

Doctor of Ministry

Manual

Yeshcol Bible College

(Accredited by ACTA, JITEE, KIU & a member of AIACHE)



Martyr Selvaraj Community hall, Aruvikarai, KK DT India

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Part 1:

Introduction to the Doctor of Ministry Program

A. The Doctor of Ministry Degree Program

The Doctor of Ministry is an advanced, professional degree program designed for those who are engaged in full-time ministry. It is the highest biblical and theological degree offered by Yeshcol Bible College and Billage theological Academy. It differs from a Ph.D. degree in that its focus is on competence in the practice of ministry rather than on advanced academic research. In this sense it is better compared to other professional doctorates such as those awarded in medicine (MBBS) or law (DL). This is not intended to compromise the quality or depth of the work required but rather to communicate the emphasis of the degree program.

Therefore, the purpose of the D.Min program is to develop reflective practitioners in ministry who will grow in ministry comprehension and competence but also in character. As a doctoral degree program, the student is expected to pursue a high standard of expertise in ministry reflection and practice. While built upon the biblical, theological, and professional foundations of the Master of Divinity (M.Div.) and MTH degree, the student benefits from the integration of the rich practical experiences gained from years of subsequent ministry.

YBC & BTA's D.Min is designed to be completed in a minimum of three years and a maximum of five years. The student's flexibility of schedule is the primary variable in the length of time required for the completion of the program. A request for an extension must be submitted should you require longer than five years completing the program.

B. Aims of the Doctor of Ministry Program

1. Academic Excellence in the Bible: The Doctor of Ministry program strives to integrate your Biblical and theological experience with advanced study. In the Master of Divinity and MTH program your studies served as the platform from which you launched into ministry. Now, as an experienced practitioner, you bring new insights to your studies. Through the study modules you will have the opportunity to read and interact with valuable resources in the field of practical or applied theology and other related subjects. The Applied Research Project is the culmination of the program and is based on deep study and reflection in a specific area of ministry that will require you to become an academic expert in that area.

2. Professional Development: Through practicum scheduled throughout your residency weeks or online sessions, each of the study modules will enable you to develop ministry skills as well as knowledge. You will also have opportunities for counseling skill development during one-to-one personal tutorials that will be scheduled after your first study modules.

3. Peer and Faculty Interaction: One of the advantages of the Doctor of Ministry program, particularly the study modules, is that you will be interacting with other ministry professionals and faculty who are wrestling with the same issues that concern you. This D.Min. Modules are characterized by classroom interaction and a practicum-oriented approach to maximize the interface among students and between students and professors.

4. *Spiritual amelioration:* The goal of spiritual formation is one that is never complete this side of heaven. Our desire is that this program not be a mere academic exercise, but that it is a time of spiritual *re*-formation in your life. Ministry effectiveness is not solely based on comprehension or competence, but flows from character that has been shaped by His Spirit at work within us. We want to help you know Him more deeply and to help you grow in your ability to truly be an example to the flock that you serve.

C. Educational Assumptions of the Doctor of Ministry Program

Absolutely key to your success in YBC & BTA's Doctor of Ministry program is that you understand that it is largely self-motivated. In order for you to finish, it will require self-discipline and determination. We urge you to use the checklist of requirements (Appendix B) to set goals for the completion of the various elements of the program.

D. The applied theology and Biblical studies Track

The purpose of the applied theology and Biblical studies track is to sharpen your ministry skills as they are directed to both the church and the world. As you minister to the church, this track is intended to sharpen your knowledge of people and how to lead others in biblical change through biblical skills. As you are salt and light to the world, the Pastoral Counseling track is intended to alert you to current issues in the counseling field and consider how to persuasively present God's truth to a needy generation.

The means by which the applied theology and mission track accomplishes these goals include the following:

Assignments completed before the modules

- Four in-residence modules with proper interaction 20% (Two per year offered in August)
- Post-module reading assignments for four modular course 20%
- An applied research project 40%
- Research VIVIA VOCE 20%

Part 2: Components of the Program

A. Residency Modules/Online modules

1. Module Format

The applied theology and Biblical Studies of the Doctor of Ministry requires the completion of four modules. Each module is taught over five days and includes the following requirements:

- a. Assignments to be completed *before* coming to class, which will be assigned by the professor. These assignments will be mailed or e-mailed on April 1. The completed work should be brought to the first class. Assignments could be mailed at yeshcolbc@gmail.com
- b. Class attendance. Each module consists of 36 hours of classroom instruction ordinarily including three segments: *theoretical issues, skills, and practicum.*
- c. Assignments completed *after* each module. These assignments should be submitted no later than November 15th, approximately three months after the modules. Failure to complete assignments on time will result in an “F” for the course.

Students must maintain a B average (3.0) in order to remain in the program.

- d. The work should be sent to:

Registrar and Academic Administrator
Yeshcol Bible College & Billage Theological Academy
Martyr Selvaraj Community Hall, Puthucodu, Aruvikarai PO
KK Dt, Tamil Nadu, South India 629177 04651212571

2. Modular Schedule

Modules are conducted in consecutive weeks in August each year. Modules 1 and 2 are taught in August of odd-numbered years (2015, 2017, etc.), modules 3 and 4 are taught in even-numbered years (2016, 2018, etc.). Modules usually begin with the next-to-last Monday in August.

3. Module Content

Modules 1 and 2 will more emphasize applied theology; modules 3 and 4 will more emphasize applied theology in practice, but both theory and practice will be woven throughout.

4. Module credit hours

Each modules consist of 3 credit hours equal to 12 sitting hours per credit hour where as one sitting hour could be calculated 45 minutes or 50 minutes. All together there could be

maximum of 12 credit hours of studies provided with seminars and online classes. Once students earn their doctorate candidacy title they are eligible to move on with their project and the project must be covered by 10 credit hours with maximum of 50000 words within it.

Module 1: Course Title: Biblical Studies and Biblical Interpretation.

Biblical hermeneutics (6 hours)
Textual criticism and exegesis (6 hours)
Biblical homiletics (6 hours)
Discussion of Projects and Project Proposal (3 hours)

Module 2 Course Title: Christian theology and education.

Christian education and ethics (6 hours)
Systematic Theology and applied Theology (6 hours)
Christian leadership and logic
Case studies and Practicum (3 hours)

Module 3 Course Title: Pastoral psychology and Counseling

Pastoral psychology and nouthetic counseling (6 hours)
Marriage and marital counseling (6 hours)
Human Personality and personality theories (3 hours)
Discussion of Projects and Project Proposals (3 hours)

Module 4 Course Title: Christian apologetics and Mission.

Christian apologetics and Arguments & debate techniques (6 hours)
Indian constitutional laws and fundamental rights (6 hours)
Case studies and Practicum (3 hours)

4. Registration for Modules

Notification of upcoming modules will be sent well in advance including course descriptions and pre-module assignments. Students must pre-register for modules according to the deadlines prescribed on course description sheets. There will be a late registration fee of 2000 INR for all registrations received after the registration deadline.

B. Competency Exams

Students in the applied theology of the D.Min program are required to pass a *systematic theology* exam and an *Oral Case Study* exam.

1. The *systematic Theology Exam* is designed to determine the student's knowledge of the theological position of YBC and BTA but not necessarily his personal endorsement of that position. Students who have recently completed studies in reformed theology or systematic theology may request a waiver. A letter, requesting such a waiver, supported by reasons and academic transcript should be submitted to the director of the Doctor of Ministry program.

Students must complete two modules before requesting to take the systematic Theology exam and must pass it before submitting the Applied Research Project. Candidates may request an exam by contacting the D.Min office either in writing or by telephone 04651212571. Upon receiving the exam you will have no more than three hours to complete it following the specific instructions accompanying the exam. The exams are evaluated on a PASS/FAIL basis and students will be notified within one month of submitting their completed work.

The examination is designed to cover all areas of theology, and to focus on the distinctive of the reformed theological system. The faculty has determined that candidates in this exam should have knowledge of the major themes of Systematic Theology by Wayne Gurdon. The examination will be based on material covered in that work. It is a two-hour written exam. Other works which will be found helpful in preparation (although not required reading) include:

- H. Bavinck: *Our Reasonable Faith*
- J. Calvin: *Institutes of the Christian Religion*
- J. Murray: *Redemption--Accomplished and Applied*
- C. Van Til: *An Introduction to Systematic Theology*

The examination will be written and of two hours duration. It will cover the following areas:

1. Theology and Anthropology
2. Christology
3. Soteriology
4. Ecclesiology, Sacramental Theology, Eschatology

2. The Oral Case Study Exam will be scheduled after you have completed all four modules and their assignments, but before the Project Proposal is submitted. You will schedule the exam with the BTA Academic Administrator and she/he will send you a case study with instructions. You will orally present how you would approach this case before members of the counseling faculty. This discussion time is open book, with questions from and discussion with the faculty. It will last about one hour. It is evaluated on a Pass/Fail basis.

C. The Applied Research Project

1. Introductory Matters

A. The Challenge of the Research Project

The Applied Research Project is the culmination of your Doctor of Ministry studies. The Project enables you to dig deeply and develop more expertise in a specific area of ministry. During the modules, there will be time devoted to discussing Project logistics and ideas.

Completing the Project demands a different approach in contrast to the other phases of the program. For example, the modules themselves are straightforward: you come to classes. In the midst of a busy ministry schedule, the assignments will be a challenge, but they can easily be broken down into manageable chunks of work. The Competency Exams may feel like a larger hurdle because, by that point, you will feel like you have already benefited from the program and the time to complete the exams may be harder to find.

The Applied Research Project, however, will be your largest hurdle and your greatest creative opportunity. It will take time, perseverance and planning. For many students, this is their first

experience at writing a book-length piece of work. Furthermore, it is often their first academic experience that is without the threat of a failing grade for work turned in late or not submitted at all. These factors, plus an already busy schedule, mean that the project will not be completed unless it is booked into your schedule.

B. The Nature of the Applied Research Project

As the name implies, the “*Applied Research Project*” is something that you *do* in the context of ministry. As you have ministered among the flock of Christ, undoubtedly a problem, challenge, or question has arisen that will serve as the topic of your Project.

A common mistake is to make the subject too broad. For example, “*Small Groups*” is far too broad. Don’t be surprised if the first comment that your advisor makes on your first proposal is that your topic must be narrowed. This is often frustrating to students at the outset of the process, but the wisdom of the approach is revealed when the student finds a far more manageable subject to research!

Something that aids the focus of your work is that it is to be accomplished among a particular group of people. Your project should propose a solution to the “problem” you have identified and your solution applied in a ministry context. In calling it an “*Applied Research Project*” you are reminded that its completion requires disciplined and systematic study of the topic. The topic you study is not in a vacuum, and some important questions must be researched and answered:

What are the Biblical and theological issues that relate to this topic?

What are the implications of what has occurred throughout history to my topic?

What are the implications of what is happening today on my area of interest?

The work that you do in these important areas will help you wisely to develop your model to answer the problem, challenge, or question you have raised. It will also help you to sharpen the focus of your work. Your ministry model should assimilate your thoughtful reflection and research into the topic you have chosen, while the goal isn’t to write a book on the subject (though some will), your work should be of such a quality that it, or parts of it, could be submitted for publication in a reputable magazine or journal. The depth of your research should be such that you could teach a seminary class (or D.Min. module!) on the subject. You should also consider the transferability of your work to benefit the church-at-large.

An important aspect of the Project will be assessing the value of the ministry model that you have proposed. Putting your ideas to the test in practical setting guarantees to be a growing experience. Your objective evaluation of the model forms another important piece of your written work. The final product must be of sufficient length to demonstrate an ability to integrate exegetical and theological insight with the contemporary practice of ministry.

C. The Project Committee

Each project must have a committee that guides it. This committee will typically consist of at least two YBC & BTA faculty members: a first reader or chairperson and a second reader (cf. the YBC catalog). Most of your future project discussion will be with your first reader. Final approval of your proposal rests in the hands of your committee. You will also have a third reader who is not on the YBC & BTA faculty. This person will be paid, through your project fees to read your final project and submit a written evaluation. If you know of an outside

reader whose feedback you would value then recommend his name to your committee when you submit your proposal. Your committee makes the final selection of the outside reader and solicits their participation, but welcomes input from the student.

D. A Note about Plagiarism

The college guidelines regarding plagiarism must be followed in every Applied Research Report. Those guidelines are printed in Appendix A. Questions about these guidelines may be addressed to the Vice-President for Student Affairs. If, in reading any version of the Project, the reader considers plagiarism may be present, the student will be immediately contacted. Thereafter, the procedures of the YBC & BTA Honor Code will be followed.

YBC Honor Code

YBC is an academic and residential community devoted to learning and the creation of knowledge. We – the academic community of YBC, including the faculty and students – view integrity as the basis for intellectual discovery, artistic creation, independent scholarship, and meaningful collaboration. We thus hold honesty – in the representation of our work and in our interactions with teachers, advisers, peers, and students – as the foundation of our community.

Members of the YBC community commit themselves to producing academic work of integrity – that is, work that adheres to the scholarly and intellectual standards of accurate attribution of sources, appropriate collection and use of data, and transparent acknowledgement of the contribution of others to their ideas, discoveries, interpretations, and conclusions. Cheating on exams or problem sets, plagiarizing or misrepresenting the ideas or language of someone else as one's own, falsifying data, or any other instance of academic dishonesty violates the standards of our community, as well as the standards of the wider world of learning and affairs.

The Honor Council is based on the following principles:

Community governance: Community governance requires faculty, students, and staff to share collective responsibility for upholding the Honor Code, and we believe that the members of the community are in the best position to determine and evaluate cases of academic integrity violations. Community governance also ensures that the Honor Council represents the breadth of the YBC community.

Education: We are committed to an educational approach to academic integrity and a Council that makes decisions through a holistic assessment of the student's life and experiences. The purpose of the Council is to allow each individual student to learn from her/his mistakes while also affirming community members' commitment to academic integrity.

Questions regarding the Honor Code may be addressed to the Vice-President for Student Affairs.

The YBC & BTA attached plagiarism statement must be submitted to the Registrar along with the Applied Research Project, by the due time assigned for projects.

2. Steps to Complete the Applied Research Project

A. Choose a Topic

Through the modules, write down project thoughts as they emerge from class discussions. What grabs your interest? What might be relevant to the people to whom you minister? If you have some ideas you want to seriously consider, speak with professors. Also, each group of modules will schedule time to discuss and refine project ideas.

The way to complete the project is to be interested in it. If this interest can become a natural part of your present ministry, that is even better.

Questions you should ask as you consider a topic:

- Is this an area where I already have significant experience and/or expertise?
- Is this something for which God has given me a great burden?
- Is this something that will maintain my interest for the long haul?
- Is this something that will benefit the church-at-large?
- What are your ministry strengths? Look for ways to capitalize on those strengths and so broaden your ministry.
- What are your ministries weaknesses that you believe need to be remediated in some way? Use the project to develop certain skill or knowledge areas.
- What is your present ministry? What project would be useful within that present structure? It is ideal if the D.Min project can dovetail with your present ministry responsibilities.
- Do you consistently see certain kinds of problems in your counseling ministry? Become an expert in those issues.

Generally speaking, project ideas tend to be one of four different types.

1. Problem-centered projects focus on specific counseling problems such as bulimia, spousal abuse, or Internet pornography.

2. Concept-centered studies develop theological issues of interest to biblical counseling such as the practical implications of various views of sanctification, new ways of discussing idolatry, the various faces of legalism, theological development of the gift of encouragement, and so on.

3. Program or technique-centered studies focus on a method, tool or program used in counseling such as group counseling, peer counseling, or music and worship as treatments for specific problems.

4. Academic research –centered studies theories, documentations, contradictions used in biblical subjects restricted to applied theology.

5. Biblical Studies and Applied centered studies must be rooted in the biblical foundations to bring biblical inferences to the issues in the applied theological scenario.

Remember, the primary goal of the D.Min. Project is to make you a better pastoral counselor and other applied areas. If you have ideas that interest you, even if you think they might not fit a more academically-oriented project, propose them. The faculty is eager to work with you on your ideas, and creative implementations are encouraged. Don't feel like you must follow the format used by previous students.

B. Submitting the Abstract

Once you have narrowed your topic, you will write an one to two page abstract or summary. (You can suggest a primary faculty advisor at that time if you have a strong preference). You will submit this to the YBC Academic Secretary.

In this overview, answer the following questions.

- How would I summarize my primary purpose in one sentence?
- Why should people care about this work?
- What need is it meeting?
- What are your reasons for choosing this topic?
- Are you familiar with other related work that has been done?
- Who is your intended audience?
- Please read Strunk and White's *Elements of Style* before submitting your abstract.
- When the faculty has received your abstract, they will discuss it together, make suggestions for further development, and assign a committee.

C. The Formal Proposal

After writing the abstract and getting preliminary approval you will expand the abstract into a more formal proposal. This will include more detail about your interests, purpose and method. Expect the proposal to be 10-20 pages. It should include descriptions of proposed chapters, relevant Scripture, a brief review of related literature, and target dates for the completion of each chapter. The Project Proposal should be approved within six months after the completion of the last module for Pastoral Counseling students. Failure to complete a Project Proposal within 18 months of your last module could result in automatic withdrawal from the program.

Expect that you and your committee will revise it several times. This up-front work will save you much time later, and much of the work on the proposal will be part of the project itself.

The Project Proposal must include the following:

- 1) A concise, clear *title*
- 2) A paragraph clearly stating and describing the specific *problem* and your rationale for choosing it.
- 3) *Research questions* that you intend to answer under the respective chapter headings (see chapter content outlined below).

- 4) *Research methodology* that you intend to use. How do you intend to go about your research?
- 5) A *proposed ministry model* to address the topic/problem, what you hope to accomplish through it, and how you intend to evaluate it. NOTE: the ministry model should be the fruit of convictions derived from your initial research.
- 6) A *bibliography* including at least 25 works that you intend to research.
- 7) A *timeline* which should include deadlines for such things as the submission of each chapter, final project submission, project defense, and graduation.
NOTE: the timeline should be taken seriously, but it is for *your* benefit. Only rarely will Westminster contact you if you miss a deadline.
- 8) A *signature page* with five blank lines for the signatures of:
 - a) First Faculty Reader
 - b) Second Faculty Reader
 - c) Director of D.Min Program
 - d) Student's name
 - e) Date of submission

D. The Three Faces of Your Project

Every project should have a critical face, exegetical/theological face, and a practical face. The relative weight you give to each depends on the nature of your project.

The critical face of your project should include your interaction with the existing relevant work on your topic. This will be more than a literature summary; it will be a critical review of relevant theological and secular literature and practice that hones your apologetic skills. This review will be exhaustive in some cases, representative in others.

It will demonstrate your familiarity with what has preceded you and what is going on in the church and wider culture relevant to your topic.

A review proceeds this way. After identifying key concepts and key individuals related to your topic you will begin to construct a list of research sources likely to be related to the topic. These might include professional journals, books, doctoral dissertations and master's theses, unpublished manuscripts, and non-print media. Then you simply plunge into the literature, perhaps somewhat randomly at first, especially noticing frequently cited material and commonly accepted themes. You should continue your reading until you are familiar with the significant debates in your field. When you are piecing this together, try to avoid quotes of one author by another. When possible, you should be working with primary sources rather than secondary.

A problem the faculty often finds in this section is confusion over how to interact with secular literature. At YBC and BTA we are looking for critical face sections that demonstrate a unique approach to secular psychology and science. We believe that secular observations are theory-laden. They arrive packaged in assumptions that ultimately deny God and a biblical understanding of the relationship between the Creator and the creature. Certainly,

God's common grace allows unbelievers to make some helpful observations, but we must go through the process of taking every thought captive to make it obedient to Christ (2 Cor. 10:5). We sometimes call this process "recasting" and we distinguish it from "integration." Recasting acknowledges that there are some reliable observations that can be found in secular literature but they must be reinterpreted and put into a new framework. Perhaps the best way to develop this skill is to review issues from the *Journal of Biblical Counseling*.

The exegetical will examine essential texts, biblical metaphors, and theological propositions relevant to your central idea. The problem that the faculty often encounters in this section is that students ignore accepted principles of hermeneutics. Proof texting, moralizing, reading into a text more than drawing out the meaning of a text, missing the centrality of Jesus Christ - these are some of the issues that come up during project defenses. It would probably be wise for you to review a text such as *Exegetical Fallacies* or some of the fine work on hermeneutics by YBC and BTA faculty.

The practical face is where you do ministry. You want to show what your exegetical work looks like and sounds like. This should lead to the development of a ministry model that you will actually deploy among a particular group of people. This is the heart of your project. They might be the members of your church, or your small group, or the churches in your presbytery. It is important that your ministry model clearly address the problem or question proposed in your contract and posed in the introductory chapter. The influence of your bibliographical research should be evident in your ministry model as well.

Some projects may include an experimental section where a group that is the focus of your work is compared with one that did not receive it. These projects are worthwhile and could possibly be published in a journal such as *The Journal of Psychology and Theology*; however, such projects tend to be the exception rather than the rule. They require statistical training that is not expected or needed in your program. Most projects will be quasi-experimental or simply descriptive. By quasi-experimental we mean that, although you are not using statistical tests, you are trying to be very careful to show that the changes observed in your target person or group were in fact real changes caused by your intervention rather than other reasons. Description means that you give a careful case study, or series of single case studies, usually including actual dialogue, which concretely communicates what you did in such a way that your work could provide guidance for others.

Your project is being completed under the counseling department. As such, we expect it to be counseling-related. But we realize that counseling, in its broad sense, means that we are trying to understand people and lead them in change. This leaves room for many different kinds of applications, some which may look more like preaching, evangelism, small groups, or family life.

E. Important Note: Backup...backup...backup!

No matter how sophisticated your computer, please remember to backup your work regularly. Try to keep an updated hard copy of your work as well as a disk or tape backup lest the unthinkable occur (and it has to some of our students).

F. Submit your project to your advisor no more than two chapters at a time

Submitting your project step-by-step will help you to keep the work fine-tuned and will preclude the major surprises and changes that can occur when this incremental approach is not followed. This strategy also helps you to complete this substantial work in bite sized pieces and provides motivation and a sense of achievement along the way. In any case, you should consult with your advisor concerning the timing of chapter submissions and should be included on your timeline.

During these earlier reviews, advisors will warn of potential problems with technical matters (grammar, syntax, typing, and spelling) and with content problems (quality and clarity of argumentation and presentation). Readers will return such draft manuscripts to students with comments no more than four weeks after receiving such manuscripts (except that manuscripts which are given to readers during June, July, and August may not be returned until one month after the fall semester begins.) If first faculty advisors are on sabbatical then a two-month turnaround is allowed unless they are out of the country then it may be longer.

Students are strongly urged to consult regularly with their First Reader and to submit material chapter-by-chapter or section-by-section. Research Projects must be written in good, standard English. They must be free from grammatical, syntactical, spelling, and typographical errors. If, in reading the final version of a Research Project the First Faculty Reader discovers any grammatical, syntactical, spelling, or typographical errors, those errors will be marked and must be corrected before the project is finally accepted. If the First Faculty Reader discovers more than two such errors on any single page or more than ten such errors in the entire manuscript, the reader may cease reading the manuscript and return it to the student for corrections to be made. These error totals are inclusive and cumulative; for example, if two typographical errors and one syntactical error are made on a page, the manuscript may be returned to the student. Exceptionally, another language besides English may be authorized by the D.Min. Committee. This must be decided at the beginning of each year, and should be subject to the availability of at least two faculty readers competent in the language in question.

G. Consult with an individual who will proofread your work for spelling, grammar, and conformity to the Turabian format

An important hint is that you strive to comply *from the beginning* of your writing to the format to which your final product must conform. You must purchase the latest edition of the *A Manual for Writers of Research Papers, Theses, and Dissertations* by Kate Turabian and published by the University of Chicago Press (ISBN: 0-226-81627-3).

For abbreviations, please consult *The SBL Handbook of Style* published by Hendrickson Publishers (ISBN: 1-56563-487-X).

It is the responsibility of the student to make sure that ALL errors of spelling, grammar, and Turabian conformity be corrected before submitting the final copy. Submitting your work to an individual who has expertise in the Turabian format will involve some expense to the student but will be well worth it. It is not the responsibility of the advisor or second reader to make such corrections. Your advisor's role is to review the quality and clarity of your research and argumentation. A list of individuals who are qualified to "proof" your work is available from the Center for Theological Writing.

Note: Please see Appendix A for specific technical guidelines for the final format of your work.

H. Submit three copies of your final product by December 15 before the May you intend to graduate

This deadline is crucial inasmuch as it allows time for your advisor, second reader, and outside reader to reflect on the work you have submitted. It will, therefore, allow time for *you* to make necessary changes before the submission of the final copies for binding due by May 1. Rarely, if ever, are time extensions granted at this stage of the process for the reasons noted above. They must be submitted to the *registrar*, not to the faculty advisor. It must be a final draft, although they need not yet be on the quality of paper required in the Catalogue. *Please note that the body of your paper should be at least 100 pages long.*

Note: When you submit these copies, you must include the project fee and the outside reader fee (see Part 3 for details on these and other fees). And don't forget to include the signed plagiarism pledge.

I. Arrange for the oral "defense" of your project by March 15

This interview provides opportunity for you to interact with your advisor, second reader, and other members of the Practical Theology Department about your work. You will have to demonstrate expertise in your subject area, be able to explain the rationale for your ministry model, and defend the conclusions and recommendations that you have made as a result. This should be arranged to occur after the external reader report has been received, but no later than March 15. Ordinarily, the defense must be in person on campus. However, in extenuating circumstances, the interview can be accomplished through conference call (at the student's expense). This arrangement must be previously approved by the advisor and track coordinator.

J. Submit final copies for binding by May 1

After the oral defense, there will probably be some minor changes and additions required. If this is the case, the corrections must be made and three copies submitted for binding to the Registrar by May 1. The original manuscript must be on 20-weight 50% or 100% cotton content paper. Two duplicates may be clear photocopies. No holes should be punched in the pages, and the three copies should be submitted flat in a box which is well-protected to keep the pages from bending. *A student cannot graduate until the Librarian has approved the Research Project according to these standards.* The Librarian will sign on the last line only when satisfied that the project conforms to the format guidelines. No Research Project will be regarded as finally accepted until all signatories have signed the title page. Questions about format may be addressed to the Librarian.

NOTE: The Applied Research Project will not be accepted for review unless all other requirements of the program have been fulfilled. The student's academic responsibilities (including responsibility for Continuation Fees) continue until the Research Project has been fully and finally approved by the appropriate committee and the project has been sustained by the Practical Theology Department.

K. May graduation

Degrees are awarded at the Seminary commencement in May. Should you find it impossible to attend graduation because of distance or other factors, the degree may be received *in absentia*. However, the student must make such a request, with accompanying reasons, in writing to the Registrar. But who would want to miss such a celebration of thanksgiving to God after all the hard work you have completed!

3. What will my Applied Research Project Look like?

Ordinarily, the *body* of each project will consist of five or more chapters. The titles of the chapters should capture the content indicated below. Please note the other required pages and specifications in Appendix A.

Chapter 1: Introduction

In this chapter you will outline the nature of your subject, how it came to interest you, who you are writing to, and what you intend to accomplish in the work. You will also define key terms so that your reader will know exactly what you mean (and what you don't mean) when you use them. You will also need to communicate the delimitations of your work, i.e., what you are *not* intending to include or accomplish.

Chapter 2: Historical Precedents and Current Cultural Conditions

This chapter will review two important areas of research in which you will answer some basic questions about your subject area. This is similar to the literature review section of a standard dissertation. A common mistake in this section is to summarize and critique specific books or articles without bringing the material together into an organic whole.

Be alert to themes and trends.

Historical Precedents: What has been done about this particular problem in the past? Who has addressed this issue in the past? How was it approached? What was done? What was the result? What influence do these have on the current situation? What has happened in the past that shapes the way we think about this issue today? In this section you might be looking at Christian and secular literature.

Current Influences: What approaches are being taken to the problem now? What is being done and by whom? What are the influences that are either helpful or harmful in my area of interest?

Chapter 3: Biblical and Theological Foundations

In this chapter you will examine the biblical materials that relate to your subject. You will also consider the theological issues involved. What are the biblical principles that should guide our thinking about this problem?

Chapter 4: Ministry Model

After studying deeply about the problem, what is your solution? What are you going to actually say and do? There should be a clear connection between your ministry model and the problem or challenge you identified in your introduction. There should also be evidence that your ministry model flows from, or is connected to the bibliographical research that you completed in the two previous chapters.

Chapter 5: Results and Critique

What happened as a result of your ministry? In this chapter you want to show how people changed and discuss why they changed. Is the change attributable, in part, to your ministry, or could it be a result of other factors (such as people wanting to give you a good report). Be specific here. Describe what has happened to people. You could do post-tests, interviews with those who received your ministry, interviews with family and friends who are in a position to observe changes.

You will also be looking for ideas for improvement. Remember, your ministry model won't be perfect. Therefore, it is important to develop a means of critique and evaluation. You must consider how you can get feedback. What could you have done differently? What will you do differently in the future? What advice can you give to those who will use your work? Be willing to scrutinize your work.

Chapter 6: Conclusion

In this chapter you will pull everything together. First, you will evaluate the effectiveness of your ministry model. You must be objective and honest as you make this assessment. Second, you will make recommendations and suggestions that have arisen from your research and work concerning the problem. Conclude with a final summary.

Part 3:

Administrative Support and Financial Information

A. Administrative Support

Each participant in the D.Min. Pastoral track carries out his or her program with the advice, guidance, consultation, and evaluation of the following administrative support network.

1. The General Director of the Doctor of Ministry Program

The D.Min. General Director **Dr Edward Francis** functions as the major supervisor and administrator of the overall program. He is responsible for maintaining the integrity of the D.Min. program at a level above the minimum standard set by the Association of Theological Schools. He is available for consultation with D.Min. Students in the development of their project proposal.

2. Administrative Assistant to the Director of the Doctor of Ministry Program

The Administrative Assistant to the D.Min. Director administers the details of the D.Min. program. He mails course schedules and assignments for the modules, sends an annual worksheet update to inform the student as to the seminary's record of the student's progress, delivers manuals to students, and administers the Reformed Theology Exam.

3. First Reader, Faculty and YBC and BTA Academic Secretary

Your First Reader will be a natural source of information, but D.Min. students should free to consult and make use of other YBC faculty members in connection with the appropriate parts of the program. Background studies and/or chapters in the research project may be prepared with the advice of such faculty. Students can receive helpful information regarding bibliographical data, suggestions for exegetical and theological research, and supplementary historical studies from faculty members. You can use the YBC and BTA Academic Secretary as a way to contact the faculty.

4. The Outside Reader

If the Research Project is deemed acceptable by the first Faculty reader, it will be submitted for review to an individual who is unaffiliated with Westminster Seminary but is actively engaged in a ministry related to that covered by the Project. This outside reader must receive the Report no later than January 1, and must provide the first reader with an evaluation before February 1. The outside reader will review the project solely for the quality and clarity of the presentation. The outside reader will indicate clearly and specifically whether the work is of sufficient quality for the awarding of the Doctor of Ministry degree.

Taking into account the evaluation provided by this individual, and possible revisions made by the student, the Director of the D.Min. Program, in consultation with the Practical Theology Department will make a final decision regarding acceptance of the Research Project (pending final approval by the Librarian) by April 1 for the May graduation. A department or committee will not approve a Project contrary to the advice of the Librarian.

5. The YBC Registrar is your contact person for the following requests:

- a. Requests for time extensions to complete D.Min. Studies or for leave of absence from the program should be addressed directly to the Registrar. A copy of such a request should be sent to the student's advisor.
- b. No later than December 15 before the anticipated graduation date the following May, an original and two copies of the Applied Research Project must be submitted to the Registrar, NOT your faculty advisor. The Registrar will forward the copies to the faculty advisor. The project fee and external reader fee are also due at this time.
- c. The faculty advisor will be responsible to report the successful completion of the Oral Case Study and Oral Defense to the Registrar.
- d. After making final corrections, three final copies should be submitted to the *registrar no later than the May 1 before graduation.*

B. Other Support Available to D.Min Students

1. Library

The Seminary's full library resources are available to D.Min. Students. No I.D. cards are necessary to borrow books. Books may be loaned and circulated by mail to the student's working address. Please register with the library when you are onsite for your modules. Students should take time to examine the bound D.Min. projects on the oversize shelves on the second floor of the library.

2. Campus Bookstore

When course requirements are mailed for the modules, an order form will be included for purchasing books from the campus bookstore. A discount is available on virtually all titles, though shipping costs are the responsibility of the student. Orders can also be placed by phone (+919444468771), or at yeshcolbc@gmail.com

3. Messages

The seminary switchboard will receive telephone messages (+919994138772) and what's app messages if required of study materials and other e books but students are asked to keep these to a minimum.

4. Housing and Meals

Housing accommodations are available during summer modules. Please contact the office of the Dean of Students who will gladly help you with the details. Early communication with the office on such matters is important. There is no food service on campus.

5. YBC Media

YBC Media is the multi-media ministry of the seminary. They produce audiocassettes, videotapes, and other media presentations of professors, special lectures, and conferences. You may request a catalog by phone (+919994138772) or access materials through the seminary's email yeshcolbc@gmail.com

C. Financial Information

1. Modular with course Fees and registration fees for the Doctor of Ministry Program

Registration fees and first modular fees	INR 10000.00
Second modular and course fees.....	INR 10000.00
Third modular and course fees.....	INR 10000.00
Fourth modular and course fees.....	INR 10000.00
Dissertation and viva voce fees.....	INR 10000.00
Graduation fees.....	INR 6000.00

- **The First modular** and registration fees must be paid at the start of the course.
- **Continuation Fee** – due Sept. 1 of each year in which a module is not taken. (If project is submitted by the deadline and approved for that year’s graduation, one half of the continuation fee will be refunded).....INR 1000.00
- **Late Registration fee** – due when registering past the due date for registering for modules..... 1000.00

2. Special note about continuation fees: If the continuation fee is not received by the due date of September 1 for the first semester (or February 1 for the second semester), a late fee will be assessed. Failure to pay the continuation fee will result in an administrative withdrawal.

3. Late assignment fees: When assignment deadlines are missed (and no extension granted) there will be a INR 1000 late fee assessed. This fee will be for each requirement overdue one month beyond the due date for which no extension has been requested.

4. Project lenient Fees. Those who have not completed their dissertation on time their course validation will be extended up to three more academic years but each academic year they have to pay their lenient fees as Rs 10000 at the office.

5. Research Guide Fees. As each students receive their candidacy status they must choose their research guide and get approval from the academic department if not YBC academic depart will assign your project guide with a remuneration of Rs 12000 for the successful completion of their project.

To avoid paying this fee, please request an extension whenever it appears that you will not be able to make a requirement deadline (post-module assignments, for example).

Your extension request should be sent to the attention of the REGISTRAR who will then forward it to the appropriate individual(s). The Registrar’s office will notify the Business Office each month of students overdue in Academic Deadlines with no extension granted. They will note your account with the amount and send out a bill.

Should you have further questions please contact the Business Office (+919444468771) and please consult the seminary catalog for more detailed information?

Appendix A:

Guidelines for the Research Project

YBC Thesis and Dissertation Format Guidelines

A. BASIC GUIDELINES ¹

1. Turabian

The primary style guide for YBC theses, dissertations, and D.Min. projects (hereafter referred to collectively as “theses”) is Kate L. Turabian’s *Manual for Writers of Research Papers, Theses, and Dissertations*, 7th edition (University of Chicago Press, 2003). The thesis format and bibliographical guidelines of Turabian should be followed unless they are reversed, modified, or clarified by this document.

For problems or questions of format not covered by Turabian or this document, YBC thesis writers should follow *The Chicago Manual of Style*, 15th edition (University of Chicago Press, 2003).

2. SBL Handbook

Some departments require that you use *The SBL Handbook of Style for Ancient Near Eastern, Biblical, and Early Christian Studies* (Hendrickson Publishers, 1999), supplemented by Turabian. Please check with your advisor or department for more details.

Note: All departments use the SBL abbreviations for ancient texts and standard references, as described in Section F below.

3. Review of Citation

If you are unsure of any of the format requirements, be sure to check with the librarian BEFORE the final draft of your thesis is typed. If you would like assistance with citation, please see the Director of the YBC for Theological Writing (Library, first floor, room L-1). WORKS NOT CONFORMING TO THESE STANDARDS WILL BE REJECTED. SAMPLE PAGES MAY BE SENT TO THE LIBRARY DIRECTOR AT AN EARLY DATE FOR REVIEW.

¹ Students in the D. Min program should consult the Thesis Guidelines for D.Min Students for more information.

B. PAPER AND COPYING REQUIREMENTS

1. The thesis must be on unlined white 8 ½” x 11” twenty-pound bond paper with at least 50 percent rag content.

2. The font size must be 12 point for text; for footnotes and endnotes the font size may be as small as 10 point.

3. Two final copies of the thesis must be submitted. (Ph.D. and D.Min. students must submit three copies.) One of these must be the original manuscript. The other copy may be a photocopy from any copier that produces legible copies.

4. These should be submitted in the temporary spring-clamp binders that are available from the Registrar.

5. No compromises in the format of the thesis are permitted.

C. TITLE PAGE

See the below attached sheet for the required format of the title page.

D. PRELIMINARY PAGES

1. Order

Place the preliminary pages in the following order. Do not follow Turabian or the *SBL Handbook*.

- a. Title page
- b. Dedication (optional)
- c. Abstract (required for dissertations only)
- d. Table of Contents (see Turabian, pp. 387-88)
- e. List of Illustrations (optional, see Turabian, pp. 388-89)
- f. List of Tables (optional, see Turabian, pp. 388-89)
- g. List of Abbreviations (if needed, see Turabian for general format, pp. 389-90)
- h. Preface or Acknowledgements (optional)

2. Numbering

- a. Assign a number to every page. The preliminary pages should be numbered with lower-case roman numerals.
- b. Assign number “i” to the title page but do not type it on the title page.

E. MARGINS

The left margin **MUST** be 1½ inches, the other margins should be 1 inch.

Do not, for any reason, type anything in these margins. Margins of this size are needed so that the thesis can be properly bound.

F. ABBREVIATIONS

In the use of abbreviations in general, see Turabian, pp. 331-46. On the use of abbreviations in footnotes and the bibliography, see Turabian, pp. 146-47. If you are using the parenthetical citations-reference list style (author-date system), see Turabian, p. 221.

In many theses, numerous citations of standard works and major journals make it desirable to use abbreviations to cite them in the footnotes and in the bibliography.

For directions in the use of abbreviations in biblical areas, please consult *The SBL Handbook*, Chapter 8.

If you use abbreviations in your footnotes and/or bibliography, you must include a list of the abbreviations with the matching full titles in a “List of Abbreviations Used” in the preliminary pages of your thesis or dissertation. (Please see Section D1 above.)

In citing biblical texts, use the abbreviations for books of the Bible and other primary source Ancient Texts as found in Section 8.3 of *The SBL Handbook of Style*. Note that you are not to put a period after these abbreviations.

In citing secondary sources in certain journals, periodicals, major reference works and series please use the abbreviations found in Section 8.4 of *The SBL Handbook*.

G. FOOTNOTES AND BIBLIOGRAPHY

Depending on the preferences of your thesis advisor, you may use either of two methods of footnoting in your thesis. However, you must use one or the other correctly and consistently throughout your thesis.

Bibliography Style

This method of footnoting uses raised numbers in the text to indicate that a bibliographical or content footnote occurs at the bottom of the page. It has traditionally been used in the humanities and is described in detail in Turabian.

If you use this style of footnoting, you must do the following:

All footnotes must be placed at the bottom of the page as described in Turabian, pp. 152.

There is no other option.

When using “shortened references” (see Turabian pp. 154-55), use “author-title notes” (see template on pp. 156-57). Do not use “author-only notes.”

Use “Ibid” when appropriate and use it correctly. “Idem” is not used. Carefully study Turabian, pp. 155-57.

For references to encyclopedia and dictionary articles, the citation method for “Parts of Edited Collections” (see Turabian, pp.178-79) should be used. Follow the “author title” form for subsequent references, as described in item b above. Do not use the method found in Turabian, pp. 191-92.

Internet

For citing sources found in online databases, list the facts of publication, as described in Turabian, pp. 185, 193-94. Note: Provide the name of the database and a shortened version of the URL that is for the main page ONLY. Do not include the entire URL, as these are often very long and unusable by others.

Example of Full-text Journal Article from an Online Database:

N: 1Joseph H. Hellerman, “Purity and Nationalism in the Second Temple Literature: 1-2 Maccabees and Jubilees,” *Journal of the Evangelical Theological Society* 46, no. 3 (September 2003): 401-421, in First Search, <http://firstsearch.oclc.org/> (accessed September 21, 2007).

B: Hellerman, Joseph H. “Purity and Nationalism in the Second Temple Literature: 1-2 Maccabees and Jubilees.” *Journal of the Evangelical Theological Society* 46, no. 3 (September 2003). In First Search, <http://firstsearch.oclc.org/> (accessed September 21, 2007).

For citing other internet sources, including electronic books, journal articles, journals, newspapers, web sites, and weblogs, please consult the appropriate sections in Turabian, chapter 17.

Parenthetical Citations-Reference List Style (Author-Date System)

The parenthetical citations-reference list style (also known as the author-date system) embeds brief bibliographical information in parentheses in the text. This information refers the reader to a list of references (at the end of the thesis) for full bibliographic information.

The parenthetical citations-reference list style is outlined in Turabian, chapters 18 and 19. It is also described on pages 616-24 of the 15th edition of the *Chicago Manual of Style*. Those using this system should study these sections carefully. If you decide to use this style of citation, be certain to follow the additional guidelines found in “Using the Parenthetical Citations-Reference List Style (Author-Date System) at YBC,” which is attached.

H. D.MIN. PROJECT PROPOSAL

You must include the project proposal for your project as the first appendix. (On appendixes, see Turabian, pp. 399, 403). Pagination of the learning proposal should follow rules for numbering appendixes (see Turabian, p. 403).

I. VITA PAGE

The last page of the dissertation, thesis or project must include a *curriculum vita*. This page should not be numbered. The *vita* should include information about the author’s life (birth date, marriage), ordination and/or ecclesiastical membership, education (degrees, dates, thesis or dissertation titles), publications, and academic awards.

J. HONOR SYSTEM

In keeping with the policy in the catalogue governing the Seminary’s honor system, students will complete the attached “plagiarism pledge,” one copy of which will be kept on file.

YESHCOL BIBLE COLLEGE -PLAGIARISM PLEDGE

I understand and have not violated the Seminary’s position on plagiarism.

(Sign name) _____

(Print name) _____

(Date) _____

This pledge is to be submitted *to the registrar* with each project, thesis and dissertation.

Appendix B:
Worksheet for Completing the Program
(This has to be filled in before the graduation)

DOCTOR OF MINISTRY

Name: _____ Reader/Advisor: _____

Initial Registration _____

A candidate must take required modules PM 1, PM 2, PM 3, and PM 4 .

4 MODULES (to be completed within 3 years of initial registration)

Date _____ Completed Grade _____

PM 1: Biblical Studies and Interpretation _____

Learning skills in Biblical studies and interpretation; _____
Curriculum Training

Date _____ Completed Grade _____

PM 2: Christian Theology and Education; _____

Skills in Theology & applied Theology; _____
Curriculum Training

Date _____ Completed Grade _____

PM 3: Pastoral Psychology and Counseling; _____

Skills in Counseling in the Local Church within and outside _____

Date _____ Completed Grade _____

PM 4: Christian apologetics and mission _____

Skills in defending our faith _____

DISSERTATION SUBMISSION

Project Proposal (to be approved within 6 months after _____ completion
of the last module: 3 signed copies to Registrar)

Submit Project (due to Registrar by December 15 _____ before graduation)

Project Defense _____ (schedule to occur before March 15)

Final 3 Copies Submitted _____ (due by May 1)

Graduation _____

QUALIFYING VIVA VOCE

Biblical Studies _____

Applied Theology _____

Sample Project Proposal Title Page

“Name of Project”

By your name

A Project Proposal Submitted to the Faculty of
Yeshcol Bible College in Partial Fulfillment of the
Requirements for the Degree DOCTOR OF MINISTRY
2021

Faculty Advisor: _____ name of faculty member

Faculty Advisor: _____ name of faculty member

Student’s Name: _____ name of student

Date: _____

FIRST LINE OF PROJECT TITLE, TWO INCHES FROM THE TOP OF PAGE

SUBTITLE (IF ANY) by

Author Name or “Project”

A Thesis Submitted to the Faculty of
Yeshcol Bible College
in Partial Fulfillment of the
Requirements for the Degree
DOCTOR OF MINISTRY
2021

Faculty Advisor: _____

Typed Name

Second Faculty Reader: _____

Typed Name

Director of the D.Min Program: _____

Typed Name

Librarian: _____

Typed Name