
HANDBOOK

DOCTOR OF MINISTRY PROGRAM *Preaching In the Practice of Ministry*

2007-2008

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Doctor of Ministry Program

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PREFACE

This handbook provides an official guide to the Iliff School of Theology's Doctor of Ministry: Preaching in the Practice of Ministry Program. It is designed to aid students, advisors, and the Advisory Committee in making plans and decisions. Students and/or Advisory Committee members should consult the Director if there are questions of interpretation concerning requirements or procedures.

Each Doctor of Ministry student and appropriate faculty and staff should have a current copy of this handbook and whatever supplements or revisions to it that may be issued. Copies of the current handbook and supplements are available in the Doctor of Ministry Office.

The Doctor of Ministry Program reserves the right to change the fees, rules, and calendars regulating admission and registration; to change requirements and regulations governing graduation from the Doctor of Ministry Program; and to change other regulations affecting the student body. Such changes are effective whenever so determined. Moreover, the contents of this document are subject to change from time to time without notice or obligation. Students who matriculate in this academic year must meet the curricular requirements as specified herein. Students entering earlier must meet the curricular requirements set forth in the handbook of the year of their matriculation.

In addition, students are responsible for policies and procedures relevant to Doctor of Ministry students that are stated in the catalogs and/or handbooks of the Iliff School of Theology. These documents are available either from the Iliff School of Theology's Admissions or Doctor of Ministry Offices. It is the student's responsibility to secure these documents and become familiar with them.

Participation in student and academic governance, such as search committees, institutional task forces, position reviews, and faculty evaluations may be available upon invitation in accordance with institution protocols.

ILIFF COMMUNITY COVENANT

Preamble

The covenant for community is an effort to live out the vision and mission of the Iliff School of Theology and to embody the values expressed therein. As members of the Iliff community, we aspire to abide by the processes set forth in our respective handbooks (students, trustees, faculty, staff) and the principles of interaction outlined below.

Covenant

As a member of the Iliff community, I covenant:

- To respect the worth and dignity of every human person, and the value of all creation.
- To commit myself to always act with integrity. To nurture my own and others' potential. To respect divergent viewpoints in an effort to establish community. To encourage a challenging intellectual environment through the cultivation of critical reflection, curiosity, creativity, and a sense of adventure.
- To encourage openness to transformation by learning through open, honest, and respectful dialogue with one another.
- To honor the critical importance of receiving an education of enduring worth and value through The Iliff School of Theology. To hold myself accountable for my own growth, as an individual and a professional. To honor the rights of others to receive that education and to respect their personal and professional growth.
- To form a diverse community that respects and empowers one another and seeks to serve others. To strive to make Iliff a place that cultivates justice and peace in local and global contexts.
- To treat those inside and outside of the Iliff community with respect. To seek reconciliation when I offend or am offended.
- To behave in a way that supports and advances the mission of the school. To keep in mind the needs of the Iliff community and to clearly distinguish when I speak for myself and when I speak for the institution.



General Philosophy of the Doctor of Ministry Program

The Doctor of Ministry is an advanced professional degree program. It holds in dialogue the practice of ministry and academic theological reflection so that the two are mutually illuminating, each helping with the work of the other and each raising critical issues for the other. Once the degree is completed, the dialogue continues in

the ongoing development of the graduate's ministry and in an ever deepening understanding of the resources, the meaning and the possibilities of professional ministry.

Changing contexts have continually reshaped the principles and practice of homiletics. The Iliff Doctor of Ministry Program, **Preaching in the Practice of Ministry**, is built on the conviction that we are at a critical point of transformation in the church's history. There is a need not simply to improve preaching skills already in use, but there is also an urgent need to rethink our theological understanding of preaching, and to consider the implications of this theological reconstruction for the creation, delivery and experiencing of sermons by the congregation.

This degree locates preaching within the framework of ministerial practice as it relates to other arts of ministry (e.g., Christian education, congregational studies, pastoral care and counseling, worship) as well as the disciplines of theology, biblical studies and ethics.

Our doctoral program is open to a variety of theological, cultural and methodological perspectives. Homiletics is a rigorous academic discipline. It is equally a spiritual discipline that demands passion and commitment to the truth that one proclaims.

EDUCATIONAL GOALS FOR DOCTOR OF MINISTRY

The program at Iliff is designed to educate students in three major areas of homiletical theory and practice:

I: Theological Reflection

Doctor of Ministry participants will cultivate disciplines and tools necessary for lifelong theological reflection in the practice of ministry

Objectives:

- A. Students will articulate how their theology is evident in the content and style of their preaching.
- B. Students will deepen the theology of preaching that informs their development of sermons and worship services.
- C. Each student will propose a covenant for lifelong learning and theological reflection.

II: Analytical Skills and Theoretical Approaches

Doctor of Ministry participants will develop theoretical knowledge and analytical skills that enable them to engage in, contribute to, and advance the study and practice of preaching.

Objectives:

- A. Students will be introduced to diverse homiletical theories with attention to how they illumine their context of ministry.
- B. Students will acquire competencies in cognate disciplines that inform the field of homiletics.
- C. Students will develop research skills appropriate for doctoral level work.

III: Preaching in Context

Doctor of Ministry participants will refine their competencies in the art of preaching in the contexts of congregation, denomination, and community.

Objectives:

- A. Each student will deepen self-understanding and the appropriate engagement of the self in preaching and the practice of ministry.
- B. Each student will strengthen assessment skills that allow the preacher to understand more clearly how congregations contribute to, experience, and respond to sermons.
- C. Each student will cultivate skills for cross-cultural communication.

ADMISSIONS

Admission to the program is based upon certain criteria and depends upon the approval of all full-time Iliff faculty in homiletics. Admission requirements and criteria include:

- an MDiv degree from an ATS approved program or its equivalent, such as an MAR plus substantial pastoral experience beyond the three years that is the usual requirement for those having the M Div.
- at least three years of post-Master of Divinity experience in ministry
- a capacity for mature theological reflection
- an eagerness to learn
- a willingness to engage with peers
- openness to learning in a community of diverse cultural and theological perspectives. Such openness means respecting the full humanity of everyone in the program even while disagreeing with their position.
- clear self-direction
- a sound record of academic achievement (normally a cumulative GPA of 3.0 on a 4.0 scale in a Master of Divinity, or equivalent degree, is required for admission to the Doctor of Ministry program)
- an ability to articulate questions and concerns brought to the program

In addition to a completed application form, applicants will provide:

- transcripts from post-graduate programs
- the names of references (academic, ecclesiastical, congregational, personal)
- a personal statement outlining why the candidate is seeking admission to this particular program.

The admissions process may involve an interview with the Director of the DMin program and/or the other permanent homiletics faculty. Once admitted, a candidate has one year to matriculate into the program. Following that, a new application is required. Under extenuating circumstances this policy may be waived, but only at the discretion of the Director.

International Students

For students whose first language is not English, a minimum TOEFL score of 550 (213 computer based) or IELTS score of 79 is required for admission. This may be waived for students who have completed a post-secondary degree at an institution in which the primary language of instruction is English. A personal interview with the homiletics faculty may be requested prior to making a determination on acceptance in the program.

TRANSFER OF CREDITS FROM OTHER PROGRAMS

Transfer of credit from another program is not automatic. Students in the program may petition the Director of the program to transfer no more than eight hours of previous work (four hours in homiletics and four hours in other elective disciplines).

- The course(s) must have been taken at an ATS approved school no more than two years prior to entering the Iliff DMin program, and they cannot be courses that counted toward the MDiv.
- The course must have been at an advanced level: the equivalent of a 3000 or above course at Iliff.
- The student must have received at least a 3.0 or B grade in the course.
- The petition for credit for each course should include a one page, double-spaced summation of topics covered, major learnings and their relevance to homiletics.
- If necessary, the process may involve a conversation with the Director of the DMin program and/or the other permanent homiletics faculty.

Courses taken at Iliff prior to admission to the DMin program must meet the same requirements as those from other institutions.

COURSE OF STUDY

The Doctor of Ministry requires forty-four quarter hours, distributed in the following manner:

| | |
|--------------------------------------|----------------|
| Assessment Seminar | 1 hour |
| • Sermon formation & feedback groups | 1 hour * |
| • Sermon reviews | 1 hour |
| Three Colloquia | 9 hours |
| Library Research Methods | 2 hours + |
| Preaching electives | 14 hours |
| Other electives | 12 hours # |
| Project | <u>4 hours</u> |
| Total | 44 hours |

*Students will receive instruction in how to form, teach and lead these groups in their home ministerial settings.

+ Normally taken June of the 2nd year

These may include related theological disciplines and/or more homiletics courses

Students will normally complete the degree in no less than three years and no more than six years after the date of matriculation, as calculated from the time of their first assessment to the latest graduation date in August. Students may petition for an extension beyond the six-year limit for extraordinary circumstances. Such a petition must include a plan for completion of the program within a limited time period.

Students in the Doctor of Ministry program may take up to 48 credit hours without additional charge. Beyond this limit, course credits will be assessed at the master's level tuition rate.

Required courses (e.g., DMin Colloquia, Library Research Methods) will be offered during Iliff Summer School sessions.

The Assessment Seminar will be offered immediately preceding the summer course offerings. It may also be offered at one other point in the year as the need arises. The Assessment Seminar will include 10 contact hours: nine hours meeting with peers, which will include orientation to the philosophy and methods of the program, and one hour individually with the Director, who may sometimes be joined with other core faculty.

Iliff full-time and adjunct faculty will offer electives during both the summer and the academic year (September – May). Students who are able to do so may enroll in courses offered during the academic year. Electives must be taken from upper level courses (3000 level). Students may enter Ph.D. courses (4000 level) after consultation with the Director of the Doctor of Ministry program and the instructor of those courses.

Assessment

Early in this course of study each student will participate in a one hour Assessment Seminar (10 contact hours).

As part of this assessment each student will meet with the Director of the Doctor of Ministry program to assess the following:

1. The candidate's ministry, based on written evaluation offered by members of the candidate's congregation and/or judicatory body
2. The candidate's self evaluation of needs, concerns and interests
3. The candidate's vocational plans and understandings
4. The candidate's proposed course of study
5. The candidate's preliminary ideas for a project or thesis
6. A video recording of one sermon by the candidate

A packet of the six items listed above is due to the Program Administrator by May 15, which will then be reviewed by the Director before the assessment seminar.

Drawing upon the Assessment Seminar and the initial conversation with the Director of the program, each student will develop concrete learning goals that will become the basis for ongoing assessment throughout the course of study. These are to be submitted in writing by the student to the Program Administrator by August 31, for review by the Director following the first summer session.

Other assessments of students by themselves, their peers, their congregations and the faculty will occur through a variety of processes.

The objectives found in the first goal of the program will be met through course work, consultations with the Director, conversations with peers in the Colloquia, and through Sermon Formation and Feedback groups in the student's ministerial setting.

Assessing the development of analytical skills and theoretical knowledge will occur as students take courses in homiletics and related disciplines. They will also be encouraged to participate in professional societies, including the possible presentation of papers at The Academy of Homiletics and the submission of articles based on their research to appropriate journals in the field.

Refining competencies in preaching in the context of ministry will be assessed through the submission of video recordings for review by faculty (described in detail below), through consultation with the Formation and Sermon Feedback Committee in one's local congregation, and the development of peer groups for sermon feedback. In addition, the Assessment seminar will provide an opportunity for students to focus learning goals in this area.

Doctor Of Ministry Plenary And Peer Colloquia

A Doctor of Ministry Colloquium will be offered each summer, normally the week before regular summer school classes begin. Students are required to take each of the three colloquia. The goals for the Colloquium follow those stated above. Each colloquium will consist of two parts: plenary and peer colloquy. The plenary will include all Doctor of Ministry students and will cover three topics in rotation: The Preacher as Self and the Congregation (DMIN 4020); Theories and Theologies of Preaching (DMIN 4030), and Hermeneutics for Preaching (DMIN 4040). Students will be divided into peer groups during the peer colloquy (first, second, and third year). These sessions will focus on issues of preaching in context for the first two years, and research and writing for the thesis project in the third.

Sermon Formation and Feedback Groups

Students will establish a Sermon Formation and Feedback group in their context for ministry. This group would normally consist of four to five members of the congregation or institution that the student serves. The members of the group would ideally represent a cross section of the congregation in age, gender, background and theology, and they would be persons who regularly are present to see and hear the preacher preaching.

See the protocol on Evaluation of Preaching: Problems and Principles, found at the back of this handbook, for principles that will guide the Formation and Feedback group so that their responses are helpful to the preacher.

The student will make a covenant with the group that will include:

1. Their commitment to meeting five times a year for two years for a total of ten sessions to evaluate how well the student is moving toward the accomplishment of the student's goals.
2. During the initial meeting in the student's home context, the student will teach the Formation and Feedback Group helpful ways to contribute to the preacher's development. The peer colloquy at Iliff will have led students through this process so they can introduce it to the group at home.
3. The student also will present to the initial meeting of the Formation and Feedback Group a list of specific goals for the student's preaching that will have been developed on the basis of the assessment seminar and peer colloquy.

Submission of Sermons on Electronic Media from a Student's Ministry Context

First Year

Following their first summer session, students will, in the course of the next year, send to the PA for review by a member of the core preaching faculty three recorded sermons on electronic media

(CD, VCR, DVD) from their ministry context. Students may not submit audiotapes. The student will include with each video recording an assessment that offers the following:

- her or his own self-evaluation
- a report on the responses received from the Sermon Formation and Feedback group
- a set of issues or questions that have arisen in the preparation, performance and discussion of the sermon that can provide living work samples for the summer Colloquium.

A new video recorded sermon is due in the Program Administrator's office by each of the following dates:

- November 5
- February 1
- a week after Easter

Earlier submissions are fine, but there should be at least two months between each submission. The faculty member will then respond to this material.

Second Year

During the second year, instead of a video recorded sermon, students will submit a one or two-page sermon evaluation report from their feedback group on the same dates:

- November 5
- February 1
- a week after Easter

A four-page final essay is due in the Program Administrator's office by May 15 for review by the Director. Copies of the three written responses to the sermons should be included with the essay. Also, bring a copy of your essay to the colloquium so that you can share from it in group discussion.

For detailed instructions on preparing this essay see "Responding to A Preacher's Sermon" under Protocols for the Doctor of Ministry Program (pp. 20-21 of this Handbook).

Library Research Methods Seminar

Students are required to participate in a Library Research Methods seminar (utilizing library written and digital resources) before the end of their second year. The seminar will enable students to resource their preaching through various forms of research. Included in this seminar will be utilization of the Internet, the Web, the student's local library, and other resources available for research.

Requirements and Electives

The following are required:

| | |
|--------------------------------------|---------|
| Assessment seminar | 1 hour |
| Sermon formation and feedback groups | 1 hour |
| Group reviews | 1 hour |
| Colloquia (3) | 9 hours |
| Research Methods | 2 hours |
| Project | 4 hours |

The total course hours in preaching (not counting the assessment seminar, colloquia, and research methods) must equal 14.

In addition, students are to take 12 other hours of elective courses. Although some of these electives may be in preaching, we encourage students to consider cognate fields that contribute to the development of homiletics; for example: sociology of religion, pastoral care, worship, theology, biblical interpretation, hymnody, cultural and media studies.

As with other electives, all courses must be taken at the level of 3000 or 4000 (with permission of the instructor). Independent studies can be arranged at the discretion of individual faculty members.

Specialized Study for the Doctor of Ministry

Students in the doctor of ministry program may with the permission of their advisor and the instructor in a course sign up for a master's level course providing they fill the following requirements: regular attendance, full preparation and participation in all class sessions PLUS a significant piece of work that reflects the advanced nature of the Doctor of Ministry degree. Such work would normally include a substantial paper that draws upon both the course and the research of the student. Normally a student will not exceed earning 6 credit hours toward the Doctor of Ministry degree under this arrangement.

Degree Candidacy

The Doctor of Ministry Degree Candidacy recognizes the completion of all course work except the third Colloquium and the Thesis Project Seminar.

Admission to degree candidacy is based on a careful review of the student's academic program. The Director conducts the interview. If the prognosis is not favorable for the student's successful completion of the Program, the Director should seriously consider the termination of the student's studies at this point.

Student Portfolio

In preparation for the Degree Candidacy Interview, the student prepares a portfolio containing the following:

- a. Copy of the Student's Learning Goals
- b. Evidence of completion of all incompletes and outstanding work in progress
- c. Student's Revised Thesis Project Proposal
- d. Student's Writing Sample. This may be a paper presented previously in class that demonstrates the student's capacity to write clearly and cogently, and to research and document results
- e. Statement from the Student's Advisor asserting student's readiness to proceed
- f. Statement from the Program Administrator affirming student's coursework completion
- g. Completed Degree Checklist Form
- h. Copy of the Student's Academic Record
- i. Petition for Degree Candidacy Form

The student should complete the petition for degree candidacy in consultation with the advisor. All courses, including all transfer courses should be identified by a recognizable title on the academic record. After the advisor has approved the petition, it is sent to the Director for approval or disapproval based on the following:

- a. the removal of any deficiencies cited in the preliminary interview

- b. completion of not fewer than 25 credit hours including a maximum of eight transfer hours. The student's grade point average must be at least 3.0 for admission to degree candidacy. No grade lower than B- may be counted toward the minimum 44 credit hours required for completion of the degree.

The Director will review the petition for degree candidacy for approval and report the result to the student. Only students admitted to candidacy will be allowed to continue in the DMin program.

Degree Candidacy indicates that a student is prepared and has been approved to work on a doctoral project.

See the end of this handbook for the protocols for the development of the Doctor of Ministry Project.

Incremental Progress

Students are expected to make regular and sustained incremental progress toward meeting the requirements of their degree. Such progress is determined within certain guidelines for both full and part-time students. Students who are planning to complete the Program in three years need to complete a minimum of sixteen credit hours during their first year, and fourteen credit hours per year in their second and third years. Students intending to remain in the program the full six years must complete a minimum of seven and a maximum of eight credit hours per year. (NB: Students remaining in the program beyond the first three years are subject to a "program continuance fee," charged annually starting in their fourth summer.) Coursework that remains Incomplete or In Progress after the end of an academic year cannot be considered in determining incremental progress. Students who have completed their forty credit hours in coursework and have only the four credit project remaining may satisfy the incremental progress requirement by providing the director with satisfactory evidence supporting such progress in the form of printed or electronic documentation, and completing a Certification of DMin Student Status Form to indicate the amount of time they are devoting to preparing for and/or working on their Doctor of Ministry project. **Certification of DMin Student Status Form must be submitted to the Program Administrator no later than the first week of each quarter.** (See Appendix C of this Handbook for a copy of this form.)

Students must be admitted to Degree Candidacy no later than four quarters from the time of the last course taken (including summer quarters). Project proposals must be approved within four quarters of admission to Degree Candidacy, or no later than the spring quarter of the student's sixth year in the Program, whichever comes first.

Academic Standards

Students who have met academic requirements and Program financial obligations are in good standing. Grade reports, transcripts, certification of attendance, and diplomas are withheld until all requirements and obligations have been met.

In order to maintain good academic standing, students must have a 3.0 GPA. If a student's GPA falls below 3.0, the advisor will be notified and the student will be placed on academic and financial probation. If the GPA continues below 3.0 for three consecutive quarters, the Director will be notified, the students will continue on academic probation, and the student will be placed on financial aid suspension. If the GPA continues below 3.0 for one full year, the student will normally be dismissed from the Program.

Academic Integrity and Honesty in Homiletical Practice

Students in the Doctor of Ministry Program are expected to conduct themselves according to recognized standards for academic integrity and honesty in homiletical practice. Violations of standards for academic honesty include, but are not limited to, the following examples: submitting a paper or sermon written entirely or in part by another person; failure to cite—via footnote or other specific citation—the words, ideas or research findings of someone other than the author; multiple submission, submitting the same paper for credit in two different classes; the use of unauthorized aids or assistance during an examination; unacknowledged editorial help in work on a thesis project.

Should these standards be violated, students are subject to various forms of academic discipline, e.g., failure of a course, dismissal from the Program. The relevant professor(s) and the Director make decisions concerning allegations of academic dishonesty and appropriate discipline conjointly. Appeals concerning decisions will be made to the Director. All recommendations for dismissal from the Program must be reviewed and approved by the Director. (See Section III. of the *Iliff Masters Student Handbook*.)

Two Different Tracks for Completing the Degree

There are two possible tracks to complete the degree.

One is taken exclusively through summer school and independent studies that are done off campus.

The other track, suitable for those closer to the Denver area, uses courses from both summer school and the regular academic year (September through May).

Summer School Track

Summer of year 1 (4 weeks)

- Assessment
- Colloquium
- Preaching course(s)
- Other electives

Fall/Winter/Spring of year 1

- Independent study off campus

Summer of year 2 (3-4 weeks)

- Research Methods
- Colloquium
- Preaching course(s)
- Other electives

Fall/Winter/Spring of year 2

- Project related independent study

Summer of year 3 (3 weeks)

- Colloquium and project
- Preaching course(s)
- Other electives

Fall/Winter of year 3

- Completion of project

Spring of year 3

- Apply to the office of the registrar for graduation
- Final evaluation
- Graduation
- Setting up covenant for life time learning

Academic Year Track

Year 1

- Summer: assessment and colloquium
- Regular school year: preaching course(s) and other electives

Year 2

- Summer: research methods and colloquium
- Regular school year: preaching course(s) and other electives
- Project related independent study

Year 3

- Summer: colloquium and project
- Regular school year: preaching course(s) and other electives, completion of project
- Apply to the office of the registrar for graduation
- Final evaluation
- Graduation
- Setting up covenant for life time learning

Evaluations of Students in Program

Evaluations, written and oral, will include:

- self-evaluation by the student that is given to the instructors
- evaluation provided by peers in the program
- evaluation provided by the instructors
- evaluation provided by lay committees
- evaluation provided by ecclesiastical supervisor(s) or peers

The usual Iliff grading system is used.

| | |
|-----------|-----------|
| A = 4.0 | C+ = 2.25 |
| A- = 3.75 | C = 2.0 |
| B+ = 3.25 | C- = 1.75 |
| B = 3.0 | D+ = 1.25 |
| B- = 2.75 | D = 1.0 |
| | F = 0.0 |

A grade of B- is the lowest acceptable grade to receive credit toward the Doctor of Ministry degree, and a GPA of 3.0 is the minimal average for admission to degree candidacy.

Courses may not be taken pass/fail [P/F] to count toward the Doctor of Ministry degree, except for those courses which are officially designated P/F such as: the assessment seminar, the research methods, the sermon formation and feedback groups, and the colloquium when taught by an outside instructor.

Deadlines for Assignments

Students attending summer sessions are expected to have completed all readings and preparations by the opening of class on campus.

Due dates for final assignments for courses are listed in the syllabi. Because summer DMin courses usually allow a month or more after the class has finished meeting to complete the final assignment, students will receive temporarily an IP, "In Progress," grade until the instructor has received and given a final mark for the course.

ONGOING REGISTRATION REQUIREMENT

To maintain active student status, each and every quarter during the academic year (fall, winter, spring), DMin students must register for a course (or re-register zero hours for a course in progress). DMin courses that require a full academic year to complete (DMin 4012, DMin 4022, Independent Study, Project) are registered for in the fall, and then re-registered at zero "0" hours in the winter and spring.

IN PROGRESS COURSES

The grade IP (In Progress) denotes academic work that is in progress at the end of the quarter. IP designates work originally scheduled to cover more than one quarter. Courses in this category (such as Sermon Formation, Sermon Review, Project, Independent Study) shall be completed at the end of the third quarter unless approval is given for an extension to the maximum of four quarters.

At the conclusion of an academic year, an In Progress course that has not received a grade will be changed to an Incomplete. Incompletes automatically turn into failing grades after four quarters (one calendar year).


INCOMPLETE COURSES

Faculty will clarify at the beginning of each quarter whether or not they will accept Incompletes in special circumstances. If faculty choose not to allow Incompletes for any reason, it should be stated on the syllabus. Please note that an Incomplete given by an instructor without the appropriate form is recorded on the transcript as an "F."

If Incompletes are allowed, the following procedures will be followed:

- A. The request must be made in writing to the Director of the D Min program two weeks prior to the final due date for the course, using an incomplete request form available from the Office of the Registrar. The request must give reasonable grounds for seeking an extension. If the D Min director approves the extension, then he will forward his approval to the registrar with copies sent to the student and instructor.
- B. When the work is completed, the student must turn the work in to the registrar who will forward it to the instructor. The instructor will submit the grade to the registrar normally by the end of the quarter in which the work is submitted. The registrar will then send a note to the student about payment of fees to the Business Office (\$20 per incomplete) and notify the D Min director that the work is finished.

- C. Incompletes automatically turn into failing grades after one calendar year beyond the original due date. The latest time to turn in incomplete work is two weeks before that date. **Extensions will not be given for Incompletes beyond the one year.**
- D. Normally, students with 3 or more credits of outstanding Incompletes at one time will not be allowed to register.
- E. Courses in which an Incomplete has been granted but not yet completed are not included in the student's GPA calculations.

The latest time to turn in incomplete work is the last day of class of the fourth quarter. See the Academic Calendar on the Iliff website for dates. Extensions will not be given for Incompletes beyond the established four quarters. When the work is completed, the student must turn the work in to the Program Administrator who will forward it to the student's instructor/advisor. The instructor/advisor will submit the grade to the registrar normally by the end of the quarter in which the work is submitted. The Business Office will bill students (\$20 per incomplete) for the fee. After one year an Incomplete automatically becomes an "F" 

FAILURE TO REGISTER

A DMin student who fails to register during the registration period and does not contact their advisor or the Program Administrator regarding their registration for more than two quarters will be institutionally withdrawn.

WITHDRAW PASSING/FAILING

For quarter long classes (10 Weeks)

If a student must withdraw from a course after the second week of the quarter, the student will receive either a grade of WP (Withdrawn Passing) or WF (Withdrawn Failing).

A WP may be given when illness or other emergency situation is judged by the instructor and the dean to warrant the grade. To receive a WP students must be passing at the time of the withdrawal and the withdrawal must be requested before the end of the sixth week of the quarter. WPs are not included in GPA calculations.

A WF may be recorded in cases of suspension due to absences from class, when a class is dropped after the deadline, as part of a disciplinary action, or if current work is unsatisfactory at the time of the drop. Grades of WF enter into GPA calculations.

For summer intensive classes

In the case of intensive D Min summer courses students may for good cause (e.g. illness, pastoral emergency) withdraw from a course and receive a WP.

A WF may be recorded because of absences from class, as part of a disciplinary action, or if current work is unsatisfactory at the time of the drop.

The impact on the transcript is the same as if the course were a full quarter course.

PROBATIONARY STATUS

A student in the Doctor of Ministry program whose GPA falls below the requisite 3.0 average will be placed on probationary status, and will be given 12 credit hours to bring their GPA back to the 3.0 minimum. At the end of the probationary period, the Director will review the student's progress and recommend to remove or continue the probation or to take action to suspend the student from the program.

STUDENT REQUESTS FOR DEFERRALS OR WITHDRAWAL FROM THE PROGRAM

Students may choose not to register for courses if they have requested and been granted a deferral from the director. Such students are required to pay the continuance fee. Deferrals will not normally be granted for more than one academic year. The period during which a student is on deferral does not apply to the six-year limit for completion of the degree requirements. Deferrals from the Program will normally be granted only during the coursework phase of the Program. See Section below concerning maximum length of time allowed for completion of the Program.

Students who find it necessary to withdraw from the Doctor of Ministry Program must provide written notification of withdrawal to the Director. The Doctor of Ministry Office will notify the appropriate Iliff institutional offices of the date of the student's withdrawal from the Program.

Federal Loan and Deferral Status: Students on program continuance or deferral are not eligible for in-school deferment status and will go into their grace period or repayment of outstanding student loan debt.

EXTENSION OF DEADLINE FOR COMPLETING DEGREE REQUIREMENT

Students are expected to complete their work in the Doctor of Ministry Program within six calendar years of their matriculation date. Students finding themselves unable to meet this deadline may ask for up to two one-year extensions. Such extensions will be granted at the discretion of the director only during the project research and writing phase of the program and require that the student provide substantiation of current and ongoing project research at the time he or she applies for each year of extension. Such requests will require a written statement of verification from the student's advisor as well as signature approval both by the student's advisor and the director.

Normally, no student will be allowed more than eight years, including any deferrals or extensions, from the time of the first course taken to complete his/her work in the Doctor of Ministry Program, i.e., no more than two years of deferral or extensions will be granted during a student's program of student in the Doctor of Ministry Program. The Director will not consider any extension beyond the eight-year period unless three-fourths to a full draft of the project has been completed at the time of the request for an extension. If granted, such an extraordinary extension will normally be only for one additional quarter. Any student who has successfully requested and been granted an extension into the seventh or eighth year from his/her date of matriculation must register and pay a fee equivalent to one quarter credit hour at the current master's level tuition rate for each extension year.

DOCTOR OF MINISTRY PROJECT (DMIN 4595)

Each student must successfully complete a project to fulfill the requirements for the program. The project shall demonstrate the candidate's ability to integrate theory and practice through preaching in a reflective and professional manner. The candidate will receive four hours of credit for the project. See the end of this handbook for project protocols. For instructions on preparing and formatting the document see Appendix B.

Registering for the DMin Project

Upon completion of the third summer colloquium, normally in the student's third year, the student is ready to begin writing his or her thesis project. In the fall quarter following the student's third summer, and for every fall quarter thereafter until the project is completed or the student has reached the maximum allowable time in the program, the student must register for a minimum of one and a maximum of four credit hours for the DMin Project (DMin 4595). Depending upon how much progress the student feels he or she will make toward finishing the project and completing the program during that academic year, he or she will register from between one to four credit hours. A student may register for the maximum four credit hours only if he or she anticipates meeting the deadlines for a spring graduation; to wit, that he or she is already well along with the research and writing of the project, and has provided the director with substantiating evidence of such progress. Otherwise, students entering the writing phase of the thesis project are required to register for one- to two-credit hours for this course (DMin 4595) each fall quarter until attaining the maximum four-credit hours.

Final Oral Assessment

Two copies of the project will be sent to the Program Administrator for review by the Director of the Doctor of Ministry who will then forward the project to the second reader for evaluation. Within six weeks of receipt of the project, and in consultation with the second reader, the Director of the Doctor of Ministry program will declare the project is passing or incomplete. If the project is incomplete the Director of the Doctor of Ministry program will respond in writing to the student outlining the steps that must be taken to complete the project.

Final Oral Evaluation

A final oral evaluation of the candidate's qualifications for the degree will be held when the Director of the Doctor of Ministry program certifies that: 1) the candidate has completed forty-four hours of credit and 2) the written project has been approved.

The final oral evaluation will include the student, the Director of the Doctor of Ministry program, the second reader of the project, and one other person. This person must be one of the following (the list is in order of preference):

- an ecclesiastical supervisor
- a staff colleague
- a peer in ministry

In preparation for the Final Evaluation, the candidate will prepare a written (six to eight pages double-spaced) and oral presentation of the following:

1. The candidate's self-evaluation
2. The candidate's evaluation of the program and its place in the candidate's understanding of ministry
3. The candidate's theological understanding and model of ministry

Eight weeks in advance of the final evaluation, the student will submit a list of six persons, familiar with the candidate's ministry from whom the Director can request two or more written evaluations of the candidate's competence in the practice of ministry. For each name submitted the student should include the person's snail mail address, phone number and email (where possible). The list should include representatives of the following:

- ecclesiastical supervisor
- at least three lay persons familiar with the candidate's ministry
- staff colleagues
- a peer in ministry

The Director will then give the evaluation forms to the evaluators, who will send their evaluations in a sealed envelope to the Director.

CALENDAR OF ASSIGNMENTS AND CHECK POINTS

Year 1:

Two-Day Assessment Seminar taken in June.

By May 15, students taking the assessment seminar in June will submit the following materials:

- A written evaluation of the candidate's ministry offered by members of the candidate's congregation and/or judicatory body
- The candidate's self evaluation of needs, concerns and interests
- The candidate's proposed course of study
- The candidate's preliminary ideas for a project or thesis
- A video recording of one sermon by the candidate.

For students taking courses during the regular academic year (September-May)

Register and take courses as directed by the catalogue.

April 1 students register for summer courses and receive syllabi, including book lists and assignments

May 15 submit:

- A written evaluation of the candidate's ministry offered by members of the candidate's congregation and/or judicatory body
- The candidate's self evaluation of needs, concerns and interests
- The candidate's vocational plans and understandings
- The candidate's proposed course of study
- The candidate's preliminary ideas for a project or thesis
- A video recording of one sermon by the candidate

By arrival on campus for summer session: all assignments that are required in preparation for courses should be completed.

Before the closing of fall registration the student registers for DMIN 4011. This course number correlates to the student's first year assignment: the creation of a Sermon Formation and Feedback Group and submission of three video recorded sermons for faculty review, once during fall, winter and spring quarters of the student's first year.

By August 31 submit in writing the concrete learning goals derived from the assessment seminar.

By September 30 student establishes and trains Sermon Formation and Feedback group in ministry context.

By November 5 first video recorded sermon and related documents due to Program Administrator for review by Director.

By February 1 second video recorded sermon and related documents due to Program Administrator for review by Director.

March course descriptions for homiletics courses mailed to DMin students.

By April 1 students register for which homiletics courses they will take that summer.

By the week after Easter third video recorded sermon and related documents due to Program Administrator for review by Director.

Year 2:

By arrival on campus for summer session: all assignments that are required in preparation for the course should be completed.

Before the closing of fall registration the student registers for DMIN 4022. This course number refers to the three Sermon Review Reports by the student's feedback group, which the student submits during the fall, winter, and spring quarter of the student's second year.

By November 5 first sermon evaluation report by feedback group due to Program Administrator.

By February 1 second sermon evaluation report by feedback group due to Program Administrator.

March course descriptions for homiletics courses mailed to DMin students.

April 1 students register by email or mail for particular courses.

By first week after Easter third sermon evaluation report by feedback group due to Program Administrator.

April 1 submission of project proposal.

May 15 four-page essay analyzing your evaluations and the implications for your own preaching based on your feedback group's three sermon evaluation reports.

May 15 Director mails approved proposal to colloquium members for their reading and review.

Year 3:

By arrival on campus for summer session: all assignments that are required in preparation for the course should be completed. Students registering for their third colloquium also register for the DMin Project (DMin 4595) at the same time.

October 1 revised proposal based upon input from readers and colloquium.

November 1 final indication of the status of the proposal (approval or need for further work) mailed by Director.

February - March (April-May for August graduation.) Candidate submits a list of six persons, familiar with the candidate's ministry from whom the Director can request written evaluations of the candidate's competence in the practice of ministry. The list should include, when possible, representatives of the following:

- Ecclesiastical supervisors
- three lay persons
- staff colleagues
- a peer in ministry

April 1 final project due to the Program Administrator for Director's review (**June 1** for August graduation).

April-May, after initial approval of project by Director and second reader, oral evaluation is set (**June-July** for graduation in August).

Three weeks prior to oral evaluation, which at the very latest will be **May 12** for graduation at the end of May or **July 14** for an August graduation, student submits:

- a. The candidate's self-evaluation
- b. The candidate's evaluation of the program and its place in the candidate's understanding of ministry
- c. The candidate's theological understanding and model of ministry

By May 19, any final corrections to thesis finished and submitted to Program Administrator for Director's review. (**July 21** for graduation in August.)

End of May, graduation (or August, graduation)

POST-GRADUATION DEVELOP COVENANT FOR LIFE LONG LEARNING

Special opportunities

As doctoral students in a homiletics program, some students may be able to attend the Academy of Homiletics, the professional guild of those teaching and doing research in the field. The Academy meets each year, Thursday through Saturday following Thanksgiving Day in the United States. The Academy always meets at a major city in Canada or the United States. The cost of travel, lodging and registration would be borne by the student. The opportunity to present a paper and to talk with leading people in different areas of homiletics would provide a rich opportunity to deepen one's research and general understanding of the cutting edge in the field. Attendance is not required, but any student interested should contact the Director in the spring prior to the Academy meeting.

Also, students may be invited to submit articles related to their study and research projects to journals in the fields of homiletics and religious communication.

Covenant for Lifelong Learning

Candidates who complete the Doctor of Ministry in Preaching in the Practice of Ministry, and who submit a Covenant for Lifelong Learning to the Director's office, are eligible to take one Iliff course each year, free of charge, for a period of three years following the completion of the degree. In order to qualify, the candidate must construct a Covenant for Lifelong Learning in consultation with either the Director or the second reader/evaluator from the Iliff faculty. The Covenant will describe self-directed learning and will project continuing education opportunities.

Distance Learning Policies

Because preaching to one another, hearing and seeing each other's use of body, face and voice in a sacred space, conversation, sharing wisdom, offering critical feedback and praying together in a community of colleagues are essential components of the DMin program, it is not possible to complete this program exclusively through distance learning (learning from your home or office).

However, the program does provide for a number of distance learning opportunities that students can combine with their on-campus work. These include the following.

- Preparation for summer courses. Syllabi with reading and written assignments for the summer session will be sent out in March of each year. Students will prepare these materials at home so that when they arrive on campus they are ready from the start of the first class to join in the seminars and to present their work, both essays and sermons.
- Students may take Independent Studies with one of the core homiletics faculty or with one of the regular full time faculty at Iliff. Students may receive up to a maximum of four hours credit toward the fourteen hours required in homiletics electives and a maximum of four hours credit toward the twelve hours required in cross disciplinary electives. An Independent Study in homiletics will normally be related to the student's thesis/project.
- A student can negotiate the topic and requirements for an Independent Study while on campus and then carry out the project at home. We assume email conversation can provide a significant means of reporting progress and receiving critical feedback.
- Email conversation with colleagues in the program will also facilitate learning and the continuation of drawing on the larger wisdom of the group throughout the year.

Petitioning for a Variance in the Program

Students may for sound cause petition for a variance in the program. Such a petition must be submitted in writing to the Director and should state clearly the compelling reasons for the variance and how the essential goals and philosophy of the program will still be met if the variance is granted.

Approval of the variance depends upon the unanimous decision of the core homiletics faculty.

Termination

Students can be terminated from the program if they fail to pass any of the required courses with a grade of B- or if they fail to get a P in a P/F requirement or if they fail to maintain a GPA of 3.0 or if their thesis/project proposal is not accepted after three submissions.

A DMin student who has failed to register during the registration period for more than two consecutive quarters, and has not contacted his or her advisor or the Program Administrator will be institutionally withdrawn from the program.

Students also can be terminated from the program if their behavior is disruptive to the learning of others or if they violate the norms expected of professional ministers: honesty, integrity, treating all persons with respect and civility, a willingness to listen and consider perspectives different from one's own. Further elaboration of standards of acceptable conduct is found later in this handbook under "Iliff Community Policies."

TUITION AND FEES

- See insert for Tuition and Fees. Also on our web site at: <http://www.iliff.edu/admissions/tuition-fees.php>

Penalties:

During the academic year (September through May) students may drop or add courses or make other changes in registration as outlined in the *Masters Student Handbook*. Drop/Add forms can be obtained from the Office of the Registrar. They must be completed by the student and approved by the advisor (or Director of the D. Min. program). A fee is charged for dropping or

adding courses after the first week of classes. (For policies related to changes in course registration see the *Masters Student Handbook*).

FINANCIAL AID

It is the student's responsibility to finance his/her doctoral education while enrolled in the Doctor of Ministry Program. The Program currently provides no scholarships or grants. It is assumed that the pastor's congregation or church will help fund part or all of the student's tuition.

We also encourage students to seek scholarship aid and/or loans from their denomination and from the church or institution that they serve.

Government Loans

Iliff cannot provide scholarship assistance for students in the DMin program. However, the Financial Aid Office can provide information on government loans. These loans may be available to Doctor of Ministry students. Financial aid application information is available on Iliff's website at <http://www.iliff.edu>.

For help and details on financing your DMin contact Peggy Blocker, Director of Financial Aid:

(303) 765-3114
(303) 777-0164 fax
(800) 678-3360
pblocker@iliff.edu e-mail

Ask for the document on Financial Aid Information Requirements and Regulations for the Doctor of Ministry Program.

HOUSING

For a list of housing possibilities, local information about Denver, and city maps please contact Donna Frey, dfrey@iliff.edu, or 303/765-3187, or write her at the school.

ILIFF COMMUNITY POLICIES

The Doctor of Ministry Handbook and Handbook Updates are official documents, supplementing and superseding the *Catalog* and other previously published statements of regulations and requirements. The *Handbook* is revised annually and *Updates* are issued as needed to incorporate current information and the most recent decisions of the Academic and Faculty Councils.

Academic Requirements: Except by special action of the faculty, students who enroll in an Iliff degree program during the 2007-2008 academic year are bound by the academic requirements and procedures for that degree as specified in the 2007-2008 edition of the *Doctor of Ministry Handbook*. Each student is solely responsible for being familiar with and abiding by the academic provisions of the *Handbook* in effect at the time of his or her matriculation.

Non-Academic Policies: In addition, while enrolled at Iliff each student is responsible for being familiar with the revisions of non-academic information and policies as published in subsequent editions of the *Handbook* and *Handbook Update*.

The information in the *Handbook* and *Handbook Update* is not to be regarded as creating a binding contract between the student and the School.

GENERAL POLICIES

Students are solely responsible for being familiar with and abiding by the academic provisions of the *Catalog*, the *Handbook* and any *Handbook Updates* in effect at the time of their matriculation.

The Iliff School of Theology reserves the right to change the fees, rules, and calendar regulating admissions and registration; to change requirements and regulations governing instruction in and graduation from Iliff; and to change other regulations affecting the student body. Such changes are effective whenever so determined.

Classes previously scheduled may be canceled by the administration if it determines that the enrollment is too small. Iliff reserves the right to substitute a teacher for any class, if necessary.

The Iliff School of Theology does not discriminate on the basis of race, color, national origin, gender, disability, sexual identity, or age in its programs and activities. The dean of Academic Affairs has been designated to handle inquiries regarding non-discrimination policies and complaints. Iliff is an Equal Opportunity Employer.

Iliff is in compliance with the Family Educational Rights and Privacy Act as amended. Details are available from the Office of the Registrar.

ADDITIONAL INFORMATION

For further information about **Iliff Community Policies, Student Services and Counseling**, and the **City of Denver**, see the *Masters Student Handbook*, available online at <http://online.iliff.edu> or contact the Office of Admissions: admissions@iliff.edu, or 303-765-3117.

Iliff School of Theology
2201 South University Blvd.
Denver, CO 80210

Phone: 303-744-1287 or 1-800-678-3360

Fax: 303-777-0164

Email and Telephone Numbers for Core Faculty in the Doctor of Ministry Program:

Professor Eunjoo Kim, Director of the D.Min., ekim@iliff.edu, 303-765-3196

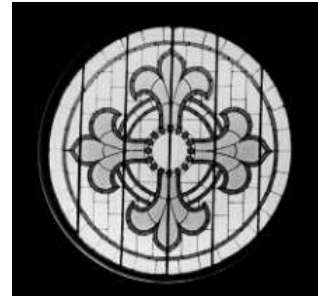
Professor Richard F. Ward, rward@iliff.edu, 303-765-3195

Program Administrator, Sandra Smith, ssmith@iliff.edu, 303-765-3137

Visit our web site at <http://www.iliff.edu/>



Protocols for the Doctor of Ministry Program



EVALUATION OF PREACHING: PROBLEMS AND PRINCIPLES

The evaluation of preaching is a notoriously complex task because of variations in the assessment of interpersonal communication (“Preaching Preference Profile” Wardlaw video, 1988) as well as the values and rhetoric preferred by different cultures and subcultures (Tubbs Tisdale, *Preaching as Local Theology and Folk Art*, 1997), to say nothing of the theological conflict among homileticians wrought by post-modernism (Allen, Blaisdell & Johnston, *Theology for Preaching: Authority, Truth and Knowledge of God in a Postmodern Ethos*, 1997).

One strategy at bringing more order to the process has been the use of sermon evaluation forms, but this has proved unsatisfactory. A study of such forms by the Academy of Homiletics (Don Chatfield’s collection for the pedagogy group in 1984) and Evans Crawford’s work to identify the congregation’s evaluation through oral response (*The Hum: Call and Response in African American Preaching*, 1995) revealed that the forms over-determine the spectrum of possible responses. They always embody the cultural, gender, theological, cognitive and rhetorical bias of the writer of the form, and they often raise resistance to learning in students, especially if they fail to engage a student’s internal value system.

These insights are summarized by the Academy’s work in its Lilly funded study, *Learning Preaching: Understanding & Participating in the Process* 1989:

The most important standard in assessing sermons is what preachers internalize and use in evaluating their sermons throughout their ministry of proclamation. More significant than any grade for a course, this is the standard that will be effectively shaping the preacher’s work for years. Therefore, the purpose of assessment in a preaching course is to engage, expand, and refine our students’ own skills of self-evaluation. Each student will preach only a limited number of sermons during his or her life in seminary [or DMin program], but what remains is the memory of the process of assessment, whether it called forth high defensiveness or opened the challenge of continually refining one’s preaching for the glory of God. (p. 125)

Our philosophy of assessment takes seriously the name of our program, “Preaching in the Practice of Ministry.” The practice of ministry always takes place in a particular context and it is also shaped by the contexts that have shaped the preacher. Therefore, students are free to respond to sermons as they have been shaped by their own culture, gender, ecclesiastical tradition, mode of cognition, and theological understanding. Where these vary significantly from the preacher, it will be essential to acknowledge these differences.

The College of Preachers in Washington D.C. has developed some principles for responding to sermons in ways that are genuinely helpful. Here is our own modification of that list, which will

help to guide our responses to one another in class, and in the Sermon Formation and Feedback Groups.

1. **Use “I” statements.** Do not speak globally: “This sermon was great,” “This sermon was bad.” Instead, speak about your response to the sermon: “I found this sermon moving because . . .” “I got lost because . . .” “I” statements will leave others free to offer their response, which may be quite different from yours.
2. **Describe rather than evaluate.** Instead of “Your preaching is bad because you speak too fast,” try “I got lost when you spoke fast.” Instead of “You were too dominating when you said . . .” try “I did not feel invited to respond but felt forced to accept your arguments.”
3. **Be specific.** Refer to particular phrases, images, ideas. Instead of “This sermon was completely coherent,” try “The image of the _____ and the way you kept returning to it held the sermon together for me.” Instead of “The sermon made no sense,” try “I could not follow your reasoning when you moved from the statement about _____ to your example from the Bible.”
4. **Focus comments on the sermon** (content, style, use of Bible etc.) and person (voice, gesture, expression etc.), not your own agenda. However, it may be helpful to identify a need that you brought to the sermon that is shaping your response.
5. **Offer what is useable.** Instead of “If only you were taller . . .” try “I could see you better if the lectern were lowered.”
6. **Be clear.** Try phrasing things many different ways.

The use of “I” statements does not mean the response is to be purely subjective. Responders are to illuminate the basis of their feedback, drawing not only upon their backgrounds and identity but also the reading and class discussions, the various theologies and theories of rhetoric, communication and culture.

Responding to a Preacher’s Sermon

During the second year of the program, students will ask their feedback group to observe and evaluate three of the student’s sermons during the course of the year and submit a written one- or two-page report on the following schedule - by November 5, February 1 and the first week after Easter. Each time they will provide an analytical response drawing on the principles listed above and their work in the DMin program.

After receiving written responses to all three sermons from his feedback group, each student will write a four-page essay identifying what she or he learned about the way sermons are received and processed in light of the feedback group responses. To prepare for the essay the student should review the written responses received from his feedback group to his or her three sermons and identify where the emphasis is in each response:

- Is it on the use of face and body?
- The use of scripture?
- How well the sermon fits with your own understanding of the passage(s) and/or liturgical season?
- The plot or outline of the sermon?
- The transitions or sermon “moves?”
- The use of the voice?

- The theology?
- The stories or illustrations?
- The images?
- The concepts?
- Other rhetorical strategies of the preacher?
- The connection to the responder's experience, questions, beliefs?
- Is the emphasis of the response usually on the same aspect of the sermon in all three sermons? If so, why?
- Does the emphasis change with each sermon? If so, why?
- Does this exercise of responding to another's preaching reveal anything to you about what is strong and weak in your own preaching?
- Which readings, theories, class discussions illuminate the responder's patterns of feedback?

This essay is due in the Program Administrator's office by May 15 for review by the Director. Copies of the three written responses to the sermons should be included with the essay. Also, bring a copy of your essay to the colloquium so that you can share from it in group discussion.

DOCTOR OF MINISTRY PROJECT

Doctor of Ministry projects will contribute to the practice and understanding of ministry, particularly as it is embodied in preaching. As such, the project is a "practical document" in that it arises out of the context of ministerial practice. It is directed towards other "professionals" in ministry, offering the author's distinctive experiences and theological voice. It is a contribution to the profession and as such, while it is informed by the author's situation and setting, it contributes to the reformation of ministerial practice, thereby deepening the level of the "practical wisdom" held in the mind and heart of the church.¹

Such a contribution to ministry is informed by the student's theological reflection on:

1. Preaching in the practice of ministry,
2. Theory and discourse in the field of homiletics,
3. Insights and methodologies drawn from cognate fields of study
4. Library research, formal coursework and scholarly inquiry

Projects should advance conversations about preaching in the practice of ministry and provide deeper and broader theological understandings of the task of preaching, tracing its meanings for actual practice. The project must make a substantive contribution to the field of homiletics and to the practice of ministry. Hence, it will inform the academy, those who teach and work in developing the discipline of homiletics as well as those involved in preaching in the context of parish ministry.

Developing a Proposal

Projects that have integrity and depth sufficient to be at a doctoral level grow out of two considerations. Once approved, the student must contact the Registrar and enroll in the following course: DMIN 4595 Project (4 cr.). First, the vocational interests and goals of the doctoral student as they are focused in preaching must be apparent in the project. Second, projects need to demonstrate the integration of the goals of the Doctor of Ministry program at Iliff.

¹ Timothy Lincoln, "Writing Practical Christian Wisdom: The Doctor of Ministry Project/Dissertation," Unpublished paper, Austin Theological Seminary, May 11, 1999: 10.

The Association of Theological Schools provides helpful guidelines that define the project and outlines competencies for doctor of ministry candidates. A Doctor of Ministry candidate should be able to:

1. Identify a specific theological topic in ministry
2. Organize an effective research model
3. Use appropriate resources
4. Evaluate the results
5. Reflect in-depth on the theological implications of the project and its relation to the ministry

The process of developing a proposal for the project is one that requires narrowing the focus on a specific topic, consultation with peers and advisors, research in particular areas related to the topic, and the development of appropriate resources and methods for pursuing the research. Development of the proposal is critical to the success of a Doctor of Ministry project. Without clarity at the proposal stage, it is impossible to complete a project with the academic rigor and reflection on experience required of a candidate in this program.

Every project will have a primary reader to be assigned by the Director of the program in consultation with the student and the homiletics faculty. The primary reader and the Director are responsible for jointly approving the project proposal.

Every project will have a second reader who is from the core faculty of the Doctor of Ministry program or who brings particular expertise to the development of the project. Hence, a second reader can be anyone on the faculty of Iliff School of Theology. Students may suggest to the Director a faculty member to participate as a second reader on the project; however the invitation and negotiations for such participation rests with the Director of the Doctor of Ministry program.

The development of the proposal occurs following the second colloquium experience, but prior to participation in the third colloquium. Before registering for their third colloquium, each student will develop a proposal that includes the following:

1. description of the subject matter
2. statement of purpose, goals and objectives
3. demonstration of how the cognate disciplines inform the project
4. description of proposed methodology utilized in the project
5. complete bibliography approved by the librarian
6. construction of a time line for completion of the project

A draft of the above written materials must be submitted to the Program Administrator no later than April 1, for review by the Director of the Doctor of Ministry program prior to registration for the third colloquium. The materials, once approved by the Director and first reader, will be distributed to peers by May 15 and will become the basis for discussions during the third year peer colloquy. It is hoped that the second reader for the project will be present during the consultation at the colloquium.

By October 1 (following the third peer colloquium) each student will present in written form any amendments to the proposal initiated by discussions and feedback from peers or faculty. Final indication of the status of the proposal (approval or need for further work prior to approval) for all projects will be sent to students by the Director of the Doctor of Ministry program by November 1.

Proposals not approved must be resubmitted to the Director and to the second reader and may be passed or sent back to another round for colloquium and peer review, depending on the results of that reading by the Director and second reader.

A proposal may be submitted up to three times for approval, but if not approved after the third review, the student will be dropped from the program.

Project Guidelines

Projects may fall within two different genres for presentation, each consisting of a substantive written document. All written documents must follow the most recent edition of Kate Turabian's *A Manual for Writers of Term Papers, Theses and Dissertations*. Before research is undertaken in projects involving human subjects, the student must obtain the permission of the Director by submitting the Protection of Human Subjects Application Form (See Appendix A.)

1. A research project

A research project, normally about 120 pages in length, is one that makes a contribution to the church and to the discipline of preaching. The project should be of significant academic rigor that from it a book or several articles might be published. The project will focus on an area of research specific to preaching in the practice of ministry and will integrate cognate areas through a specific methodology apparent in the research design.

2. A research project, culminating in the development of a resource

A research project, normally of 80-100 pages in length, can lead to the development of a resource for use in congregations, denominations, or some other community context. The written project must follow the same rigor of analytical work as outlined above, and will be accompanied by a resource based on the content of the project.



ADDENDUM

Doctor of Ministry students should consult the *Masters Student Handbook** for items not included in this book:

ILIFF COMMUNITY POLICIES

- I. Standards of Community Conduct
- II. Protection Against Sexual Misconduct
- III. Health and Dental Insurance
- IV. Colorado Immunization Regulations
- V. Disability Accommodations
- VI. Inclement Weather Announcements
- VII. Inclusive Language
- VIII. Chapel
- IX. Alcohol, Drugs and Controlled Substances
- X. Campus Security
- XI. Changing or Requesting Exceptions to Non-Academic Policies and Filing Grievances or Complaints
- XII. Special Needs of Theological Students

COUNSELING SERVICES AT ILIFF AND DU

- I. Iliff Counseling Services
- II. Emergency Services
- III. Denver University Counseling and Behavioral Health (UCBH) Center
- IV. Regional Counseling Centers and Treatment Programs

HOUSING, COMMUNITY LIFE AND OTHER FACILITIES

(including library and computer center information)

- I. Housing
- II. Parking and Licenses
- III. Library and Classrooms
- IV. Office of Community Life and Other Iliff Facilities
- V. University of Denver Facilities

CITY OF DENVER

- I. Banking
- II. Churches
- III. Day Care and Preschools
- IV. Hospitals and Health Clinics
- V. Licenses
- VI. Post Offices
- VII. Museums, Parks, & Other Places of Interest
- VIII. Public Libraries
- IX. Public Transportation/RTD
- X. Restaurants in the Area
- XI. Schools
- XII. Shopping
- XIII. Taxis
- XIV. Telephone Service

* The *Masters Student Handbook* is available online at <http://online.iliff.edu> or by contacting the Iliff Admissions Office.

The Iliff School of Theology

**APPLICATION TO THE DOCTOR OF MINISTRY FACULTY FOR THE PROTECTION OF
HUMAN SUBJECTS
INVOLVED IN A DOCTOR OF MINISTRY PROJECT**

Researcher: _____

Email: _____ Phone: _____ Fax: _____

Home or Campus Address: _____

Exact Title of Project: _____

Location of Research: _____

Begin Date: _____ End Date: _____

I have read the following document and will abide by its stipulations.

Researcher's signature

Date

THIS PROPOSAL MEETS MY APPROVAL:

Faculty Advisor's signature

Date

DMin Director

Date

Submission of a proposal requires that the Researcher sign this page, which includes the following definition of "misconduct" and implies that the Researcher understands the definitions and will conduct this research in such a manner that acts of misconduct will not be committed.

DEFINITION of MISCONDUCT

"Misconduct" shall be considered to include:

1. fabrication, falsification, plagiarism of language or concepts, deception or other practices that seriously deviate from those that are commonly accepted within a research community for proposing, conducting or reporting research;
2. failure to meet legal requirements governing research;
3. failure to comply with established standards regarding author names on publications; or
4. failure to disclose any conflicts of interest or potential conflicts of interest between the researcher and funding source (in cases where this applies)

The Doctor of Ministry faculty will review all research involving human subjects to ascertain that the rights and welfare of subjects are being protected.

Anyone who conducts and/or supervises studies or experiments involving human subjects without approval may be personally responsible for legal or other liabilities that may consequently arise. In addition, the researcher may be subject to disciplinary action by the School. Failure to comply with guidelines or procedures for an approved research protocol or consent form will be cause for immediate suspension and withdrawal of approval.

Signature of Researcher

Date

Human subjects are involved in a project if it utilizes data derived from human responses, observations of human beings or human materials.

Are there persons involved in this project who could be considered human subjects?

_____ Yes _____ No

If the answer to the above is Yes, complete the following using additional sheets for answers.

Please attach a brief typed summary for each of the following questions.

What is the rationale for this study? Briefly explain what makes the study worth conducting.

Describe the subject population and explain the rationale for using this population.

How will subjects be recruited?

If you are using special groups such as prisoners, children, the mentally disabled or groups whose ability to give voluntary informed consent may be in question, how will you protect their integrity and dignity?

What will the procedure be like from the subject's point of view? Indicate what will happen from initial contact to final briefing. Indicate who is conducting the research and how they are being supervised.

Describe and assess any potential risks - physical, psychological, social, and how you will address them.

Describe consent procedures to be followed, including how and where informed consent will be obtained. If a school or other institution is involved, indicate how permission from institutional authorities will be obtained. Once obtained, a copy of the approval must be submitted to the Program Administrator of the D Min program.

If you intend to provide feedback to subjects, describe how you will do so.

THE BASIC ELEMENTS OF INFORMED CONSENT ARE AS FOLLOWS:

An invitation to participate

A statement that

- a. the study involves research
- b. an explanation of the purpose of the research
- c. the expected duration of the subject's participation, and
- d. identification of procedures, expectations, and principles, such as confidentiality and respect for all participants

THESIS/PROJECT INSTRUCTIONS

for
The Iliff School of Theology
Doctor of Ministry Program

◆ PRESENTATION

One copy of the doctoral thesis or project, in printed form, must be in the hands of the examining committee three weeks before the date of the oral examination. Arrangements for the appointment of the chairperson and examining committee, and for scheduling the date, time and place of the oral examination must be made in consultation with the Program's Director (see the D.Min.Handbook for further information). The final examination must be conducted prior to the beginning of the second week before graduation.

An original and one copy of the approved thesis, complete with title page, abstract title page and abstract, must be submitted to the Doctor of Ministry Office for permanent filing at least one week prior to graduation. A photocopy is acceptable if the method used meets regulations. The Doctor of Ministry Office will deposit the two copies in the Ira J. Taylor Library for microfilming and binding. Bound copies of the dissertation will be placed in the Taylor Library of the Iliff School of Theology. At the time the thesis is sent for binding, students may make arrangements with the library to obtain a bound copy or copies for themselves at their own expense.

The advisor in charge of the dissertation must properly sign all copies of the dissertation submitted to the Doctor of Ministry Office. They must be boxed. Loose copies will not be accepted. They are submitted after the final oral examination but no later than seven (7) days prior to the end of the quarter of graduation.

Each doctoral candidate must complete and submit the two, signed agreements forms: one for TREN (Theological Research Exchange Network) for the microform distribution and optional copyright section, and one for RIM (Research in Ministry) for the indexing of the projects. **The latter requires a separate abstract limited to one hundred (100) words. This abstract needs to be different that the one that accompanies the thesis/dissertation itself.** The Doctor of Ministry Office will mail these forms to the candidate with the official notice of the scheduled oral examination, approximately one week before the oral exam.

◆ COPYRIGHT

The student has the right to have the thesis/project copyrighted. Please see the optional copyright registration information section of the TREN Agreement Form. The graduation fee covers the charge for this service, which includes a filing fee. Each copy must contain a copyright notice. Essential components of the Copyright notice are: copyright symbol ©, full legal name of author, year in which copyright is secured by publication. This notice must appear on the page immediately following the title page.

◆ REPRODUCTION OF THESIS/PROJECT

Thesis/Projects, which have been reproduced in quantity, are suitable for microfilming provided the method used has given a sharp, high-contrast dark image on white paper. Since all dissertations are microfilmed exactly as they are received without further editing, it is essential that the manuscript be attractive in appearance and free from error. **NO MORE THAN FOUR (4) LIQUID PAPER CORRECTIONS PER PAGE WILL BE ACCEPTED.**

◆ THESIS FORM

The form and other procedures to be followed in preparing the dissertation manuscript must be in accordance with a recognized style manual, usually the most recent edition of *The Chicago Manual of Style* and/or *A Manual for Writers of Term Papers, Theses and Dissertations* by Kate Turabian (most recent edition). Footnotes and endnotes are both permitted in a Doctor of Ministry writing project, although readers do prefer footnotes. Remember when using footnotes and endnotes, you begin numbering at one (1) at the beginning of each chapter. Styles may not be interchanged. Check with the D. Min. Office before proceeding to ascertain the proper form.

A number of word processing software programs have templates that correctly format a thesis article.

- Paper Paper used must be chosen for its permanence and durability. The final copies must be on archival paper (acid-free 16-20 lbs., white, a minimum of 25% cotton) 8 ½ x 11 inches in size. EZERASE or similar correctable paper is NOT ACCEPTABLE. Additional copies for the student's own use may be on lighter weight paper. All pages of any given copy of the thesis should be identical in weight, color and texture of paper. THE ORIGINAL MUST BE ON A MINIMUM OF 25% COTTON PAPER.
- Font Either pica or elite type is acceptable, in a 10- to 12-point font. A skilled typist or word processor experienced in dissertation work should be employed to type or prepare the final draft of the dissertation.
- Marginal Allowance—The left margin should be one and one-half inches wide. Margins at all other sides must be at least one inch wide and should be kept as even as possible. It is recommended that divided words be kept at a minimum so there will not be a row of hyphens down the right margin. Page numbers should not intrude into margins.
- Illustrations—A photograph, map, printed form, or other illustration smaller than the regular page should be mounted on dissertation paper or on a heavier weight paper, depending upon the thickness and weight of the material to be mounted. Dry mounting tissue and aerosol spray adhesives are quite satisfactory and most permanent. Illustrative material drawn in ink will reproduce satisfactorily on microfilm provided the ink is opaque and dark in color. Oversize pages complicate microfilming and should be avoided unless absolutely necessary. Try to use a photographic reduction of the material. Oversize pages should be carefully folded into the manuscript, with as few folds as possible.
- Footnotes— All footnotes for citations on a page are collected at the bottom of the page, without of course intruding into the bottom margin. Exceptions to this are reference-type notes in parentheses throughout the text.

- Bibliography– The form for a bibliography as set forth in the most recent edition of *The Chicago Manual of Style*, and/or *Turabian* (most recent edition), is to be followed.
- Abstract– An abstract is to be included in each copy of the dissertation. It should include a definitive statement of the problem, a brief description of research method and design; major findings, including significance or lack thereof and conclusions. It must be double-spaced and limited to 350 words or less. Because the abstract is not really one of the preliminaries, it is not included in the page numbering even though it is bound into the dissertation immediately following the last page of the appendix or bibliography. The abstract must carry a title page just like that of the dissertation proper, except that the expression "an abstract of a project" is substituted for "a project." In addition, the candidate needs to prepare a separate abstract of 100 words or less which will accompany the RIM (Research in Ministry) Agreement Form. This more abbreviated abstract needs to be worded differently than the one that accompanies the project itself.
- Form Pages– The title page and approval page must be prepared in accordance with the attached sample forms. To be acceptable, the date on the title page must carry the month and year of graduation. Please be certain that the various entries are listed accurately wherever they appear. A blank sheet of matching bond paper should be placed before the title page and after the last page of the dissertation.
- Acknowledgments– Acknowledgements are not necessary but may be given for professional assistance in cases where the author is grateful for any special or non-routine aid. Good taste calls for acknowledgments to be expressed simply and tactfully. It is considered inappropriate to give recognition to personal friends, spouses, or typists.

◆ARRANGMENT OF THESIS/PROJECT

- Title page (p. i assigned, but not typed)
- Copyright page (if desired)
- Approval page (no page number assigned)
- Table of Contents (to be paginated small Roman numeral ii, and then carried through to the first page of text)
- List of Tables (paginated in small Roman numerals)
- List of Figures (paginated in small Roman numerals)
- Acknowledgments (no page number assigned)
- Text (paginated starting with Arabic numeral I through to end of Appendix)*
- Appendix**
- Bibliography**
- Abstract Title Page and Abstract (no page numbers)

*First page of each chapter must be numbered at the bottom of the page. All other numbers should appear in the upper right corner, one inch from the top and one inch from the right edge of the paper.

**Note that in the *Turabian Style Manual*, the Appendix appears before the Bibliography.

☞ THE STUDENT MUST ASSUME FULL RESPONSIBILITY FOR SEEING THAT NO PAGES ARE MISSING, THAT ALL ARE IN THE PROPER ORDER, AND THAT THE ABSTRACT IS INCLUDED IN EACH COPY.

◆RULES OF THESIS PREPARATION

- No word may be divided at the bottom of the page to be continued to the top of the second page.
 - The first line of a paragraph may not appear at the bottom of the page, nor may the last line of a paragraph appear at the top of the page. These are known as "widows." There must be at least two lines of a paragraph at the bottom of the page, or at the top of the following page.
 - A two-inch margin should be allowed at the top of the page to begin each new chapter, as well as the first pages of the Abstract, Table of Contents, List of Tables, List of Figures, Bibliography, and Appendix. Page numbers on these first pages should be placed at the bottom of the page, centered, up one inch from the bottom of the paper. All other page numbers should appear in (continued) the upper right-hand corner, one inch from the top and one inch from the right edge of the paper.
 - Divide words as indicated in a standard dictionary. No word should ever be divided by two letters, i.e., de-sign. At least three letters should be used, if necessary, i.e., con-vention.
- ◆ The following pages contain sample formatted abstract, copyright, and approval pages.

(SAMPLE TITLE PAGE)

(11 SINGLE SPACES FROM TOP OF PAGE)

THE TITLE OF THE PROJECT SHOULD APPEAR ON THIS LINE

AND CONTINUE TO A SECOND OR THIRD LINE

IF NECESSARY

(5 SINGLE SPACES)

(5 SINGLE SPACES*)

(*If title is one or two lines, 6 spaces may be put here)

A Thesis/Project

Presented to
the Faculty of The Iliff School of Theology

(5 SINGLE SPACES)

(5 SINGLE SPACES*)

In Partial Fulfillment
of the Requirements for the Degree
Doctor of Ministry

(5 SINGLE SPACES)

by
Joanne Pauline Doe
May 2004
Denver, Colorado

(SAMPLE COPYRIGHT NOTICE)

(33 LINES FROM TOP OF PAGE)

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(SAMPLE ABSTRACT PAGE)

(11 SINGLE SPACES FROM TOP OF PAGE)

THE TITLE OF THE PROJECT SHOULD APPEAR ON THIS LINE

AND CONTINUE TO A SECOND OR THIRD LINE

IF NECESSARY

(5 SINGLE SPACES)

(5 SINGLE SPACES*)

(*If title is one or two lines, 6 spaces may be put here)

An Abstract of a Thesis/Project

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(5 SINGLE SPACES*)

In Partial Fulfillment
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by
Joanne Pauline Doe
May 2004
Denver, Colorado

Iliff School of Theology
Office of the Registrar
Certification of Doctor of Ministry Status

Federal and State regulations require that the Registrar certify to banks and other lending agencies the enrollment status of doctoral students receiving loans supported by government guarantees.

A Doctor of Ministry student enrolled for 4.0 quarter hours or more is eligible for a deferment on repayment of a loan. Students enrolled for less than 4.0 quarter credit hours must provide certain information requested below to be considered for a loan deferment.

I certify that I am an active, degree-seeking candidate in the Doctor of Ministry Program at Iliff School of Theology and devote on the average the hours each week as checked below to work on my course work, thesis, research/field study/pastoral tasks and reflection necessary to my scholarship.

Full-time 20 hours or more _____
 Half-time 10-19 hours _____
 Less than 10 hours _____

Please indicate your current quarter and year of enrollment and the number of hours for which you are registered during the quarter (e.g. F 01 3 hr. etc.)

Fall ____ # of hours ____ Winter ____ # of hours ____
 Spring ____ # of hours ____ Summer ____ # of hours ____

Please indicate in the space provided below the exact nature of your academic activities, e.g. working on thesis, working with sermon creation and feed back groups, reading and writing in preparation for summer courses, carrying on of pastoral tasks and reflection upon them in light of Doctor of Ministry study etc.

The information requested in both sections must be completed in order for the Registrar to certify your current enrollment status.

After completing this form and obtaining the signature of your advisor or the Director of the Doctor of Ministry Program, please return it to the Registrar.

Name _____ Student S.S. # _____
 Please Print

Signature _____ Date _____

Doctor of Ministry Advisor _____

Verified correct to the best of my knowledge

Director of the Doctor of Ministry Program _____ date _____

Submitted to Registrar's Office, Date _____

To be filed in student's financial aid file.