



Doctor of Ministry

Professional Project

Doctor of Ministry Studies Program

Anderson University School of Theology
Anderson, Indiana

Anderson University School of Theology

Doctor of Ministry Professional PROJECT

General Nature of the Work:

This is to be a major research effort that focuses on a challenge, a problem, or an issue in the practice of ministry, and does so either for the purpose of contributing to the general knowledge about the practice of ministry or for the purpose of bringing about a specific change in one's local context of ministry. It is to be a focused piece of work that unites the theoretical and practical dimensions of theological investigation. It must be original with this Program and not work done in other contexts—academic or otherwise. It is to be a work of scholarly integrity and professional value. In no way is it to be a sermonic or devotional piece, but rather an academic document that satisfies the following criteria:

- Extensive research,
- Well substantiated and carefully documented analyses and conclusions,
- Coherent and historically informed theological perspectives,
- Superb literary expression.

Technical Nature of the Work:

The end product of this process is a document of approximately 45,000 words in the body of the work (excluding such things as graphs, charts, research instruments, footnotes, bibliography). The aim is for the participant to demonstrate competence in the integration of the cognitive and practical dimensions of theological education in the performance of ministry. The bibliography is to include at least 70 entries which are used as sources in the body of the document. The professional project is to be written in the form set forth in Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations*, 8th ed. Chicago: University of Chicago Press, 2013. You will find two documentation styles spelled out in section 15.3. You are to use the bibliography style. See section 16. You are to use footnotes, not endnotes.

The participant should not begin work on the professional project until after the Professional Project Committee (PPC) is in place and the proposal has been approved by the PPC and by the DMin Studies Committee.

Development of the Proposal

Conversations with the Director, participant group members, professors, colleagues, and others, will provide input to assist the participant in selecting an

area of ministry in which she/he can demonstrate competence in the integration of the cognitive and practical dimensions of ministry.

The proposal must be framed in such a way as to indicate ample opportunity for critical theological reflection on an important topic or issue. The following components are to be included in the proposal:

- a. Title Page
- b. Discussion of the challenge, problem, or issue in the practice of ministry that is to be addressed. Identify why you have chosen this particular challenge, problem or issue and indicate whether the purpose is to contribute to the general knowledge about the practice of ministry or is to bring about a specific change in one's local context of ministry. 900-1,100 words
- c. Set forth how you will go about your research, analysis, and interpretation. 900-1,100 words
- d. Statement of Goals:
 - i. Personal: What do you intend to happen to you professionally as a result of this work?
 - ii. Contextual: What do you intend to happen in your ministerial context as a result of this work?
 - iii. Public: What contributions do you intend to make to the profession of ministry by doing this work? 900-1,100 words
- e. Preliminary outline of your professional project.
- f. Plan for acquiring sufficient consent of all persons, institutions, and ministries to be interviewed or otherwise used in this project.
- g. Formulation of a tentative timeline for the research and writing.
- h. A preliminary bibliography of at least 30 entries that you have reviewed and found to be relevant to your work.
- i. 12 point Times New Romans is the acceptable type for all DMIN course work and the Doctor of Ministry Professional Project.

Approval Process

1. The proposal is developed in connection with DMIN 7000 "Introduction to Doctor of Ministry Studies." The professor must approve the proposal in order for the class to be finished. If the participant has not yet determined a study area (choosing to submit a mock proposal) the participant will be required to submit his/her proposal prior to DMIN 8660/9665 "Guided Independent Study with Field Immersion" to the Director of the Doctor of Ministry Study Program.
2. The professor-approved proposal is presented to the Director of the DMIN Studies Program for the purpose of recommending the Professional Project Committee (PPC) Chair. The participant, the chair, and the Director of the Program jointly appoint the PPC.

3. The Professional Project Committee critiques the proposal and may require both major and minor changes in it.
4. The Professional Project Committee approved proposal is then presented to the DMIN Studies Committee for final critique and approval. If the Studies Committee does not agree with the proposal as approved by the PPC, conversations between the PPC, the participant and the Studies Committee will help to determine the way forward. If the Studies Committee approves, the participant may proceed with the research and writing.

Rules for the Writing Process

1. The participant relates to the Professional Project Committee through the Committee Chair. If second readers have suggestions, they are to be given to the Chair for Committee processing and then the Chair communicates with the participant. The Chair, however, may give permission to second readers to communicate directly with the participant when that seems simpler on a given matter. But it always must be clear that the participant has only one Chair and not two or three.
2. The Chair on behalf of the Professional Project Committee will inform the participant how he/she should proceed. For instance, the PPC may require that only one chapter at a time be sent rather than a larger section or indeed the whole work.
3. Other than single-spacing footnotes and centering page numbers at the bottom, no exceptions are to be made to the approved *Turabian* style. 12 point Times New Roman is the acceptable typeface for the project.
4. Participants must keep in mind that readers have other responsibilities and cannot put everything else aside in order to do “*last minute*” work for the participant. The maintenance of agreed-upon time lines is of ultimate importance.
5. Assuming that agreed-upon time lines are being followed, the readers are to critique the participant’s work expeditiously.
6. Since the professional project is a reflection not only of the participant but also of the seminary and of the Professional Project Committee, the seminary and the PPC have a vested interest in what is produced. Consequently, they are to insist on top quality work.
7. However, it is the participant who is the researcher and writer, not the PPC.
8. The participant may get help from others regarding writing style but may not use others for the development of content. The work from beginning to end is to be the work of the participant himself or herself.

9. Any and all resources used for this work are to be fully documented. The undocumented use of the work of others will not be tolerated.

Notes Regarding the Professional Project

1. Text is to be double-spaced. Long quotations and footnotes are to be single-spaced.
2. 12 point Times New Roman is the acceptable typeface.
3. Margins: 1 1/2-inch for left margin; 1-inch on three remaining sides.
4. Double-check to make sure all pages of the professional project are submitted. The most common error is missing pages.
5. Pages are to be numbered and centered in the footer (at the bottom of the page).
6. Include with the professional project an abstract of not more than 350 words. This should be placed in the *Front Matter* (see Turabian, 8th edition. Please note general outline of front matter and back matter. (See p. 70).
7. The title page, copyright page, and the page for the Professional Project Committee to sign are to be done according to the illustrations in this document.
8. A completed professional project should follow the rules and illustrations of Turabian 8th edition. It should also include a Literature Review. See <http://guides.library.ucsc.edu/write-a-literature-review> and <http://writingcenter.unc.edu/handouts/literature-reviews/http://writingcenter.unc.edu/handouts/literature-reviews/> for assistance with your literature review.
9. The professional project should also include information concerning the **method** for research and the **method** for analysis.
10. For binding purposes, the two original copies on 100 % cotton paper at least 20 lb. are to be submitted to the Librarian in Nicholson Library do not use erasable paper; additional copies for personal use may be submitted on regular copy paper and may be printed on both sides of paper. These copies MUST be to the library by April 15 of the graduating year.
11. Payment for binding, professional project abstract fee, and microfiche fee for the two original copies is due and payable at the time they are submitted to the library.
12. Payment for additional copies, on regular paper for personal use, will be bound at the current rate, due at the time of submission to the library. Checks payable to: Anderson University. Personal copies may be printed on both sides.

13. The completed *Publishing Your Dissertation* agreement form is to be filled out and turned in to the library with the original copies. *Publishing your Dissertation Agreement Form* can be found at www.il.proquest.com/dissertationagree You will be prompted for a user name and password. **Username: dissertations Password: publish.** If you have questions please call UMI at 1-800-521-0600 or call the Doctor of Ministry Office 765-641-4520. This also includes the option of copyright. The SOT recommends that you do copyright your project. This form **MUST** be filled out for the library to accept the professional project. If you have questions please contact the Dr. Janet Brewer, Librarian in Nicholson Library. She can send you the current form.
14. Contact **Dr. Janet Brewer** in Nicholson Library if you have questions specific to library-ready submission. She can be reached by phone at **765.641.4272** and by email at jlbrewer@anderson.edu. However, Turabian-related questions should be asked of the Chair of your Professional Project Committee.
15. A feature available with modern technology is that the first 25 pages of a professional project are placed on the web. The work can be viewed by anyone going to the site. This is a way for school advertisement and is another reason why it is so important for the format and content of the professional project to be in perfect form.
16. **FYI** – The commissioning letter that the Director of the DMIN Studies Program sends to your Professional Project Committee (PPC) includes the following instructions:

Our commitment is that this professional project be a work of scholarly integrity and professional value. In no way is it to be a sermonic or devotional piece, but rather an academic document that satisfies the following criteria:

- Extensive research,
- Well substantiated and carefully documented analyses and conclusions,
- Coherent and historically informed theological perspectives,
- Superb literary expression.

I encourage all three of you to insist on the highest standards for this piece of work. Please do not hesitate to require the participant to rewrite, to make adjustments, to do additional research, to rethink issues, and to supply further resources and documentation. The professional projects do not receive low or medium passes. They do not receive a letter grade. Our only category is that this be a top-quality document. I do not want any committee to approve a professional project unless they can say both publicly and privately that it is top-notch work. Mediocre work is completely unacceptable. To emphasize this point with greater clarity, any professional project which you finally approve must be such that we could pull it out as an example of the quality of work done here and show it to the Association of Theological Schools accreditation committee. Your job is to make sure that the final product is ready to be bound

for library placement. When the three of you agree that it is library-ready (which means that every i is dotted and t crossed and that there is absolutely no more to be done) then the participant will arrange for the three of you to meet with him or her for his or her oral defense. Upon passing the defense, the chair will notify me in writing that such is the case.

Culmination of the Writing Process

1. For a participant to graduate the finished professional project **must** be prepared for defense by **March 1** of the graduating year.
2. The oral defense before the Professional Project Committee, another person appointed by the Director, and Dr. Janet Brewer of Nicholson Library **must** be held no later than **March 24**. (The purpose of including Dr. Janet Brewer in the oral defense meetings is to facilitate her signoff indicating that the professional project is indeed library-ready in terms of format issues.) Obviously, this means that when the date and time of oral defenses are being scheduled, you must contact her to see whether that time will work for her. You can reach her at [765.641.4275](tel:765.641.4275) or by email at jlbrewer@anderson.edu. Dr. Brewer will need to have a hard copy of your project two weeks prior to your defense date.
3. When the Professional Project Committee gives unanimous approval that the document is finished and library ready, and that the participant has successfully defended it, the Chair shall so inform the Director in writing. The following persons are to sign the professional project in the appropriate places: Faculty Chair of the Committee, Member one, and Member two. (See form under Professional Project Section, located at the back of this section entitled “Professional Project Signature Page”.)
4. Two library-ready copies **must** be received by Dr. Janet Brewer in Nicholson Library no later than **April 15**. Guidelines for library copies of the professional project:
 - a. Submit two unbound copies of your completed and approved professional project to Nicholson Library for binding. See Dr. Janet Brewer.
 - b. The current fee for the binding, microfiche, and abstract can be obtained through the AU/SOT webpage. Checks are made payable to: Anderson University and turned in with the two unbound copies to Dr. Janet Brewer.
 - c. If additional bound copies are desired they may be submitted on regular copy paper and printed on both sides. Cost (2016 grads) is \$15.00 per copy and payment is due at the time of submission. Checks payable to: Anderson University.

If the above requirements are not met the participant will not be allowed to graduate

Front and Back Matter

Per Turabian, 8th edition

Front Matter [A.2.1]

- Submission Page [Signature Page] [377, 386]]
- Title Page [This is page i, but put no number on it.] [386]
- Copyright or Blank page [Count this as page ii] [386]
- Dedication (optional) [count in pagination of frontal matter] [386-87]]
- Table of Contents [387-88]
- List of Figures, Tables, or Illustrations [388-89]
- Preface (optional) [389] [389]
- Acknowledgments (optional) [389]
- Abstract [390-91]

.....**T E X T**.....

Back Matter [A.2.3]

- Illustrations [399]
- Appendixes [399, 403]
- Bibliography [404]

Note: While this is the general outline of the placement of the various components, you are responsible for reading the applicable discussion in Turabian for details.

PROFESSIONAL PROJECT SIGNATURE PAGE

(example)

1 ½-inch left margin; 1-inch on 3 remaining sides

This professional project has been approved by the Professional Project Committee appointed for _____ (name of participant), Anderson University School of Theology Doctor of Ministry Studies Program

John Doe (Chair)

Mary Doe (Member)

Junior Doe (Member)

(To be signed in black ink – this statement should NOT be included on your signature page!!)

Date Approved

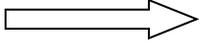


1 inch top margin

PROFESSIONAL PROJECT TITLE PAGE

(example)

1 1/2-inch left margin; 1-inch on 3 remaining sides

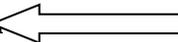


1 1/2 inch left margin

ANDERSON UNIVERSITY SCHOOL OF THEOLOGY

(TITLE)

1 inch right margin



**A PROFESSIONAL PROJECT SUBMITTED TO
THE DOCTOR OF MINISTRY STUDIES PROGRAM
IN CANDIDACY FOR THE DEGREE OF
DOCTOR OF MINISTRY**

**BY
(NAME)**

**ANDERSON, INDIANA
(DATE)**

(for spacing, see figure A-2 following page 377 in Turabian, 8th edition)

1 inch bottom margin



PROFESSIONAL PROJECT COPYRIGHT PAGE
(example)
1 ½ inch left margin; 1 inch on 3 remaining sides

COPYRIGHT (YEAR)

Final Checklist

Your Project Includes:

- Signature Page
- Title Page
- Copyright
- Dedication (optional)
- Table of Contents
- List of Figures, Tables, and/or Illustrations
- Preface (optional)
- Acknowledgments (optional)
- Abstract
- Chapter 1: Description of the Project, etc.
- Chapter 2: Literature Review
- Chapter 3: Methods for Research / Data Collected
- Chapter 4: Methods for Analysis / Findings discovered
- Chapter 5: Conclusions / Implications for (1) Ministry Context (2) Broader
- Appendices
- Resources Cited (Bibliography)

Defense and Last Things

- Your Chair/Committee have declared you ready for defense [March 1]
- You have secured a day/time for defense including Dr. Janet Brewer [before March 24]
- Re-write/corrected ALL mistakes [Dr. Janet Brewer has stated that you may print on doctoral paper – target April 5]
- Print on 20lb paper – 2 copies [You may print additional copies on regular paper]

- Secure signatures of your Chair and Committee members [April 10]
- Complete forms for copyright and microfiche *Publishing your Dissertation*
- Write check to Anderson University for binding, microfiche, abstract, etc.
- Submit forms, checks, project copies to Dr. Janet Brewer [April 15 – FIRM deadline]

Updated & approved by the Anderson University School of Theology faculty October 14, 2015