reference. The GTU bookstore displays books for courses by course

number. Looking at these books is a helpful way to discover whether the reading material for a particular course is of interest or benefit to you in your program.

Student recommendations: Ask students for their recommendations. Choose not only the content, but the style of class in which you learn best. Each faculty member has a particular style of combining lecture, discussion, student participation, etc.

UCB Classes: If your Doctor of Ministry focus of study takes you beyond the resources of the GTU, remember you are able to cross-register beyond the GTU. You may enroll for one course per semester at the University of California, Berkeley. An option to study at Mills College or Holy Names College in Oakland is also available. Special registration procedures must be followed, and deadlines are several weeks BEFORE GTU registration. Only graduate level credits are counted toward a PSR degree, although all courses will be recorded on the PSR transcript. Please be aware that cross-registration is a privilege dependent on availability of space in courses and departmental policies at UCB. Given budget constraints at UCB, course accessibility may be limited. See **Cross Registration** section below.

Syllabi: Faculty prepare syllabi for each course which are on file at the GTU Library for your perusal. Referring to these syllabi will give you a good idea of the required readings, lecture or class discussion topics, and method of evaluation for each class.

WHAT DO I NEED TO KNOW ABOUT REGISTERING FOR CLASSES?

Registration

In the *GTU Course Schedule* and online at the PSR website you will find complete step-by-step instructions for registration. Read and follow these directions, noting particularly the deadlines which apply for classes with restrictions and the procedures for e-mailing instructors of restricted courses for course PINs.

Before registering, check the the daily-updated online GTU Course Schedule for changes in course descriptions, class limits, class cancellations, and new courses.

For registration, you need access to the internet, the list of courses in which you wish to be enrolled, a WebAdvisor user ID and password, and course personal identification numbers (PIN) of any restricted courses you wish to take. You may obtain your WebAdvisor user ID and password from the PSR registrar while you may request course PIN's for restricted from instructors of those courses. Once you have enrolled for your first semester, you will have the opportunity to participate in Early Registration each semester. (See the GTU Course Schedule or www.gtu.edu for more information.) If you are taking 9 units or more, submit proof of health insurance by the close of general registration. No registration will be allowed after the end of the second week of classes.

Before the semester begins, check your schedule online with WebAdvisor by clicking on "My class schedule." This screen will reflect your most updated schedule. If there are still errors in your online schedule, and you have already consulted the instructions on how to register, please contact the PSR registrar.

Cross Registration

The University of California at Berkeley is one of the premier research institutions in the country. After completion of one semester at PSR, D.Min. students are allowed to cross-register for one graduate level course each semester at UCB, assuming that you can gain entry to the course. Cross-registration is handled through the GTU registrar. Cross-registration privileges apply only to the Fall and Spring terms; there is no cross-registration agreement between UCB and GTU in the Summer and intersession terms. Take special note that instruction at UCB usually begins earlier than at the GTU each semester. Cross registration may also be available at Holy Names College and Mills College in Oakland. For information on this possibility, see the GTU registrar.

Auditing Courses

Refer to the GTU Schedule course description to determine whether auditors are allowed in the course you wish to audit. If you are registered full-time (at least 9 credits per semester) you may audit one course for no additional tuition or fee each semester. If you choose to audit more than one course per semester, or if you are enrolled less than full-time, you will pay an audit fee at the current audit rate.

No grade or credit is given for courses that are audited, but the courses are listed on your official transcript. Expectations for class participation depend on the instructor. Usually they do not include writing papers or taking examinations.

Full-time/Part-time Status

Tuition, financial aid, and housing are based on a full-time load of 9 credit hours. Choosing to take fewer than 9 credits in a term may affect your eligibility for financial aid and housing. You may take up to six years of part-time study to complete the degree including semesters on leave. For international students, being registered for DM 6011 for 3.0 units or DM 6005 0.0 units is reported as full-time work for SEVIS reporting purposes.

Course Overload

You may receive permission from the Dean if you wish to enroll in more than 15 credits during any semester.

Changes in Registration

Changes in registration (dropping a course, adding a course, changing from a letter grade to pass/fail or from pass/fail to a letter grade) can be made online via WebAdvisor with no extra fees until the end of the second week of classes. After the second week of classes, changes should be submitted on "Change of Enrollment: forms and are subject to a per change penalty published each year on the PSR website by the Business Office. All changes in registration must be made before the end of the tenth week of the semester. If you wish to change your registration after the tenth week of the semester, you must turn in an Academic Committee Petition to the registrar.

Restricted Courses

Restricted classes may have any one of the following phrases in their course description: "# max enrollment"; "Course PIN required"; "Auditors with faculty permission"; "Auditors excluded". Whenever these phrases appear in a course description, the course is restricted. However you need to obtain a course personal identification number (Course PIN) from the instructor only when the phrase "Course PIN required" appears. To obtain this PIN, email the instructor following the instructions for *Contacting Instructors for Restricted Courses* on the PSR website or in forms kiosk outside of Holbrook 135. Then enter the PIN in WebAdvisor under the Registration menu before you try to register for the class. If the Registration menu in WebAdvisor is closed, then please submit the PIN on a *Change in Enrollment* form or submit it to the PSR registrar in an email. If the restriction "# max enrollment" appears but "Course PIN required" does not appear, then students may enroll in the course on a first come first serve basis until the limit is reached at which point, registration for the course is closed. If a course description includes the phrase "Auditors with permission of faculty" and you wish to audit the course, please obtain the signature of the instructor on a *Change in Enrollment* form and submit it to the PSR registrar.

Special Reading Courses

The purpose of a Special Reading Course (SRC) is to provide students with course work not covered in regular courses offered by PSR or the wider GTU faculty. You may negotiate SRC's only with faculty members who have a regular (not adjunct) appointment at PSR or another GTU school. Such courses are not taken as replacements for regular curricular offerings and are not an appropriate means to fulfill required courses in the D.Min. curriculum. For each SRC, a written contract called the *Special Reading Course* form showing faculty and student expectations and responsibilities is prepared and placed on file by the second week of the semester. This document is available online and in the forms kiosk outside Holbrook 135.

Each SRC cannot exceed 3 credits. In addition, no more than 9 of the credits required for your degree may be SRC credits.

Registration for the DMin Project

For each of your last two semesters before completing your D.Min., you must register for DM 6011 D.Min in Thesis (3.0 units). Each of these 3.0 units courses is charged at the per course rate paid for the first six courses. If you plan to defend and graduate in the Spring, for example, you would register for DM 6011 (3 units) in the Fall and in the Spring.

Project Supervision Credits

If you have completed your course work but are not yet ready to register for DM 6011, or are not taking courses at the GTU for a given semester prior to completion of course work, you should register for DM 6005 (D.Min Under Supervision). DM 6005 is taken for 0.0 units and requires a continuing fee of \$50 per semester. To maintain your status in the D. Min. program, you must be registered for this course each semester if you are not registered for other course work or the final project units.

HOW LONG DO I HAVE TO COMPLETE THE PROGRAM?

Lapsed-Time Rule

The D.Min. program is a three-year program. If the degree is not completed at the end of three years (or six semesters), the student must apply to the Dean for an extension. The student must apply for an extension each year beyond the six semester limit, but no more than three annual extensions may be granted. The continuing fee charged for each extension semester is \$200 for 2007-2008 and \$205 for 2008-2009. Extensions will be considered and granted on a case by case basis. The D.Min. must be completed within a lapsed-time period of six years from the time the first credits are applied to the degree. A leave of absence is counted in the length of the program.

GRADES and REQUIRED ACADEMIC PROGRESS

Academic Standards

Course work is evaluated by instructors using letter grades understood as follows: A = excellent, B = good, C = fair, D = poor. No credits are given for courses that receive an F. For the purposes of calculation of the grade point average (GPA), grade values are: A = 4.0, A- = 3.7, B+ = 3.3, B = 3.0, B- = 2.7, C+ = 2.3, C = 2.0, C- = 1.7, D+ = 1.3, D = 1.0, F = 0. *Students in the D. Min. program are expected to take all degree-related courses for letter grades (except the D.Min. Seminar). A B- or better is required in all courses and D. Min. students must have a B (3.0) average to graduate.*

Petitioning for an Extension in a course

All coursework is due by the end of the semester (5:00 p.m. of the last day of the semester as listed in the GTU Course Schedule), except in cases where illness or other serious circumstances make this impossible. If an extension is needed, you must secure the signature of the instructor and the Dean on a *Petition to Take an Incomplete* form before the end of the semester. Deadlines for the completion of incomplete work after each semester are found in the academic calendar. Generally, three additional weeks are allowed. When the grade is submitted it replaces the Incomplete. Incompletes not resolved within the appropriate time limit appear on the transcript as I/F (Incomplete/Fail). As a D.Min. student, you may receive no more than three incompletes. After the maximum number of incompletes has been reached, a fail is recorded for all courses where work is not completed on time. Petition to Take an Incomplete forms are available online and in the forms kiosk outside of Holbrook 135.

Pass/Fail Grade Option

The DMin Seminar is the only class that should be taken as pass/fail. It is expected that all other courses credited towards the DMin will be take for letter grade.

Withdrawal from Program

Withdrawal severs the relationship between the student and PSR. Committees are dissolved. It is intended to be an irreversible decision.

Academic Disputes

A student with a PSR academic dispute should first contact the instructor in writing regarding the concern. If the student wishes to appeal the instructor's decision, he or she should bring the matter to the Office of the Dean. If the dispute is not resolved in the Office of the Dean, or if the student is not satisfied with the decision, he or she may submit a petition to the Degree and Certificate Program Committee (DCPC) or to the Executive Session of the Faculty (the Dean will determine which body will hear the dispute). The student should include all documentation regarding the grievance as well as efforts to resolve the dispute. The decision of DCPC/the faculty is final. The student will be informed of the decision by the Dean's Office.

Academic disputes that are not related to a specific course or instructor should be taken directly to Dean's Office. If resolution is not achieved, the student may petition DCPC.

Grade disputes must be submitted in writing to the Office of the Dean within 6 months of the date the final grade is posted. Students are responsible for checking their grades online and when they are posted. Disputes after 6 months of posting will not be considered except in the case of clerical and/or instructor error. This time limit does not apply to grades of 'I' (incomplete).

PROCEEDING THROUGH THE DOCTOR OF MINISTRY DEGREE

Advisors

The relationship of student to the advisor is normally initiated by the student and it is your responsibility to ensure that your primary advisor is kept up-to-date on your progress. Your faculty advisor is an excellent resource to you in planning and making your way through your program. The D.Min. coordinator is also available for assistance.

Most faculty post their office hours and sign-up sheets for appointments to meet with their student advisees and students in their courses. Each faculty member serves as advisor to an average of twenty students in the Doctorate, Masters, and Certificate programs each year. Be sure to meet your advisor early on in the semester and sign up well in advance of times you need your advisor's guidance on issues arising or approval for the various deadlines which come up during your program.

Your faculty advisor guides and evaluates your progress and chairs your D.Min. committee. He or she is selected when you are admitted into the program and is appointed by the Dean, with that faculty member's consent. Advisors are determined based on the stated focus of study and the availability of faculty. In general, no faculty member is expected to serve as primary advisor on more than two committees and as secondary advisor on more than two other committees (a total of four committees) in any one year *without* the explicit agreement of that faculty member. You should consult with your primary advisor about the selection of your other two required committee members.

Additional relevant members may join any D.Min. committee as deemed appropriate and desirable by the student and committee members. The third member of many D.Min. Committee comes from the candidate's home community. There is no money to pay outside committee members, nor money to bring them to campus. If they are unable to attend the Integrative Review or Final D.Min. Project Defense, they need to submit their comments and recommendations to the faculty advisor by the time of the Integrative Review and/or Project Defense.

Your Doctor of Ministry committee directs your progress through the degree program and administers and evaluates your Integrative Review and final Ministry Project. In the event of any disagreement on your work, the committee may request that the Dean assist in adjudicating the situation.

Working with the Doctor of Ministry Committee

Every task-oriented group needs to establish working relationships. Once your committee has been formulated, it can be helpful to set up an initial meeting with each of your committee members and decide how you are going to work together. If this is not possible, clarify the issues listed below with each of them. If there are serious differences in expectations, work these out with your advisor. As for many other students, this may be your first time working with a committee and you may feel a bit awkward and perhaps even intimidated by negotiating with a professor face to face. Relax. Much of the anxiety is simply in not knowing what to expect. Therefore, begin by clarifying your expectations. By the end of your first meeting, all parties should understand clearly how they will be contributing to your D.Min. project.

Positive committee interaction is no accident. Producing clear expectations that are mutually agreed upon during the initial meetings with your committee members is key to a successful committee experience. Therefore, we have provided some suggested questions that may help you in clarifying working relationships with your committee members.

- ✓ When can committee members expect to see some of your work? Create a time line for your Integrative Review and Ministry Project with your committee members.
- ✓ How much lead time does each professor need to examine your work? Obviously, much depends on how lengthy your work is and what time of year you turn it in. Do not expect to be a professor's top priority. Both graduate students and professors have tight schedules. However, this is your project and what gets done is largely due to your initiative. Planning for these types of delays can relieve some of the stress for both you and your committee members.
- ✓ Ask your professor about her or his style of feedback. Will it be written or verbal or both?
- ✓ What kind of work should be turned in? Whether you are turning in drafts of your Integrative Review papers or Project Proposal, or portions of the final D.Min. project, turn in only work that has already been proofread and is in an acceptable academic form.
- ✓ How much work should be turned in at a time? This question varies depending upon your stage in the program and what kind of time line you have worked out with your individual committee members. During the initial stages of designing your project, you will probably want to consult more frequently with committee members. Perhaps, too, it is important to ask yourself, "How often do I need feedback?" Some people need more direction and encouragement than others. However, to avoid any last minute surprises, it is a good idea to let your committee critique your work at regular intervals.

Remember to use your committee members' time wisely. Come prepared for your meetings and have your questions ready. Keep in mind that the more clearly you are able to state your needs, the more likely you are to have them met.

Required Courses

The only required classroom course is the Doctor of Ministry Seminar. The seminar is designed to assist Doctor of Ministry students in developing and focusing their D.Min. projects for the Integrative Review. Attention is given to contextual and interdisciplinary methods of inquiry and multi-cultural environments of ministry today. Class presentations and peer consultations are central features of this seminar. Seminar

sessions are collegial discussions based upon the readings and reflection papers, student presentations of D.Min. project designs with participation of PSR and CDSP faculty. The role of the faculty is to bring input to each student's ministry focus. Perspectives on various theological disciplines are introduced during the seminar, and students are asked to consider them in their studies and project plans.

In addition, students must take DM 6011 (In Thesis) for 3 credits each in the final two semesters of the Doctor of Ministry program.

Other Courses

Additional courses are selected to aid in focusing and deepening the ministry issues being explored. Doctor of Ministry students are required to take only advanced level or doctoral level courses (4000 or above). Special Reading courses should also follow the same guidelines. An exception may be made if a lower level course is pertinent to the D.Min. project of the student and needs to be approved by the primary advisor. In such cases, usually an upgrade to the course will be required.

Ministry Focus

On your application for admission to the program you indicated a topic of interest with a definite context of investigation which you propose to pursue in the Doctor of Ministry program. Your advisor has been selected for the resources they bring to your ministry focus. The work you do in the Doctor of Ministry program will enable you to approach your study in a cross-disciplinary or multi-disciplinary fashion. Your course work in your focus area will prepare you to demonstrate your competence in the field of your study through the development of your final Ministry Project.

Choose your courses in the focus area of study in consultation with your advisor who will help you to determine courses which will provide necessary background, method, or in depth study of your focus area.

The ministry focus must fall within the faculty and library resources of PSR with supplementary assistance from other GTU schools.

Evaluation of your participation in the Doctor of Ministry program is accomplished by completing the Integrative Review and by submitting and defending an acceptable Doctor of Ministry Project. The method, in each case, is determined by you and your D.Min. committee.

Integrative Review

After completing the D.Min. seminar and initial course work, you will prepare and submit the required forms, a summary of your course work taken to date, and a draft of the proposal of your Ministry Project along with an initial bibliography to your primary advisor in preparation for the Integrative Review. After reviewing the materials and making any recommended revisions you will then decide on a date for your entire D.Min. committee to meet for the Integrative Review to evaluate your course work, go over your project proposal and consult with you on the next stage of your program. You will need to submit these materials to your other D.Min. committee members at least one week prior to the Integrative Review. This review will serve as your working agreement between you and your D.Min. committee and will be the basis for evaluating your final D.Min. project. You will be responsible for booking the room for the Integrative Review. To book a room, contact the Room Reservation Coordinator at the receptionist desk and fill out the appropriate room request form.

If Doctor of Ministry committee members have difficulty reaching agreement on the Integrative Review evaluation, any member of the committee may request that the Dean appoint an additional reader to assist in the process.

The Doctor of Ministry Project

At the time of your Integrative Review, you will submit for approval by your Doctor of Ministry Committee a proposal for the Doctor of Ministry project growing out of work in your ministry focus, informed by a

multi-cultural world. The Doctor of Ministry project is expected to show the competence of the student for independent investigation within a specific ministry setting, creativity, and use of cross-cultural and cross disciplinary approaches to scholarship. It should demonstrate the student's ability to deal with research materials and to organize the focus of ministry in an acceptable professional and academic form. A key part of the Ministry Project is how you apply, test and evaluate it in your ministry setting. You will:

1. Review important theory and practice.
2. Describe the intervention you have designed.
3. Report the results of any tests you have made.
4. Discuss your results and their importance for the ministry of your community.

An adequate bibliography must be included. The project is normally completed in two calendar years after one year of course work. Students must continue to enroll each semester for supervision (DM 6005) until the project is successfully defended and completed to the satisfaction of the D.Min. committee. In each of your final two semesters, you must register for 3.0 units of Doctor of Ministry 6011 (D.Min. in Thesis). **The project must be submitted in proper format to each member of the Doctor of Ministry committee on or before April 1st.**

D.Min. projects must be typed according to the *Manual for the Writers of Term Papers, Theses, and Dissertations*, 5th edition, by Kate Turabian, revised and expanded by Bonnie Birtwistle Hongisblum, published by University of Chicago Press, 1987. The recommended page limits for a thesis are between 200 -225 pages.

All students must have proficiency in English to do graduate level reading and writing for course work. In certain circumstances, when the major faculty advisor is proficient in the student's language, it may be possible for the final D Min project to be written in that language.

It is wise to begin working on your project as early as your first semester of work. Here is a check list of initial steps you will need to take before writing:

✓ **Determine the Feasibility of Doing this Study**

Have you adequately identified a problem or issue in your ministry that can be investigated and implemented? Are there adequate library and faculty resources available to assist you in your research? Do you have the methodological skill, including any language skills you may need, to work well with the material and ministry setting you are studying?

✓ **Determine Your Level of Interest in This Study**

Does this ministry topic/question engage you? Does it have some connection with your life and ministry? Will this study contribute to your professional development? Will it contribute to enriching a community of faith?

✓ **Determine the Professional and Intellectual Merit of This Study**

Will your project help to clarify some issues for your own intellectual development? A project normally will not involve original discovery, but it does require disciplined theological reflection and professional application. Will it contribute to the development of a community of faith?

✓ **Can you Define your Project?**

Perhaps one of the most difficult steps in the D.Min. process is defining your thesis for your project. You will have proposed a ministry focus and an area of study in your admissions process and will have pursued courses that help address your interests. However, you will need to narrow your project topic into a concise statement. Your advisor will help you to know when the topic is defined concisely enough to begin research and writing.

Once you have defined your project you are ready to begin research and writing. Normally this is accomplished at the Integrative Review.

Research

Begin by identifying your best methods of inquiry into your ministry question or problem. Identify primary bibliographic resources. Your committee members can help you with this task. Selecting appropriate methodologies and key sources are perhaps the most time-saving tasks you can accomplish. Most people, when beginning research on a topic in which they are passionately interested, want to read everything on which they can get their hands. However, research that is not focused may cost valuable time. Once your project outline has been created, decide which sources and methods you will use for each chapter. As your work progresses, your plan, of course, may change. The point is to set some limits by deciding which materials and methods contribute most to your project.

Also, be sure to consult with the GTU library staff. They can acquaint you with the latest research tools and techniques, again saving you a great deal of time and energy. You may want to registrar for the 1.5 unit library course which will help you develop a bibliography for your research.

Human Subjects

Most D.Min. research includes work with human subjects, e.g., interviews, group observation, working with a group, survey questionnaires. It is very important to do this work in a way that respects the dignity of the persons involved and protects their anonymity. The very nature of many D.Min. Projects, which often involves pastors working with their own congregations or seeking personal information from those with whom the researcher has a direct or indirect relationship, makes this both difficult and imperative. Clergy exercise some authority over their parishioners, which could color the way these human subjects respond. Seeking personal information from others always leaves these informants vulnerable. Maintaining anonymity in a congregation can be difficult because parishioners know each other or sometimes have privileged information about others. Thus, it is critically important for students to study and use *Guidelines for Research Involving Human Subjects*, appended to the guidelines for the Integrative Review and in the appendix to this manual. Scrupulous attention to these guidelines will shape or limit a D.Min. Project and the research plan.

Writing and Computer Needs

For information on the format and physical standards required for the D.Min., you can obtain a copy of *Master's Thesis and Doctoral Dissertation Guidelines* in your manual which you may also download online or pick up in the forms kiosk outside of Holbrook 135.

Think through the computer system or other means with which you'll produce your project. Does it have all the capabilities you'll need not just to begin but to finish? This includes memory capacity, capability of handling long documents, bibliographical capabilities, and print quality. If you plan to work on one system but produce the final copies on another system, be sure the two are compatible and won't require you to make too many last-minute adjustments. Laser printers, for example, often require different formatting and pagination than other printers. Finally, plan to keep multiple copies of your work at various places as you go along. Some recent graduates have found that the formatting at the end can be more time-consuming than expected, and so wished they had written the thesis in the library-approved format from the beginning.

Evaluation of Ministry Project/Project Defense

Students must continue to enroll each semester for supervision (DM 6005) until the D.Min. project is successfully defended and completed to the satisfaction of the D.Min. committee. In the last two semesters (in the semester of the defense and the prior semester) you must enroll for DM 6011. The deadline for submitting a D.Min. project to the PSR Director of Academic Advisement order to graduate in May of a given year is April 1 (5:00 pm) before the May Commencement. If April 1 falls on a weekend, the deadline moves to the following Monday. In all cases, the student must submit copies of the project to the Director of Academic Advisement at least two weeks prior to the defense. The project defense must be held within

one month after it is submitted. Final approval by the student's committee needs to be made by the last Monday in April.

If the project is **not approved** as it stands, you will be required to make revisions or re-write.

If **minor revisions** are required, they will be approved by one of your thesis committee members, agreed upon by the other members, who will submit a supplementary letter of approval when the project is properly revised. **The degree cannot be awarded until this final approval is recorded.**

If major revisions are required, they are to be approved by all committee members and a second copy of the *Doctor of Ministry Project Completion* form is to be submitted. If the thesis is rejected and the student has taken both semesters of D Min 6011 and has been given permission by the faculty advisor and the committee to continue revising, the student must re-enroll in DMin 6005 the following semester in order to re-write and re-submit the project for approval, and graduation will be delayed until the following year. The *Doctor of Ministry Project Completion* form, signed by all members of the committee, is due on May 7th to the Director of Academic Advisement.

After a successful defense and final revisions are made and approved, the project, printed on 100% rag paper or acid-free computer paper, must be submitted to the Director of Academic Advisement for binding. You need to **submit two copies and a check for \$25 (payable to PSR) to the Director of Academic Advisement no later than 5:00 p.m., May 7.** If May 7 falls on a weekend, the deadline is 5:00 p.m. on the following Monday. **There are no exceptions to this deadline and if you cannot meet it, you cannot graduate in the current academic year.** The information you need about paper, print and format is contained in *Master's Thesis and Doctoral Dissertation Guidelines* available in the Office of the Dean and Registrar.

When you submit your thesis for binding, you must also submit the *Certification for Degree* form available in front of the Office of the Dean and Registrar. This form includes the signature of your primary advisor and the GTU library. **Your project cannot be accepted for binding without this form.**

When your project is returned from the bindery, usually around August 1, the two library copies are sent to the library. In advance of graduation, you will also receive various paperwork to be completed before the end of the academic year. Please do not neglect these items as this could result in a delay in receiving your diploma.

Graduation

In order to be included on the graduation list, you must have successfully defended and filed your D.Min. Project by the stated deadlines. It is traditional for advisors, if they are available, to hood their advisees at graduation. If you would like this to happen, please talk with your advisor. You will receive mailing telling you of the details of and deadlines related to graduation. PSR does not issue diploma at graduation, but you will receive your diploma cover then. Your diploma will be mailed to you around July 15.

After all that private and lonely work, this is a moment for public recognition and celebration. Please plan to attend and be feted. You have earned it after negotiating your way through this program!!!

RESOURCES

PSR Faculty

It almost goes without saying that the faculty are your most important resource for succeeding in the Doctor of Ministry program. PSR's faculty is committed to working with Doctor of Ministry students, both as advisors/thesis committee chairs and as other members of your thesis committee. They have a wide range of interests and see their work with Doctor of Ministry students as a fine complement to their work with students in other programs. They value the Doctor of Ministry degree and welcome conversations with you about your program.

Advisor

You are assigned a faculty advisor at the start of your program. This assignment is made on the basis of the information you provided in your application. It is possible to change advisors, but we advise that you wait to do this until you have had a chance to meet with your assigned advisor. There are forms in the Office of the Dean and Registrar to request a change of advisor. Your primary advisor **MUST** be a member of the permanent (not adjunct) faculty of PSR. The Dean's Office can provide you with names of these faculty.

Your advisor oversees your program, but you are expected to take initiative in formulating the precise ways in which you will fulfill the requirements of the program. The flexibility of the Doctor of Ministry means you have freedom in your choice of classes, but you will want to keep your advisor apprised as you proceed.

The residency part of the program is short in duration (five courses plus the DMin seminar), so it takes some planning to complete the courses so you can move on smoothly to your Project. The Dean, the Director of Academic Advisement, and the DMin Faculty Coordinator, Lynn Nell Rhodes (2008-2009) or Andrea Bieler (starting 2009-2010), are available for more specific problems you may encounter.

The GTU

The Graduate Theological Union is a structurally unique organization which embodies a set of ecumenical and academic ideals. It consists of nine denominational or interdenominational member schools, all of which are theological institutions preparing persons for ordination and church leadership. It has an informal but highly significant relationship with the University of California at Berkeley. The GTU is further enriched by the presence of a number of affiliates and programs representing a range of religious traditions and theological perspectives.

Each of the schools is an autonomous institution with its own faculty, Board of Trustees, and distinctive mission based on its denominational affiliation(s). These autonomous institutions come together in a number of ways to create the GTU consortium. They share a common library. There is a GTU Common Registrar who establishes the Schedule of Classes and assigns classrooms for the consortium. The classrooms are largely held in common; some schools have none, and others have many, which they offer to the consortium. The schools have open cross-registration agreements. The Ph.D. and Th.D. degrees are awarded by the consortium, and governance of those programs is by the GTU Dean and the Core Doctoral Faculty, not by any one of the schools. The GTU has a small number of its own faculty in fields which do not readily fit into the member schools (Jewish Studies, Chinese Studies, Eastern Orthodox Christianity, for instance), but by and large the faculty of the Doctoral Program is the faculty of the member schools, whose services are available to all students through consortial agreements and arrangements.

GTU Faculty

The resources of the GTU faculty are immense in their range and variety—giving both an inter-religious/ecumenical dimension and a broader intellectual dimension to theological education. The GTU has a common course schedule and cross-registration agreements among its members. Thus the approximately 700 courses taught annually by 120 full-time faculty and over 50 adjuncts will almost all be possible resources for your studies. You will undoubtedly want to take some courses with faculty outside PSR to learn more about their approaches and to consider them as potential committee members.

The GTU ecumenical structure enhances the education of our students. Whether or not your topic of interest is defined denominationally, we believe that perspectives from other denominations and religions assist in the formation of a critical perspective on one's studies. Your advisor can be helpful in identifying members of your D.Min. committee, and another helpful resource for students in finding faculty to work with them is the GTU website.

Dean's Office Staff

Although the faculty does the primary advising of students, the staff of PSR's Dean's Office will be happy to help you answer any questions. Most of the forms mentioned in this manual are located immediately outside the Office of the Dean and Registrar (Room #135, first floor of the Holbrook Building). Staffing the office includes

- Dr. Mary Ann Tolbert (starting 2009-2010), Vice President of Academic Affairs and Dean George H. Atkinson Professor of Biblical Studies Dr. Mary Donovan Turner (2008-2009), Vice President of Academic Affairs and Dean Carl Patton Professor of Preaching
- Delphine Hwang, Director of Academic Advisement and Registrar
- Jaekuk Jo, Interim Administrative Assistant to the Dean and Faculty

Library Resources

Flora Lamson Hewlett Library of the GTU

The GTU is fortunate to have one of the largest theological libraries in the world. The staff at the Reference Desk will acquaint you with the collection and introduce you to the new "Online Catalog." Individual sessions and workshops about the necessary techniques for successful library research are also available each semester. The Library has access to the "UCB Online Catalog," the catalog for the entire UC library system, and interlibrary loan services. Tours of the GTU library will be available during Orientation Week, and group tours can be arranged during the year.

UCB Libraries

The GTU has negotiated borrowing privileges for GTU member School students with the University of California at Berkeley Libraries. You may take your GTU ID card to the UCB Main Library Service Desk to obtain borrowing privileges at UCB. Most of your library needs will be met by using the Main Library or one of the many branch libraries on campus. As of April 1991, access to Moffitt, UCB's undergraduate library, has been restricted. When the material you are seeking is located only at Moffitt and nowhere else on the UCB campus, you can obtain a referral form from the Information Desk in the UCB Main Library to get into Moffitt. If the book you want is in the Main Library and in Moffitt, you will need to obtain the Main copy. If the Main copy is checked out, you can recall it. Check with the information desk at the Main Library for further explanation of these procedures.

GTU librarians offer tours of the UCB libraries during Orientation Week. The UCB library also offers its own tours, which are very useful, and instruction on the use of GLADIS, the computer access to UCB collections. Acquaint yourself with these splendid resources early in your career, especially if you are working on interdisciplinary topics, for they supplement GTU holdings in important ways.

The GTU library and UCB libraries have collection agreements so they will not duplicate purchases in a number of fields. UCB depends on our library in some fields, and we depend on theirs in others. Depending on your interests and the courses you take, the UCB collections may be central to your work.

GTU Affiliates and Programs

Over the past thirty years a variety of specialized centers, programs, and institutes have become a vital part of the life and identity of the GTU. Some of these organizations originated within, and have been sponsored by the GTU itself. Others have entered into the informal association or contractual affiliation with the GTU from outside.

As a group, the affiliate organizations and programs provide important perspectives and resources to the GTU community. They have broadened the ecumenical and interreligious representation in the GTU beyond the denominations represented in the member schools. They have expressed and advocated the identity and interests of women and ethnic minorities within the GTU—academically, culturally, and socially. Besides providing academic resources and expertise relevant to the overall curriculum of the GTU, they have conceived, sponsored, and produced forums, public lectures, and conferences, bringing outside scholars and

religious leaders into direct conversation with the GTU community. The PSR catalog has brief descriptions of the GTU affiliates and programs.

The University of California at Berkeley

The UCB roster of courses is stunning, and extends vastly the academic opportunities for GTU students. Because of budget cuts in the University of California system, course availability may be limited. Instructions for cross-registration is available in the Dean's Office. Do note that the academic calendars of the GTU and UCB do not coincide, so if you cross-register, you will have to juggle two very different academic schedules. The semester at UCB normally begins two weeks before the GTU semester, so students who cross-register should be sure that they are available for the first class meeting(s). As always, check the extended calendar for exact dates.

A FINAL WORD

It is the sincere intention and desire of the faculty and staff of PSR that you complete your Doctor of Ministry program successfully. It is YOUR program and its design gives you a lot of freedom in how you fulfill requirements. However, we want to offer you assistance to make it an experience you will remember positively and complete efficiently. You will learn that we cannot anticipate all your questions, but encourage you to ask any that arise. We would like to know if there are ways in which this handbook could be more helpful to you. Any comments, suggestions or questions would be very much appreciated.

Thank you and very best wishes for a productive stay at PSR.

PLAGIARISM POLICY FOR PSR

In the United States and many other countries, one of the important markers of high academic standards is proper attribution (giving credit) for someone else's ideas, thoughts, words, or methods of scholarship. Proper credit should be given in both oral and written contexts. Proper credit is:

- When you use an actual sentence from a published article or unpublished essay, you must put the sentence in quote marks and give a footnote or citation to indicate who said it. The citation should include full bibliographic information. (For further information about correct citation form, see Kate Turabian, *A Manual for Writers of Term Papers, Theses and Dissertations*.)
- When you paraphrase or summarize another person's ideas, you must give a footnote or citation to indicate whose ideas they are and where you got them. (Or, in lecturing, make clear from whose ideas you are drawing.)
- When you adopt a significant idea from someone else's work, you must give a footnote or citation to indicate where you got the idea.
- When you use a method developed by someone else, you must give a footnote or citation to indicate the source of the method.

When you fail to do this, it is considered plagiarism. Plagiarism can apply both to students and to faculty. Plagiarism is using someone else's ideas, thoughts, words, or methods of scholarship as if they were your own and without giving proper credit to that person. Plagiarism is considered wrong because (1) it is 'stealing' another person's ideas, methods, etc., and (2) it is 'lying' — representing something as your own when it is not yours. At PSR, as at many comparable graduate-level institutions, plagiarism is considered a serious offense.

- Plagiarism includes failing to give citations in the examples above.
- Plagiarism also includes copying another student's exam or part of an exam or essay.

It is not plagiarism when you indicate clearly that you are summarizing someone else's views in order to provide the context for an assessment or critique of those views, or to incorporate them into a larger project. In this case, you must indicate clearly that you are giving the views of someone else — e.g. by starting with "so-and-so argues that..." It is also not plagiarism to use a well-established idea that has been developed in multiple sources — e.g. to claim that God can be called "woman" as well as man is now sufficiently well established that it needs no attribution. Some phrases — e.g. "the personal is political" — are in such wide usage that sometimes we do not know where they originated; in such cases, it is acceptable to use them without attribution. However, the best scholarship will make every effort to give attribution where possible (e.g. to note that this phrase came from Robin Morgan).

Procedures and Penalties

Instances of suspected plagiarism will be reported to the Academic Dean (or, in the case where the Dean is suspected of plagiarism, to the President). Suspected plagiarism may be reported by either students or faculty. The Dean or President will assess the evidence and investigate in order to determine whether plagiarism has occurred.

In the case of students

When plagiarism has been substantiated, the faculty person shall inform the dean's office (every instance of substantiated plagiarism must be reported to the dean's office so that plagiarism can be monitored). The faculty member will discuss the plagiarism policy with the student and the student shall fail the assignment. Additionally, the student will sign a letter stating that he/she has committed plagiarism, has received a warning, and is aware of the consequences. This letter will be re-signed each time the student has committed plagiarism. The letter will be kept in the student's file.

If, when reporting student plagiarism to the dean's office, it is discovered that it is the student's second attempt at plagiarism, the faculty member, dean, and student shall meet together. The student will fail the course.

If a student plagiarizes a third time, the student shall be immediately expelled from the school.

In the case of faculty

If allegations of plagiarism appear to be substantiated, the faculty member has been charged with "action justifying dismissal," and shall be dealt with according to the procedures described in the Faculty Manual. Faculty who serve on the Core Doctoral Faculty of the Graduate Theological Union are also subject to the plagiarism policies and procedures of the GTU.

This policy was adopted by the PSR faculty on September 12, 2007.

POLICY STATEMENT ON THE USE OF INCLUSIVE LANGUAGE

The basic assumptions of our statement are:

1. Language shapes and informs our impressions of reality. It is basic to learning.
2. Language informs our attitudinal stereotypes and subtly influences people into roles, positions, status, and other forms of fragmentation. It is a key to human relationships.
3. Language can be a creative, liberating force or a captive, oppressing force. It is an expression of shared assumptions and a major factor in all liberation struggles.
4. Both women and men suffer from the use of a male-oriented language which forces personalities into culturally approved roles, limiting free decisions.
5. Our use of male-dominated language images and forms deny the feminine\masculine duality in each of us.

There are some basic theological assumptions which need affirmation in light of the above assumptions:

1. God is not a male person (SUPER-Superman). Terminology about God, particularly in worship, which uses exclusively masculine words (e.g., He, Him, His, Father, Lord) distorts our concepts of a deity in whose image both females and males are created.
2. All persons share equally in God's plan for humanity.
3. Jesus recognized women as valuable persons, even to the point of violating the social mores of his time (e.g., by conversing with women in public).
4. The Church, as the Body of Christ, is a liberating and creative force enabling persons to transcend the boundaries of language and society in being faithful to the Word (Gospel) of Love.
5. The historical periods described in the Bible as well as the times in which the Scriptures were written, compiled and translated were all in patriarchal social settings. Thus, images of male-female roles described are colored by the cultural understandings of those times and need not be literally interpreted for our changed cultural situation. The truths of the faith are denied by sex role stereotypes. They can be conveyed more clearly without the male-dominant, female-submissive images of a given historical period.

The following suggestions are given as guidelines for use in printed materials. The guidelines are based on the above assumptions and theological affirmations.

1. Much of the language which appears in printed materials reflects a masculine bias. Therefore, the following list of words is given as alternatives to the exclusively masculine phraseology:
 - a. for **mankind**: Humankind, humanity, people, persons, creatures, citizens, community, ourselves, yourselves, folk, mortals, beings, etc.
 - b. for **brotherhood**: sisters and brothers, society, public, unity, community, amity, kinship, corporateness, etc.
 - c. for **masculine pronouns**:he/she, we, our, their, one, the person, individual, someone, member, etc.
2. In worship language, attempts need to be made to refer to God in other than exclusive masculine words in order to balance our images of the deity. Some options include: Creator, Redeemer, Holy

Spirit, Sustainer, Mother and Father God, One, Life Giver or Giver of Life, etc. (See nonsexist liturgies in the book Women and Worship by Sharon and Thomas Emswiler, Harper & Row, 1974).

3. Occupational and status terms often suggest role and position stereotypes which need to be avoided. This is true for both women and men. The following titles should be avoided:
 - a. policeman, fireman, serviceman, statesman, watchman, salesman, etc.
 - b. authoress, aviatrix, heiress, sculptress, songstress, poetess, etc.Such terms not only give young people false impressions about their vocational prospects, they also tend to perpetuate discriminatory practices that exist. Occupational and status terms can be avoided by the use of diction, by changing the sentence construction, or by altering the terminology.
4. It is often demeaning to women to be identified entirely by their relationship to men. One form of this discrimination is the use of the terms Mrs. and Miss, which identify women according to marital status. It is preferable to use the general title Ms. to identify a woman, as Mr. is used to identify a man.
5. In referring to married couples, use such identifying phrases as "Mary and John Jones" rather than "Mr. and Mrs. John Jones" or "John Jones and his wife Mary" or "the John Joneses." There is more dignity in using a woman's full name. Editors should also be aware of the number of couples using hyphenated last names (e.g., "Marcia and John Clark-Johnson"), which include the woman's premarital name as well as her husband's--and also the number of married couples using different last names when the wife does not change hers. If it is important to identify them as a married couple, it can be done as "Jane Smith and John Jones, wife and husband," or "Jane Smith and her husband, John Jones." (Whether the wife's or husband's name comes first is optional, but should not be consistently one way or the other, implying a more important status to the first.)
6. The common ways in which identification of persons is written suggests a predominant male orientation. Identifications and family relations often reflect fixed roles, stereotyped duties, or child affinity and possession. For example, "housewife," "the little woman," etc. suggest attitudes which imply that only women are in the home and doing domestic chores. This is demeaning to both men and women.
7. Application forms for educational institutions (e.g., seminaries), or membership in organizations (e.g., craft unions), or employment in jobs traditionally held by men (e.g., welding), should not discriminate against women applicants by such means as asking for the "wife's name." If such information is necessary, the word is "spouse."

APPENDIX

- D.Min. Worksheet
- D.Min. Upgrading Lower Level Courses to Doctoral Level
- D.Min. Committee Form
- D.Min. Project Proposal Form
- Integrative Review Certification Form
- Guidelines for Research Involving Human Subjects
- D.Min. Candidate Progress Report Form
- D.Min. Project Defense Certification Form
- D.Min. Certification for Degree

**PACIFIC SCHOOL OF RELIGION
DOCTOR OF MINISTRY WORKSHEET
(24 CREDITS)**

Name _____

D.Min. Committee Chair/Advisor _____

Ministry Focus _____

COURSES

All courses should be at or upgraded to levels 4000-6999 and taken for a letter grade except for DMin seminar, Thesis/Project, and Supervision courses.

| Area/Category/Credits Needed | Course Number | Credits | Semester Yr Taken |
|-------------------------------------|----------------------|----------------|--------------------------|
|-------------------------------------|----------------------|----------------|--------------------------|

| | | | |
|----------------|-------|--|--|
| DMin Seminar/3 | _____ | | |
|----------------|-------|--|--|

| | | | |
|-------------------|-------|--|--|
| Focus of Study/15 | _____ | | |
|-------------------|-------|--|--|

Integrative Review: Pass before taking DMin Thesis/Project. Date passed: _____

| | | | |
|-----------------------|-------|--|--|
| DMin Thesis/Project/6 | _____ | | |
|-----------------------|-------|--|--|

| | | | |
|--------------------|----------------------------------|--|--|
| DMin Supervision/0 | semesters and years taken: _____ | | |
|--------------------|----------------------------------|--|--|

| | | | |
|-------------------|------------------------|--|--|
| Transfer credits: | _____ units from _____ | | |
|-------------------|------------------------|--|--|

| | | | |
|---------------|-------|--|--|
| Total Credits | _____ | | |
|---------------|-------|--|--|

**PACIFIC SCHOOL OF RELIGION
DOCTOR OF MINISTRY COMMITTEE FORM**

The D.Min. committee is made up of the Faculty Advisor (chairperson) and two other members. The faculty advisor is assigned by the Associate Dean of Pacific School of Religion during the Admission process. The remaining two committee members are selected by the student in consultation with her or his faculty advisor. The second member will be a PSR or GTU faculty person whose interests are compatible with the candidate's academic interests. The third member of the committee can be either a non-faculty ministry professional or a member of the PSR, GTU, or other area faculties.

The faculty are consultants and peers whose expertise is useful to the candidate in his or her studies and who also serve as evaluators of the candidate's work. The D.Min. faculty advisor advises the candidate throughout his or her program. Committee members are involved at two key points, the Integrative Review and the Project Defense once it is completed.

At the Integrative Review the candidate's committee determines whether or not the candidate has developed a satisfactory project proposal, and also assesses the candidate's integration of theological reflection with ministerial activity to show an advanced understanding of the practice of ministry. The completed research project is likewise examined by the committee in the Project Defense and may then be approved, approved with changes, or not passed. Between the Integrative Review and the completion of the project, the candidate consults with the faculty advisor regularly (at least once each semester, at the time of registration) to determine if the candidate is making progress at a rate sufficient to enable him or her to complete the program in the time allotted and to suggest appropriate resources.

D. Min. Candidate _____

Faculty Advisor _____

Other members: _____

Date _____

Please keep a copy for yourself and submit form to Director of Academic Advisement

**PACIFIC SCHOOL OF RELIGION
D. MIN. PROJECT PROPOSAL FORM**

NAME: _____
PROJECT TITLE: _____
THESIS STATEMENT: _____

THESIS/PROJECT OUTLINE: _____

DESCRIPTION OF PROJECT & METHODS OF RESEARCH: _____

ANTICIPATED LEARNING AND GOALS: _____

PROPOSED CHAPTER OUTLINE: _____

TIME LINE (INCLUDING ANTICIPATED COMPLETION): _____

BIBLIOGRAPHY: _____

D. MIN. COMMITTEE APPROVAL OF PROJECT DESIGN
Faculty Advisor/Committee Chair signature _____
Committee member signature _____
Committee member signature _____

DATE: _____

Keep a copy and submit form to Dir. of Academic Advisement with Integrative Review Certification form

**PACIFIC SCHOOL OF RELIGION
DOCTOR OF MINISTRY
INTEGRATIVE REVIEW CERTIFICATION FORM**

NAME _____

MINISTRY _____

FOCUS OF STUDY _____

SUMMARY OF COURSE WORK COMPLETED:

| <u>COURSE NO.</u> | <u>TITLE</u> | <u>CREDIT HOURS</u> |
|-------------------|--------------|---------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

TOTAL HOURS _____

AFTER HAVING EXAMINED THE CANDIDATE ON HER/HIS MASTERY OF THE ABOVE MINISTRY FOCUS AS REFLECTED IN THE COURSE WORK INDICATED, INCLUDING THE RELATION OF THE MINISTRY FOCUS TO THE CANDIDATE S WORK SETTING, WE CERTIFY SATISFACTORY COMPLETION OF THE D.MIN. COURSE WORK REQUIREMENT.

Advisor/Chair Signature _____

Committee Member Signature _____

Committee Member Signature _____

DATE: _____

Submit form to Director of Academic Advisement after Integrative Review completion

PACIFIC SCHOOL OF RELIGION Guidelines for Research Involving Human Subjects

If D.Min. students intend to do research with human subjects for their D.Min. Projects, it is critical for them to plan and carry out this research so that subjects are treated in a way that is consistent with their dignity and that protects them from any risks posed by the research. Primarily, this means two things:

- that subjects are fully informed about the purpose and nature of the research and about what is expected of them; and
- that any data acquired by this research be stored and used so that confidentiality and anonymity of the subjects are preserved.

No research may be carried out unless the subjects have signed a consent form after being fully informed and without coercion of any kind.

A carefully prepared research overview is essential to composing an adequate consent form. Students will be expected to append a draft consent form to their Integrative Review paper.

Research Overview

In preparing a research overview, be as specific as you can and consider the following questions.

1. **What is the nature and purpose of the research?**
2. **What are the research procedures? How will the research be conducted?**
3. **How will you choose and recruit your subjects?**
4. **Do you have any relationship to these subjects? What risks or benefits might the relationship pose?**
5. What **other risks and benefits** might this research create for subjects?
6. How will you preserve the **confidentiality of the data** and handle any factors that might identify a given subject? [e.g., How will it be stored? How long will it be kept? When and how will it be destroyed? How will confidentiality be achieved if using a visual medium such as videotape?]

Consent Form

The consent form should be in letter form, written clearly and concisely so that the subjects can understand what participation involves. The following information should be included.

1. Researcher's **name and school affiliation**.
2. The **nature and purpose** of the research.
3. A statement of the **procedures** the research involves for the subjects.
4. A statement of **any risks or benefits** posed for the subjects by the research.
5. A statement of how **confidentiality** will be maintained. [If helpful a section

may be included where subjects may waive their right to confidentiality, but only after the subjects are fully informed of their right.]

6. A statement that subjects are **free *not* to answer any question and to withdraw from research at any time.**
7. Include how subjects can **contact** the researcher.
8. End the letter with a statement that subjects **voluntarily and with understanding** consent to participate, followed by signature and date lines.

The researcher should keep the original form and give a copy of it to the subject. For a more detailed guide along with samples of Human Subjects Protocol, sample Consent form, and sample Interview protocol, refer to the Graduate Theological Union's *Guidelines and Procedures for Review of Research Involving Human Subjects*.

**PACIFIC SCHOOL OF RELIGION
DOCTOR OF MINISTRY
CANDIDATE PROGRESS REPORT FORM**

(submitted each semester by the student after the Integrative Review, including semesters of Supervision)

D.Min Candidate Name _____

Address _____

Phone _____ EMail _____

Date: _____ Year in program _____

Faculty Advisor _____

1. Number and kinds of contact I have made with advisor this semester:

2. I am following my Integrative Review timeline and I project the date for finishing will be:

_____ **OR** I am not on time because:

and now expect to finish by: _____.

3. Further resources or issues for which I would appreciate help are:

4. Please address the functioning of your local support committee and/or collegial support network:

Submit form to Director of Academic Advisement.
This form will be shared with your advisor.

**PACIFIC SCHOOL OF RELIGION
DOCTOR OF MINISTRY PROJECT DEFENSE CERTIFICATION FORM**

Name: _____

Thesis Project Title: _____

Comments by Committee: _____

Additional Requirements:

After having examined the candidate on her/his D. Min. Thesis Project including the importance of it for the practice of ministry, we certify satisfactory completion of the Research Project Requirement, pending fulfillment of any other requirements listed above.

ADVISOR/CHAIR SIGNATURE _____

COMMITTEE MEMBER SIGNATURE _____

COMMITTEE MEMBER SIGNATURE _____

DATE: _____

**PACIFIC SCHOOL OF RELIGION
DOCTOR OF MINISTRY CERTIFICATION FOR DEGREE**

This form is to be completed and submitted to the Director of Academic Advisement with two bindable library copies of the thesis/project. (Additional personal copies may be submitted as well.) If the student intends to graduate in the current academic year, the library copies and this form, as well as a \$25 binding fee (check payable to PSR) must be received by the Director of Academic Advisement no later than 5:00 p.m. May 7.

(To be completed by candidate)

Name _____

Degree to be awarded at Commencement _____

Faculty Advisor/Chair of Doctor of Ministry Committee _____

Committee Members _____

Area of Focus _____

Grade Point Average (as of this date _____) _____

Date Project Submitted to Director of Academic Advisement _____

Project Title _____



(To be completed by Faculty Advisor/ Committee Chair and Library Staff)

Number of Units Completed for Degree (completed by Faculty Advisor/Cmmttee Chair): _____

Project Defense Successfully Completed: _____

(Faculty Advisor/ Cmmttee Chair Signature/Date)

Required Corrections Completed and Approve: _____

(Faculty Advisor/ Cmmttee Chair Signature/Date)

Completed Project Approved by Library: _____

(Signature of Librarian/Date)



(To be completed by the Director of Academic Advisement)

Date Project Received: _____

Final GPA _____

Date Degree Approved by Faculty _____

Degree Awarded _____

Date Degree Voted by Trustees _____