

Doctor of Ministry
HANDBOOK

A Professional Ministry Degree Offered
In-Service
or
Full-Time On Campus

ADMISSIONS

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A WORD FROM THE DEAN

Welcome to Doctoral Study!

Business, education, and the church have all discovered that the decision to pursue a doctoral degree is potentially one of the most growth-enhancing decisions a man can make. New doors of opportunity to serve God open to those who take this step. The benefits of professional growth, knowledge, skills, and spiritual development gained in doctoral study are significant.

The Doctor of Ministry degree at Baptist Bible Seminary is specifically designed to allow a ministry professional to design his own study program to best meet his individual needs. Each course project can be designed to be used in the student's own ministry and life. The course projects in turn can be planned to culminate in the writing of a doctoral dissertation that also enhances his church ministry. Student and alumni surveys reflect a high satisfaction level with the personal value of D.Min. study at BBS.

The pages that follow briefly outline the organizational process and choices of doctoral study for the D.Min. degree at BBS. As you read through this handbook, please contact us by phone or e-mail with your questions. The decision to apply and enroll will change your life.

Until He Comes,

Mike Stallard, M.Div., S.T.M., Ph.D
Seminary Dean

PROGRAM DESCRIPTION

GENERAL DESCRIPTION

The Doctor of Ministry (D.Min.) degree is an advanced professional education program directed at in-service participants engaged in full-time ministry. The program focuses on the practical aspects of the pastoral or missions ministry, including youth, Christian Education, or other associate pastoral roles. It is directed toward the ministry professional who wants to further develop and excel in a biblical church leadership ministry in the USA or in the cross-cultural settings of the world. The D.Min. is understood to be practical and applicational rather than emphasizing theory or research.

There is one primary focus of the program at Baptist Bible Seminary: Ministry Leadership (in the USA or globally). Within this general category are three core courses and four areas of electives. Independent studies and transfer courses will also be considered if they significantly contribute to the student's goals for his program. The pastoral leadership emphasis is designed to strengthen the leadership effectiveness in other Christian ministry professions as well.

PROGRAM OBJECTIVES

Upon successful completion of this degree program, the student will be able to:

- Demonstrate the ability to analyze the desired outcomes and effectiveness of a ministry to meet the biblical needs of believers within the ministry setting and its effectiveness in the cultural setting.
- Exhibit the skills to develop a biblically based ministry philosophy and theology based on sound hermeneutical principles.
- Develop a biblical based strategy that will assist the church to grow, and be edified and equipped for the work of the ministry.
- Demonstrate critical thinking skills that enable them to recognize and evaluate assumptions, major alternative points of view, and related concepts for the development of a biblical worldview.
- Use Information literacy skills that will enable them to retrieve, evaluate, and synthesize information in the form of conclusions, ideas, and opinions in the development of a learning contract and a dissertation project.

ACCREDITATION AND MEMBERSHIPS

Baptist Bible Seminary is a graduate division of Baptist Bible College of Pennsylvania, which has completed over 75 years of ministry. The institution has a fine academic history, operating first in Johnson City, New York, and now in the Commonwealth of Pennsylvania. The Seminary is currently approved to teach extension courses in the state of Ohio and Indiana as well as globally through the Internet.

Baptist Bible Seminary has been approved by the *Department of Education of the Commonwealth of Pennsylvania* to grant Master of Ministry (M.Min.), Master of Divinity (M.Div.), Master of Theology (Th.M.), Doctor of Ministry (D.Min.), and the Doctor of Philosophy (Ph.D.) degrees. These degrees are granted upon recommendation of the faculty and by the authority of the Board of Trustees.

Baptist Bible Seminary is accredited by the *Commission on Higher Education of the Middle States Association of Colleges and Schools* (3624 Market Street, Philadelphia, PA 19104, 267.284.5000). Baptist Bible Seminary is also an accredited institution with the *Commission on Accreditation of the Association for Biblical Higher Education* (ABHE, 5575 S. Semoran Blvd., Suite 26, Orlando, FL 32822, 407.207.0808), formerly the Accrediting Association of Bible Colleges.

ACADEMIC CREDENTIALS AND RESOURCES

All resident faculty teaching in the D.Min. program have doctorates in their teaching field. (see Seminary catalog for faculty credentials and experience)

Library and research resources include strong and balanced resident library holdings, memberships in NPLN and SEPTLA, along with the Internet-accessible Online Public Access Catalog and Online Periodicals. These research resources enable excellent distance access as well as on-campus study.

STATEMENT OF MISSION

PURPOSE

The primary purpose of the Seminary is to assist students to acquire the knowledge, to commit themselves to the spiritual ideals, and to develop the skills that will enable them to qualify for ordination and enter into a worldwide Baptist ministry.

Conscious of its heritage, this college and seminary seeks to equip students to provide leadership for fundamental Baptist congregations, schools, and missionary agencies in this country and around the world.

The Seminary seeks to lead the student to a thorough knowledge and understanding of the Bible, its content, and its teaching as the written, inerrant Word of God, the infallible rule of faith and practice for the Christian, while developing the ability to think independently and constructively in respect to vital areas of ministry.

Baptist Bible Seminary further seeks to provide a curriculum rooted in Scripture with attention to the development of Christian thought and experience, adapted to individual student needs, concerned for the development of the whole person (intellectual, spiritual, personal, and professional), and designed to help the student continue to grow in his understanding of the Christian message and ministry.

The Seminary is also concerned with preparing the student to develop skills in preaching, teaching, church administration, worship, and counseling which will most effectively assist the minister in communicating and implementing the Gospel. The Seminary purposes to equip the student in basic disciplines and methodologies so that he may continue independent study of the Holy Scriptures throughout his future ministry.

CONFESSION OF FAITH

WE BELIEVE. . .

- In the verbal and plenary inspiration of the original manuscripts of the Old and New Testaments, which constitute the inerrant Word of God.
- In the Trinity of the Godhead: one God eternally existing in the three equal Persons—Father, Son, and Holy Spirit.
- In the deity, virgin birth, sinless life, substitutionary death, bodily resurrection, and imminent, premillennial coming of Christ.
- In the personality of the Holy Spirit by Whom believers are called, regenerated, baptized into Christ, indwelt, sealed, and filled for service.
- In the direct creation of the universe and man by God apart from any process of evolution.
- In the fall, total depravity, and guilt of the race in Adam which for man's salvation necessitates the sovereign, divinely initiated deliverance of the sinner by the grace of God in Christ.
- In God's sovereign election whereby in eternity past He chose some to be recipients of His grace in Christ.
- In the eternal salvation of all individuals who put their faith in Christ, Whose blood was shed for the remission of sins.
- In the unity of all true believers in the Church which is the Body of Christ of which He is the sole Head.
- In the local church as a company of baptized believers, independent and self-governing, which should fellowship with other churches of like faith and order. It is the responsibility of the local church to observe the ordinances of baptism and the Lord's Supper, edify itself, and evangelize the world. We believe that the only biblical mode of believer's baptism is that of immersion, and that it is to be administered in the name of the Father, Son, and Holy Spirit. The ordinance of baptism is for believers only, and it is a prerequisite for church membership. The offices of a New Testament church are pastors and deacons.
- In the priesthood of all believers and the right of every individual to have dealings with God.
- In the obedience to the biblical command to separate entirely from worldliness and ecclesiastical apostasy unto God.
- In the separation of church and state with each believer having responsibilities to both.
- In the personal existence of angels, demons, and Satan.

- In the bodily resurrection, immortality, and pretribulation rapture of all believers at Christ's imminent coming.
- In the sovereign selection of Israel as God's eternal covenant people, now dispersed because of her rejection of Christ and later to be regathered in the Holy Land and saved as a nation at the second advent to Christ.
- In the distinction between the nation Israel as God's earthly covenant people and the Church as the spiritual Body of Christ.
- In the bodily resurrection and judgment of unbelievers after the millennial reign of Christ.
- In the eternal life and blessedness of all believers in heaven and the eternal existence and punishment of all unbelievers in the lake of fire.

The confession of faith is reaffirmed annually by each member of the faculty, staff, administration, and Board of Trustees. Students likewise are asked to indicate their agreement before graduation, and those who cannot do so will submit a statement of their own on the area(s) of disagreement.

The Seminary does not believe that the modern charismatic movement is biblical. Any person connected with the institution who is found claiming to exercise the gift of tongues, encouraging others to seek it, or promoting it will be asked to remove himself from association with the Seminary.

PROGRAM CURRICULUM

The Baptist Bible Seminary Doctor of Ministry curriculum has been designed in an eight week online format with the ministry responsibilities of full-time ministry professionals in mind. The program is characterized by:

- Strong collaborative learning environment
- Individualized application
- Flexible scheduling
- Individual learning contracts
- A biblical and theological foundation upon which to build
- A product that can be readily used in the student's church or ministry

MINISTRY CONCENTRATIONS

Doctor of Ministry students may pursue this professional ministry degree with the flexibility that best suits their ministry skill goals. To provide maximum benefit, five ministry concentrations are available:

- Leadership in Pastoral Ministry
- Leadership in Theological Studies
- Leadership in Global Ministry

- Leadership in Counseling and Spiritual Development
- Leadership in Communication

DIRECTED STUDY COURSES

The directed study is designed to allow students the opportunity to focus on a particular aspect of study and ministry under the direct guidance of a course professor. A directed study component is available in each of the ministry concentrations and the student can select either a 6 or 9 credit option. More detailed information concerning the directed study option is available in the D.Min. Handbook.

TRANSFER CREDIT

Students entering with the M.Div. or M.Div. equivalency can transfer in a maximum of 9 credit hours from another accredited or approved doctoral program. Students coming in with a Th.M. degree can transfer in a maximum of 6 credit hours from another accredited or approved doctoral program. All transfer credits must be approved by the program director.

INDEPENDENT STUDY

Students entering with the M.Div. or M.Div. equivalency can elect to take one independent study. Students coming in with a Th.M. degree will not have an option for an independent study. All independent study courses must be approved by the program director.

COLLOQUY

A one week online introduction class will be required prior to the first course for each doctoral student. The D.Min. program, its Seminary options, school policies, and guidelines for gaining the most from D.Min. studies will be explained.

COURSE STRUCTURE

ONE WEEK ON-CAMPUS MODULE

Seminars will be five days and include 26 hours of in-class instruction. Seminars will be taught on the Clarks Summit campus in October, February, and June. All course assignments will be completed within 2 months of the last day of class.

ONLINE FORMAT

D.Min. classes will be offered in an online format. Each course will be 8 weeks in duration and classes will begin in January, June, and October. All assignments for the course will be completed within 2 months of the last day of class.

FORM AND STYLE

Each syllabus will designate whether thesis form is required in the course project. When thesis form is required, A Manual for Writers by Kate L. Turabian will be followed. All dissertation projects will normally follow Turabian style.

SYLLABI

A detailed course syllabus can be accessed through the student portal, or it can be mailed to the student ten weeks prior to the teaching of an on-campus seminar. This will allow the student time to purchase textbooks and complete the pre-seminar assignments.

LEARNING CONTRACT

One of the unique ingredients of D.Min. study at Baptist Bible Seminary is the learning contract utilized with each course. The doctoral student designs the learning contract with the assistance and approval of the seminar professor. The learning contract becomes the blueprint for learning to be followed in applying the seminar content and in writing the seminar project. Students will be given instruction in the use of the learning contract in a 1 week online session.

DISSERTATION PROJECT

Every student must complete a Dissertation Project that is written according to the purpose and nature of the student's specific ministry. Special exceptions can be made by the Program Director. Projects types include the following:

Ministry Analysis Dissertation Project. The Ministry Analysis Dissertation Project is designed to allow the student to analyze, evaluate, and improve a strategic ministry within their general area of ministry. It has 4 major areas of study: 1) analyze an aspect of your ministry, 2) ministry philosophy, 3) develop the biblical rationale of the ministry, and 4) develop a strategy to improve some part of the ministry (50-60% of the project).

Educational Program Dissertation Project. The Educational Program Dissertation Project allows the student to develop curriculum for their ministry setting. The project is built on a sound educational and theological foundation and fulfills an educational need within the ministry. It has 4 major areas of study: 1) student / ministry analysis, 2) educational philosophy, 3) biblical / theological foundation, and 4) developed curriculum (50-60% of the project).

Training Manual Dissertation Project. The Training Manual Dissertation Project allows the student to develop a training manual for their ministry setting. The project is built on a sound educational and theological foundation and fulfills a training need within the ministry. It has 4 major areas of study: 1) student / ministry analysis, 2) educational philosophy, 3) biblical / theological foundation, and 4) developed curriculum (50-60% of the project).

Writing Project Format Dissertation Project. The Writing Project Format Dissertation Project allows the student to develop a topic for publication. The project is built on a sound educational and theological foundation and fulfills a need within the church at large. It has 4 major areas of study: 1) audience analysis, 2) writing philosophy, 3) biblical / theological foundation, 4) develop the writing project (50-60% of the project).

All dissertation projects will also include a review of existing literature on the topic.

PROGRAM STRUCTURE

BBC&S PORTAL

All student information concerning course schedules, registering for classes, course grades and business issues are listed in the BBC&S Portal. Students are given access to the Portal when they are accepted into an academic program. The portal also provides access to eLearn, the BBC&S course management system.

ADVANCE REGISTRATION

Information concerning courses will be emailed or mailed to all students as courses are scheduled and students can register for classes in the BBC&S Portal.

LENGTH OF PROGRAM

The D.Min. program is expected to be completed in six years. There will be a continuation fee each year beyond the six. The program may not be extended beyond eight years without special permission from the Seminary Dean and the program director. (Exceptions may be made for those serving as missionaries in foreign countries.) Request for Program Extension forms are available as needed.

ADMISSION PROCEDURES

The general requirements for entrance as students into Baptist Bible Seminary apply to all master's and doctoral students. These are set forth in several sections of the Seminary catalog.

Specific requirements for admission into the Doctor of Ministry program are as follows:

- The student must furnish evidence of graduation from a Master of Divinity program in an acceptable seminary or graduate school or meet the requirements for a M.Div. equivalency. Upon receipt of an application, the director of the D.Min. program and the D.Min. admissions committee will supervise his acceptance into the program and monitor his progress through the program. The committee will be comprised of the director and two faculty members with the director serving as chairman.
- The student must have earned a 3.0 average in all graduate studies. A limited number of students who have GPAs that don't meet requirements may be accepted on a probationary basis. The number of probationary students will not exceed 10% of the students enrolled in the D.Min. program.
- The student must be currently serving in a full-time ministry in a local church, in world missions, or teaching in a practical field of a Christian school training men for a pastoral or world missions ministry. The official board or supervisor of the student must submit a letter of recommendation to the Director of the D.Min. program. It must include an evaluation of his service and qualifications for doctoral studies.

- The student must have a minimum of three years of full-time experience in one of the ministries listed above.
- The student must have two peers who are in a position to evaluate his ministry submit recommendation forms to the Director of the D.Min. program.
- The student must submit a formal application accompanied by a self-evaluation of his current ministry and setting forth his purpose in pursuing doctoral study.
- He must request that transcripts be sent to the director of the D.Min. program by all schools where graduate work was done.
- The committee may request the completion of Graduate Record Examinations (GRE) or other exams to demonstrate ability to do post-graduate work.

The D.Min. Handbook has been designed to guide the interested person through the step-by-step process of considering the program and making the application.

ENROLLMENT REQUIREMENTS

GENERAL REQUIREMENTS

The general requirements for entrance as a student into Baptist Bible Seminary apply to all master's and doctoral students. These are set forth in several sections of the Seminary catalog. Please request a copy of the Seminary catalog if needed.

SPECIFIC REQUIREMENTS

- The student must furnish evidence of graduation from a Master of Divinity program in an acceptable seminary or graduate school. Upon receipt of an application, the Director of the D.Min. program and the D.Min. Admissions Committee will supervise his acceptance into the program. The committee will be composed of the Seminary Dean, Director of the D.Min program, and two faculty members with the Director serving as chairman.
- The D.Min. degree normally carries a prerequisite of the Master of Divinity degree (94 credit hours - 3 years full-time equivalency). This standard is widely adhered to among accredited seminaries. BBS holds to this standard as part of its commitment to provide a highly credible and challenging education. There are some variables, however, that allow flexibility in providing a more individualized program of training. Information concerning the various options is given under "Options for Qualifying to Enter Doctor of Ministry Studies."
- The student must have earned a 3.0 average in all graduate studies. A limited number of probationary students may be accepted who have a lower GPA. The number of probationary students will not exceed 10% of the students enrolled in the D.Min. program.
- The student must be currently serving in a full-time local church ministry, world missions, or teaching in a practical field of a Christian school training men for a pastoral or world missions ministry. The official board or supervisor of the student must submit a letter of recommendation including an evaluation of his service and perceived qualifications for doctoral studies to the Director of the D.Min. program.
- The student must have a minimum of three years of full-time experience in one of the ministries listed in number three.
- The student must have two peers (who are in a position to evaluate his ministry) submit recommendation forms to the Director of the D.Min. program.
- The student must submit a formal application accompanied by a self-evaluation of his current ministry, and set forth his purpose in the pursuing of doctoral study. He must request that transcripts be sent to the Director of the D.Min. program by all schools where undergraduate and graduate work was done. (See application forms and checklist.)
- In some instances, the committee may request the completion of Graduate Record Examinations (GRE) or other exams, to demonstrate ability to do post-graduate work.

REGISTRATION AND ENROLLMENT REQUIREMENTS

Twelve weeks prior to the beginning of each seminar, course descriptions and information will be sent to each student in the D.Min. program along with a form for preregistration. Upon receipt of the preregistration, a course syllabus will be forwarded to the student. Prompt handling of all matters will enable the student to have a full eight weeks to complete the first phase of the course.

A set of Learning Contract forms will also be sent to the student along with a course syllabus so that he may begin preparation of the contract, even though it will be completed during the seminar week. The student must bring these forms to the seminar.

Registration will be held the day on which the seminar begins, with the balance of tuition payable at registration.

The seminars will be held as follows:

Monday	1:00 p.m.–4:00 p.m.
Tuesday–Thursday	8:00 a.m.–noon, 1:00 p.m.–4:00 p.m.
Friday	8:00 a.m.–1:00 p.m.

All new students will meet in a colloquy on the Monday of each seminar beginning at 10 am

GRADING SYSTEM

- A Exceptional quality work
 - B Good quality work
 - C Unacceptable for credit toward the degree but included in the cumulative GPA
 - D Poor level of work not credited toward the degree but included in the cumulative GPA
 - F Failure to complete the course
 - W Withdrawal from a course prior to receiving grade
-
- A 4 grade points per hour
 - B 3 grade points per hour
 - C 2 grade points per hour
 - D 1 grade point per hour

Courses for which a C, D, or F is received may be made up at the discretion of the director. The Dissertation Project and Oral Examination will be graded with a Pass-Fail, rather than with a letter grade.

INCOMPLETE POLICY

An incomplete grade (I) will be placed on a student's transcript if the required course work is not completed by the assigned due date. A student may request one course extension of an additional two months. This must be done prior to the assigned due date. All course extension requests should be sent to the Doctor of Ministry Director. No incomplete grade may be extended longer than six months following the completion of the in-class instruction. If at the end of the two-month

extension, the required assignments are not submitted to the professor, the incomplete grade (I) will be replaced with an appropriate grade determined by the instructor's evaluation of the student's completed and uncompleted work.

FINANCIAL INFORMATION

Anticipated Program Costs (for 2009-2010 academic year)

Application Fee	\$40.00
Tuition per credit hour	\$510.00
General Fee for each module (<i>administrative, library, technology</i>)	\$40.00
Continuation Fee (<i>due each year beyond the eight allowed for graduation</i>)	\$200.00
Dissertation Fee	\$450.00
Binding Fee	\$70.00
Graduation Fee	\$150.00

EXPLANATION OF FEES

- The Application Fee is to be submitted along with the application and is non-refundable.
- The Tuition for each course is due at the time of registration, which must be completed prior to the first day of classes in the external residency period.
- The General Fee is per course rather than per credit hour.
- The Continuation Fee must accompany a letter of explanation requesting that the student be allowed to continue in the doctoral program even though circumstances may not permit completion in the time allotted. This letter and fee will be due annually until the program is completed. This fee may be waived for missionaries while serving outside the USA.
- The Tuition, Dissertation Project Supervision, Binding, and Graduation Fees are due at the time the proposal is approved. A statement of charges will be sent to the student at the same time as the project dissertation approval. However, the fee may be paid one-half at the time of approval with the remainder to be paid within the following six months.

PROGRAM REQUIREMENTS

GENERAL CONTENT

All courses are three credit hours in value. They include a one-week seminar held on the campus of Baptist Bible Seminary, pre-seminar work, and a course project to be finished after the seminar. Seminars are scheduled in October, February, and June during the regular seminary module periods.

Each course involves a six-month time span, with three study phases as set forth in each syllabus:

Pre-seminar reading and assignments—8 weeks

In-class instruction during campus seminar—1 week

Post seminar project—16 weeks

Seminars will be five days in length and include approximately 27 hours of in-class instruction. Courses may overlap in phases so that a student could complete three during a year.

Independent studies will involve a similar configuration spread over a six-month period. Permission from the Director of the D.Min. program and a meeting with the supervising mentor is required before beginning an independent study. A series of phone and written communications will continue throughout the course of the study.

Every seminar or independent study will include the development of a Learning Contract in which the student and faculty/mentor agree on outcome goals and procedures for the study.

A Learning Contract will be developed during the week of each seminar according to the format included in the back of this handbook. The learning contract is designed by the student with the assistance of the seminar instructor and approval of the Director of the D.Min. program. The learning contract becomes the blueprint for applying the course content and in completing the post-seminar project.

A colloquy will be held at the beginning of each seminar for the orienting of all new students to all requirements and procedures of the program. The colloquy will be convened on campus just prior to the beginning of classes for the course. New students will be informed of the date and hour at the time of acceptance.

LENGTH OF PROGRAM

It is expected that the D.Min. program be completed in five years. There will be a Continuation Fee of \$200.00 each year beyond the five. The program may not be extended beyond eight years without permission from the student's faculty committee and the Director of the D.Min. program. (Exceptions may be made for those serving as missionaries in other countries.)

FORM AND STYLE

The nature and goals of the course project will determine whether thesis form is required in the course project. When thesis form is appropriate and required, Kate L. Turabian's, *A Manual for Writers*, will be followed.

QUALIFYING TO ENTER DOCTOR OF MINISTRY STUDIES

The D.Min. degree normally carries a prerequisite of the Master of Divinity degree (94 credit hours—3 years full-time equivalency). This standard is widely adhered to among accredited seminaries. BBS holds to this standard as part of its commitment to provide a highly credible and challenging education. There are some variables, however, that allow flexibility in providing a more individualized program of training. Some of the options are described here:

OPTION 1: REQUIREMENTS FOR STUDENTS HOLDING A MASTER OF THEOLOGY OR EQUIVALENT

The D.Min. program for those holding a Th.M. degree or its equivalent will include eight seminars/courses (24 credit hours) plus a Dissertation Project (4 credit hours) for a total of 28 credit hours as follows:

Three core courses	9 cr. hrs.
Four elective courses— chosen from at least 2 of the 5 areas	12 cr. hrs.
Leadership in Pastoral Ministry	
Leadership in Theological Studies	
Leadership in Global Ministry	
Leadership in Counseling and Spiritual Development	
Leadership in Communication	
One independent study course or transfer credit from another D.Min. program or an additional elective	3 cr. hrs.
Dissertation project	4 cr. hrs.
Total	28 cr. hrs.

OPTION 2: REQUIREMENTS FOR STUDENTS HOLDING A MASTER OF DIVINITY OR EQUIVALENT

The D.Min. program for those holding an M.Div. degree will include ten seminars/courses (30 credit hours) plus a Dissertation Project (4 credit hours) for a total of 34 credit hours as follows:

Three core courses	9 cr. hrs.
Four elective courses—chosen from at least 2 of the 5 areas:	12 cr. hrs.
Leadership in Pastoral Ministry	
Leadership in Theological Studies	
Leadership in Global Ministry	
Leadership in Counseling and Spiritual Development	
Leadership in Communication	

A combination of additional electives, independent study, or transfer credit from another D.Min. program	9 cr. hrs.
Dissertation project	4 cr. hrs.
Total	34 cr. hrs.

OPTION 3: REQUIREMENTS FOR STUDENTS HOLDING A MASTER OF MINISTRY OR EQUIVALENT

The D.Min. program for those holding a master’s degree in professional ministry, such as the Master of Ministry, Master of Religious Education, M.A.B.S., or similar degree with emphasis on applied ministry, includes a two-phase curriculum. Phase II involves the current ten doctoral seminar courses plus Dissertation project (34 credit hours). Phase I includes 35 credit hours (normally 12-16 courses) of master’s level graduate study. The total of 69 credit hours (above the master’s) is configured as follows:

PHASE I

During this phase of the Doctor of Ministry program, a student will engage in study that enhances their ministry knowledge and skill competencies in preparation for the doctoral courses available in Phase II.

NT501	Intro to NT & NT Literature	2 cr. hrs.
BI604	Principles of Bible Interpretation	2 cr. hrs.
TH602	Church & Baptist Distinctives	3 cr. hrs.
TH801	Pneumatology	2 cr. hrs.
CH601	Church History	3 cr. hrs.
BI607	Exposition of Ephesians	2 cr. hrs.
PT820	Polishing the Pastor’s Preaching	2 cr. hrs.
	Required Core	16 cr. hrs.
	Electives	19 cr. hrs.
	Phase I Total	35 cr. hrs.

PHASE II

During this phase of the Doctor of Ministry program, a student will progress into the 34 credit hour segment of doctoral courses. Phase II of the D.Min. program will include ten seminars/courses (30 credit hours) plus a dissertation project (4 credit hours) for a total of 34 credit hours as follows:

Three core courses	9 cr. hrs.
Four elective courses—chosen from at least 2 of the 5 areas:	12 cr. hrs.
Leadership in Pastoral Ministry	
Leadership in Theological Studies	
Leadership in Global Ministry	
Leadership in Counseling and Spiritual Development	
Leadership in Communication	

A combination of additional electives, independent study, or transfer credit from another D.Min. program	9 cr. hrs.
Dissertation project	4 cr. hrs.
Phase II Total	34 cr. hrs.

The total credit hours necessary to earn the Doctor of Ministry degree in Option #3 is 69 credit hours. The same high academic prerequisite standards, church recommendation, and years of service as required for Options 1 and 2 also apply to Option 3.

OPTION 4: NO MASTER’S DEGREE

A fourth option is available to men who have an undergraduate degree in biblical studies, but no master’s degree. It is possible to earn a Doctor of Ministry degree with 102 credit hours of study beyond a Bible college or other bachelor’s degree with biblical studies major.

In the process of earning the D.Min. at BBS, the Master of Ministry degree would also be awarded.

Option 4 provides a totally “in-service” approach to continuing graduate education and is appreciated by busy pastors, missionaries, and ministry professionals. All required courses may be taken in one- or two-week modules as well as in a once-a-week format for those within a commute of the Clarks Summit, Pennsylvania, campus or via the Internet.

DOCTOR OF MINISTRY COURSES

CORE COURSES (REQUIRED)

- D501 Developing Effective Leadership Skills (MP1)
- D502 Current Trends in Global Ministry (MP3)
- D503 The Centrality of Scripture in Ministry (MP2)

THEOLOGICAL STUDIES (ELECTIVES)

- D801 Understanding the Middle East Mind in Bible Times
- D803 Prophetic Themes that Impact the Church Today
- D804 Dealing with Difficult Passages in Scripture
- D805 Contemporary Christian Issues from the Corinthian Church
- D806 Contemporary Theological Issues & Movements
- D807 Utilizing the Song of Songs in Ministry & Counseling

PASTORAL MINISTRY, COUNSELING, & COMMUNICATION (ELECTIVES)

- D821 Discipling Men for Godly Leadership in the Church
- D822 Strategic Planning & Goal Setting in Ministry
- D827 Developing a Biblical & Balanced Counseling Ministry
- D828 How to Develop & Utilize Pastoral Mentoring and Discipling Skills
- D829 Contemporary Preaching: Mastering the Issues of Passion, Clarity, & Relevance
- D830 Preaching that Teaches the Scriptures
- D831 Adult Education in the Church
- D832 Advanced Seminar in Biblical Counseling
- D839 Preaching that Motivates & Moves Men to Minister
- D847 Developing Leadership within the Organization

SPIRITUAL DEVELOPMENT (ELECTIVES)

- D841 Pastoral Ethics and Integrity in Ministry
- D843 Teaching Spiritual Development from the Psalms
- D845 Building a Church that Changes its People
- D847 Developing Leadership within the Organization

GLOBAL MINISTRY (ELECTIVES)

- D861 Methods & Programs for Church Outreach
- D862 Shaping a Ministry to World Cultures
- D864 Mobilizing a Church to Reach its Community

INDEPENDENT STUDY

- D890 Independent Study in ...

DIRECTED STUDY

- D892 D.Min. Directed Study—6 cr
- D893 D.Min. Directed Study—9 cr

DISSERTATION PROJECT

- D900 Dissertation Project

COURSE DESCRIPTIONS

REQUIRED COURSES (CORE COURSES)

D501(MP1) Developing Effective Leadership Skills 3 hours
This course is a study of pastoral leadership with emphasis upon self analysis and individualized application to the student's own context and style of leadership. Seminar content is designed to serve as a catalyst for understanding and applying pastoral leadership in the student's ministry. Self-analysis tools and processes will be utilized to further enhance the leadership effectiveness of the student-professional.

D503(MP2) The Centrality of the Scriptures in Ministry 3 hours
This course is designed to emphasize the vital role of the Bible in all phases of the life of a local church. The biblical teaching on centrality will be considered, then methods of application to all programs in the church will be considered, especially in the student project after the seminar. Pre-seminar work will also be designed to enhance the pastor's understanding, conviction, and commitment to the Bible as the God-inspired primary tool for an effective ministry.

D502(MP3) Current Trends in Global Ministry 3 hours
This course is designed to deal with the central issues of a vital global ministry outreach with which local church leaders must interact. The course will be divided into four major areas: first, listing and defining central issues in global ministry outreach; second, developing biblical texts which are specifically related to the issues defined; third, integrating the biblical truth concerning the issue with the biblical theology of the local church; and fourth, establishing and implementing local church policy and procedures which will deal with the relationship of the church to the issues developed.

ELECTIVE COURSES IN THEOLOGICAL STUDIES

D801 Understanding the Middle East Mind in Bible Times 3 hours
This course is designed to assist the preacher or teacher in studying and preparing sermons and lessons that reflect a basis in the literal thoughts and intents of the Scripture writer. Themes, resource tools, and processes are discussed which will enable the student to understand the context and thinking of Bible characters and writers, thus allowing sermons and lessons to be more true to the historical context of the passage.

D803 Prophetic Themes that Impact the Church Today 3 hours
Prophetic themes that relate to the development of the Church for today and its preparation for the future will be primary in consideration. Pre-seminar study will develop the biblical basis for the themes and their revelatory progress to the time of the Church. The seminar study will relate these themes to the Church, both theologically and practically. Post-seminar study will develop the progressive application of the findings to the practical and eschatological aspects of the Church as well as the pastor's preaching/teaching ministry.

D804 Dealing with Difficult Passages in Scripture 3 hours
How is the preacher-teacher-counselor able to understand and utilize passages of Scripture that commentaries tend to skip over or disagree on? This course provides the hermeneutical basis necessary to develop a consistent method of expositional interpretation. Selected difficult passages will be worked with in class and will provide a study process that can be followed long after the seminar.

D805 Contemporary Christian Issues from the Corinthian Church 3 hours

This course is designed to assist preachers and Christian leaders in expositing and teaching concerning church issues as found in Paul’s letter to the Corinthians. The book will be summarized and outlined while selected key issues are dealt with in depth. Many of the contemporary concerns of pastors today will be discussed. Students will be able to utilize this course quickly in their ministries.

D806 Contemporary Theological Issues and Movements 3 hours

This course is designed to acquaint the student with a variety of contemporary theological issues which are confronting local church leaders and members at this time. A special emphasis is given to the development of a model for evaluating theological issues from both a philosophical viewpoint and a biblical evaluation in light of the absolute Word of God and the cultural milieu in which they are occurring. Specific issues will be examined during the course and will serve as examples of the evaluation model presented in the teaching materials.

D807 Utilizing the Song of Songs in Ministry & Counseling 3 hours

This course is designed to assist the student in understanding and utilizing the enigmatic Old Testament book, The Song of Songs in various ministry contexts. Students will examine the book’s history of interpretation, its poetry, and its theological message. This course will assist the student in articulating the message of the Song of Songs for the church today in corporate and individual settings.

ELECTIVE COURSES IN PASTORAL MINISTRY, COUNSELING, & COMMUNICATION

D821 Discipling Men for Godly Leadership in the Church 3 hours

The chief aim of this course is to focus the art of building and equipping men for local church leadership. In addition to addressing the theoretical/conceptual and programmatic elements of leadership, the course will further develop the student’s discipling skills, utilize current research concerning men’s ministries, and integrate this knowledge with Scripture. Emphasis is placed upon understanding, leading, organizing, resourcing, and administrating men’s ministries that result in leaders being developed. Lecture, reading, discussion, exercises, personal inventories, and some interaction in a small group will be included.

D822 Strategic Planning and Goal Setting in Ministry 3 hours

A format and procedure will be shared and developed for evaluating and understanding the context/setting of a ministry; gathering and analyzing data from a student’s ministry; and designing goals, strategies, and plans to enable the ministry leader to develop a vibrant, growing ministry. The purpose of the course will be to mobilize the human and physical resources of a particular church or mission field in order to see measurable growth in effectiveness.

D827 Developing a Biblical and Balanced Counseling Ministry 3 hours

With many theories, opinions, and preferences being advocated in the field of counseling, each pastor needs to come to grips with a consistent theory and practice for his own ministry. This course sets forth some of the guidelines, perspectives, and Bible teachings that assist the student in developing his own God-honoring understanding and practice of counseling.

D828 Pastoral Mentoring and Discipling Skills 3 hours

There is an acute need for successful pastors and missionaries to disciple “Timothys” to follow them into vocational ministry. The professional mentoring skills and procedures discussed in this course will contribute significantly to a student’s ability to locate, train, and mobilize other men for ministry on their own multiple staff or for service in other churches or mission fields. The principles taught will be valuable for discipling lay leaders in the local church as well.

- D829 Contemporary Preaching: Mastering the Issues of Passion, Clarity, and Relevance* 3 hours
 This course will help the student increase his ability to develop biblical messages which are true to the text: clear, well organized, interesting to listen to, and specifically relevant to the needs of the listener. The course will give special attention to: (1) determining specific applications of a biblical passage; (2) guiding the listener in the development (unfolding) of the message; and (3) listener analysis and adaptation.
- D830 Preaching that Teaches the Scriptures* 3 hours
 The intent of this course is to encourage the student to engage in life-changing expository preaching. Attention is given to the methods and steps necessary to pull out the meaning of a text and communicate it graphically and powerfully to the hearers. The learner is exposed to a combination of organization and delivery principles.
- D831 Adult Education in the Church* 3 hours
 This course provides insights, understanding, and the demonstration of methods that will assist a leader in communicating clearly and persuasively with his people in any cultural setting. A major goal is to enable the leader to become more efficient and effective in mobilizing learners to apply the Word of God.
- D832 Advanced Seminar in Biblical Counseling* 3 hours
 This course provides an interactive capstone learning experience in the discipline of biblical counseling. While confirming the sufficiency of Scripture in meeting the needs of people, assistance will be given for reproducing and training lay counselors for a counseling ministry in the church.
- D839 Preaching that Motivates and Moves Men to Ministry* 3 hours
 This course is designed to sharpen the skills necessary in structuring and delivering sermons that bring a response from the listener. Such preaching dimensions as applying the text, bringing the message to a clear conclusion, and giving an invitation will be discussed.

ELECTIVE COURSES IN SPIRITUAL DEVELOPMENT

- D841 Pastoral Ethics and Integrity in Ministry* 3 hours
 Biblical principles are discovered, discussed, and developed in a context of the contemporary world ministry scene. A major concern of the course is to enable the student to evaluate his own ministry manners and motives in light of the values taught in Scripture and to develop his personal convictions and character. Strategies will also be developed to help the leader disciple and influence his followers in manifesting lives of integrity.
- D843 Personal Spiritual Development from the Psalms* 3 hours
 The Book of Psalms has warmed people’s hearts for centuries. This course will not only enhance the student’s own spiritual walk with God, but will also provide ways to utilize the teaching in Psalms in producing spiritual growth in others. Selected Psalms will be examined in depth with a view toward reproducing spiritual truths in the lives of a congregation.
- D845 Building a Church that Changes its People* 3 hours
 This course is designed to present a biblical analysis of the present generation by studying symptoms, causes, and cures of attitudes, emotions, and practices in and out of the churches. It will also involve the building of a biblical and practical model for pastors who wish to build a mature body of believers equipped to live victoriously in a decaying society.

D847 Developing Leadership within the Organization 3 hours
 This course is a study of the process for identifying, developing, and mobilizing leaders in the context of an organizational environment. Emphasis will be placed on identifying and evaluating a wide range of personalities and styles, adapting and using various leadership development models and principles for creating environments within which informal and formal leadership thrives and reproduces itself. The course content is designed to serve as a catalyst for applying leadership development principles in the student's organizational environment. In the context of this course, the student will create a leadership development plan or program to be implemented in that setting.

ELECTIVES COURSES IN GLOBAL MINISTRY

D861 Methods and Programs for Church Outreach 3 hours
 Baby boomers, busters, media, polls, and user-friendly are all terms that tend to confuse and even intimidate today's pastor or missionary. This course will address various trends, research, and new programs that God seems to be blessing today. The seminar content will form a foundation for evaluating the many opportunities and methods available as the student develops an outreach strategy for his own place of ministry.

D862 Shaping a Ministry to World Cultures 3 hours
 The basic elements of the Gospel ministry (message, messenger, milieu, methods, media) are analyzed in light of differences between cultures of the messenger and the receiving society. This study will apply principles of cross-cultural communication to either international ministry or domestic heteroethnic ministry suited to the ministry needs and aims of the student. Possible prerequisites for the course would be Cross-Cultural Communications and World Religions.

D864 Mobilizing a Church to Reach its Community 3 hours
 This course provides a biblical basis for a church being outreach oriented in its purposes and programs. Attention is given to ways to lead, prepare, and supervise laymen in carrying out the various activities of evangelism and outreach. Sample methods and programs will be provided for adaptation as well.

INDEPENDENT STUDY, DIRECTED STUDY, AND DISSERTATION COURSES

D890 Independent Study 3 hours
 The student may structure his own course in consultation with an instructor. The content may be determined in view of the needs and interests of the student in order to strengthen his Doctor of Ministry program.

D892 D.Min. Directed Study 6 hours

D893 D.Min. Directed Study 9 hours

D900 Dissertation Project 4 hours
 The dissertation project is the crowning jewel of the independent study and written projects of the D.Min degree. Great variety of subject is allowed as is latitude in writing format. Generally the written document should include approximately 200 pages. The student will be asked to defend his project in an oral exam.

ADMISSION TO CANDIDACY

After the student has completed 12 hours of course work in addition to any transfer work, the director will send the student a Request for Candidate Status form. The form will include a place for the student to certify that he is in general agreement with the doctrinal position of the Seminary. Upon receipt of the completed form, the D.Min. Committee will evaluate the request and the student's performance in all work completed to that point. The purpose will be to determine whether the student may pursue the remainder of the doctoral program.

Evaluation will be based on all written work, grades received, demonstrated ability to think logically, and evidence of ability to minister effectively for God in his field of service.

The D.Min. Committee will also determine whether all deficiencies in requirements for entrance have been eliminated.

If the committee is of the opinion that the student has done acceptable work to that point, and that he may be reasonably expected to complete the program successfully, it will notify the student that he has been granted candidacy status and may continue the program. At this time, a two-member Dissertation Project Committee will be appointed. The mentor/chair will serve as dissertation advisor while the second member will assist as a reader and evaluator. The director is a member of all committees.

While the candidacy status cannot guarantee final completion of the program, it should be regarded as a major factor in the student's ongoing program.

DISSERTATION PROJECT

The final phase of the Doctor of Ministry program will consist of a Dissertation Project which, when successfully completed, will count for the final four credit hours of the D.Min program. The purpose of the Dissertation Project will be to allow the student to demonstrate his understanding of pastoral and missions leadership in his particular ministry or church at large. It may take the form of a written manual of an appropriate type, or a report on an actual ministry program the student designs and implements. The completed Dissertation Project should be of a quality that could be published or reproduced for the benefit of others in pastoral and missions leadership.

The proposal will directly involve some phase of the student's current ministry. He may discuss the project with the director, his committee, other faculty members, other students, and members of his church or ministry group prior to submission of the formal proposal.

The project is considered the final phase of an integrated doctoral program and should reflect the student's interaction with his entire program. Therefore, discussion and consideration leading to the proposal should begin early in his program, but not later than his admission to candidacy status.

The proposal should be designed so as to reflect both theory and practice.

REQUIREMENTS FOR THE DISSERTATION PROJECT

March 1. Subsequent to the completion of all other course requirements, the student will submit three copies of a proposal for his dissertation project. The proposal will be in thesis form [Turabian] with a minimum of 2,500 words. The proposal will include purposes, detailed explanation, time lines, progress charts, and other data describing the rationale and value of his proposed project.

The director may return the proposal to the student for change or refinement if it does not meet the basic requirements for a Doctor of Ministry dissertation project. If he deems the proposal worthy of consideration, he will send a copy of the proposal with any proposed suggestions and corrections and the completed evaluation form to both the mentor and the reader. The mentor and the reader will each complete an evaluation form.

Upon approval by the Dissertation Project Committee, [director, mentor, and reader], the student will be notified that he may proceed with the project. A copy of the evaluation forms and the proposal will be returned to the student. One copy of the proposal, along with the evaluation forms, will be placed in the student's file in the director's office.

July 1. Four months after the dissertation project is approved, the student will submit to the director two copies of an outline of the entire project, a reasonably complete bibliography and summary of resources, and a rough draft of the first chapter. One copy will be filed in the student's personal file and the other considered by the mentor. The mentor will give suggestions and corrections, and a copy of all notations will be returned to the student.

October 1. Two copies of a completed first draft in finished form will be submitted to the director no later than October 1 of the school year in which the student expects to graduate. The copies will be distributed to the mentor and the reader. Notations will be made on the copies that will then be returned to the student.

December 1. Two copies of the completed dissertation project will be submitted to the director by December 1 of the year the student expects to graduate. The copies will be accompanied by a formal request for graduation on a form provided by the director. The copies will be considered by the Dissertation Project Committee, [director, mentor, and reader], and will be the basis of the oral examination.

If the Dissertation Project Committee finds that the completed dissertation project does not meet the standards set by Baptist Bible Seminary for dissertation projects, the dissertation project will be returned to the student for revisions or additions. The revised dissertation project will then be resubmitted to the Dissertation Project Committee for its consideration.

January / February. During the month of January or February of the graduation year, the Dissertation Project Committee will conduct an oral examination. A final grade will then be awarded on the

dissertation project. The committee will then approve the request for graduation, with graduation set for the regular graduation ceremony scheduled for that school year.

If the Dissertation Project Committee finds that the oral presentation or the written dissertation project still does not meet the standards set by Baptist Bible Seminary for dissertation projects, the dissertation project will be returned to the student for revisions or additions. The revised dissertation project will then be resubmitted to the Dissertation Project Committee for its consideration.

April 1. Following satisfactory completion of the oral examination, the student will submit three copies of his final dissertation project to the director. These copies will be bound, and one copy each will be distributed to the student, Baptist Bible Seminary, and the Baptist Bible College & Seminary Library

DEGREE COMPARISONS

PH.D.—D.MIN.

Common characteristics. Both degrees are fully accredited, state approved programs. Both are considered to be terminal and the highest degree for their particular discipline and purpose. At Baptist Bible Seminary, both are available in-service and share three ministry core courses. Depending upon the student, circumstances, career goals, or perceived needs, either the Ph.D. or D.Min. degree may be just what you are looking for!

PH.D. DOCTOR OF PHILOSOPHY DEGREE

Emphasis: Understanding the biblical text

The research and discovery of biblical truth and its communication in the church or school

Research and writing skills

The utilization of the biblical languages of Greek and Hebrew

60 credit hours required beyond the M.Div. degree

Writing and dissertation emphasis on research, writing, and articulating new or refined Bible knowledge

Computer technology required in course delivery and research

Preparation of college and seminary instructors in areas of Hebrew, Greek, Systematic Theology, and Bible Exposition or pastors with a strong Bible teaching ministry

D.MIN. DOCTOR OF MINISTRY DEGREE

Emphasis: Pastoral Leadership

The application of biblical truth and principles in the church setting

Biblical leadership and outreach skills

Personal leadership analysis and improvement

34 credit hours required beyond the M.Div. degree

Writing and dissertation/project emphasis on application of Scripture in a church program setting

Computer technology utilized to assist independent study and project application

Preparation of church and missions leaders or instructors of pastoral theology

D.MIN. LEARNING CONTRACT

The Learning Contract is designed to be a contract made between the professor and the student. It will form the basis for the professor's evaluation of the student's work. The professor will base his grading on this agreement and the accomplishment of the various goals (knowledge, behavioral, qualitative, and quantitative.) The final work submitted to the professor should reflect the accomplishment of the goals recorded in the Learning Contract. If a student is not able to accomplish any of the stated goals, he must explain the reasons and give a suggested alternative as to what should have been done differently or what were the extenuating circumstances which prohibited the accomplishment of the goals.

If the student finds there is a need to make any significant adjustments to his Learning Contract, he must have these changes approved by the professor prior to the completion of the project.

Student name _____

Address _____

City _____ State _____ Zip _____

Daytime phone (_____) _____ Evening phone (_____) _____

E-mail address _____ Fax _____

Seminar title _____

Seminar instructor _____

PROJECT REQUIREMENTS

TYPE OF FINISHED PROJECT REPORT

- Book document
- Operating manual
- Audio or visual training materials
- Research
- Journal articles
- Report of development and implementation
- Journal/diary
- Lesson/sermon series

Project title _____

Project purpose _____

Project constituency _____

Project structure / emphasis _____

Anticipated size (appropriate to type of project): _____ pages.

(The minimum for a written project should be approximately 35-40 pages.)

Writing Style: Turabian (for book or research) Descriptive narration or report

Anticipated project completion date _____

Duration of project ministry *(if different)* _____

PROJECT GOALS

Knowledge goals *(I would like to cognitively know the following information as a result of this project.)*

1. _____

2. _____

3. _____

4. _____

Behavioral skills to be developed *(What I want to be able to do when the project is completed.)*

1. _____

2. _____

3. _____

4. _____

Results desired in those ministered to *(Results desired in others—attitudes, actions, or knowledge.)*

1. _____

2. _____

3. _____

4. _____

Quantitative results sought *(The numerical responses, growth, or other measurable results.)*

1. _____

2. _____

3. _____

4. _____

RESOURCES

In order to achieve the learning goals listed in this contract, I am committing myself to seek information, guidance, or counsel from the following sources in the course of completing my chosen ministry application project. (Specific titles may be determined from a library search and consultation with seminary personnel and fellow students.)

BOOKS

1. _____
2. _____
3. _____
4. _____

CASSETTES

1. _____
2. _____
3. _____
4. _____

VIDEOS/CDS

1. _____
2. _____
3. _____
4. _____

PERSONAL INTERVIEW

1. _____
2. _____
3. _____
4. _____

ON-SITE VISITS (TO OBSERVE MINISTRY IN ACTION)

1. _____
2. _____
3. _____
4. _____

COMPLETION DATES

Anticipated completion dates of various experience components of project:

Component _____ Date _____

Component _____ Date _____

Component _____ Date _____

Component _____ Date _____

In anticipation of much personal learning, growth, and increased leadership skill, I commit myself to the faithful completion of the various behavioral and attitudinal components of this project.

Student _____ Date _____

Professor _____ Date _____

D.MIN. DISSERTATION PROJECT PROPOSAL

Student name _____ Date _____

MENTOR/CHAIR

Comments _____

Signature _____ Approve Disapprove

READER

Comments _____

Signature _____ Approve Disapprove

DIRECTOR

Comments _____

By action of the committee, your Dissertation Project proposal

has been approved

has not been approved

Director _____ Date _____

D.MIN. REQUEST FOR COURSE EXTENSION

STUDENT REQUEST

Student name _____ Date _____

I request an extension until _____ to complete the following course:

Course name _____

Reason for request _____

ACTION OF INSTRUCTOR

Your request has been: granted not granted

Remarks _____

Signature _____ Date _____

ACTION OF DIRECTOR

Your request has been: granted not granted

Remarks _____

Signature _____ Date _____

D.MIN. REQUEST FOR PROGRAM EXTENSION

STUDENT REQUEST

Student name _____ Date _____

I request an extension until _____ be granted for completion of my Doctor of Ministry program.

Reason for request _____

Signature _____ Date _____

ACTION OF DIRECTOR

Your request has been: granted not granted

Remarks _____

Signature _____ Date _____

ACTION OF SEMINARY DEAN

Your request has been: granted not granted

Remarks _____

Signature _____ Date _____