

# Houston Graduate School of Theology Doctor of Ministry Program Handbook



English Language Track (DME)  
English-Korean Language Track (DMK)  
Military Chaplain Track (DMC)

Revised September 2009

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# HOUSTON GRADUATE SCHOOL OF THEOLOGY

## Doctor of Ministry Program Handbook

### “Empowering Spiritual Leadership”

#### Introduction

Houston Graduate School of Theology (HGST) is an independent, evangelical, multicultural, and ecumenical seminary located in Houston, Texas.

HGST was founded in 1983 on the campus of the Texas Medical Center and the Institute of Religion building, in association with the Evangelical Friends Church. It is now a free-standing, independent seminary that seeks to serve men and women of all faith traditions in preparation for Christian ministry and spiritual leadership skills through:

- The intellectual life of thought – study and research in biblical and theological disciplines;
- The inner life of devotion – spiritual formation and growth; and
- The outer life of service – preparation in preaching, pastoral, and other Christian vocational and service skills.

#### Ecumenical in Spirit

The HGST family encompasses a broad spectrum of faith experiences and doctrinal orientations and encourages the passionate espousal of personal convictions within an atmosphere of mutual respect for difference. Historically, this spirit is called ecumenical.

HGST is sometimes referred to as “nondenominational” because it is not owned by or affiliated with any specific branch of the Christian church, or as “multidenominational” because it opens its doors to students from all Christian denominations, as well as from those faith traditions with no sectarian identity.

Because of this strong heritage and an ecumenical spirit, it is natural for HGST to place great emphasis on both the understanding and appreciation of the interreligious and intercultural context that is reflective of today’s society.

#### Evangelical in Character

Though diverse in its makeup and broad in its theological perspective, HGST consciously identifies itself with historic evangelical Christianity. We confess our faith in Jesus Christ and commit our lives to him and to the service of his church. We affirm our faith, not in order to exclude from the circle of faith those who may differ on some point, but rather to offer a positive witness to the reality of our experience of Christ as Lord and Redeemer within the community of faith that has nurtured us.

#### Accreditation

Houston Graduate School of Theology is accredited by the Association of Theological Schools in the United States and Canada (10 Summit Park Drive, Pittsburgh, PA 15275-1103; 412-788-6505) to grant Master of Divinity, Master of Theological Studies, Master

of Arts in Counseling, and Doctor of Ministry degrees. HGST is approved by The Texas Veterans Commission, the State Approving Agency for eligible veterans.

## The Doctor of Ministry Degree Objectives

The Doctor of Ministry (D.Min.) degree is an advanced professional degree that is designed to prepare the successful recipient for ministerial and spiritual leadership at a superior level of competency. Prerequisites for admission to the Doctor of Ministry degree program are completion of the Master of Divinity, or its equivalency, with a minimum of a 3.0 average, and three or more years of professional practice of ministry subsequent to receiving the degree.

The Doctor of Ministry Degree Program is intended to facilitate the development of a personal theology of ministry and styles of leadership that, in turn, will lead the student to greater ministerial competency and spiritual growth.

The person who completes the Doctor of Ministry degree program will be able to:

- Articulate a theology of ministry that engages with biblical, historical, theological, and pastoral disciplines;
- Assess models of leadership that will facilitate a comprehensive and critical understanding of ministry;
- Implement enhanced skills and competencies of ministerial practice that reflect one's personal theology of ministry and applied models of leadership; and
- Exhibit intentional spiritual growth through the practice of appropriate formation principles in life and ministry.

## Requirements for Admission

An applicant for the Doctor of Ministry program must:

- Meet the qualifications for admission to HGST's Master of Divinity Degree Program regarding the quality of pre-theological education and the removal of any deficiencies therein, and the competence and character of the applicant, including maturity, ethical lifestyle, academic ability, gifts for ministry, and prospects for financial responsibility during study.
- Have completed the Master of Divinity degree or its educational equivalent, with a minimum letter grade average of B (3.00 GPA on a 4.00 scale), from a school accredited by an agency recognized by the U. S. Department of Education and the Council for Higher Education Accreditation (CHEA). In addition, HGST may accept students who have earned a Master of Divinity degree or its educational equivalent from non-accredited schools according to the following guidelines:
  1. Qualified students from schools with associate or candidate status with approved accrediting agencies in the United States, or students from highly ranked and/or recognized seminaries or colleges/universities in other countries (e.g., Korea, The United Kingdom), are typically considered for full admission.

2. Students from schools located in the United States that are branch campuses of highly ranked and/or recognized seminaries or colleges/universities in other countries (e.g., Korea, The United Kingdom), or students from institutions that have received denominational endorsement for the training of candidates for ordained ministry, shall typically be considered only for provisional admission. These students must maintain a 3.0 GPA or higher while at HGST and will be evaluated for full admission following the successful completion of the second Doctor of Ministry semester.
3. Students with M.Div. degrees from institutions without accreditation or endorsement of any kind may be considered for M.Div. equivalency assessment and provisional admission on a case-by-case basis under the following provisos:
  - (a) A review of all previous academic work, GPA(s), and references; and
  - (b) The satisfactory completion of up to nine additional hours of M.Div. work at HGST or another approved seminary with a cumulative GPA of 3.0 or higher.

*HGST reserves the right to determine whether an institution meets any of these criteria. Students admitted provisionally must maintain a 3.0 GPA or higher while at HGST and will be evaluated for full admission following the successful completion of the second Doctor of Ministry seminar.*

- Have at least three years of experience in ministry subsequent to completing the first graduate theological degree.
- Be currently involved in ministry that will be related to the functional major and the final document.
- Submit three letters of recommendation: one each from a supervisor in ministry (denominational administrator), a past professor, and a current colleague in ministry.
- Have official transcripts of all college and university work sent directly to HGST from each college or university previously attended.
- Submit a five-page (minimum) essay in Microsoft Word in academic writing style, which includes (a) an autobiography, (b) a brief personality sketch, (c) a description of the applicant's vocational experience and ministry intentions, and (d) the applicant's personal view of Christian ministry.
- Have an evaluative interview with the Director of the Doctor of Ministry program (or an assigned alternate). The interview will be conducted after all admission documents, including the essay, have been submitted. The applicant will be notified of the meeting by the Doctor of Ministry Director.
- Complete all general admission procedures and requirements through the Admissions Office before the Doctor of Ministry application can be approved by the Doctor of Ministry Admissions Committee. One should allow a minimum of thirty days for processing.

- A minimum TOEFL score of 550 or the computer equivalent of 213 is required for those seeking entrance into the English track whose first language is other than English.

Provisional admission may be allowed for a student who enrolls in the program after the published enrollment deadline. This provisional enrollment will be allowed for one semester. Such a student will be considered a credit student and must meet all of the requirements for the course.

Any exceptions to the above admission requirements must be approved by the Doctor of Ministry Committee.

### English Language Track (DME) - 43 semester hours

The Doctor of Ministry degree program was developed for English-speaking men and women involved in pastoral ministry but seeking a higher level of education in that specialized field. Unless otherwise designated, this Handbook has been updated from the original degree program handbook and is applicable to the DME track.

### English-Korean Language Track (DMK) - 39 semester hours

To accommodate the growing number of Korean-American pastors, an English-Korean language track was developed. Students must be able to use English language resources, but principal classroom work and major writing assignments may be done in the Korean language. This bilingual track follows the same design as the English language track, often using identical faculty involvement. Translation is provided, and textbooks are generally selected from those that have been translated into Korean. Unless otherwise noted in the syllabus, papers may be written in Korean as long as a short English summary is submitted. This language adaptation track is designed to enable persons to function at their optimal level in their primary language and to focus on ministries and resources specific to the Korean-speaking communities.

### Military Chaplaincy Track (DMC) - 24 semester hours

The Military Chaplaincy Track was developed to meet the need for continued theological education and new ministry knowledge and leadership skills for mature ministers who are fulfilling the role of a chaplain in the U.S. military. This track is not a separate D.Min. degree but, rather, a track of study within the HGST D.Min. program. It encourages and nurtures the student to reach full potential in this unique setting. With up to 15 hours granted for academic requirements in the military, students are required to complete five seminars through HGST plus a project.

## DOCTOR OF MINISTRY – SPECIFIC INFORMATION

### Residency Requirements

DME and DMK tracks are structured around seminars—two one-week on-campus intensive seminars per year for three years. DMC students will attend five seminars—four in a classroom setting and one for Project completion. In addition, one half-day for the Oral Defense of one's Final Project and Exit Interview is required.

## Full-Time Status

The Doctor of Ministry semester is five months in length and consists of a two-month period of advance reading and assignments from a prescribed list, an intensive week-long seminar, and a three-month period following the seminar in which the student completes post-seminar assignments. The semester closes at the end of the five-month period. Successful completion of this experience earns six semester hours of credit for DME and DMK students and five semester hours for DMC students. During the semester when the student is enrolled for the seminar and completes the seminar assignments, the enrollment is considered full-time.

## Doctor of Ministry Project

The Doctor of Ministry Project for DME students is assigned seven credit hours to accurately reflect work accomplished—one hour per semester. Students receive the seventh credit hour for project work done in preparation for graduation during the semester immediately following the student's sixth semester. The DMin Project is assigned the course numbers DME 860, for project work accomplished during the time students attend seminars, and DME 870, while in continuation status. With 36 credit hours for course work and 7 credit hours for the DMin Project, the DME track totals 43 credit hours.

### **DME Project Completion Schedule**

#### *DME 800 (Seminar 1)*

Post-seminar assignment: Initial Submission - title, description, and a minimum of 10 relevant, academically acceptable bibliographical sources

#### *DME Seminar 2*

Pre-seminar assignment: Proposal Outline draft with a minimum of 20 relevant, academically acceptable bibliographical sources

Post-seminar assignment: Complete Proposal Outline, which will be submitted to the Doctor of Ministry Committee for approval

#### *DME Seminar 3*

Pre-seminar assignment: Narrative Proposal draft with a minimum of 30 bibliographical sources

Post-seminar assignment: Complete Narrative Proposal for submission and prepare candidacy status form

#### *DME Seminar 4*

Pre-seminar assignment: Annotated Outline of Research Chapter with a paragraph explaining each major section, an annotated bibliography of sources for each major section of the Research Chapter

Project begins

Post-seminar assignment: 30-page (minimum) Research Chapter draft, with footnotes and bibliography

### *DME Seminar 5*

Pre-seminar assignment: Submission of initial chapter of the Project Report as follows:

Chapter I – Introduction – 10-15 pages (draft) - State the problem within the project's context, the proposed or envisioned solution to the problem, objectives to reach solution, measurable devices and plan for meeting objectives.

Post-seminar assignments: Plan for on-site advisor visit and submit the following:

- Chapter I – Introduction (final)
- Chapter II – Research – 30-40 pages (final) - Biblical, theological, philosophical, historical, ecclesiastical (denominational), theoretical foundations of the project

### *DME Seminar 6*

Pre-seminar assignments: Remaining chapter drafts as follows and preparation for oral defense:

- Chapter III – Action – 20 pages (draft) - What was done, where, who, why, how, when
- Chapter IV – Evaluation – 10-30 pages (draft) - Statistics, data, and measurements, both qualitative and quantitative
- Chapter V – Conclusion – 5-10 pages (draft) - Learning, what could be done differently, where to from here, benefit to others, etc.

Post-seminar assignments: Finalize Chapters III, IV, and V plus appendices for submission

## **DMK Project Completion Schedule**

DMK students are granted an additional three semester hours for Project completion, distributed among the six seminars as .5 hour of credit. In addition to the Project Report, which may be written in the Korean language, students will submit the following according to the schedule below:

### *DMK Seminar 1*

Post-seminar assignment: Initial Submission - title, description, minimum of 10 bibliographical sources in English to DMin Committee for approval

### *DMK Seminar 2*

Pre-seminar assignment: Proposal Outline draft in English with a minimum of 20 bibliographical sources to DMin Committee

Post-seminar assignment: Complete Proposal Outline to DMin Committee for approval

### *DMK Seminar 3*

Pre-seminar assignment: Narrative Proposal draft with a minimum of 30 bibliographical sources to Associate Dean of DMK

Post-seminar assignment: Complete Narrative Proposal for submission to Associate Dean of DMK for approval and prepare candidacy status form in English for submission to the Director of the Doctor of Ministry Program

### *DMK Seminars 4, 5, 6*

Proceed as directed by Associate Dean of DMK

Prior to Oral Defense, students will submit an 8- to 10-page double-spaced report in English to the DMin Committee, which summarizes:

- the recognized problem, envisioned solution, and measurable evaluation;
- the biblical, theological, philosophical, historical, ecclesiastical (denominational), and/or theoretical foundations of the project;
- the action, i.e., what was done, where, who, why, how, when;
- the evaluation, i.e., statistics, data, and measurements, both qualitative and quantitative
- the conclusion, i.e., what was learned, what could be done differently, where to go from here, what benefit to others, etc.

### **DMC Project Completion**

DMC students are granted four semester hours for Project completion through enrollment in the fifth seminar—the DMC 950—to be completed under the supervision of the Project Director.

### **The Oral Defense - All Tracks**

The Doctor of Ministry Candidate will be required to make an oral defense of his or her doctoral education and Project before an assembly of the faculty through the Doctor of Ministry Committee of Houston Graduate School of Theology. The defense should be accomplished by the first Friday in March before graduation in May and by the first Friday in October before graduation in December. The Committee typically gives the student its decision at the conclusion of the examination. Copies of the Project Report, one for each Committee member and one's advisor, must be submitted following the revision of the second draft and at least one week prior to one's scheduled oral defense/exit exam session.

### **The Exit Interview - All Tracks**

In conjunction with the Oral Defense is a required Exit Interview. The Interview consists of a review of all seminar sessions. A set of essay questions concerning the content and impact of all seminars and their various segments will be distributed at least thirty days in advance of the Oral Defense. Computer-generated copies of the questions and answers

must be returned to the Doctor of Ministry office at least one week prior to the Exit Interview for distribution to the Doctor of Ministry Committee.

## Transfer of Credits

Transfer credits from other Doctor of Ministry programs will be limited to two seminars (twelve credit hours). The Director of the Doctor of Ministry Program and the Dean of the Faculty of HGST must both give approval for such transfers. All transfer credits must carry a grade of B or higher. Each program is unique in its standards, quality, and content; therefore, transfer of credits from another institution in some instances may be impractical.

## Grade Reports

Grade reports for each term are distributed to students upon their completed calculation. A student cannot receive credit for any course within the seminar when the grade earned is lower than a B-. However, the overall GPA requirement is 3.0 and, therefore, will be evaluated each semester. The student may request permission from the Instructor of Record and the Director to resubmit the required assignment for a course within the seminar in which the grade is lower than B-. Any student (DMK or DMC) who receives a C+ or below in more than one seminar will be placed on Academic Probation.

## Incomplete Grade Policy

### **DMC and DMK Students**

When a grade of "I" (Incomplete) is received for a Doctor of Ministry seminar for a valid reason, the student has thirty additional calendar days from the close of the DMin semester to complete the seminar assignment and receive a grade for the seminar. Ordinarily, if coursework is not completed within the indicated time period, the grade of "I" will be converted to "NC" (no credit), and will not be computed in the GPA at that time. However, the student will be placed on Academic Probation until receiving at least a B- in the subsequent seminar. The student will have one opportunity to make up the non-credited seminar the next time it is offered to receive an acceptable grade. If the student does not make up the seminar, the grade will be changed to an "F" and will appear on his or her transcript.

### **DME Students**

#### *Pre-seminar deadlines*

Pre-seminar assignments are due no later than the first day of each seminar week. Students must bring all written assignments the first day of the seminar. Since DME seminars are divided into sections with specific course numbers for each section, students with missing pre-seminar assignments will be dropped from those sections of the seminar, will not be permitted to attend those sections, and will receive a failing grade for those sections.

#### *Post-seminar deadlines*

When a grade of "I" (Incomplete) is received for any section of a Doctor of Ministry seminar for a valid reason, the student may be granted thirty additional calendar days

from the close of the DMin semester to complete the assignments and receive a grade for the section(s). Ordinarily, if coursework is not completed within the indicated time period, the grade of "I" will be converted to an "F." The student will be placed on Academic Probation at that time until a cumulative GPA of no less than a B- average is earned during the subsequent seminar.

#### *Repeated Sections due to Unsatisfactory Completion*

The student will be given one opportunity to make up a failed seminar section, either the next time it is offered or through make-up work, to receive an acceptable grade and raise the overall GPA to an acceptable score. If the student does not make up the section during the timeframe noted above, the grade will remain an "F," the failing grade will appear on his or her transcript, Academic Stop will go into effect, and the student's file will be sent to the Doctor of Ministry Committee with recommended action.

### Academic Probation

When a student's overall grade point average drops below 3.0, he or she will be placed on academic probation status and given one more seminar to raise this to the required 3.0 grade point minimum. If unsuccessful, an academic stop will go into effect.

### Academic Stop

If an academic stop is placed on a student, no further Doctor of Ministry work will be accepted or permitted until such time that the Doctor of Ministry Committee deems appropriate. An academic stop will go into effect for one of the following reasons:

- Work from the previous seminar is not completed within the parameters of the semester and a grade of "F" has been given. At that time, an academic stop will be put in place and will require Doctor of Ministry Committee action to continue in the Doctor of Ministry program. That particular course must be successfully retaken for credit at the student's expense as a replacement grade before graduation may be granted.
- Academic probation has not been removed.

### Extension Policy

Seminar assignments are to be completed and mailed or emailed on or before the established due date. However, upon receiving a completed Extension Request Form and payment of \$20.00 per professor, a thirty-day extension (one for each professor) may be granted by the Doctor of Ministry Office. The extension request should be received before the original due date. The professor shall reduce the grade by at least one-half letter grade. Work postmarked after the due date or the one-time thirty-day extension due date is subject to a minimum of one point grade reduction. No class work will be accepted after the close of the semester (except for previously granted 30-day extensions), a grade of "F" will be given, and the semester will have to be repeated for credit.

### Continuation Status

Students who begin the Doctor of Ministry program but for unavoidable circumstances need to delay their sequential continued participation or who have completed the required

seminars but have not completed the Final Project may, with the permission of the Director of the Doctor of Ministry Program, go on “Continuation Status” with a fee equating to one semester credit hour per semester. Seven years, including time on Continuation, is the limit that a person may continue in the Doctor of Ministry program. All exceptions to this rule must be approved by the Doctor of Ministry Committee.

### Medical Hold Status

Medical Hold Status will be granted to a student who has encountered serious health issues. This status is granted only by the Director of the Doctor of Ministry program at his or her discretion and must be reviewed every semester. No Hold fees will be assessed during Medical Hold Status. Such authorization will be placed in the student’s file.

### Withdrawal from Program

When a student wishes to withdraw from the program, he or she must submit a written request to the Doctor of Ministry office. The Doctor of Ministry Committee will notify the student of action taken.

### Plagiarism

Plagiarism is presenting the work of another person as one’s own without giving proper credit for the use of the information. Some common forms of plagiarism include:

- Not crediting (via citation) the source or author of a quotation, definition, or an important idea used in one’s paper;
- Changing a few words or terms in a quoted statement and passing it off as one’s own work;
- Mixing unmarked quotations with one’s own words and putting a single reference at the end of a paragraph;
- Turning in a paper written in whole or in part by someone else.

Students must not quote books, articles, essays, or internet sites without giving proper credit to the author(s) of the work. The student should enclose in quotation marks and reference the source for any direct quotation of three or more words. The student who is found guilty of plagiarism is subject to a range of consequences including failure of course work and dismissal from HGST.

### Permanent File

Permanent files for each student are maintained by the HGST Registrar. However, the Doctor of Ministry Office will maintain copies of student files for each student. These files will consist of the admissions records, assignments to be returned, and project files. The Business Office will keep tuition and fee payment records. A final review of all files will be made before the candidate is permitted to graduate. Therefore, it is incumbent upon the candidate to see that all the requirements are met.

Academic records are kept on file in the Doctor of Ministry office. Information concerning a student’s academic performance is kept in his or her private file, and is only avail-

able for perusal by those properly authorized. Students may review their own files by appointment with the Director of the Doctor of Ministry Program.

## Candidacy Status

Candidacy is the formal recognition of the student's advanced status and represents the Doctor of Ministry Committee's approval to proceed with the execution of the major project. Students will not receive credit for a D.Min. Project that begins prior to achieving Candidacy Status. A student may apply for candidacy status after the satisfactory completion of two seminar courses (3.0 minimum GPA), the completion of any admissions deficiencies, and the approval of a Ministry Project Proposal. Students initiate the process of this advancement by submission of the completed Candidacy Status Request Form to the Doctor of Ministry office. Approval and formal notification of advancement to Candidacy Status for the degree is made by the Director of the Doctor of Ministry program when all requirements have been satisfied. Candidacy status requirements include:

- Submission of the Candidacy Status Request Form with candidacy fee;
- Completed admissions file;
- Successful completion of at least twelve HGST D.Min. credit hours;
- Minimum 3.0 GPA;
- Up-to-date financial account.

## Deadlines for May Graduation

- One copy of a complete first draft in a looseleaf binder, submitted to the Director of the Doctor of Ministry Program, on or before the first Friday in November;
- Completed Application for Graduation by December 12;
- Draft, with notations by Doctor Ministry of Committee, will be returned to the student by the second Friday in December;
- One copy of the corrected second draft (in a looseleaf binder with the copy of the notated first draft) to HGST for the Doctor of Ministry Director's approval and circulation to Committee members no later than the third Friday of January;
- Working second draft ready for student pick up no later than the second Friday in February;
- Oral defense and exit interview completed by the first Friday in March and account paid in full;
- Conditional recommendation for approval during the regular March Faculty meeting;
- One corrected copy ready for reader's notations and/or approval by the second Friday in March, with Final Project Processing Fee attached;
- Annotated and/or approved copy ready for pick-up from the form reader by the second Friday in April;

- Two completed copies on 20% cotton paper delivered to the Director of the Doctor of Ministry Program no later than the 4th Friday in April.

### Deadlines for December Graduation

- One copy of a complete first draft in a looseleaf binder, submitted to the Director of the Doctor of Ministry Program, on or before the first Friday in June;
- Completed Application for Graduation by July 12;
- Draft, with notations by Doctor of Ministry Committee, will be returned to the student by the second Friday in July;
- One copy of the corrected second draft (in a looseleaf binder with the copy of the notated first draft) to HGST for the Doctor of Ministry Director’s approval and circulation to Committee members no later than the third Friday of August;
- Working second draft ready for student pick up no later than the second Friday in September;
- Oral defense and exit interview completed by the first Friday in October and account paid in full;
- Conditional recommendation for approval during the regular October Faculty meeting;
- One corrected copy ready for reader’s notations and/or approval by the second Friday in October, with Final Project Processing Fee attached;
- Annotated and/or approved copy ready for pick-up from the form reader by the second Friday in November;
- Two completed copies on 20% cotton paper delivered to the Director of the Doctor of Ministry Program no later than the 4th Friday in November.

### Financial Policies

Tuition and Fees

1a	Tuition - Full Program (43 hours)		\$ 15,480.00
1b	Tuition - Full Program (39 hours)		\$ 14,040.00
1c	Tuition - Full Program (24 hours)		\$ 8,640.00
2	Tuition per credit hour		\$ 360.00
3	Application for Admission Fee		\$ 100.00
4	International Student Admission Fee		\$ 200.00
5	Student Fee		\$ 200.00
6	Assignment Extensions	Per instructor	\$ 20.00
7	Continuation Fee	One credit hour	\$ 360.00
8	Candidacy Fee		\$ 200.00
9	Final Project Processing Fee		\$ 200.00
10	Graduation Fee		\$ 700.00
11	Audit (returning graduates only)	Per seminar	\$ 150.00
12	Late Enrollment Fee		\$ 100.00
13a	Hosting Fee - DMC and DME		\$ 75.00
13b	Hosting Fee - DMK		\$ 15.00
14	Language Track Fee		\$ 150.00
15	Project Fee	DMK per semester	\$ 50.00

## Explanation of Fees

- The Application for Admission Fee (4) includes the filing and processing of transcripts and admission materials into the Doctor of Ministry program. The fee is nonrefundable.
- The Student Fee (5) includes HGST library access, Fondren Library at Rice University, Internet access, email services, access to the ATLA Research Database, as well the seminar course offerings.
- The Continuation Fee (7) for Doctor of Ministry students is charged when student has finished course work without completing the major project or when the student has been approved to miss a seminar sequence. This Fee will be charged each semester the student is placed on Continuation status.
- The Candidacy Fee (8) is payable when submitting the Candidacy Status Request Form to the Doctor of Ministry office, following approval of the Narrative Proposal.
- The Final Project Processing Fee (9) is due with the submission of the final draft of the Project Report, ready for form reading.
- The Graduation Fee (10) includes the rental of the academic gown, the purchase of the doctoral hood, doctoral tam, diploma, class photo, and the cost of binding two copies of the Project Report. If the graduate wishes to purchase a gown, ordering information will be supplied. The deadline for submission of the Graduation Fee and Form for May graduation is December 12; for December graduation the deadline is July 12.
- Seminar Hosting Fee (13) is a nominal fee charged to cover the expenses of seminar lunches and snack bar.

## Tuition Refund Policy

- Due to the nature of the D.Min. semester, typically, no refunds will be given if a student has to miss the on-site instruction seminar. If the absence is for a valid reason, however, the student will be allowed to reenroll for that semester the next time it is offered with no additional tuition payment required.
- Scholarships will not be refunded to the student. In the event of withdrawal, any portion of scholarships or grants not yet received by the student will not be refunded to the student.

## Financial Assistance

Students are free to contact the HGST Financial Aid Office about the availability of student loans and deferments or the possible availability of funds for scholarship assistance. HGST affirms the policy that no student will be denied financial aid, scholarships, grants, or any other financially related program on the basis of color, sex, race, and national or ethnic origin.

## COURSE OF STUDY—STRUCTURE AND REQUIREMENTS

The initial Doctor of Ministry Orientation and Seminar (DM\_ 800) is required for DME and DMK students prior to enrollment in other semesters. No introductory seminar exists for DMC students.

### Seminar Attendance

The five rotating DME 810-850 seminars are usually held during the second week of January and July. The required introductory seminar (DME 800) follows the rotating seminars in January and July with an orientation day in either November or May.

The five rotating DMK seminars are usually held during August and February, with introductory seminars (DMK 800) held during the same weeks.

DMC seminars are held in May and November. Each doctoral student should plan to be in attendance at scheduled seminars. Class attendance is mandatory for all seminar sessions and attendance records are kept in order to insure proper credit.

### Assignments

Pre-seminar written assignments are due the first day of the seminar week. Each Doctor of Ministry seminar may require a minimum of 2,000 pages of reading from a selected reading list provided at the beginning of each semester. Requirements for the reading assignments may include completion prior to attending each seminar. It is expected that the books will be acquired and that the reading assignments will be accomplished in order that candidates may be exposed to the material prior to the seminar.

In addition to reading assignments, instructors may require other pre-seminar assignments. Discussion of the reading assignments is considered to be an integral part of each Doctor of Ministry seminar. Student readiness, based upon the reading and other pre-seminar requirements when given, is not only expected but is often required and graded.

Post-seminar written assignments are to be submitted within ninety days after the session ends, at prescribed deadlines. Competence will be demonstrated through creative projects and/or papers, which apply professional experience in connection with each course/seminar. All projects/papers will demonstrate an understanding of writing skills required for the doctoral level and of the subject matter, bibliography, theory, and methodology covered in the seminar.

Written work will follow the prescribed HGST/Turabian style and should meet the deadline required in each seminar syllabus. The grades will reflect the meeting of these criteria as well as the content. Assignments may be mailed or emailed directly to professors on or before the due date.

Students are encouraged to email copies of completed assignments to the Director and to keep hard copies and external digital copies on file to protect work from being lost due to a computer malfunction. Graded papers are usually available for pick up at the following seminar unless they are returned via email.

## SEMINAR DESCRIPTIONS IN BRIEF

### DME and DMK

While the six one-week seminars that form the foundational core of this Doctor of Ministry program focus on various aspects of ministry, please note three recurring themes: spiritual formation, leadership development, and project development. The rationale for this repeated emphasis is that all are essential to the success of any vital ministry as well as the Doctor of Ministry Program.

#### DME/DMK 800 - The Leadership Development of Ministry

This introductory seminar focuses on the principles of empowering spiritual leadership in a changing world, becoming a vision-driven leader ministering in a twenty-first century urban center, and discovering vital principles for a lifetime of spiritual growth in the image of Christ.

**Leadership in Ministry** is presented as an integral part of the seminar. Along with defining leadership and discussions concerning the difference between leading and managing without controlling, is a look at one's own strengths and personality, how to lead others according to their strengths, various stages of job development, and situational environments. Leading in a time of change is also addressed as well as how to employ windows of opportunity and match them to the appropriate people and other resources that are in one's present ministry organization.

**Vision and Mission Statements** are explored. The development of a vision and mission statement for one's own ministry, church, or organization is one exercise. The challenge is to become a vision-driven leader.

**Critical Thinking and Writing** is also included in this initial seminar. This is a skill that must be honed to a high level for one to succeed in this Doctor of Ministry program. The difference between writing a mere book review and that of writing a Critical Book Review will be taught. Writing of seminar papers with the HGST adaptations of the Turabian style format will be briefly reviewed. Such style and standards must be used for all HGST assignments, including the final project document.

**The Doctor of Ministry Program Overview** is a vital part of the DME/DMK 800 seminar. This includes an orientation to the program including its purpose and objectives, as well as how the seminars are conducted, plus an explanation of the degree. The Doctor of Ministry Project is explained, research methods are suggested, and advisors are assigned. The syllabus includes example materials to give the student a good understanding of the tasks in the Doctor of Ministry program. An introduction to the services that HGST and affiliated libraries provide will be reviewed.

#### Recurring Themes

- **Spiritual Formation** - The spiritual health of the minister is vital to one's ability to lead in ministry. Great effort is, therefore, taken in this seminar to lay a lifetime foundation for one's continued spiritual formation and growth. The principles discussed in this seminar are the basis upon which future spiritual formation segments will be experienced.

- **Leadership Development** - Working lunchtime sessions in cohort settings (DME) will address the matter of developing and being aware of various patterns God uses to develop a leader. Upon examining these patterns, one will begin to recognize that ministry leadership flows from a person's being, which is something God continues to mold throughout a lifetime. Leadership development is woven into the DMK program in a variety of ways.
- **Project Development** - Assignments to encourage timely completion of the Ministry Project will continue throughout the Program. The Project Director will assign a passing or failing grade to each seminar's work.

**Specialization Areas** (DME) from which one may choose to explore to a deeper level during their Doctor of Ministry experience will be presented. The areas presently available are Spiritual Formation and Direction, Pastoral Leadership, and Pastoral Care. An entire class day will be devoted to specialization areas.

## DME/DMK 810 - The Proclaiming Ministry of the Church

The foremost task of the minister is proclaiming the gospel. Although proclamation may take on several forms, such as preaching, writing, drama, and dance, this particular seminar will focus on preaching.

**Theology and Preaching** in today's twenty-first century world will be explored. Instruction includes directing the minister in developing the skills for effective written and oral communication. The use of homiletic and communication devices may be explored in the following three arenas of preaching.

**Preaching Theological Concepts** to a contemporary audience will be explored in depth. This section will not only focus the identification of basic theological concepts and various theories but will also include practical aspects and methods that may be used to make such preaching more effective and life-changing.

**Preaching from the Old Testament** will be a segment of the seminar to enhance the communicator's ability to deal with the biblical text. An examination of the means the Old Testament writers used to communicate by historical narrative, poetic structures, and prophetic message will enable the minister to increase his or her biblical communication skills.

**Preaching from the New Testament** will cover not only contemporary issues that may be addressed in New Testament studies but various means for understanding the meaning of the text and then how to effectively apply the principles in today's society in such a way as to enhance one's Christian growth and maturity.

## Recurring Themes

- **Spiritual Formation** - The spiritual health of the minister is vital to one's ability to lead in ministry. Great effort is, therefore, taken in this seminar to lay a lifetime foundation for one's continued spiritual formation and growth. The principles discussed in this seminar are the basis upon which future spiritual formation segments will be experienced.

- **Leadership Development** - Working lunchtime sessions in cohort settings (DME) will address the matter of developing and being aware of various patterns God uses to develop a leader. Upon examining these patterns, one will begin to recognize that ministry leadership flows from a person's being, which is something God continues to mold throughout a lifetime. Leadership development is woven into the DMK program in a variety of ways.
- **Project Development** - Assignments to encourage timely completion of the Ministry Project will continue throughout the Program. The Project Director will assign a passing or failing grade to each seminar's work.

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## DME/DMK 820 - The Teaching Ministry of the Church

Paul speaks in Ephesians of the giftedness of the minister, "some to be pastors and teachers" (4:11c NIV). This seminar is designated to enhance the teaching ministry of the local church.

**Christian Education:** The minister's role as the facilitator of education in the corporate Christian community is the scope of this segment of the seminar. This segment of the seminar will allow the student to view Christian Education from the perspective of the New Testament. Models of the teachings of Jesus and the New Testament church will be explored and will provide a foundation for giving leadership to this vital area of Christian ministry. Attention is given to:

### Forms and Styles of Christian Education

- Methods of organizing program
- Methods of conducting programs
- Contemporary teaching structures
- Theology of Christian Education

**Adult Discipling Ministries** is a vital segment of any church's Christian Education program. Various ways and practical tools will be explored to alert the student to various tools and methods that may be developed and/or used to help adults discover ways to develop their spiritual maturity and their ministry gifts.

**Children's Ministry:** Faith development in children from birth through elementary school will be examined, with focus on special issues relating to the work of children. Students will explore teaching the Bible to children and various ministry programs and activities.

**Youth Discipleship** for the next generation is a specialized and contemporary cry from today's church. This growing need for youth ministry is one indication that this area of ministry must be attended to by the pastor. This segment endeavors to assist ministers in understanding the many varieties of youth ministry.

## Recurring Themes

- ***Spiritual Formation*** - The spiritual health of the minister is vital to one's ability to lead in ministry. Great effort is, therefore, taken in this seminar to lay a lifetime foundation for one's continued spiritual formation and growth. The principles discussed in this seminar are the basis upon which future spiritual formation segments will be experienced.
- ***Leadership Development*** - Working lunchtime sessions in cohort settings (DME) will address the matter of developing and being aware of various patterns God uses to develop a leader. Upon examining these patterns, one will begin to recognize that ministry leadership flows from a person's being, which is something God continues to mold throughout a lifetime. Leadership development is woven into the DMK program in a variety of ways.
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***Specialization Areas*** (DME) from which one may choose to explore to a deeper level during their Doctor of Ministry experience will be presented. The areas presently available are Spiritual Formation and Direction, Pastoral Leadership, and Pastoral Care. An entire class day will be devoted to specialization areas.

## DME/DMK 830 - The Evangelizing Ministry of the Church

Taking the "good news" to the world is a task commissioned to the church by the Lord Jesus. The study of the principles and practices that make evangelism successful are examined in this seminar.

***Evangelism in the Early Church.*** A study of the Acts of the Apostles provides the model for the church in the new millennium. The examination of this mighty New Testament book will give impetus for the church in facing a multi-faith society, bringing the gospel to a secular society, and defending the faith in a post-modern society.

***Missiology and the Evangelistic Church.*** The theology of mission and the alternatives to mission are presented. Mission teamwork for both ministers and church leaders, domestic and international, is presented. Innovations and ideas for mission setting such as sports ministry, social action, small groups, and visitation in hospitals and other caring institutions, are also part of the seminar curriculum.

***Church Growth and Church Planting.*** An integral part of evangelism and missiology is church growth and new church planting. In the natural course of time, there should be enough new converts from the evangelistic and missiological thrusts to require new church plants. An exploration of the models and theories of growth and church planting will include the cell structure, which has emerged worldwide. It will be viewed in light of its use in evangelism and mission.

## Recurring Themes

- ***Spiritual Formation*** - The spiritual health of the minister is vital to one's ability to lead in ministry. Great effort is, therefore, taken in this seminar to lay a life-

time foundation for one's continued spiritual formation and growth. The principles discussed in this seminar are the basis upon which future spiritual formation segments will be experienced.

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- **Project Development** - Assignments to encourage timely completion of the Ministry Project will continue throughout the Program. The Project Director will assign a passing or failing grade to each seminar's work.

**Specialization Areas** (DME) from which one may choose to explore to a deeper level during their Doctor of Ministry experience will be presented. The areas presently available are Spiritual Formation and Direction, Pastoral Leadership, and Pastoral Care. An entire class day will be devoted to specialization areas.

### DME/DMK 840 – Pastoral Issues for 21st-century Ministry

We recognize that, in today's ministry setting, new issues have arisen that previously were non-existent or seldom appeared. This particular seminar is dedicated to exploring some of the issues and thus giving ministers some exposure not only to the problems but some "how to" things to do in facing these issues.

Selected topics will be offered following consideration by the D.Min. Director in consultation with the D.Min. Committee and the Curriculum Committee.

**24-hour Silent Retreat.** In order to face overwhelming odds in ministry, students will learn to practice the disciplines associated with sabbath-keeping. At the close of the seminar, students will spend one full day in silence at a local retreat center.

### Recurring Themes

- **Spiritual Formation** - The spiritual health of the minister is vital to one's ability to lead in ministry. Great effort is, therefore, taken in this seminar to lay a lifetime foundation for one's continued spiritual formation and growth. The principles discussed in this seminar are the basis upon which future spiritual formation segments will be experienced.
- **Leadership Development** - Working lunchtime sessions in cohort settings (DME) will address the matter of developing and being aware of various patterns God uses to develop a leader. Upon examining these patterns, one will begin to recognize that ministry leadership flows from a person's being, which is something God continues to mold throughout a lifetime. Leadership development is woven into the DMK program in a variety of ways.
- **Project Development** - Assignments to encourage timely completion of the Ministry Project will continue throughout the Program. The Project Director will assign a passing or failing grade to each seminar's work.

**Specialization Areas** (DME) from which one may choose to explore to a deeper level during their Doctor of Ministry experience will be presented. The areas presently available are Spiritual Formation and Direction, Pastoral Leadership, and Pastoral Care. An entire class day will be devoted to specialization areas.

## DME/DMK 850 - Serving in a Multicultural Society

The multicultural face of society has a definite impact upon the contemporary church. This seminar's central purpose is to help students better understand the themes, issues, and concepts associated with doing effective spiritual ministry in a multi-cultural and unchurched context. In a culturally diverse and increasingly neo-pagan religious context, the effective pastor and Christian worker must strive to become proficient in the truths and practices associated with making disciples in the 21st century.

**Theological Foundations.** This seminar is designed to provoke one's thinking in such a way that students will be enabled to construct their own theology of ministry specifically related to multi-cultural and unchurched contexts. Students will have an opportunity to write their own personal philosophy of ministry on these concepts and, through it, to lay the foundation for future reflection on these and related issues.

**Ministry in an Unchurched Society.** This segment will take a hard look at the church as an agent for change in a non-church environment: what must the church do to impact against crime, to impact for cross-cultural dialogue, to impact for sobriety, to impact against hunger and poverty, and to impact for evangelism. A study of select principles associated with evangelism, discipleship, and church formation in unchurched and multi-cultural contexts will be explored.

**Ministry in a Multicultural Society.** There is a paradigm shift occurring in the U.S. regarding ethnic diversity. This segment explores the methodology of outreach into other cultures and ethnic groups. One of the critical concepts of this seminar is learning the freedom associated with understanding the viability of all cultural expressions, especially those which are different from one's own.

## Recurring Themes

- **Spiritual Formation** - The spiritual health of the minister is vital to one's ability to lead in ministry. Great effort is, therefore, taken in this seminar to lay a life-time foundation for one's continued spiritual formation and growth. The principles discussed in this seminar are the basis upon which future spiritual formation segments will be experienced.
- **Leadership Development** - Working lunchtime sessions in cohort settings (DME) will address the matter of developing and being aware of various patterns God uses to develop a leader. Upon examining these patterns, one will begin to recognize that ministry leadership flows from a person's being, which is something God continues to mold throughout a lifetime. Leadership development is woven into the DMK program in a variety of ways.
- **Project Development** - Assignments to encourage timely completion of the Ministry Project will continue throughout the Program. The Project Director will assign a passing or failing grade to each seminar's work.

*Specialization Areas* (DME) from which one may choose to explore to a deeper level during their Doctor of Ministry experience will be presented. The areas presently available are Spiritual Formation and Direction, Pastoral Leadership, and Pastoral Care. An entire class day will be devoted to specialization areas.

## SEMINAR DESCRIPTIONS IN BRIEF

### DMC

While the four one-week seminars that form the foundational core of this Doctor of Ministry degree for Military Chaplains (DMC) focus on various aspects of military chaplaincy work, please note the two recurring themes: spiritual formation and leadership development. The rationale for this repeated emphasis is that both are essential to the success of any vital ministry and that repeated exposure to these areas will enhance one's ministry effectiveness.

A special session for new students will be devoted during their first seminar to developing additional skills in critical thinking and writing assignments according to HGST expectations.

#### DMC 910 – Foundations of Ministry

This seminar focuses on the effective articulation of biblical and theological themes with a view to developing and enhancing the skills of the military chaplain as an effective oral and written communicator of relevant spiritual ideas and important faith-based concepts over against the challenges of the twenty-first century. Special emphasis will be given to the development of communication skills for worship services and other public settings, including instruction in the following areas of written and oral communication:

##### *Preaching as Communication:*

- **Theological Concepts:** This section will not only focus on the identification of basic theological concepts and various theories but will also include some practical aspects and methods that may be used to make such preaching more effective and life-changing.
- **Preaching from the Old Testament:** This segment will examine the various means used by the Old Testament authors to communicate important religious truth in their respective settings, including the use of historical narrative, poetic structure and prophetic message. Designed not only to develop the minister's skills in using the Old Testament as a preaching text, this segment is also designed to encourage the minister to view the Old Testament milieu as an important preaching resource.
- **Preaching from the New Testament:** This segment will examine the context and message of the New Testament writings as the basis for the Christian proclamation of the Gospel with a view to developing the minister's ability to communicate its message effectively and relevantly today. Methodologies for preaching through both the narrative (e.g. Gospels) and didactic sections (e.g. Epistles) of the New Testament will be explored. This segment will also examine the influ-

ence of recent scholarship on contemporary understanding and application of the New Testament's message.

***Worship as Communication:*** The field of Liturgics is devoted to a detailed consideration of the theory, method, tools, and components of leading worship in a corporate setting along with a survey of different worship styles and contexts. Special attention will be given to examining the respective strengths and limitations of traditional and contemporary styles of worship, the ecumenical challenges of corporate worship, and worship as the communication of spiritual truth through the corporate life of the body of believers.

## Recurring Themes

- ***Spiritual Formation*** - The spiritual health of the minister is vital to one's ability to lead in ministry. Great effort is, therefore, taken in this seminar to lay a lifetime foundation for one's continued spiritual formation and growth. The principles discussed in this seminar are the basis upon which future spiritual formation segments will be experienced.
- ***Leadership Development*** - Working lunchtime sessions in cohort settings will address the matter of developing and being aware of various patterns God uses to develop a leader. Upon examining these patterns, one will begin to recognize that ministry leadership flows from a person's being, which is something God continues to mold throughout a lifetime.

## DMC 920 – Ministry in a Pluralistic Setting

This segment focuses on the dynamics of ministry within the ethnic, cultural, and religious diversity of modern American society. One of the critical concepts of this seminar is gaining an appreciation for the vitality and viability of all cultural expressions represented in our nation, especially those most different from our own. The challenges of chaplaincy ministry and leadership amidst increasing cultural and religious diversity will be explored with a view to developing proficiency and effectiveness in cross-cultural communication, as well as ecumenical and interfaith dialogue in the 21st century. This seminar includes sessions in the following areas:

***Comparative Religions.*** This session provides a general survey of the world's major religions, along with a brief overview of new and marginal religions represented in the United States, with a view not only to compare and contrast their truth-claims with those of the Christian faith but also to gain a better understanding of and appreciation for alternative spiritualities.

***Cross-Cultural Communication.*** This session focuses on the principles and processes of communication from one culture to another, using the incarnation of Jesus as the model for intercultural communication of the gospel.

***Pastoral Leadership in a Multicultural and Inter-religious Environment.*** The purpose of this session is to help the student to better understand the themes, issues, and concepts associated with doing effective pastoral ministry in a multi-cultural setting. This session will examine context and methods of dialogue and interaction between competing and contrasting faith communities, both on personal and corporate levels, as well as models of cooperative association in a military setting.

***Ecumenical and Interfaith Dialogue.*** The focus of this session will be communication within and between faith communities, including ecumenical dialogue between various Christian traditions and denominations, as well as exploring the basis for and benefits of interfaith dialogue between the major religious groups.

***The Non-Religious Segment of Society.*** An explanation of how to relate and minister to the large and growing portion of our society and the military, for which faith and religious observances are not central to their lives.

## Recurring Themes

- ***Spiritual Formation*** - The spiritual health of the minister is vital to one's ability to lead in ministry. Great effort is, therefore, taken in this seminar to lay a lifetime foundation for one's continued spiritual formation and growth. The principles discussed in this seminar are the basis upon which future spiritual formation segments will be experienced.
- ***Leadership Development*** - Working lunchtime sessions in cohort settings will address the matter of developing and being aware of various patterns God uses to develop a leader. Upon examining these patterns, one will begin to recognize that ministry leadership flows from a person's being, which is something God continues to mold throughout a lifetime.

## DMC 930 – Personal Spiritual Formation and Self Care

Christian spiritual formation involves “building up the body of Christ, until all of us come to the unity of the faith and of the knowledge of the Son of God, to maturity, to the measure of the full stature of Christ” (Ephesians 4:12-13). Dallas Willard, a contemporary spiritual formation leader states in his book *Renovation of the Heart: Putting on the Character of Christ*:

Spiritual formation for the Christian basically refers to the Spirit-driven process of forming the inner world of the human self in such a way that it becomes like the inner being of Christ himself...Christian spiritual formation is focused entirely on Jesus. Its goal is an obedience or conformity to Christ that arises out of an inner transformation accomplished through purposive interaction with the grace of God in Christ (Willard 2002, 22).

Great effort will be taken in this seminar to lay a lifetime foundation for one's continued spiritual formation and growth. This seminar will focus on the following areas:

***History and Psychology of Spirituality.*** A brief review of the history and psychology of spirituality in Christianity will be given, especially focusing on the concepts of prayer and meditation and their respective roles in providing pastoral care.

***Spiritual Disciplines.*** This will involve a study of the various types of meditation, contemplative prayer, journaling and spiritual direction from many different segments of the Christian tradition: Protestant, Roman Catholic and Orthodox. This session will include an examination of the spiritual masters including Ignatius of Loyola, Teresa of Avila, St. John of the Cross, Fenelon, Meister Eckart, and George Fox. There will also be discussion of the spiritualities of Judaism, Islam, Hinduism, and Buddhism.

***Spiritual Practice and Exercise.*** This session will focus on various practices and activities that can be performed in a variety of physical and spiritual settings with a minimum of extra equipment other than a Bible, notebook or journal and pencil. Specific activities include use of:

- Common Lectionary, lectio divina, prayer related to the monastic hours;
- Salesian meditation, Centering Prayer;
- Jesus' prayer practices as related to the Spiritual exercises of Ignatius of Loyola;
- Use of the Examen of Conscience; and
- Visualization and guided imagery applied to meditation on the Bible.

Personal practice of these disciplines, as well as help and guidance in teaching them to others, will be examined.

***Silent Retreat.*** One of the most fascinating highlights of this seminar will be a twenty-four hour silent prayer and meditation retreat, conducted off-site at a nearby Christian renewal center. The cost (covered by tuition) includes one night's lodging and meals. The setting and facilities include wooded walking paths. A trained facilitator will lead you through this spiritually stimulating and rewarding renewal experience.

### Recurring Theme

***Leadership Development*** - Working lunchtime sessions in cohort settings will address the matter of developing and being aware of various patterns God uses to develop a leader. Upon examining these patterns, one will begin to recognize that ministry leadership flows from a person's being, which is something God continues to mold throughout a lifetime.

### DMC 940 – Ethics and Psychology of Pastoral Care

The dual focus of this seminar is to explore both ethical issues and practices as they relate to a military chaplain as well as increase one's understanding and skills in providing pastoral care in a military setting.

***Ethics in Chaplaincy Ministry.*** Ethics is at the center of public discourse with much discussion among the professions as well as society in general. The purpose of this section of the seminar will be to help the chaplain understand the ethical issues of today and their application in society. The following areas will be addressed:

- **Contemporary Issues:** Ethical issues frequently encountered by chaplains in our culture will be the focus of this session and will be examined in light of the standard of the Christian Scriptures.
- **Character Building:** Attention will be given to defining ethics, values and integrity clearly in order to make the chaplain a more effective minister. This will include elements of character building, integrity, accountability, and decision-making.
- **Clergy Misconduct and the Legal Issues of Ministry:** This session will focus on

both the legal and ethical consequences of various immoral or improper behaviors, or even perceived behaviors, of ministers, with a view to enabling chaplains to avoid some serious issues that could impair their ministries.

- **Perspectives on the Just-War Theory:** This session will explore the western theological tradition of Just-War Theory, with a view to equipping the military chaplain to be a role-model of moral awareness as well as a credible spiritual leader during the discharge of military duties.

***Pastoral Caregiving.*** The purpose of this section of the seminar is to explore the theory and practice of pastoral care with respect to the nature and dynamics of human personality and in light of contemporary models of helping, healing, and change. Included in this section are the following areas:

- **Pastoral Counseling Theory:** This session provides an overview of the major theoretical and clinical positions of counseling along with a consideration of the biblical and theological principles involved in pastoral caregiving. The role of the chaplain as a pastoral counselor, along with the interaction between psychological health and spirituality, will be explored.
- **Pastoral Counseling Techniques:** This session will explore various areas and practical techniques of individual, marriage/family, divorce/separation counseling with emphasis placed on conflict resolution and on ways in which the chaplain can foster and encourage reflection and insight on the part of the counselee(s). The limits of therapy in a pastoral setting will also be explored with a view to encouraging cooperative efforts with qualified professional counseling services and other healthcare providers.
- **Abnormal Psychology:** Included in this seminar session is a survey of various topics in abnormal psychology pertinent to pastoral counseling. There will be a study of the principles and procedures related to the assessment of counsees and their needs, with attention to both evaluation and the structuring of remedial procedures. Students will also learn how to assess the mental status of the counselee, see the signs of suicide, and interpret non-verbal body language.
- **Addictive Behaviors:** A study of the factors that contribute to addictive behavior and substance abuse, along with various treatment modalities, will be examined in this session. This includes the history of addiction in North America, predisposing and socio-cultural dimensions, screening and diagnosis, pharmacology of substances, and prevention and treatment approaches, including the role of spirituality and the AA movement.

## Recurring Themes

- ***Spiritual Formation*** - The spiritual health of the minister is vital to one's ability to lead in ministry. Great effort is, therefore, taken in this seminar to lay a lifetime foundation for one's continued spiritual formation and growth. The principles discussed in this seminar are the basis upon which future spiritual formation segments will be experienced.
- ***Leadership Development*** - Working lunchtime sessions in cohort settings will

address the matter of developing and being aware of various patterns God uses to develop a leader. Upon examining these patterns, one will begin to recognize that ministry leadership flows from a person's being, which is something God continues to mold throughout a lifetime.

## DMC 950 - Research Methodology and Project Development

In preparation for this seminar, Project development will be assessed and a plan formulated for each individual DMC student. More information about the Doctor of Ministry Project is available beginning on page 5.



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