

AGTS Doctor of Ministry
PTH 906 D. MIN. PROJECT DESIGN
October 11-15, 2010 (M-Th, 8 AM to 5 PM; F 8-12) Room 226

Dr. Lois E. Olena

COURSE DESCRIPTION AND OBJECTIVES

This hands-on course prepares the participant for the presentation of an acceptable project prospectus to the D. Min. Critique Team. It assists in:

1. identifying the roles of the participant, the project coordinator, the project adviser, the biblical-theological adviser, the editor, the project reader, and the D. Min. Critique Team;
2. understanding the required components of the project prospectus and final project;
3. sharpening critical and analytical skills for completing the project phase;
4. developing skills in writing clearly, coherently, and concisely; and
5. formulating a plan for project completion.

DOCTOR OF MINISTRY PROJECT STANDARDS

The current project standards as stipulated by the Association of Theological Schools are:

The program shall include the design and completion of a written doctoral-level project that addresses both the nature and the practice of ministry. The project should be of sufficient quality that it contributes to the practice of ministry as judged by professional standards and has the potential for application in other contexts of ministry.

The ministry project should demonstrate the candidate's ability to identify a specific topic in ministry, organize an effective research model, use appropriate resources, and evaluate the results, and should reflect the candidate's depth of theological insight in relation to ministry.

Upon completion of the doctoral project, there shall be an oral presentation and evaluation. The completed written project, with any supplemental materials, should be accessioned in the institution's library.

COURSE FORMAT

This course includes faculty instruction and mentoring, guest speakers, library research, and peer review sessions.

REQUIRED TEXTS

- Notes entitled, "D.Min. Project Design and Writing Resources," will be provided to you at the beginning of the Project Design Course. *These notes include key documents you will need in the research and writing of your doctoral project.*
- Several items on the D.Min. Participant Resources Web page: (<http://www.agts.edu/dmin/project/index.html>).

The D.Min. Department recommends to new participants that they purchase the following books at the beginning of their program and utilize their contents throughout their studies. If you have not yet done so, please purchase these books in preparation for the Project Phase:

Booth, Wayne C., Gregory G. Colomb, and Joseph M. Williams. *The Craft of Research*, 3rd ed. Chicago: University of Chicago Press, 2008.

Cheney, Theodore A. Rees. *Getting the Words Right: 39 Ways to Improve Your Writing*, 2nd ed. Cincinnati: F & W Publications, 2005.

Strunk, William, and E. B. White. *The Elements of Style*, 4th ed. New York: Macmillan, 1999.

Turabian, Kate. *A Manual for Writers of Term Papers, Theses, and Dissertations*, 7th ed. Chicago: University of Chicago Press, 2007.

Vhymeister, Nancy Jean. *Quality Research Papers*, 2nd ed. Grand Rapids, MI: Zondervan Publishing House, 2008.

Wilbers, Stephen. *Keys to Great Writing*. Cincinnati, OH: Writer's Digest Books, 2007.

• *These books are also **recommended** (but not required):*

Badke, William B. *Research Strategies: Finding Your Way Through the Information Fog*. Writers Club Press (self publisher, iUniverse-Indigo from iuniverse.com), 2004.

Barber, Cyril J. *An Introduction to Theological Research: A Guide for College and Seminary Students*. 2nd Rev. Exp. ed. Landham, MD: University Press of America, 2000.

Baugh, L. Sue. *Essentials of English Grammar: A Quick Guide to Good English*, 2005.

Brians, Paul. *Common Errors in English Usage*, 2nd ed., Sherwood, OR: William, James & Company 2008.

Cook, Claire Kehrwald. *Line by Line: How to Edit Your Own Writing*, Geneva, IL: Houghton Mifflin Harcourt, 1985.

Core, Deborah. *The Seminary Student Writes*. Atlanta: Chalice Press, 2000.

Davies, Richard E. *Handbook for Doctor of Ministry Projects*. Lanham, MD: University Press of America, 1984.

Galvan, Jose L. *Writing Literature Reviews: A Guide for Students of the Social and Behavioral Sciences*, 4th ed. Glendale, CA: Pyczak Publishing, 2009.

Glynn, John. *Commentary and Reference Survey: A Comprehensive Guide to Biblical and Theological Resources*. Grand Rapids, MI: Kregel Academic & Professional, 2007.

Hart, Chris. *Doing a Literature Review*. Thousand Oaks, CA: Sage Publications Ltd., 1999.

- Houghton, Peggy. *Turabian: The Easy Way!* Muskegon, MI: Baker College, 2008.
- Kepple, Robert J., and John J. Muether. *Reference Works for Theological Research*, 3rd ed. Landham, MD: University Press of America, 1992.
- Murray, Donald M. *The Craft of Revision*, 5th ed. Florence, KY: Wadsworth Publishing, 2003.
- Myers, William R. *Research in Ministry: A Primer for the Doctor of Ministry Program*. Chicago: Exploration Press, 1997.
- Shertzer, Margaret. *The Elements of Grammar*. New York: Longman, 1986.
- Society of Biblical Literature. *The SBL Handbook of Style: For Ancient Near Eastern, Biblical, and Early Christian Studies*. Peabody, MA: Hendrickson Publishers, 1999.
(Downloadable with login at: <http://www.sbl-site.org/publications/publishingwithsbl.aspx>).
- Wolcott, Harry F. *Writing up Qualitative Research*, 3rd ed. Thousand Oaks, CA: Sage Publishers, 2009.
- Yaghjian, Lucretia B. *Writing Theology Well: A Rhetoric for Theological and Biblical Writers*. New York: Continuum Press, 2008.
- Zinssler, William. *On Writing Well*, 4th ed. New York: Harper Collins, 1990.

COURSE REQUIREMENTS:

Pre-session: In preparation for the course please do four things:

1. Read the **textbooks**, highlighting useful information. Though these are reference works rather than cover-to-cover required reading for the course, familiarity with content prior to class will assist you in the production of your project prospectus due the end of Project Design week.
2. **Familiarize yourself thoroughly with the following documents posted on the D.Min. Participant Resources Web page** (<http://www.agts.edu/dmin/project/index.html>), and make a list of any questions you have relative to any of these or other posted documents at this site:
 - a. **The D.Min. Writing Style Guide**. This document contains much valuable information that will help you in class and during the writing of your project. A copy will be included in your Class Notes.
 - b. The **project outline**.
 - c. The **draft prospectus template**.
 - d. The following **biblical-theological research resources**:
154-pg. Word document, posted at:
<http://www.agts.edu/dmin/project/index.html>

Two-part video and PPT:

http://www.agts.edu/dmin/project/flash_1.htm

http://www.agts.edu/dmin/project/flash_2.htm

3. **Prepare a list of two to three potential project advisers.** This must be an individual with a terminal degree who has competency in your specific area of study. It must also be an individual accessible and available to you during your project phase. You may query that individual to determine his or her availability and willingness to assist; however, the D.Min. office will provide final approval of your project adviser the week of Project Design.
4. Download the **draft prospectus template** at <http://www.agts.edu/dmin/project/index.html> (under “Project Resources: Prospectus Resources”) and prepare a **draft prospectus** of the project you envision. **This draft is due to Dr. Olena via e-mail (lolena@agts.edu) by Monday, September 20.** *NOTE: THIS PROSPECTUS WILL BE TWEAKED AND REVISED THROUGHOUT THE WEEK OF PROJECT DESIGN. The more you have prepared prior to class, however, the less stressful the week will be as you ready your prospectus for its approval on the last day of class—and the more time you will have in the AGTS library to find additional suitable sources.*

This draft should be 3-5 pages double-spaced. The additional pages of the bibliography should be single-spaced). It must include the following elements in this order:

- A. **Title:** The title should be very specific and precise. It may contain ten to fifteen words in order to give a clear description of what will be done. (*See AGTS library for sample D.Min. project titles.*)
- B. **The Context:** This is a brief description of the ministry context in which you serve. Include yourself in this context (i.e., your position/title, how long you have been there, your main role).
- C. **Problem or Opportunity:** (I.e., what needs changing in your ministry context?) This should be a clear description of the problem to be examined. It should relate to the Project in very specific terms. It should explore the need in the ministry setting, the skill to be developed, and the knowledge that is to be found. It is important that the problem be described as such, and not as a conclusion the participant has already reached.
- D. **The Purpose:** (I.e., how will this Project address the problem or opportunity?) This should be one, concise, sharply focused sentence. The intent of this sentence is to provide guidance to the central goal of the Project and should clearly state the ministry product.

See “How to develop a Thesis Statement” (which may help you in your purpose statement):

www.fullerseminary.net/cll/dmin/finalproject/pdfs/DMinAcademicWritingStandards1107.pdf

- E. **Definition of Key Terms:** This section should identify key terms pertinent to the Project. Define special terms so that readers know the participant’s meaning. These are *unique* terms *specific* to the Project, not terms with well-known definitions.
- F. **Description of Proposed Project** (How you intend to accomplish the purpose. This description deals with scope and phases and will be in the future tense, as it is your *proposed* project.)

1. **Scope:** This is the “fine print” of the contract. It details the positive aspect—what the participant *is* going to do, and the negative aspect—what is *not* going to be done. It should spell out limiting factors that will operate in the Project. It is also important that the participant ask what is within his or her control. It is here that the participant should try to *ensure that the Project’s intent is achievable and verifiable*. In other words, only describe a project that you will actually be able to fulfill in the remainder of your D.Min. program. Scope also addresses where the project will occur, when, with whom, what resources you will use, and how the results will be evaluated.
2. **Phases (Methodology) and Timetable:** This section should outline the major steps/phases of the Project:
 - The Research Phase,
 - The Planning Phase (*such as surveys, coordination, logistics*),
 - The Implementation Phase (*your “action” step or ministry intervention*),
 - The Evaluation Phase, and
 - The Writing Phase.

The major steps should be *spelled out in detail*, with specific indications of what will be done and how it will be achieved. AGTS realizes that a finely detailed plan may not be possible, but we will not accept vague, general statements. This is your plan for the Project. Indicate how you will get data for self-evaluation, and how others will provide evaluation of your leadership. We strongly recommend that recognized survey instruments be used in Projects. These should be identified in the Prospectus. Whether your instrument is used as is, adapted, or created specifically for your project, it must be approved by the Project Coordinator.

Your **timetable** should interface with your major steps and should include significant time for comprehensive research, planning, action, evaluation, and writing. It should be fairly specific in regard to month and date. Dates should be according to the calendar (i.e., evaluation—“December 1 to December 31” rather than “one month”).

- G. **Identification of Biblical-Theological Themes for Review:** This should identify several key biblical-theological themes and Scriptures that will be studied in relation to the Project.
- H. **Identification of Other Literature Themes for General Literature Review:** This should identify several of the key themes, subjects and theories from the literature that will be studied in relation to the Project.
- I. **Contribution to Ministry:** What is important is that the Project not only be done well, but be significant for the participant’s ministry setting and potentially in other settings. It should not be done simply to obtain a degree. The participant should indicate the key contribution(s) from his or her point of view.
- J. **Bibliography:** This section must demonstrate comprehensive research and involve multiple forms of research (i.e., books, journals, etc.) that represent the breadth of the field and varied opinions. It should be divided into category areas pertinent to the Project (see below):

Biblical-Theological Literature Review

Author's Last Name, First Name. *Book Title: And Include Subtitles Also*. City of Publication:
Publisher, Year.

General Literature Review

Author's Last Name, First Name. *Book Title: And Include Subtitles Also*. City of Publication:
Publisher, Year.

The bibliography is normally four to eight pages (60-120 entries), and should be in correct Turabian (7th edition) format. It should begin on a new page so it is separate from the rest of the Prospectus. *You will have some library time during the week of Project Design to expand your bibliography, and you will have time with an editor to help ensure that your sources are in Turabian format. However, please include in your draft prospectus a bibliography that is as complete as possible.*

Note: Avoid "loading" your bibliography with general or non-pertinent sources. For example, from the biblical-theological resources document provided to you at the D.Min. participant resources web site, carefully read through and select pertinent sources rather than copying over general source materials. Identifying specific sources ahead of time will help you on your way as much as possible and save research time later.