

# Brite Divinity School

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**2016-2017**  
**D.MIN. MANUAL**

## **Nondiscrimination and Inclusion Statement**

**Statement approved by the Brite Faculty at the March 28, 2016 faculty meeting and by the Brite Board of Trustees at the April 22, 2016 board meeting (pending legal review)**

**General Nondiscrimination and Inclusion Statement:** Brite Divinity School is an institution that values diversity and challenges structures that intentionally or unintentionally encourage discrimination. As such, we do not discriminate on the basis of race, color, national origin, religion, sex, gender identity, gender expression, sexual orientation, social class, age, disability status, citizenship status, membership or application for membership in a uniformed service, or any other category protected by applicable law. Where there are discrepancies with Federal and State policies, they supersede Brite's policies.

**Employment:** Brite Divinity School is an equal opportunity employer and maintains a policy of nondiscrimination with respect to all employees and applicants for employment. All personnel actions, such as recruitment, hiring, training, promotion, transfer, layoff, recall, compensation and benefits, discipline, termination, and educational, recreational, and social programs are administered under the provision of our general nondiscrimination and inclusion statement. Employment decisions, subject to the legitimate business requirements of Brite, are based solely on an individual's qualifications, merits, and performance.

**Practices that Support Inclusion:** Brite is committed to promoting a diverse and just environment, in which language and practices support the achievement of inclusion. Specifically, Brite seeks to remove all barriers to the maintenance and aspirations of its Mission Statement and Non-Discrimination Statement in the following ways:

- Brite Divinity School promotes the intentional use of Inclusive language. This includes reference to such matters as language about God and humanity as noted in our Nondiscrimination and Inclusion Statement. Inclusive language in the classroom, chapel, and in common discourse is expected of students, staff, and faculty.
- Brite Divinity School maintains nondiscrimination in all its programs and activities, admission to these programs and activities, financial aid, and housing.

## **I. PURPOSE, GOALS, AND OUTCOMES OF D.MIN. PROGRAM**

### **A. Purpose**

The Doctor of Ministry is a twenty-seven hour advanced professional degree designed to enhance the practice of ministry and leadership in the church and other public settings. It is available to persons who hold the M.Div. degree or its equivalent, who have worked in a ministerial context for at least three years after earning the M.Div. degree, and who continue in the tasks and responsibilities of ministry during the course of their doctoral study. The D.Min. offers opportunities for professional, spiritual, intellectual, and personal growth through the rigorous academic study of theology, careful contextual analysis, and deepened engagement with the Spirit in the world. In a community of co-learners, the D.Min. helps practitioners engage the complex issues they face every day by developing capacities for theological reflection, creative leadership, and critical awareness of the important issues that demand prophetic witness. The degree is suitable for pastors, chaplains, educators, and leaders of faith-based agencies.

### **B. Program Goals and Outcomes**

The Doctor of Ministry in “Transforming Practices: Spirituality, Leadership, and Justice” is an advanced professional degree that seeks to:

#### Goals:

- Familiarize students with theories of leadership and social change that will enhance their abilities to effect change for social justice.
- Increase students’ abilities to conduct skillful contextual analysis that contributes to effective leadership in communities of faith and in society.
- Increase learners’ capacities for theological reflection on the practice of leadership in communities of faith and in society.
- Contribute to learners’ professional growth as leaders in communities of faith and in society.

#### Outcomes:

- Learners will demonstrate an understanding of leadership for social change that is theologically substantive and contextually appropriate.
- Learners will demonstrate advanced capacities for integrative theological reflection on the practice of leadership in communities of faith and in society.
- Learners will contribute new knowledge and understanding to the practice of ministry through the completion of a written project.

## II. DOCTOR OF MINISTRY PROGRAM

### A. Degree Requirements

The Doctor of Ministry is completed in 27 credit hours consisting of 8 courses and a professional ministry project. Core and elective courses are normally offered in one-week intensives during October and May (2 D.Min. courses are offered over a two week period in the May term) to allow persons who work fulltime to attend. All instruction takes place on the Brite campus at TCU in Fort Worth although engagement with instructors, classmates, and course material is required prior to and after times on campus.

#### 1. Required Courses (9 hours)

##### **Transforming Practices: Spirituality, Justice, and Leadership** (3 credit hours)

This is the foundational course for Brite's D.Min. program. In this course, we introduce the core concepts of the program, considering spirituality, leadership, and justice as integrated practices and essential foundations of Christian ministry.

##### **Leadership** (3 credit hours; may be repeated to fill out elective hours)

Students will be required to take at least one course in leadership during their program. Several different courses in leadership are offered at Brite, allowing students to choose one or more course(s) that address various aspects of leadership. The goals of these courses include: becoming familiar with theories of organizational leadership and change; increasing the self-awareness of leaders regarding gifts, strengths and weaknesses, and leadership style; learning about leadership in diverse contexts; understanding the nature of prophetic leadership for social change; increasing effectiveness in congregational and/or institutional leadership. Some examples of leadership courses offered to D.Min. students include "Person as Leader," "Theories and Practices of Leadership," "The Ministerial Leader as Practical Theologian," "Cosmopolitan Leadership," and "Leadership in the Midst of Conflict."

##### **Methods and Models for Research and Project Development** (3 credit hours)

In this course, students will explore various methods and models for doing research and writing about theological reflection on ministry. This course provides the opportunity to develop a plan for formulating and completing the ministry project.

#### 2. Elective Courses (15 hours)

To be selected from Brite's many offerings in spirituality, leadership, and justice according to student interests and needs.

#### 3. Doctoral Project (3 hours)

The Doctor of Ministry program culminates with a final project. The Association of Theological Schools (ATS) D.Min. accreditation standards stipulate that:

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

This standard emphasizes that projects should directly address questions about the practice of ministry. In other words, the project offers students the opportunity to integrate practice and theory through the enactment of some specific project within the context of ministerial practice, and to produce a written reflection upon that project which draws on relevant scholarly literature to interpret it. In the project, a candidate for the degree will demonstrate the ability to identify some issue or situation in the practice of ministry, to develop a research model for testing, to analyze the situation from a variety of critical perspectives, to evaluate the results of the research project, and to interpret the situation theologically.

As distinguished from most Ph.D. theses or dissertations, we emphasize the *project* aspect of the D.Min. That is, students are asked to develop a project to carry out within the living context of a ministry setting and then reflect on it in written form. By definition the project will include some form of grounded research. Rather than calling the written piece of the project a “thesis” or “dissertation,” it can be viewed as a substantive critical analysis that describes and evaluates the project and its implications for the practice of ministry.

D.Min. projects may take any one of a number of forms. The following are examples of various forms that projects may take. These are suggestive, only, and should not preclude other possibilities. A particular project may also combine elements of more than one of the following:

- Congregational or organizational analysis (this may be accomplished through surveys, interviewing, or other types of data gathering common in sociological research.)
- Evaluation of a ministry practice (for example: an analysis of sermons, a liturgical analysis, evaluation of a judicatory program, etc.)
- Development of a ministry resource (for example: an education curriculum, a retreat curriculum, etc.)
- Application of a theory found in literature to a ministry practice

Steps in the process:

- a. Upon completing 21-24 hours of coursework a student, in consultation with a faculty member (project director), will propose a final project that integrates scholarship and the practice of ministry. The proposal should be approximately 15 pages long. The proposal will be presented to the project director, a second reader, and the Director of the D.Min. program for approval. These three faculty members will constitute the D.Min. Project Committee.
- b. Project committees should normally consist of faculty representing the areas of disciplinary expertise addressed by the project.

A proposal should include the following elements:

1. **Title:** Indicate a tentative title for your project. Include your name and the proposed director for your project.
2. **The issue:** Describe the ministry issue, situation, problem or question to be addressed. This section should include a clear and well-developed research question that will guide the student's investigation.
3. **The context:** Describe the setting within which your project will be carried out.
4. **Project Design:** Describe the type of project you intend to undertake and describe precisely what you intend to do (e.g., an analysis of sermons, develop a retreat curriculum, conduct interviews with a group of persons, etc.) to address the issue identified above.
5. **Theological analysis:** Establish a theological framework for addressing your issue. What biblical and theological resources inform your interpretation of the situation? Identify a theological concept, school of theology, or theologian/s that will inform your perspective on the issue. Explain the reasons for your choices: why and how are they appropriate to carrying out your project?
6. **Method:** Explain how you will carry out your project. Describe in detail your methodology emerging out of the Research Methods and Models course. If your method for analysis includes scholarly resources outside the theological disciplines (e.g., social or behavioral sciences, natural sciences, critical theory, etc.) describe them, identifying a concept or author/s that will inform your method. Indicate whether your project will involve human subjects and how you will address the ethical issues involved with human subjects research (see letter B below for additional information on research with human subjects).
7. **Evaluation:** How will you evaluate the project? Indicate your intended outcomes and how you will know if they have been reached or not. Describe the data and resources you will use to record and interpret your findings. Indicate who will be involved in gathering and interpreting data and evaluating the project.

8. **Statement of significance:** Describe the contribution that your project will make to the understanding and practice of ministry. Indicate why and how this project is important to you and to other ministry practitioners.
  9. **Outline:** Provide a tentative outline of your project report with brief summaries of each chapter.
  10. **Resources:** Provide a list of 25-50 resources which you will draw upon as you carry out your project in ministry and write your report.
- c. Once the proposal has been approved by the Project Committee the student will normally be asked to meet with the Doctor of Ministry Committee to offer a brief oral presentation of her or his proposal and address questions raised by the Doctor of Ministry Committee. The project director will also typically be present for the conversation. The Doctor of Ministry Committee will vote whether to certify that the proposal meets minimal acceptable standards. Any advice or suggestions from Doctor of Ministry Committee members will be communicated directly to the student and the project director.

Projects involving human participants must also receive approval from the Texas Christian University Institutional Review Board (IRB). Proposals to the IRB must conform to the policy and procedure, as stated in the *Brite Governance Handbook* (sections 3.5 and 3.6) and Appendix Q “Research Proposal and Consent Format for Review” in the *Brite Support Manual*. The requirements include IRB approval in advance of commencing any research with human participants. Additional information on the IRB can be found online at [www.research.tcu.edu](http://www.research.tcu.edu).

- d. Following approval of the proposal by the Doctor of Ministry Committee and, if applicable, the Institutional Review Board, the D.Min. candidate shall complete the doctoral project within two academic years. During the final semester of study, the student enrolls in DOMI 80913. An oral examination of the completed project will be held in the final semester of study with the student and the Project Committee.
- e. The project director, in consultation with the other members of the Project Committee, and the candidate will set the date and time of the defense. The candidate is encouraged to prepare a defense date as early as possible to allow for corrections and filing of final copy. For May graduation, the project must be approved, signed by the project director, second reader, and D.Min. Director and submitted to the Associate Dean for Academic Affairs no later than April 10. For December graduation, the project must be approved, signed by the project director, second reader, and D.Min. Director and submitted to the Associate Dean for Academic Affairs no later than November 10.
- f. When it has been determined that the project requires no further written revisions, the text must be sent electronically to UMI for filing. Instructions

for submitting the text to UMI can be found on line at <http://lib.tcu.edu/howto/thesis.asp>. The appropriate fees must be paid online. Care should be taken to ensure compliance with May and December graduation deadlines. The text should be submitted and all fees paid no later than April 10 for May graduation or November 10 for December graduation.

**g. Proposal/Project Style Guidelines**

Students must use *The Chicago Manual of Style (latest edition)* or *APA Style*. The same manual of style is to be used for both the proposal and dissertation.

Students are to:

- Follow the list of abbreviations for biblical books in *The SBL Handbook of Style*.
- Tailor the title page and signature page as established by Brite (Forms BDMIN-5 and BDMIN-6).
- Printing must be on one side of the paper only and be letter quality. Font size must be 12 point. Font style must be Times New Roman. Text color must be black.
- Typed lines must be double-spaced, except for table of contents, footnotes, captions, glossary, appendices, and bibliography, which are single-spaced.
- Block quotations (quotations over five lines) are single-spaced. Block quotations must be indented four spaces from the left margin or eight spaces if the quotation begins a paragraph. Do not use quotation marks in the block quotation except for quotations nested within the block. Double-space before and after a block quotation.
- Tabulation must be five spaces.
- The text is justified on the left margin, but is not justified on the right margin.
- All margins should be one inch.

The project director will determine when form and content are ready for an oral defense.

#### 4. Other Degree Requirements

- a. Twenty-seven semester hours of credit must be completed with a cumulative grade point average of at least 3.25, based on a four point grading system.
- b. All entering students are required to participate in an orientation session conducted during their first week of intensive courses.
- c. All entering students are required to submit evidence of completion of a Seminar on Healthy Boundaries. Students who cannot show evidence of completion of such training should plan to participate in one of Brite's trainings in August or January. Students who do not complete this requirement will be subject to the cancellation of their registration.
- d. All students are required to submit a brief (2-4 page) paper after each term reflecting on the courses taken. The reflection paper should articulate how the course(s) taken during that term contribute to the learning goals established at the beginning of the program, and how the course(s) inform the student's practice of ministry. Papers will be due on September 1 (for May Term) and February 1 (for October Term).
- e. All students are required to keep a portfolio of their academic work that will serve as a basis for a mid-program review. The portfolio should consist of all major papers written for courses, reflection papers (described in d above), and any other materials deemed relevant by the student in consultation with the director of the program.
- f. After completion of 12-15 hours a mid-program review will be scheduled. Students will submit their portfolio in electronic form to the D.Min. Director. The D.Min. Committee will review the portfolio. The D.Min. Director will communicate the results of the review and any recommendations to the student in writing, after which a student may schedule an interview with the D.Min. Director to discuss any concerns.
- g. Except for approved transfer credit, D.Min. students will normally fulfill all their course requirements through courses taught by Brite faculty.
- h. The D.Min. requires at least three years of academic study. Applicants to the D.Min. program and students already enrolled in the program may apply to transfer normally no more than three hours of course work toward their D.Min. degree. Students wishing to transfer credit must first consult with and receive approval from the D.Min. Director and Associate Dean for Academic Affairs.
- i. D.Min. students who are not enrolled in any class during the May or October terms will be charged a fee for continuation in program by enrolling in BRLB

80001 Project Thesis Research in Library. This fee will allow use of the Mary Coats Burnett Library. If a student is enrolled in BRLB 80001 or any other courses in the spring semester and is advance registered for BRLB 80001 or any other courses in the fall semester, library access will continue during the summer without enrolling in BRLB 80001. Library copy cards function in the summer only if the student is enrolled in a summer semester course (either BRLB 80001 or any other summer semester course).

- j. All degree requirements must be completed within six years from the date of the earliest credit to be counted on the degree (including transfer credit, if any). Extensions may be granted in extraordinary circumstances by the Associate Dean for Academic Affairs after consultation with the D.Min. Director and Doctor of Ministry Committee.

**B. Projected Three-Year Course Schedule (2016-2018)**

	<b>May</b>	<b>October</b>
2016	*Transforming Practices: Spirituality, Leadership, and Justice  *Theories and Practices of Leadership  *Ministries of Advocacy and Action	*Methods and Models for Research and Project Development  *The Bible and Immigration
2017	*Transforming Practices: Spirituality, Leadership, and Justice  *Moral Injury and Soul Repair  *Leadership course, tba	*Sexuality, Race, and Class in Pastoral Practice  *Eco-justice and Spirituality
2018	*Transforming Practices: Spirituality, Leadership, and Justice  *Person as Leader  *Methods and Models for Research and Project Development	*Cosmopolitan Leadership  *TBA

**INDEX:**

**FORMS**

	#s BMin-
Advising Form: Doctor of Ministry .....	3
Audit Application .....	1
Project Signature Page .....	6
Project Title Page .....	5
Proposal Approval Form.....	4
Request Form for Extension of D.Min. Program Beyond Six Years.....	2
Results of Oral Examination of D.Min. Project.....	8
Warning Concerning Copyright Restrictions.....	7

**D.MIN. PROGRAM  
AUDIT APPLICATION**

STUDENT'S NAME: \_\_\_\_\_

STUDENT ID#: \_\_\_\_\_

1. Course you wish to audit (title, course number, semester/year):  
(The cost of one audit fee is included in the existing program charge.)

\_\_\_\_\_  
\_\_\_\_\_

2. Reason(s) for wanting to audit this course:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. This is:     1<sup>st</sup> class audited     2<sup>nd</sup> class audit (not covered by Brite)

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

4. Signature of professor of record for the course and the Associate Dean for Academic Affairs:

- a. I consent to have this student audit my class:

\_\_\_\_\_ Date: \_\_\_\_\_  
Professor

- b. Concur:

\_\_\_\_\_ Date: \_\_\_\_\_  
Associate Dean for Academic Affairs

**Note: This form is to be filed with the Associate Dean for Academic Affairs**

**REQUEST FORM  
FOR EXTENSION OF D.MIN. PROGRAM  
BEYOND SIX YEARS**

STUDENT'S NAME: \_\_\_\_\_

1. Please note (a) the specific reason(s) for requesting this extension; (b) indicate the status of your thesis

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Time when you now plan to complete your program: \_\_\_\_\_

3. Signatures: (a) Student (b) The Associate Dean for Academic Affairs, following consultation with the Project Director and the Advanced Programs Committee, grants the extension.

\_\_\_\_\_  
Student Date \_\_\_\_\_

\_\_\_\_\_  
Associate Dean for Academic Affairs Date \_\_\_\_\_

**Note: This form is to be filed with the Associate Dean for Academic Affairs**



TITLE OF THE PROJECT  
CENTERED AND DOUBLE-SPACED  
ALL CAPITAL LETTERS

by

Jane Marie Doe

**PROJECT PROPOSAL APPROVAL FORM**

Doctor of Ministry

Brite Divinity School

**Approved by Project Committee:**

Date: \_\_\_\_\_

\_\_\_\_\_  
Project Director

\_\_\_\_\_  
Committee Reader

TITLE OF THE PROJECT

CENTERED AND DOUBLE-SPACED

ALL CAPITAL LETTERS

by

*Jane Marie Doe*

*Bachelor of \_\_\_\_\_, 2004  
Texas Christian University  
Fort Worth, TX*

*Master of Divinity, 2008  
Brite Divinity School  
Fort Worth, TX*

**Project**

Presented to the Faculty of the

Brite Divinity School

in partial fulfillment of the requirements  
for the degree of

Doctor of Ministry

Fort Worth, TX

May 2011

TITLE OF THE PROJECT  
CENTERED AND DOUBLE-SPACED

APPROVED BY

PROJECT COMMITTEE:

(NAME)

Director

(NAME)

Reader

Timothy Robinson

Director of the Doctor of Ministry Program

Joretta Marshall

Dean

**WARNING CONCERNING COPYRIGHT RESTRICTIONS**

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials.

Under certain conditions specified in the law, libraries and archives are authorized to furnish photocopy or reproduction. One of these specified conditions is that the photocopy or reproduction is not to be used for any purpose other than private study, scholarship, or research. If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

**RESULTS OF ORAL EXAMINATION  
OF D.MIN. FINAL PROJECT**

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Date of Orals

The above-shown student's oral examination of his/her D.Min. Project entitled:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

resulted in a grade of  Pass  Conditional Pass  No Pass

If the result was conditional pass, the candidate is required to either provide (1) written revisions and/or (2) a second oral defense.

After conferencing, the Project Committee has chosen that this student do option:

Written revisions  Second oral defense

The deadline for meeting these criteria is: \_\_\_\_\_  
(Date)

IN AGREEMENT THESIS COMMITTEE:

\_\_\_\_\_  
Project Director

\_\_\_\_\_  
Project Reader

ATTEST:

\_\_\_\_\_  
Doctor of Ministry Program Director

\_\_\_\_\_  
Date