

BARRY UNIVERSITY

DEPARTMENT OF THEOLOGY AND PHILOSOPHY



DOCTOR OF MINISTRY PROGRAM

DOCTORAL MINISTERIAL FORMATION

STUDENT HANDBOOK

2022-2024

FOREWORD

This handbook has been prepared to serve as a guide for students enrolled in the Doctor of Ministry Program at Barry University. While an attempt has been made to provide information regarding matters of policy and procedures of progress toward the degree, this document is intended to supplement, not replace, the University Graduate Catalog.

Students are responsible for adhering to the guidelines found in this handbook, and the Graduate Catalog. Students are advised to become familiar with the contents of these publications, and to seek further information from their advisor or the Director of the Doctor of Ministry Program.

This handbook is subject to periodic revision.

ACCREDITATION

The Department of Theology and Philosophy is accredited and has full membership in the Association of Theological Schools in the United States and Canada (ATS).

Barry University is accredited by the Southern Association of Colleges and Schools (SACS).

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MISSION STATEMENT

The Department of Theology and Philosophy promotes the ongoing search for truth and the practice of justice by interpreting the historical and contemporary world, engaging human experience, and responding to God's revelation through the Catholic and Dominican traditions of reasoned analysis and faith.

DOCTOR OF MINISTRY PROGRAM

1. INTRODUCTION

1.1 PROGRAM OVERVIEW

The Doctor of Ministry degree (DMin) at Barry University is an advanced degree for ordained and non-ordained women and men engaged in full-time ministry from a variety of denominations. The program of study leading to the DMin degree prepares experienced ministers for advanced leadership activities and develops analytical skills of theological reflection on specialized ministerial or pastoral practices. The DMin degree is the highest degree offered in the College of Arts and Sciences.

1.2 PROGRAM GOALS AND PURPOSE

1.2.1 Doctor of Ministry Degree

The Program Purpose and Goals of the Doctor of Ministry degree program are designed to develop theological and ministerial leadership and to enhance the practice of ministry by:

- providing advanced theological study of ministry and reflection on the purposes of particular ministerial practices
- investigating theological issues and ministerial practices in the context of academic study
- examining the praxis of ministry and fostering the knowledge and skills necessary for the development of a clear conception of the church's ministry
- forming a critical understanding of a particular ministerial practice, correlating a theological theory, and proposing a new understanding of that practice for contemporary ministerial needs
- developing those skills and competencies necessary for ministerial leadership
- advancing theological understanding of ministerial praxis.

1.2.2 Concentration in Hispanic Latino Theology and Ministry

The Doctor of Ministry, with a concentration in Hispanic Latino Theology and Ministry, provides you with an opportunity for advanced theological study and examination of your particular ministerial practice. To receive the Doctor of Ministry with a concentration in Hispanic Latino Theology and Ministry, you will need to satisfactorily complete five courses and all other requirements for the doctoral degree.

1.2.3 Concentration in Institutional Ministry

Military Chaplains and chaplains engaged in similarly institutionalized ministries are confronted with many challenges that are critical to institutions—challenges with colleagues, administrators, and their service corps. This area of research enhances the institution-sponsored certifications and provides opportunities for an advanced focus on the specialized field of ministry. Vital issues arising in the context of institutional life invite critical theological reflection to meet the pastoral needs of minister-leaders and those they serve.

1.2.4 Certificate in Healthcare Ethics

Healthcare in the United States has its roots in the hospital care that congregations of Catholic women religious provided. Many of these congregations, such as the Sisters of Bon Secours, Religious Sisters of Mercy, Sisters of Charity, Franciscan Sisters, among others, founded hospitals to serve those who were sick and poor when no other care options existed. Many of these congregations continue to sponsor these hospitals. Increasingly, as women religious retire, lay persons have taken up the responsibilities of directing operations. Both the congregations and lay persons sharing their ministry are concerned with the continuing original mission and charism of the founding orders. The Department program in healthcare ethics addresses some of these concerns as it provides an examination of the ethics that informs healthcare ministries.

1.2.5 Concentration/Certificate in Liturgical Studies

The Concentration/Certificate in Liturgical Studies provides specialized instruction and professional preparation for those desiring to deepen and expand their understanding of the Christian sacramental and liturgical tradition. It serves the needs of Catholic and Protestant catechists, worship coordinators, church musicians, teachers, chaplains, and other lay ecclesial ministers seeking a strong foundation in liturgical/sacramental studies. The Certificate will meet the ministerial competency needs and national certification standards of these ecclesial ministers and is the only Certificate program of its kind in Florida.

1.3 AREAS OF INTEREST AND RESEARCH

During the course of study, students are required to choose a particular area of interest and research, which relates their academic pursuit of practical theology to church ministry. This focused area enables the student to reflect on the practical implications of theological study for ministerial praxis. The Doctor of Ministry Program offers four areas of interest and research: Practical Biblical Theology, Practical Systematic Theology, Practical Liturgical Theology, and Practical Moral Theology, addition to a Concentration in Hispanic Latino Theology and Institutional Ministry.

1.3.1 Practical Biblical Theology

The Bible arises from the actual experience of the people of Israel in their relationship to God and from the actual experience of Jesus by his followers as expressing their relationship to God. This area of interest and research emphasizes both the origins of the Bible as the record of people's relationship with God in Israel and through Jesus and how this record affects people today. Students study the Bible to bring guidance to the faith community in their present search for God and to assist the community in its identification of a proper response to the offer of a relationship to God through Jesus.

1.3.2 Practical Systematic/Liturgical Theology

Theology as faith seeking understanding and the *lex orandi* as the *lex credendi* (the rule of praying affecting the rule of believing) is part of the experience of God and Church in the Catholic and Protestant Christian communities. This area of interest and research investigates the insights and implications of systematic and liturgical theology for their influence upon the experience of faith and prayer in the

contemporary Christian church. Systematic and liturgical theology are studied to further appreciate and enrich the understanding of the experience of God as it is expressed especially in the prayer and liturgy of the people of faith as the people of prayer.

1.3.3 Practical Moral Theology

As a practical discipline, moral theology demands a critical and faith-filled evaluation of conduct and policy in every area of human involvement from bioethics to social justice. This study offers its resolutions to the human community for the realization of the reign of God. This area of interest and research investigates personal and communal activity and institutional and structural systems that promote or obstruct Christian justice and love.

1.3.4 Concentration in Hispanic Latino Theology and Ministry

This area of research articulates the lived experience of a culturally mediated faith and explores U.S. Hispanic/Latino(a) contextual theologies as a framework to analyze issues that arise in Hispanic/Latino(a) communities. As a contextualized study of theology and ministry, an understanding of the experiences of Hispanic/Latino(a) communities is attained.

1.3.5 Concentration in Institutional Ministry

The concentration in Military Ministry can be adapted to meet the needs of chaplains engaged in other institutional ministries, such as Healthcare, Prison, and Fire and Police ministry. Chaplains may transfer 6 credits from their existing graduate educational formation and a ministry-integrating course would follow that specialized content. The Department will tailor courses for the integration of coursework from other institutional chaplaincy programs that will have prerequisites and registration limits similar to Integrating JPME S&P and JPME NMSD with Ministry.

1.3.6 Certificate in Healthcare Ethics

The purpose of the certificate is to provide a fundamental background in healthcare ethics. The program examines the following: the rise of bioethics as an academic discipline and its place in healthcare ministries; local and national health policy and health law; emergent issues surrounding reproductive and genetic technologies, neonatal health and the welfare of children, death and dying; organizational ethics; healthcare mission and advocacy outreach.

1.3.7 Concentration/Certificate in Liturgical Studies

Research in liturgical studies responds to the interests and needs of Catholic and Protestant catechists, worship coordinators, church musicians, teachers, chaplains, and other lay ecclesial ministers seeking insight to address the sacraments and liturgy within their ministries. Research in this area deepens and expands the understanding of the Christian sacramental and liturgical tradition and its influence and implications for ecclesial ministry.

2. ADMISSION

2.1 REQUIREMENTS FOR ADMISSION

2.1.1 The applicant for the Doctor of Ministry Program must present satisfactory evidence of the following:

- 2.1.1.1** A completed application payment of a non-refundable application fee
- 2.1.1.2** A master's degree in divinity or its educational equivalent from an accredited college or university
- 2.1.1.3** Three (3) years of experience in ministry
- 2.1.1.4** Three (3) letters of recommendation; one recommendation must be an academic reference
- 2.1.1.5** An autobiography that speaks about the applicant's personal goals and interests in ministry
- 2.1.1.6** Curriculum Vitae that describes the applicant's ministerial training and formation
- 2.1.1.7** An interview with the Graduate Theology Committee
- 2.1.1.8** Access to distance learning resources and technology

2.2 SCREENING FOR ADMISSION

2.2.1 The Program Director reviews the completed application.

2.2.2 The Program Director presents the applicant's file to the Graduate Theology Committee.

2.2.3 The Graduate Theology Committee reviews the applicant's file and recommends action on the application.

2.2.4 The Program Director follows the Committee's recommendation on action. If recommended, an interview appointment with the applicant will be set by the Program Director.

2.2.5 The Interview Committee is composed of the Program Director and Graduate Theology Committee faculty members.

2.2.6 Following the interview, the Interview Committee makes the final decision concerning the applicant's admission to the program. The Program Director will communicate this decision to the applicant soon after the interview.

3. TYPES OF ACCEPTANCE

3.1 FULL ACCEPTANCE

3.1.1 Full acceptance is granted when a student has satisfactorily met all of the admissions requirements as stated in Sections 2.1 and 2.2.

3.1.2 The Program Director confirms in writing all decisions concerning acceptance.

3.2 NON-MATRICULATION, ADMISSION TO CLASS, AND PROVISIONAL ACCEPTANCE

3.2.1 An applicant may be permitted to register for a maximum of six credits as a non-matriculated student, with the approval of the Program Director.

3.2.2 Admission to Class may be granted when an applicant's admission process is incomplete. Applicants admitted to course work under this designation are not yet admitted to the program. Full admission to the program is neither implied nor guaranteed. Applicants with this designation are not eligible for any forms of federal financial aid.

3.2.3 Provisional acceptance may be granted to certain applicants. Such provisional acceptance will stipulate the additional course work or ministerial experience required for full acceptance into the program (Appendix B2) under the following conditions:

3.2.3.1 The applicant is in need of supplemental theological study to bring the applicant to the educational equivalent of the MDiv degree:

3.2.3.2 The applicant's supplemental theological study at Barry University shall not exceed 18 credit hours.

3.2.3.3 The educational equivalency of the MDiv degree must include the following elements of the Core Curriculum of the Master of Arts in Practical Theology or their equivalents:

THE 552	Method in Practical Theology
THE 609	Introduction to Systematic Theology
THE 636 or 637	Christology or The Christian God
THE xxx	Biblical Studies
THE xxx	Liturgical/Sacramental Theology course
THE xxx	Fundamental Morality

3.2.3.4 These Core Curriculum courses must be completed before the student is permitted to register for courses at the Doctoral level.

3.2.3.5 The applicant is engaged in ministry but has less than three years of ministerial experience

4. TRANSFER OF CREDITS

4.1 CREDITS ELIGIBLE FOR TRANSFER

- 4.1.1** A maximum of six (6) credits in theology or ministry may be transferred with the approval of the Department Chair.
- 4.1.2** Credits to be transferred must be from an accredited institution.
- 4.1.3** Students pursuing the DMin degree through the Two-Week Residency option may not be permitted to transfer credits from other institutions.
- 4.1.4** Any credits approved by the Department Chair for transfer must be earned within the seven-year time limitation of the DMin degree.

5. ORIENTATION AND ACADEMIC ADVISING

5.1 ORIENTATION

- 5.1.1** All students are required to participate in the orientation program at the January or June Two-Week Residency term.

5.2 ACADEMIC ADVISING

- 5.2.1** The student will be assigned an academic advisor upon admission to the program.
- 5.2.2** The advisor supervises the student's academic progress toward fulfillment of degree requirements.
- 5.2.3** The student must consult with the advisor prior to registration each semester.
- 5.2.4** The student may request a change of advisor. This request should be made to the Program Director.

6. TIME LIMITATIONS, CONTINUING REGISTRATION, COURSE WITHDRAWAL, WITHDRAWAL FROM PROGRAM, LEAVE OF ABSENCE AND READMITTANCE

6.1 TIME LIMIT

- 6.1.1** The DMin degree may be completed in no less than three (3) years and no more than seven (7) years after admission.
- 6.1.2** Requests for extensions due to extenuating circumstances should be directed to the student's advisor for action by the Graduate Theology Committee.

6.2 CONTINUING REGISTRATION

- 6.2.1** The student must register in at least two of the four semesters offered annually (Fall, Winter, Spring, Summer) for ongoing matriculation and access to University resources.
- 6.2.2** If the student does not register for course work, THE 801A/THE 801B (Thesis in Ministry) or THE 802A/THE 802B (Doctoral Ministerial Formation), then the student must register for THE 729 (Continuing Registration).

6.3 COURSE WITHDRAWAL

- 6.3.1** The student may withdraw from a course (or courses) within the first three days of the actual beginning of the course by contacting their advisor after meeting with the course professor.
- 6.3.2** The student must obtain a Course Withdrawal Form from the advisor. The Course Withdrawal Form must be signed by the advisor and the Department Chair.
- 6.3.3** The signed Course Withdrawal Form will be processed through the Office of the Registrar.
- 6.3.4** **Tuition Reimbursement Policy: In order to receive tuition reimbursement a student must withdraw from the course(s) on or before the start of the course.**

6.4 WITHDRAWAL FROM PROGRAM

- 6.4.1** Matriculated students withdrawing from the Doctor of Ministry Program must submit a written notice of withdrawal to the Director of the Doctor of Ministry Program.
- 6.4.2** This written notice will be forwarded to the Dean of the College of Arts and Sciences. The official date of withdrawal will be the date on which the written notice is received by the dean.

6.5 LEAVE OF ABSENCE AND READMITTANCE

6.5.1 LEAVE OF ABSENCE

- 6.5.1.1** Any student planning to take a leave of absence from the program for a semester or more must seek the written approval of the Program Director or Department Chair, and the Dean.

6.5.2 READMITTANCE

- 6.5.2.1** A student seeking re-admittance to the program must so request in writing to the Program Director.
- 6.5.2.2** Re-admittance to the program is contingent upon the approval of the Program Director and the Graduate Theology Committee.

7. GRADING, ACADEMIC PROBATION AND/OR DISMISSAL

7.1 GRADING

- 7.1.1** The Department uses letter grades of A (4.0), A- (3.75), B+ (3.5), B (3.0), C (2.0), and F (0.0).
- 7.1.2** The student must achieve a minimum cumulative grade point average (GPA) of 3.0 in the graduate program to qualify for graduation.
- 7.1.3** The grade assigned for THE 800 (Integrative Seminar) is IP/CR.
- 7.1.4** Letter grades (A, A-, B+, B, C, or F) are assigned for THE 802A and THE 802B.
- 7.1.5** The grade assigned for THE 801A and THE 801B is IP/CR.

7.2 ACADEMIC PROBATION AND/OR DISMISSAL

- 7.2.1** Any course for which a student receives a grade of "C" does not count toward fulfillment of degree requirements.

- 7.2.2** The student who receives a grade of "C" will be placed on academic probation.
- 7.2.3** The student who receives a second grade of "C" may be dismissed from the program.
- 7.2.4** The student may be dismissed from the program for failure to adhere to the policies and procedures of the University.
- 7.2.5** The student who is dismissed from the program will not be considered for re-admittance.

8. STUDENT COMMON LIFE

- 8.1** Advanced theological education and ministerial leadership is enhanced with opportunities for intellectual, spiritual, ecclesial and social development. During the academic year, students have opportunities to participate in the St. Thomas and St. Catherine Lecture Series sponsored by the Department. Additionally, throughout the year and especially during the Two-Week Residencies, students have opportunities to engage in common life and prayer. These opportunities are offered in the following ways:
 - 8.1.1** The Department annually presents the Yves Congar Award for Theological Excellence and lecture by a noted scholar.
 - 8.1.2** Throughout the year, students are invited to participate in daily liturgy and weekly evening prayer. During the Two-Week Residencies, this participation includes the invitation to serve as presiders and extraordinary ministers at the daily liturgies and morning or night prayer services.
 - 8.1.3** Informal gatherings take place at the opening and closing of the Two-Week Residencies and throughout the academic year.
 - 8.1.4** During the Two-Week Residencies, common life is fostered by the availability of a common residence and shared meals.

9. RESIDENCY REQUIREMENTS AND STUDY OPTIONS

9.1 RESIDENCY REQUIREMENTS

9.1.1 Residency requirements provide times of significant disengagement from the usual routines of ministry for concentrated study. This requirement allows the opportunity for sustained interaction with faculty and access to library and information technology resources at the University. Additionally, this requirement nurtures learning within a community of peers.

9.1.2 Residency requirements of the program may be fulfilled in the following ways:

9.1.2.1 Enrollment for six (6) credit hours per semester over the course of two (2) semesters.

9.1.2.2 Enrollment for six (6) credit hours per Summer and Winter Terms with two-week residencies in two (2) consecutive Summer and Winter Terms with two-week residencies.

9.2 STUDY OPTIONS

9.2.1 Courses are offered in the fall and spring semesters as well as in the Summer and Winter Terms with two-week residencies in January and June. Each course is three credit hours. The student may complete the program of study in the following ways:

9.2.1.1 Study through the Year Option. Students in the metropolitan Miami area or those pursuing doctoral studies on a full-time basis may study through the year. Courses are scheduled in the fall and spring semesters of the academic year and meet once each week.

9.2.1.2 Summer and Winter Terms with two-week residencies. Students from diverse geographic locations may choose the Summer and Winter Terms with two-week residencies Option. This option spans a 14-week term of six weeks pre-residency, two weeks of residency, and six weeks post-residency. Pre-residency assignments are due before the first day of residency. During the Two-Week Residency, classes meet for three hours each day. A research project is due six weeks after the Two-Week Residency (15th week of the term).

9.2.1.3 Combined Option of Study through the Year and Summer and Winter Terms with two-week residencies.

9.2.1.4 Videoconference Policy: Delivery of Graduate Theology and Ministry courses via videoconference technology is an optional component of a regularly scheduled face-to-face class meeting in which a minimum of two-thirds of students enrolled are onsite. The opportunity to participate in courses by videoconference is restricted to the Fall and Spring terms.

10. PROGRAM DEVELOPMENT, DEGREE REQUIREMENTS, CANDIDACY AND COMMISSION

10.1 PROGRAM DEVELOPMENT

- 10.1.1** The program is designed to develop the student's ability to reflect theologically on ministerial praxis. This development shall be significantly related to the student's ministerial goals.
- 10.1.2** The student's progress toward fulfillment of degree requirements is recorded on the Course Program Record (see Appendix A).
- 10.1.3** By the completion of twelve (12) credit hours, the student will have determined an area of interest and research for advanced study.
- 10.1.4** Upon determination of an area of interest and research for advanced study, the student will complete the majority of course work electives in that area.
- 10.1.5** Upon completion of a minimum of 21 credit hours of course work, the student may participate in the DMin Integrative Seminar (THE 800). This seminar is designed to assist students in the final integration of their studies with the methods of practical theology, the identification of the ministerial issue to be examined, and the method of investigation that will be employed to facilitate the development of the thesis-project proposal. Students receive credit for this seminar upon approval of a mentor for the subsequent work of the thesis-project.
- 10.1.6** After approval of the thesis-project proposal by the Thesis-Project Proposal Committee and approval by the Institutional Review Board (IRB) protocol (where necessary), the student, now candidate, begins the research and writing of the thesis-project.
- 10.1.7** After approval of the thesis-project by the Thesis-Project Committee, the candidate, now graduate, may participate in the University commencement.
- 10.1.8** The graduate must present a summary of the thesis-project at the Department's Commission Ceremony.

10.2 DEGREE REQUIREMENTS

10.2.1 Completion of a minimum of 24 credit hours of course work, three credit hours of Fundamentals of Practical Theology Seminar (THE 800A) and three credit hours of Integrative Seminar (THE 800). In addition, during the time of the thesis writing, the student must register for THE 801A (4 credits) and, after fulfilling its requirements, register for THE 801B (4 credits).

10.2.2 The Introduction to Practical Theology Seminar (THE 800A) prepares the student with the pastoral and theoretical foundations of practical theology. The introductory seminar focuses on the methods of practical theology which are more fully explored in capstone Integrative Seminar (THE 800). Between the two seminars students apply the praxis-theory-praxis methods to their course work theological reflection.

10.2.3 Minimum course work distribution includes three credit hours in each of the following: Practical Biblical Theology, Practical Systematic/Liturgical Theology, and Practical Moral Theology. The remaining minimum requirement of 15 hours may be distributed according to the student's determined area of interest and research or Concentration in Hispanic/Latino Theology and Ministry, Institutional Ministry or Healthcare Ethics.

10.2.4 Ministerial Formation

The purpose of Ministerial Formation for students in the Doctor of Ministry program is to meet the specific formative needs of the individual student as well as involve the development of a community that will collaborate in assessing ministerial competence through theological reflection. It presumes that the student is engaged in ministerial praxis and therefore has contexts upon which to apply and critique theological methods and theory. Fulfillment of the Ministerial Formation process is constituted by successful completion of the courses THE 802A (3 credits), THE 802B (3 credits), ongoing individual formation meetings with the Director of Ministerial Formation, and completion of all requirements listed in the Doctoral Ministerial Formation Handbook. This process culminates in the awarding of a Certificate of Completion which is a prerequisite for and must be included in the materials for defense of the Thesis Project Proposal.

10.2.5 The Integrative Seminar (THE 800) prepares the student for the final integration of the praxis-theory-praxis approach to practical theology through the development of the thesis-project proposal. The Integrative Seminar is graded on an In Progress (IP) and Credit (CR) basis. Credit is assigned when a faculty member accepts the student for the mentoring of the thesis-project, which acceptance is verified by appropriate forms of approval.

10.2.6 Development of the Thesis-Project Proposal follows the assignment of credit for the Integrative Seminar.

10.2.7 The Thesis-Project Proposal should be a simple text of (15-20) pages, double-spaced, which states the ministry, purpose, method, and evaluation intended for the thesis-project. The proposal must reflect a praxis-theory-praxis methodology. The structure and content of the Thesis-Project Proposal must follow an acceptable outline (see Appendix C). (See Appendix D for a sample title page of the Thesis-Project Proposal.)

10.2.8 Approval of the Thesis-Project Proposal is accomplished through Thesis-Project Proposal Defense before a community of scholars and peers. The defense of the thesis-project incorporates the subject matter and the use of practical theology inclusive of a theological discipline(s) in the development of the thesis-project. The process is as follows:

10.2.8.1 The thesis-project proposal, a draft of the IRB protocol, and the Certificate of Completion of Ministerial Formation are distributed to the Proposal Defense Committee for their review no less than two weeks before the defense date.

10.2.8.2 Proposal Defense Session Format (duration: 1 hour)

10.2.8.2.1 Introduction and explanation of Proposal Defense procedure (Director of the DMin Program).

10.2.8.2.2 The mentor 1) identifies how the thesis-project proposal meets the criteria (4.a-b above), which practical theology and which discipline-specific theology are engaged, what research methodology will be used (e.g., for research with human subjects), and 2) facilitates the session.

10.2.8.2.3 Open examination of the thesis-project proposal by the Proposal Defense Committee with questions posed to the student.

10.2.8.2.4 Following examination, the student is asked to step out of the defense.

10.2.8.2.5 The Thesis-Project Proposal Committee, after consultation with the other members of the Proposal Defense Committee, determines to: approve the thesis-project proposal, approve with revisions, or deny approval.

10.2.8.2.6 The student is brought back to the defense and the results announced.

10.2.8.3 If the Thesis-Project Proposal is approved or approved with revisions the student is promoted to Candidate for the Doctor of Ministry degree.

10.2.8.4 If the Thesis-Project Proposal is denied, a student may re-submit a proposal within one year's time from the date of the defense.

10.2.9 After successful defense of the Thesis Proposal, the Candidate prepares and submits the Protocol for Research with Human Subjects with the Institutional Review Board of Barry University. Studies involving human subjects as research participants through discussion groups, or as subjects of research, must meet all the requirements of Barry University's policies regarding research with human subjects and must be approved by the Institutional Review Board (IRB) before research begins. The candidate is responsible for following the research protocols of the IRB, published in "Guidelines for Submitting Research Protocols." This protocol concerns the principles, definitions, policies, and implementation procedures for the protection of human subjects, based on compliance with the U.S. Department of Health and Human Services regulations. An exempt or approved decision by the IRB is required before the student begins research with human subjects. Directions for completing the protocol may be accessed through the Barry website.

10.2.9.1 All investigators engaging human subjects must complete the Collaborative Institutional Training Initiative (CITI) <https://about.citiprogram.org/en/homepage/>. Proof of completion of the tutorial must be provided with the protocol submitted to the IRB for review. Certificates can be printed by the tutorial program upon completion.

10.2.10 The Thesis-Project Proposal demonstrates the student's integration of theological reflection with ministerial praxis. The Thesis-Project Proposal must be approved by a committee of four persons: the faculty mentor, two faculty readers (the second reader may be external to the full-time faculty of the Department and must be approved by the Graduate Theology Committee to serve in this capacity), and a student peer. This approval must be verified by signatures on the Thesis-Project Proposal Committee Review Form provided by the Department (for a sample, see Appendix E).

10.2.11 Upon approval of the Thesis-Project Proposal, the student is declared a candidate for the Doctor of Ministry degree.

10.3 POLICY FOR READERS OF THESIS-PROJECT PROPOSAL AND THESIS-PROJECT

Faculty and Student-Peer Readers of the DMin Thesis-Project Proposal and the Doctoral of Ministry. Thesis-Project serve as consultants to the Faculty-Mentor and the Doctoral of Ministry Student-Candidate as the student-candidate develops a proposal and subsequently a thesis-project. This role as consultant is to be exercised with due diligence in light of the purpose of the thesis-project: to represent “the candidate’s ability to integrate both the theoretical and practical dimensions of theological research” (DMin Student Handbook 11.1). As consultants, Readers provide an invaluable service to their colleagues in their efforts to guide and evaluate the achievement of leadership in theology and ministry.

Readers are expected to offer comments and suggestions for editing directly to the Faculty-Mentor, who will forward them to the Student-Candidate as warranted. The Faculty-Mentor and Student-Candidate will determine how Readers’ concerns will be incorporated into the final copy of the texts. The Faculty-Mentor alone is responsible for judging and approving the final edition of the Thesis-Project Proposal and the Thesis-Project texts.

The signatures of the Readers for both the Thesis-Project Proposal Approval and Review Form and the Thesis-Project Project Approval and Review Form verify that Faculty and Student-Peer Readers have reviewed and commented upon the texts.

10.4 CANDIDACY

10.4.1 The candidate must complete a thesis-project, successfully fulfilling the requirements of THE 801A and THE 801B (four credit hours each) and complete the requirements for Ministerial Formation (See 10.2.4). The thesis-project achieves, through the praxis-theory-praxis approach, a new vision of the candidate's ministry, which may be applied broadly to other ministerial contexts.

10.4.2 Development of the thesis-project is reviewed by the Thesis-Project Committee. The Thesis-Project Committee is composed of three persons: the faculty mentor, a faculty reader (this reader may be external to the full-time faculty of the Department and must be approved by the Graduate Theology Committee to serve in this capacity), and a student peer. The mentor of the thesis-project determines and approves the processes of supervision that are carried out at the ministry site of the candidate.

10.4.3 The candidate registers for THE 801A after approval of the thesis-proposal and the IRB and completion of the requirements for Ministerial Formation. Having successfully completed the requirements for THE 801A, the candidate registers for THE 801B until the completion of his/her project. The candidate will integrate research and ministerial praxis using methods of Practical Theology for the writing of the thesis-project according to the mentor’s advising recommendations.

- 10.4.4** Final grades are assigned for THE 801A and THE 801B when the required elements of the thesis-project for each of the two courses have been approved by the mentor, reader(s), and student peer.
- 10.4.5** A Certificate of Completion for Ministerial Formation will be awarded the student when all requirements set by the Handbook for Ministerial Formation are met.
- 10.4.6** The thesis-project demonstrates satisfactory integration of theological reflection with ministerial praxis.
- 10.4.6.1** Candidates registered for THE 801B and who anticipate graduation at the end of the Fall semester (December) must have their Thesis Project fully completed with one hard copy printed and compact disk burned by the first Friday of November.
- 10.4.6.2** Candidates registered for THE 801B and who anticipate graduation at the end of the Spring semester (May) must have their Thesis Project fully completed with one hard copy printed and compact disk burned by last Friday of March.
- 10.4.6.3** The thesis-project must be approved by the Thesis-Project Committee. This approval must be verified by signatures on the Thesis-Project Approval Form provided by the Department (Appendix F).
- 10.4.7** [Candidacy] Upon approval of the thesis-project by the mentor and acknowledgment by the readers, the candidate must submit the thesis with UMI. The candidate must bring the thesis and its signature page, the UMI paperwork, and check for UMI to the Department designate. At the time of deposit, the Department designate will review the manuscript for adherence to UMI guidelines and fees. If all is in order, the Department designate will issue a receipt for deposit and requisite fees; following receipt the Department designate will forward the application for copyrights, fees, and text to UMI. The date of the deposit determines the student's eligibility for participation in the Commissioning Ceremony and Commencement exercises which satisfy the remaining requirements for the Doctor of Ministry degree. This deposit date must precede the date assigned by the University Commencement Committee for the May or December graduation dates. Further information about deposit with UMI is available from the Associate Dean for Graduate Studies, the Director of the Doctor of Ministry Program, or the student's advisor.
- 10.4.8** Upon approval of the thesis-project, the student has fulfilled the requirements of the Doctor of Ministry degree and may participate in the University commencement.

10.5 COMMISSION

10.5.1 The graduate of the Doctor of Ministry program is commissioned to continue the work of theological reflection within ministerial praxis.

10.5.2 The graduate must present a summary of the thesis-project at the Commission Ceremony before a community of peers. The summary is to be academic in nature and will not exceed 7 minutes.

10.5.3 The mentor of the thesis-project and the faculty attest to the graduate's successful integration of theological reflection on ministerial praxis.

11. THE THESIS-PROJECT

11.1 PURPOSE

11.1.1 The thesis-project represents the candidate's ability to integrate both the theoretical and practical dimensions of theological research. The thesis-project should demonstrate competent application of appropriate theological research methods and ethical guidelines in the investigation of the ministerial praxis. This research needs to be correlated to the candidate's ministry under the guidance and supervision of the candidate's thesis-project mentor and the committee, which guides the thesis-project.

11.2 ETHICS OF THESIS-PROJECT RESEARCH

11.2.1 The primary responsibility for ensuring ethical conduct throughout the thesis-project process lies with the doctoral candidate and the thesis-project mentor. Practical theology bears a unique responsibility as a result of the authority duly conferred by an ecclesial office as well as perceived by the community of faith involved in the ministerial praxis. Further, justice requires recognition of and a rightly ordered response to the needs of those involved with the ministerial praxis.

11.2.2 Studies involving human subjects as research participants through discussion groups, or as subjects of research, must meet all the requirements of Barry University's policies regarding research with human subjects and must be approved by the Institutional Review Board (IRB) before research begins. The candidate is responsible for following the research protocols of the IRB, published in "Guidelines for Submitting Research Protocols" (available at the Barry University website). Additional information and support for IRB protocol submission may be directed to the candidate's mentor or other designated faculty member.

11.3 WRITING STYLE

11.3.1 The thesis-project must be written in scholarly English. The student will follow the current edition of Kate L. Turabian's *A Manual for Writers*. First and second person pronouns are acceptable.

11.3.2 The thesis-project mentor is not responsible for extensive editing of the thesis-project. Assistance for editing can be accessed at the Barry University Learning Center. The final copy should be free of grammatical and spelling errors.

11.4 ARRANGEMENT OF THE MANUSCRIPT

11.4.1 General Arrangement:

Title Page (See Appendix H)

Blank Page

Approval Page (provided by the Department, see Appendix G for a sample)

Acknowledgements and/or Dedication Page (if desired)

Table of Contents

List of Tables or Figures (if any)

Abstract

Body of Text: Introduction; Chapters; Conclusion

Appendices (if any)

Bibliography

Page numbers do not appear on the title page through the Acknowledgements Page, but all are included in the pagination of the front matter (Title Page through Abstract). The pages of the Table of Contents through the Abstract are paginated with Roman numerals. The pages of the Body of Text through the Bibliography are paginated with Arabic numbers.

11.4.2 Abstract

11.4.2.1 The Abstract briefly summarizes the thesis-project and its conclusions. It must be one page, single space. No more than 350 words.

11.4.3 Body of Text

11.4.3.1 The Body of Text of the thesis-project typically contains anywhere from four to five chapters and is presented with footnotes. Each chapter should be divided into subheadings. Chapters and subheadings should be indicated in the Table of Contents.

11.4.4 Appendices and Bibliography

11.4.4.1 Appendices provide relevant material, but are not necessarily essential to the text.

11.4.4.2 The Bibliography lists the sources used in writing the thesis-project.

11.5 BARRY THESIS/BINDING COST AND INFORMATION

11.5.1 Two original copies and one CD labeled with your name and year are required. One original copy for the School; one original copy and one CD copy for the Library. Students may have as many copies as they wish bound at the set price.

11.5.2 All theses must have **original** signature pages.

11.5.3 All copies must be on white paper only, with 100% cotton content and no less than 20-24 pound bound paper. Some brand names of paper are Southworth, Mead and can be found at Office Depot, Office Max and most copy centers. This standard is required because of its durability and permanency. Students will have the option to have their copies printed off-campus or on-campus at such centers as Office Depot/Office Max, Staples, and the like. The Barry University Business Center will stock the required paper quality and make copies for binding. Students will find this option very cost competitive with other copy centers.

11.5.4 All copies must be double spaced. A 1.5-inch margin should be left on the binding edge of the page, with a one-inch margin left on the remaining sides (i.e., the left margin will be 1.5” and the top, bottom and right margins will be 1.0”).

11.5.5 Theses/Dissertations are sent to the bindery on a two-month rotation. They are bound in black with gold lettering. All spine and front cover printing is capitalized.

11.5.6 Cost per thesis is \$20.00. The student is required to pay at the time of delivering the copies to the library. This can be paid via check or money order, made out to Barry University Library.

11.5.7 The student will be contacted upon return of the bound theses from the bindery. The student can pick up the copies of the theses at the circulation desk where the student signs a proof of receipt. This receipt is returned to Technical Services.

11.5.8 Thesis-Project Printing, Binding, and Deposit

11.5.8.1 In order to complete this degree requirement, the student must publish the thesis-project through UMI. For information, application, and fee structure, the student must contact the Associate Dean for Graduate Studies or the Director of the Doctor of Ministry Program. (See also section 10.4.7 above).

12. PROGRAM ASSESSMENTS

12.1 GRADUATE THEOLOGY COMMITTEE REVIEW

12.1.1 Evaluation and assessment ensure the quality and integrity of the program.

12.1.2 At the beginning of each academic year, the faculty of the Department devotes attention to the assessment of the previous year's activities and plans for the present year.

12.1.3 The Graduate Theology Committee evaluates program successes and failures throughout the monthly meetings of the academic year.

12.1.4 Along with the Chairperson of the Department, each faculty member reviews his/her course evaluations with a view to incorporating positively effective changes into course planning and instruction.

12.2 STUDENT EVALUATIONS AND ENTRANCE/EXIT INTERVIEWS

12.2.1 An entrance interview, distinct from the admissions interview, will be conducted in the manner of a conversation by a faculty-student interview pair to assess the student's current understanding of theology and ministerial praxis.

12.2.2 The student will evaluate each academic course taken.

12.2.3 The student will evaluate the accommodations and hospitality provided during the Two-Week residencies.

12.2.4 The Integrative Seminar provides the opportunity for students to engage one another and two faculty members in a critique of the program of study as well as to challenge the integration of theological reflection with ministerial praxis.

12.2.5 An exit interview will be conducted to assess the student's progress in understanding theology and ministerial praxis.

13. TUITION, FEES AND FINANCIAL AID

13.1 TUITION AND FEES

13.1.1 All tuition and fees are subject to annual review and change.

13.1.2 Payment of tuition and fees is due at registration.

13.1.3 A deferred payment plan is available; there is a fee for using this plan.

13.1.4 Arrangement for payment of all charges must be made prior to completion of registration.

13.2 FINANCIAL AID

13.2.1 Financial aid is available at Barry University. The Office of Financial Aid provides students with a financial aid packet. In order to apply for financial aid, the student must complete the following forms:

13.2.1.1 Free Application for Federal Student Aid (FAFSA). This form gathers the information necessary to award institutional as well as federal aid. The form is submitted to a federal processing agency. There is no charge for processing, and an instruction booklet is included to help complete the form. Indicate Barry's Institution Code: 001466 on the form. Any questions regarding the completion of this form may be addressed to the Office of Financial Aid for assistance. Please note that if a student's application is selected for verification by the Federal Government, the student will be asked to submit copies of his/her tax return (if applicable) or verification of other means of support.

13.2.1.2 Barry University's Graduate and Professional Financial Aid Application. This form collects demographic information and will assist in preparing a budget for your program of study.

13.2.1.3 Federal Stafford Loan Application. This form is an application for low interest federally funded loans, which can be either subsidized or unsubsidized.

13.2.2 The Department of Theology and Philosophy offers a 30% tuition discount to members of religious orders and to all full-time ministers.

13.2.3 Questions regarding other sources of financial aid may be directed to the Office of Financial Aid.

APPENDICES

Appendix A1: Course/Program Record for Doctor of Ministry Student

Appendix A2: Course/Program Record for Doctor of Ministry Student (Institutional and Military Ministry)

Appendix A3: Course/Program Record for Doctor of Ministry Student (Institutional and Health Care Ministry)

Appendix B1: Demonstration of Master of Divinity Degree Equivalence

Appendix B2: Supplemental Theological Study and/or Confirmation of the Completion of Three Years of Experience in Ministry

Appendix C: Thesis-Project Proposal Format

Appendix D: Thesis-Project Proposal Defense

Appendix E: Sample Title Page, Thesis-Project Proposal Form

Appendix F: Committee Review of Thesis-Project Proposal Approval Form

Appendix G: Thesis-Project Approval Form

Appendix H: Sample Title Page, Thesis-Project

Appendix I: Candidacy and Qualification to Proceed to IRB Form

APPENDIX A1
 BARRY UNIVERSITY
 Department of Theology and Philosophy

COURSE/PROGRAM RECORD FOR DOCTOR OF MINISTRY STUDENTS

Name: _____ Acceptance Date: _____

Admission Interview: _____ Orientation Date: _____

I. Distribution Requirements:

<u>Area</u>	<u>Course#/Name</u>	<u>Term</u>	<u>Grade</u>
1. Biblical:	_____	_____	_____
2. Systematic/Liturgical:	_____	_____	_____
3. Moral Theology:	_____	_____	_____

II. Electives:

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

Area of Research: _____

- III. THE 800A Fundamentals of Practical Theology (date) _____
- IV. THE 802A Doctoral Ministerial Formation (date) _____
- THE 802B Doctoral Ministerial Formation (date) _____
- V. THE 800 Integrative Seminar (date) _____
- VI. Thesis-Project Proposal Approval (date) _____
- IRB Approval (date) _____
- VII. THE 801A DMin Thesis in Ministry (date) _____
- THE 801B DMin Thesis in Ministry (date) _____

Thesis Project Title: _____

a. Proposal Defense Committee:

Mentor: _____
 Reader 1: _____
 Reader 2: _____
 Student Peer: _____

b. Thesis-Project Approval (date) _____

Mentor: _____
 Reader: _____
 Student Peer: _____

VIII. Commissioning (date) _____

APPENDIX A2
 BARRY UNIVERSITY
 Department of Theology and Philosophy

COURSE/PROGRAM RECORD FOR DOCTOR OF MINISTRY STUDENTS
Institutional/Military Ministry/Liturgical Studies

Name: _____ Acceptance Date: _____

Admission Interview: _____ Orientation Date: _____

I. Distribution Requirements:

<u>Area</u>	<u>Course#/Name</u>	<u>Term</u>	<u>Grade</u>
1. Biblical:	_____	_____	_____
2. Systematic/Liturgical:	_____	_____	_____
3. Moral Theology:	_____	_____	_____

II. Electives:

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

Area of Research: _____

- III. THE 800A Fundamentals of Practical Theology** (date) _____
- IV. THE 802A Doctoral Ministerial Formation** (date) _____
- THE 802B Doctoral Ministerial Formation** (date) _____
- V. THE 800 Integrative Seminar** (date) _____
- VI. Thesis-Project Proposal Approval** (date) _____
- IRB Approval** (date) _____
- VII. THE 801A DMin Thesis in Ministry** (date) _____
- THE 801B DMin Thesis in Ministry** (date) _____

Thesis Project Title: _____

a. Proposal Defense Committee:

Mentor: _____
 Reader 1: _____
 Reader 2: _____
 Student Peer: _____

b. Thesis-Project Approval (date) _____

Mentor: _____
 Reader: _____
 Student Peer: _____

VIII. Commissioning (date) _____

APPENDIX A3
BARRY UNIVERSITY
 Department of Theology and Philosophy

COURSE/PROGRAM RECORD FOR DOCTOR OF MINISTRY STUDENTS
Institutional and Health Care Ministry

Name: _____ **Acceptance Date:** _____

Admission Interview: _____ **Orientation Date:** _____

I. Distribution Requirements:

<u>Area</u>	<u>Course#/Name</u>	<u>Term</u>	<u>Grade</u>
1. Biblical:	_____	_____	_____
2. Systematic/Liturgical:	_____	_____	_____
3. Moral Theology:	_____	_____	_____

II. Electives:

1. (Transferred)	_____	_____	_____
2. (Transferred)	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

Area of Research: _____

III. THE 800A Fundamentals of Practical Theology (date) _____

IV. THE 802A Doctoral Ministerial Formation (date) _____

THE 802B Doctoral Ministerial Formation (date) _____

V. THE 800 Integrative Seminar (date) _____

VI. Thesis-Project Proposal Approval (date) _____

IRB Approval (date) _____

VII. THE 801A DMin Thesis in Ministry (date) _____

THE 801B DMin Thesis in Ministry (date) _____

Thesis Project Title: _____

a. Proposal Defense Committee:

Mentor: _____

Reader 1: _____

Reader 2: _____

Student Peer: _____

b. Thesis-Project Approval (date) _____

Mentor: _____

Reader: _____

Student Peer: _____

VIII. Commissioning (date) _____

APPENDIX B1

BARRY UNIVERSITY

Department of Theology and Philosophy

DEMONSTRATION of MASTER of DIVINITY DEGREE EQUIVALENCE

The determination of Master of Divinity degree equivalence is based on a minimum of 72 graduate credit hours in theology, ministry, spirituality or a combination of these courses with a distribution of no more than 18 of these credits from an appropriately theology- or ministry-related discipline (for example, communications, fine arts, literature, philosophy, psychology/counseling, social work) and no more than 15 of these credits from formation programs (cf. ATS Standards A.3.3 and F.4.1.1).

MDiv Equivalency has been determined for _____ by the following:

Total graduate credits earned _____

Institution(s)	A _____	D _____
	B _____	E _____
	C _____	F _____

1. Distribution of Graduate Academic Credit Hours in Theology/Ministry (≥ 42 credits)

	Institution__	Institution__	Institution__	Total
a. Biblical Theology				
1.a.1 Old Testament	_____	_____	_____	
1.a.2 New Testament	_____	_____	_____	
1.a.3 Biblical Languages	_____	_____	_____	
b. Liturgical Theology	_____	_____	_____	
c. Moral Theology	_____	_____	_____	
d. Pastoral Theology	_____	_____	_____	
e. Practical Theology	_____	_____	_____	
f. Spirituality	_____	_____	_____	
g. Systematic Theology	_____	_____	_____	
h. Seminar	_____	_____	_____	

2. Distribution of Graduate Theology- or Ministry-Related Academic Disciplines (≤ 18 credit hours)

a. Discipline _____	Institution__	Institution__	Institution__	Total
2.a.1 Cognate Distribution				
1. _____	_____	_____	_____	
2. _____	_____	_____	_____	
3. _____	_____	_____	_____	
4. _____	_____	_____	_____	
5. _____	_____	_____	_____	
6. _____	_____	_____	_____	_____

3. Ministerial and Spiritual Formation (≤ 15 credit hours) Credits Total _____

a. Spiritual direction/formation Institution__
Duration and Location _____

b. Ministry training Institution__
Duration and Location _____

Reviewer _____ Date _____

If equivalence is not complete at the time of matriculation, the student's advisor completes the form based on the fulfillment of the Stipulations for Admission to the DMin Program by Supplemental Theological Study.

Advisor _____ Date of MDiv Equivalence _____

ATS approval January 2007; clarification/revision 10/09

APPENDIX B2
BARRY UNIVERSITY
 Department of Theology and Philosophy

SUPPLEMENTAL THEOLOGICAL STUDY
 for MASTER of DIVINITY DEGREE EQUIVALENCE

Name: _____ Year Matriculated _____

Supplemental Theological Study

Per the stipulations of admission to the Doctor of Ministry Program, an additional _____ credit hours of academic coursework in the following subject areas are required for attaining MDiv degree equivalence (this coursework, *not transferable into the DMin program of study*, may be conducted at Barry University or another ATS and/or regionally accredited institution):

Subject Area (credits required)	Course # and Title	Semester	Grade
Biblical Theology ()	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
Liturgical Theology ()	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
Moral Theology ()	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
Practical Theology ()	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
Systematic Theology ()	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

Upon fulfillment of these stipulations for admission to the Doctor of Ministry Program, the above named student has earned the equivalent of the Master of Divinity degree. See the corresponding Demonstration of Master of Divinity Degree Equivalence for the student's full 72 credit hours in theology, ministry, and spirituality (cf. ATS Standards A.3.3 and F.4.1.1).

Advisor _____ Date Stipulations Met _____

PROPOSAL FORMAT

The Thesis-Project Proposal demonstrates the development of an advanced understanding of the nature and purposes of ministry and a mastery of practical theology methodology. It must be correlated to the students' ministry (see 11.1.1) and their ecclesial ministerial tradition. Approval of the Thesis-Project Proposal must be submitted for review and subsequent approval to the mentor, two faculty readers, and a student peer.

The Thesis-Project Proposal should be a simple text of 15-20 (not including appendices) pages, double-spaced, which states the ministry, purpose, method, research, and evaluation intended for the thesis-project. As a practical theology methodology, the proposal must reflect a praxis-theory-praxis movement. The proposal follows this methodology by engaging a ministerial practice, its cultural context, and a religious tradition in a critical conversation to renew, reclaim, or reform that practice and the religious tradition.

Structure of the Thesis-Project Proposal

1. **Statement of Ministerial Concern:** Briefly state the ministerial concern your thesis-project will address.
2. **Significance of Ministerial Concern:** In narrative form, give the *basic contours* of the thick description of the ministerial situation, including yourself as the minister, that you will develop in your proposal, and describe the significance of your ministerial concern. Use the following as guides and include subtitles reflecting each section:
 - a. **Ministerial Context:** Describe yourself and your ministry in general terms, including the intended audience for your thesis-project.
 - b. **Ministerial Concern/Question:** (1) *State* the one central guiding ministerial question you plan to explore in this thesis-project. (2) *Describe* the ministerial concern or community practice you plan to explore in the thesis-project in connection to your guiding ministerial question and *why* this is a significant concern or community practice for ministry. (3) Include your most important initial claims and/or intuitions about the question that you want to pursue in the thesis-project.
 - c. **Contribution to Ministry:** Describe how your ministry will benefit from your investigation of this ministerial concern. What effects (if any) do you foresee this investigation will have on your ministry and or on the church? How will you as a minister benefit from this investigation?
3. **Methodology: Praxis-Theory-Praxis**
 - a. **Ministerial Issues:** Identify the most important *ministerial* issues raised by the ministerial question you are pursuing.

- b. **Theological Issues:** Identify the most important *theological* issues raised by the ministerial question you are pursuing.
- c. **Theological Perspective:** Identify and briefly justify (1) the theological perspective that grounds this thesis-project (e.g., U.S. feminist, U.S. Hispanic, Black Theology of liberation) and (2) the primary theological discipline you will be using (e.g., scriptural, systematic, moral theology).
- d. **Method:** Identify and briefly justify the method of practical theology that will frame the thesis project, and briefly describe how your thesis-project will engage each step, movement, or task of the method.

4. **Research, Evaluation, and Limitations**

- a. **Methods of Research:** Describe and briefly justify the methods of research (qualitative, quantitative, content analysis, etc.) and techniques (audio/video data, survey, interview, participant observation, focus group, case study, etc.) you will use to gather, synthesize, and interpret your data. Provide samples of any research tools, interview formats, or questionnaires as appendices to the proposal.
- b. **Evaluation:** Explain how the thesis-project will be evaluated and validated (e.g., consultations with the mentor, readers, ministerial authorities).
- c. **Limitations:** Explain the limitations of your thesis-project:
 - 1) Describe the scope of your project: the areas inherent to the nature of your thesis project which you will aim to cover.
 - 2) State specifically what you will not do in your thesis project. These are the areas you will not cover that, although related, are not the focus of your thesis project.

5. **Literature Review:** Narrative of preliminary review of pertinent literature. Indicate key sources supporting the thesis-project.

6. **Chapter Outline:** Provide a chapter outline and briefly describe the subject of each chapter of the thesis-project.

7. **Bibliography:** Provide the preliminary bibliography of the thesis-project.

8. **IRB Protocol:** Provide an IRB Protocol draft.

Doctor of Ministry Degree Program
Thesis-Project Proposal Defense

Purpose

The Thesis-Project Proposal Defense demonstrates before a community of scholars and peers, the defense of the thesis-project subject matter and the use of practical theology inclusive of a theological discipline(s) in the development of the thesis-project.

1. Tracking the Development of the Thesis-Project Proposal

- a) The students must have successfully completed THE 800: DMin Integrative Seminar (this core seminar includes a first draft of the thesis-project proposal and the identification of a thesis-project mentor, faculty readers, and a student peer). These four persons compose the Thesis-Project Proposal Committee (TPPC), which committee works with the student to prepare the proposal for defense review.
- b) The student must have successfully completed Doctoral Ministerial Formation.
- c) Following TPPC determination that the proposal meets the guideline's criteria stipulated above and is thus ready for defense, the student develops a preliminary IRB protocol as part of the materials to be submitted to the Proposal Defense Committee.¹
- d) Once the proposal is ready, an initial IRB protocol developed, and a Certificate of Completion of Ministerial Formation obtained, the mentor requests that the Director of the DMin Program set a defense date and constitute a Proposal Defense Committee.

2. Timeline

- a) The DMin student receives a grade of CR for THE 800 with the signature of an identified mentor, who agrees to work with the student through the development of the thesis-project proposal, the IRB protocol, and the writing of the thesis-project.
- b) The DMin student has usually one year following the successful completion of THE 800: DMin Integrative Seminar to ready the thesis-project proposal and an initial IRB protocol for the Proposal Defense.
- c) Following approval of the proposal by the Proposal Defense Committee, the student submits the IRB protocol to the University's Institutional Review Board before proceeding to conduct research with human subjects.

3. Proposal Defense Committee

- a) The Proposal Defense Committee is made up of the four members of the TPPC, the Director of the Doctor of Ministry Program, the Director of Ministerial Formation, and the Director of Graduate Programs in Theology and Ministry. The TPPC

¹ See Barry University, "Institutional Review Board," <http://student.barry.edu/irb/>.

exercises a deliberative role in the proceedings and outcome of the defense, while the Director of the Doctor of Ministry Program, the Director of Ministerial Formation, and the Director of Graduate Programs in Theology and Ministry exercise a consultative role.

- b) Minimum number of committee members: 6.
- c) Faculty Committee members must hold graduate status.
- d) Other Committee members (the student peer and, in certain cases, a reader who is a professional in the field) must be qualified to evaluate the thesis-project proposal by familiarity with the subject matter and/or the ministerial concerns to be raised in the thesis-project.

4. Criteria for Proposal Defense

- a) The Thesis-Project Proposal adheres to the Doctor of Ministry Thesis-Project Proposal Format.
- b) The Thesis-Project Proposal demonstrates the development of the nature and purpose of ministry and a mastery of practical theology methodology. It must be correlated to the student's ministry and their ecclesial tradition.
- c) The TPPC has determined that the thesis-project proposal is ready for defense and the student has developed a preliminary IRB protocol and obtained a Certificate of Completion of Ministerial Formation. All substantive questions from the members of the TPPC shall be resolved prior to the scheduling of the Thesis-Project Proposal Defense.
- d) A date is set for the Proposal Defense by the Director of the DMin Program in consultation with the mentor.
- e) The Director of the DMin Program constitutes a Proposal Defense Committee.

5. Proposal Defense Procedures

- a) Once a date is set for the Proposal Defense, an announcement is circulated to the University Community no less than one week prior to the defense via the Barry News Bulletin service *or some other public announcement* and by email to students in the DMin Program. The announcement includes an invitation to those interested with the date, time, and location of the defense and a request for response from those who will attend. The announcement is developed by the Director of the DMin Program and the Department Operations Manager.
- b) The thesis-project proposal and initial IRB protocol are distributed to the Proposal Defense Committee for their review no less than two weeks before the defense date.
- c) Ex officio participants in the Thesis-Project Proposal Defense raise any substantive questions concerning the thesis proposal within one week after the proposal has been distributed in preparation for the Thesis-Project Proposal Defense.
- d) Proposal Defense Session Format (duration: 1 hour)
 - i. Introduction and explanation of Proposal Defense procedure (Director of the DMin Program).
 - ii. The mentor 1) identifies how the thesis-project proposal meets the criteria (4.a-b above), which practical theology and which discipline-specific theology are engaged, what research methodology(ies) are/will be used (e.g., for research with human subjects), and 2) facilitates the session.

- iii. Open examination of the thesis-project proposal by the Proposal Defense Committee with questions posed to the student.
- iv. Following examination, the student shall be asked to step out of the defense and the members of the Thesis-Project Proposal Committee [mentor, faculty readers (2), and student reader] shall meet in private deliberation to determine to: approve the thesis-project proposal, approve with revisions, or deny approval.
- v. The student is brought back to the defense and the results announced.
- e) If the Thesis-Project Proposal is approved or approved with revisions the student is promoted to Candidate for the Doctor of Ministry degree.
- f) If the Thesis-Project Proposal is denied, a student may re-submit a proposal within one year's time from the date of the defense.

Policy approved April 2011.
Revision approved November 2011.
Clarifications approved April 2013.

DMin Student Check-List for Thesis-Project Proposal Defense

_____ Successful completion of THE 800: Integrative Seminar, demonstrated by a grade of CR

_____ Identification of the Thesis-Project Proposal Committee (mentor, two faculty readers, and a student peer)

_____ Mentor

_____ Faculty Reader (1)

_____ Faculty Reader (2)

_____ Student Peer

_____ Thesis-Project Proposal Committee determination that the proposal meets the guidelines criteria outlined in the *DMin Student Handbook*

_____ Successful completion of Doctoral Ministerial Formation, demonstrated by completing the requirements stipulated in the Ministerial Formation Handbook and obtaining a Certificate of Completion of Ministerial Formation.

_____ Completion of the Collaborative Institutional Training Initiative (CITI) <https://about.citiprogram.org/en/homepage/>.

_____ Submission of Thesis-Project Proposal, initial IRB Protocol, copy of Certificate of Completion of NIH Tutorial, and Certificate of Completion of Ministerial Formation to the Proposal Defense Committee *no less than two-weeks prior to the defense date.*

_____ Date Submitted

Upon successful defense of the Thesis-Project Proposal, the student becomes a Candidate for the Doctor of Ministry degree and may proceed to full development and/or submission of the Protocol to the University's IRB.

APPENDIX E
SAMPLE TITLE PAGE, THESIS-PROJECT PROPOSAL

BARRY UNIVERSITY

TITLE OF PROPOSED THESIS-PROJECT

A Thesis-Project Proposal
Submitted to the Faculty of the Department of Theology and Philosophy
For Doctor of Ministry Degree Candidacy

BY
NAME OF STUDENT

MIAMI SHORES, FL
DATE

APPENDIX F
THESIS-PROJECT APPROVAL FORM

BARRY UNIVERSITY
COLLEGE OF ARTS AND SCIENCES
DOCTOR OF MINISTRY PROGRAM

COMMITTEE REVIEW OF THESIS-PROJECT PROPOSAL

Student: _____ Date: _____

Proposed Title of Thesis Project:

The signatures below confirm that the Committee composed of _____
_____ (faculty mentor), _____ (faculty reader), _____
_____ (faculty reader), and _____ (peer reader), authorized
by the Department of Theology and Philosophy, has reviewed and commented upon the
above mentioned thesis-project proposal.

With the signature of the Faculty-Mentor this proposal is approved, the DMin student is now
a Candidate for the degree, and the Candidate may proceed with the development of the
thesis-project as proposed.

Mentor: _____ Date: _____

Faculty Reader: _____ Date: _____

Faculty Reader: _____ Date: _____

Student Peer: _____ Date: _____

APPENDIX G

THESIS-PROJECT APPROVAL FORM

**BARRY UNIVERSITY
COLLEGE OF ARTS AND SCIENCES
DOCTOR OF MINISTRY PROGRAM**

THESIS-PROJECT APPROVAL

DATE: _____

This thesis-project prepared under my direction by

NAME OF STUDENT

entitled

TITLE OF THESIS-PROJECT

has been accepted in partial fulfillment of the requirements of and affirmed by the Director of the DMin Program for the degree of Doctor of Ministry in the Department of Theology and Philosophy.

(Mentor)

Marc H. Lavallee, PhD (DMin Director)

The signatures below verify that faculty and student-peer readers have exercised due diligence in review of and comment upon the thesis-project.

(Faculty Reader)

(Student Peer)

APPENDIX H
SAMPLE TITLE PAGE, THESIS-PROJECT

TITLE OF THESIS-PROJECT

BY

NAME OF STUDENT

BA/BS, Name of College or University, Year Attained
MA/MDiv, Name of College or University, Year Attained

THESIS-PROJECT
SUBMITTED IN PARTIAL FULFILLMENT OF THE REQUIREMENTS
FOR THE DEGREE OF DOCTOR OF MINISTRY
IN THE DEPARTMENT OF THEOLOGY and PHILOSOPHY
AT BARRY UNIVERSITY

MIAMI SHORES
YEAR

APPENDIX I
CANDIDACY AND QUALIFICATION TO PROCEED TO IRB

BARRY UNIVERSITY
COLLEGE OF ARTS & SCIENCES
DOCTOR OF MINISTRY PROGRAM

DETERMINATION OF CANDIDACY FOR THE DMIN DEGREE AND
QUALIFICATION TO PROCEED TO IRB PROTOCOL DEVELOPMENT

_____ has fulfilled the requirements for DMin degree candidacy. As a Candidate for the degree, the student may proceed to the development of a protocol application for Institutional Review Board approval for the conduct of a study that includes research with human subjects.

This form confirms the Candidacy of a student in the DMin Program, the approval of a thesis-project proposal, and the development of a research protocol that may require IRB approval before research with human subjects begins.

Mentor

Date

Candidate

Date