MINISTRY (D.MIN.)

This hybrid program requires both on-campus and online coursework.

The goal of the Doctor of Ministry degree offered at Fordham University is to provide advanced understanding of the nature and purposes of religious ministry, increased competencies in pastoral analysis and ministry skills, sustained theological reflection on the practice of ministry, and new knowledge about the practice of ministry.

The program, combining theory and pastoral practice, strives for the integration of theological and social science knowledge to advance excellence in religious ministry. The purpose of the program is to enhance the general practice of ministry in its many forms as well as provide expertise in specialized areas of ministerial practice. In keeping with Fordham University’s Jesuit tradition, the program gives special, though not exclusive, attention to the Christian and Catholic religious tradition. A major concern of the program, in keeping with the mission of Jesuit education, is to explore the social role that religious ministry can play in dealing with cultural and theological issues.

The D.Min. degree is designed to prepare reflective and competent professionals for positions of leadership in religious ministry. The program strives to discover and nurture sound scholarship, meaningful research, and the interdependence of theory and practice. The D.Min. is conferred on the basis of scholarship, research skills, and practical application demonstrated by the student’s coursework, examinations, doctoral dissertation, and ministerial experience.

Admissions

Admission to the D.Min. program requires the possession of a Master of Divinity degree or its educational equivalent. Generally, equivalency is assessed as tantamount to 36 graduate credits in theological or religious studies (typically 15 credits in Scripture, 15 credits in doctrinal or systematic theology, and six credits in other areas of theology or religious studies). Students who do not have this background are advised to take such courses in the GRE, the Department of Theology of Fordham University, or other graduate theological programs. The practice of ministry is not considered an equivalent substitute for the Master of Divinity degree.

To be admitted to the program, applicants should normally have had three years of experience in ministry after their first theological degree. They should also manifest the capacity for an advanced level of competence in and reflection on religious ministry.

Admission of candidates to the D.Min. is determined by the D.Min. committee, which is comprised of the dean, director, and D.Min. faculty members. Admission to the D.Min. is selective and offered only to those students who have demonstrated the requisite intellectual ability, academic, and ministerial preparation, and motivation.

Those applying for admissions are expected to have a B+ average in their master’s program. They must supply a copy of their college, seminary, and graduate school transcripts, as well as three letters of recommendation, two from professors with whom they have studied and one from a ministerial supervisor. Applicants must also submit a statement of purpose for seeking the degree. Applications are available on the graduate school website: fordham.edu/gre. Paper applications will not be accepted.

Please see our admissions pages on the web for admission deadlines: fordham.edu/info/20383/admissions/2350/application_deadlines

Each student accepted into the program is assigned an adviser who guides the student in academic and career matters. Students are expected to maintain a B+ grade point average during the entire period of their doctoral studies. Mentors and readers for doctoral dissertations and projects are decided upon by students in consultation with prospective mentors and readers. The mentor must be chosen from the D.Min. faculty. Readers may be chosen from within or outside of the D.Min. faculty.

Requirements

The D.Min. program offers an advanced level of study in pastoral and practical theology and involves their integration with religious ministry. The curriculum also focuses on the acquisition of skills and competencies in pastoral practice and research. A doctoral-level dissertation serves as the capstone for the student’s program.

Various kinds of learning comprise the program of studies: lectures, readings, community, discussions, self-directed learning, peer learning, library research, workshops, experiential learning, and e-learning. Close attention is also given to the various contexts in which students exercise their religious ministries.

The D.Min. program includes the designing, writing, and presentation of a doctoral-level dissertation or project that deals in a significant manner with theory and practice of ministry. This work should reach the level where it contributes to the practice of ministry and is applicable to other ministerial situations. To complete this work, each student identifies a ministerial issue, conducts the necessary research using appropriate methodology, and presents a practical proposal for dealing with the issue. Doctoral dissertations are evaluated by a committee, presented orally, and placed in the University library, as well as in dissertation abstracts.

The D.Min. program requires that students take a minimum of 36 advanced credits beyond the Master of Divinity or its equivalent, as well as complete a doctoral dissertation or project. Twenty-one credits are taken in a required core of courses; 15 credits are in either additional required courses or electives. Normally, the degree requires not less than two and no more than six years to complete.

All D.Min. students are required to register for the doctoral mentoring seminar each semester after course work is completed and up to and including the semester in which the student graduates.

Students may complete as few as four courses on campus, offered in an intensive format during January intersession.

Course Requirements

Core Course Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PMGR 7510</td>
<td>Theology of Ministry</td>
<td>3</td>
</tr>
<tr>
<td>PMGR 8628</td>
<td>Pastoral and Practical Theology</td>
<td>3</td>
</tr>
<tr>
<td>PMGR 8632</td>
<td>Research Seminar: Pastoral Theology and Practice</td>
<td>3</td>
</tr>
<tr>
<td>PMGR 7650</td>
<td>Ethics in Pastoral Ministry</td>
<td>3</td>
</tr>
<tr>
<td>SPRG 7902</td>
<td>Ignatian Spirituality for Ministry</td>
<td>3</td>
</tr>
<tr>
<td>ZZGR 8060</td>
<td>DMin Mentoring Seminar (Taken for Two Semesters)</td>
<td>6</td>
</tr>
</tbody>
</table>

Updated: 12-13-2019
Concentration Courses 1
Total Credits 36

1 Information about Concentration requirements can be found below.

Concentration-Specific Course Requirements

Spirituality Concentration Course Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPGR 7702</td>
<td>History of Christian Spirituality I</td>
<td>3</td>
</tr>
<tr>
<td>SPGR 7703</td>
<td>History of Christian Spirituality II</td>
<td>3</td>
</tr>
<tr>
<td>One Spirituality Elective 1</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Two Free Electives 2</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Total Credits</td>
<td>15</td>
<td></td>
</tr>
</tbody>
</table>

1 A Spirituality elective is any course in SPGR level 6000-8999, a list of which can be found on our course listing page.
2 A free elective is a course from REGR, PMGR, RLGR, PCGR, or SPGR numbered 6000-8999, a list of which can be found on our course listing page. Courses from other areas or schools may be substituted with the approval from your faculty advisor.

Latinx Ministry Concentration Course Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PMGR 6612</td>
<td>Ministry with Latin@S</td>
<td>3</td>
</tr>
<tr>
<td>PMGR 6613</td>
<td>U.S. Latin@ Theology</td>
<td>3</td>
</tr>
<tr>
<td>One Latinx Ministry elective</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PMGR 7616 Latin@ Preaching or PMGR 661 Hisp Family Ministry &amp; Cateche</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Two Free Elective courses</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Total Credits</td>
<td>15</td>
<td></td>
</tr>
</tbody>
</table>

1 Other courses may be counted as Latino Ministry electives with approval from your faculty advisor.
2 A free elective is a course from REGR, PMGR, RLGR, PCGR, or SPGR numbered 6000-8999, a list of which can be found on our course listing page. Courses from other areas or schools may be substituted with the approval from your faculty advisor.

Generalist Concentration Course Requirements

Select five courses from the list below:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PMGR 7688 Spec Topics: Pastoral Studies</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PMGR 8530 Evangelization: Faith&amp; Culture</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PMGR 6618 Hisp Family Ministry &amp; Cateche</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PMGR 7617 Latin@ Spirituality</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>SPGR 6792 Contemporary Christian Spirituality</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>SPGR 6742 The Ignatian Way</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>SPGR 7794 Women Mystics</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>SPGR 7746 Franciscan Spirituality: Francis, Clare and Bonaventure</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>SPGR 7760 Christian Spirituality and Leadership</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

Special topics courses are occasionally offered. Students may substitute doctoral-level courses from other GRE areas or Fordham schools with the approval of your faculty adviser.

Dissertations and Projects

The D.Min. dissertation or project is focused on ministry. It addresses the nature and practice of ministry and can apply to other contexts of ministry. It may treat an issue arising out of ministerial practice. The dissertation or project identifies an issue or problem in ministry, utilizing appropriate interdisciplinary resources as well as theologically and pastorally relevant methods for its resolution. It may address a particular issue in ministry and offer new insights that contribute to pastoral effectiveness. It may develop a new program based on ministerial needs.

Types or Forms

Dissertation Option

This is a dissertation of publishable quality that investigates a question of significance for ministry that is primarily intended as a contribution to scholarly research in ministry.

Ministry Paper/Project Options

In-Ministry Option

This option provides for either a paper or a project and is situated in the current ministerial reality of the D.Min candidate. Both the paper and the project blend the theoretical and the practical, as well as ministry and theology. The objective is to provide material for the benefit of the church and to help church workers grow.

The paper typically blends research, academic writing, skill development, and personal reflection. After presenting personal spiritual and theological reflection, analysis of the context, a theoretical and theological basis for the project itself, evidence of relevant literature, and description of appropriate research methods, the writer narrates and evaluates an intervention implemented over time, usually in a local church. The project typically incorporates some theoretical grounding but its primary emphasis is practical in that it seeks to develop materials and resources for ministry. It may involve the presentation of ministerial materials or resources in various media, e.g. art works in various media, multimedia resources, liturgies, etc., that address some pastoral issue in the candidate’s current ministry.

Ministry-Focus Option

This is typically a study on some issue related to pastoral ministry that is intended for on-campus students who are not involved in ministry while completing their degree.

The project option incorporates some theoretical grounding but its primary emphasis is practical in that it seeks to develop materials and resources for ministry. It may involve the presentation of ministerial materials or resources in various media, e.g. art works in various media, multimedia resources, liturgies, etc., to deal with a ministry problem or situation.

The paper is a publishable document which combines a theology of ministry with a strategy for ministry. As such, it is focused in a congregational setting and deals with theory, strategy and guidelines in order to produce more effective ministry in a particular locale.

The dissertation/project is the distinguishing characteristic of the doctoral degree, and the quality of the dissertation is a primary hallmark of the quality of a doctoral program. GRE dissertations are disseminated
through the Proquest/UMI service. A copy is also retained in the GRE files.

**Dissertation Proposal**

**Mentors and Reader**

In consultation with potential mentors, students will make arrangements for a mentor to guide them in their dissertation/project, as well as one reader. The reader should be chosen after, and in consultation with, the mentor.

After mentors have approved the request of a student to have an outside reader (but before it is sent to the dean for approval), the mentor will circulate the CV of the proposed outside reader and a brief rationale written by the student supporting this particular outside reader to the pastoral studies area faculty. In this way, the pastoral studies area faculty will be informed of outside readers working in the School as well as have the opportunity to offer feedback about the qualifications of those outside readers within a week's time. Observations, if any, by the pastoral studies area faculty will be sent directly to the mentors.

Once the dissertation committee has been established and the dissertation proposal is accepted, the student works out a schedule for submission of materials in collaboration with the mentor and reader. (Professors are typically not available for mentoring or consultation during the summer months, holidays, or leaves.)

**Topic**

The dissertation topic must receive formal approval before being undertaken. Formal approval comes after an oral defense of the proposal before the student's doctoral dissertation committee. The proposal must demonstrate the use of a sound methodology, give evidence of a thorough study of a special field and make a contribution to the field of religious ministry. When the dissertation is completed and approved by the mentor and a reader, an oral defense is conducted before the dissertation committee. The defense is chaired by the dean or by a designee of the dean.

Students typically present their proposals no earlier than their final semester of coursework. The proposal hearing may not be conducted until all grades of "Incomplete" are satisfied and all financial obligations have been met.

A dissertation is an extended written study of a stated subject, based on original research and independent inquiry. It is a written report and analysis of data gathered through careful and thorough research of all available sources relevant to the chosen topic. It embodies the results of critical reflection and questioning. It is both investigative and evaluative.

Theses vary in their data collection procedures. Some involve documents research and critical evaluation. These are primarily library-based. Others involve the use of questionnaires, interviews, and observation. These are primarily field-based. Many studies use a combination of both approaches.

**Proposal Format**

The proposal should make clear exactly what it is the student proposes to do. In other words, it should answer the following questions: What is the issue to be studied? Why is it important to do so? How will it be studied? And what contribution will such a study make to our knowledge and understanding of the field of religious ministry?

The proposal should generally be structured as follows:

1. **Research Problem**: description of the problem, issue, or research question to be dealt with, why the student considers it important, what the student has to say that has not been stated by others, and how the student proposes to contribute to the solution or answer.
2. **Theoretical Orientation**: overview of major theoretical approaches to the field of inquiry, a brief critique of them, a description of the student's own theoretical approach, and where and how it differs from others.
3. **Thesis Statement**: may take the form of hypotheses to be tested, questions to be answered, or objectives to be achieved.
4. **Methodology**: how the student proposes to collect and analyze data, what the relevant sources of information are, and how they will be obtained.
5. **Chapter Outline**: tentative chapter titles and summaries of the contents of each chapter.
6. **Bibliography or References**: a preliminary listing, in bibliographic form, of books and articles relevant to the chosen topic.

Considerable thinking, planning, and writing are required in the preparation of the dissertation proposal. The finished product may be 15 to 20 pages in length.

**Circulation of the Proposal**

After a student has developed a proposal and had it approved by both the mentor and reader, (but before it is sent to the dean for approval) the mentor will circulate an abstract of the proposal to the members of the pastoral studies area. The abstract will consist of a one-page summary of the student's proposal, an outline of the chapters the student will develop, and a bibliography. In this way, the pastoral studies area faculty will be informed of dissertations and projects moving forward in the School as well as have the opportunity to request the full proposal and make suggestions within a week's time. Observations, if any, by the pastoral studies area faculty will be sent directly to the mentors.

**Dissertation Format Review**

Before a candidate can officially graduate and receive a diploma, the dissertation must be reviewed for format. **Format reviews are to be completed before oral defense of the written dissertation/project.** Format review assures that the document meets all formatting and stylistic requirements of the GRE and is ready for publication. During the Format Review, every page of the manuscript, including the introductory material and reference section, is reviewed thoroughly.

**Follow the steps outlined below for completion of the Dissertation Format Review process:**

- Submit one hard copy and one electronic pdf of the dissertation with signed approval forms to the director.
- Register for Format Review as you do for a course and pay the fee.
- The director will submit the pdf copy of the dissertation to the dean's staff for the format review editor. The dean's staff will submit the dissertation to SafeAssign (or a similar program) to detect plagiarism. If any matters of concern are uncovered, the report from the program will be sent to the director. When the dissertation is returned from the format review editor, the director will notify the student by email. The student is responsible to retrieve the
dissertation and complete all of the indicated corrections. The format review typically takes three to four weeks.

Because of the number of dissertations submitted each semester and the significant amount of time it takes to review each one, deadlines for submission and approval of dissertations by mentors and readers will be strictly adhered to; these deadlines are posted in the academic calendar each semester.

Dissertations are reviewed in the order in which they are received. The earlier a dissertation is submitted for review, the more likely a student will be approved for graduation in a given semester. If a dissertation does not meet the standards of the GRE in the semester in which the oral defense was conducted, the candidate will incur additional charges to register for the next semester and will also need to register for the following graduation date.

Defense
Each student must defend the completed dissertation orally before an examination committee, consisting of the mentor and a reader. The program director (or mentor) is responsible for ensuring that the examination committee is professionally appropriate, and the dean reserves the right to appoint a representative. Public notification of the examination—including the time, place, and examiners—must be made at least two weeks in advance. Thus, certification of degree completion cannot be done until after the presentation of the dissertation. Please review the GRE calendar for the final date on which defenses may be scheduled each semester.

A draft of the completed dissertation should be submitted to each reader in sufficient time to allow for revisions before the dissertation defense.

Style Requirements
To ensure consistency of GRE dissertations, students must prepare their dissertations to conform to the guidelines outlined here.

1. Style Manual
   The Chicago Manual of Style (most recent edition)

2. Format
   TITLE PAGE: See sample in the Resources section.

   ABSTRACT: The abstract cannot exceed 350 words and should be listed on the table of contents without a page number.

   VITA: See sample in the Resources section. NOTE: The vita cannot exceed one page and should be listed on the table of contents without a page number.

   PAPER: The paper must be a minimum of 20 lb. weight.

   MARGINS: The top, right, and bottom margins should be one inch; the left margin should be 1 ½ inch to allow for binding. Any printing in the margins will count as a mistake. If the margin is exceeded by more than five characters, the dissertation will be rejected.

   PAGINATION: Number the first page of any chapter in the center of the page a double space below the last line of text, approximately 5/8 to ¾ inch above the bottom. All other numbers are placed two lines (a double space) above the first line of printing and just inside the right margin; that is, approximately 5/8 to 3/4 inch from the top and one inch from the right side.

   FONT: The point size the font should 12. If proportional spacing is used, the average number of characters per inch (CPI) should not exceed 15. No pencil marks are allowed. If special symbols are required, the symbols within a word processing package should be used. If the needed symbols hand-lettered, black ink must be used. No press-on (transfer) letters are allowed.

   PRINT: A laser printer should be used.

   CORRECTIONS: Excess white-outs or corrections (erasures, etc.) are not allowed. Students should reprint the entire page.

3. Arrangement
   1. Title Page
   2. Dedication or Acknowledgements (if used)
   3. Table of Contents
   4. Preface (if used)
   5. Introduction
   6. Chapters
   7. Conclusion
   8. Bibliography
   9. Appendices
   10. Abstract (no pagination)
   11. Vita (no pagination)

Presentation to the Dean
The dissertation is presented as a PDF by email to the assistant dean after the oral defense and final review by the mentor. An appointment for the presentation to the Dean will be set after the assistant dean receives and reviews the final dissertation/project. The last date for presentation to the Dean is listed in the Academic Calendar.

Dissertation Presentation Materials
1. Original of the dissertation with the student’s name on the front on the cover.

2. One copy of the dissertation as a PDF file.

3. An additional, original, loose title page.

4. An additional, original, loose abstract.

5. Two “Dissertation Prepared Under my Direction” sheets, signed by the mentor. They should be prepared on Fordham dissertation paper and unbound.

6. Two dissertation oral defense ballots signed by the mentor, readers, and dean or designate.

7. Instructions for submitting the dissertation to the national register are available on the GRE graduation webpage. This process is completed after graduation.

Updated: 12-13-2019
Program Policies

The policies in this section are intended to supplement the general GRE policies and procedures that can be found in the Student Resources section of the GRE Bulletin.

Leave of Absence

Students who encounter circumstances that prevent their continuous enrollment may request a leave of absence through the program director and dean. A leave of absence is normally granted only for extraordinary personal reasons outside the student’s control that prevent involvement in graduate studies (e.g., serious medical problems). In other situations, such as employment opportunities, students are expected to register for dissertation mentoring. The request for a leave should specify the reason for the leave and the time period involved, and include related documentation. The D.Min. committee will forward the request and its recommendation to the dean, who will grant, deny, or modify the recommendation. The dean will inform the individual, the program adviser, and enrollment services. The student will be administratively registered for Leave of Absence. There is no charge for this registration.

For the complete GRE Leave of Absence policy, refer to the Policies and Procedures section of the GRE Bulletin.

Failure to Register

Matriculated students who are neither registered nor on approved leave of absence for two continuous semesters are automatically dropped from the GRE rolls. If they desire to continue their education at Fordham, they must apply for readmission through the assistant dean for admission in consultation with the D.Min. committee and receive the approval of the dean. Such readmission is not automatic.

January Core Session Registration

Doctor of Ministry students are required to attend the two-week January session in each of their first two years in the program. Four core courses are only offered in this session, two in Year 1 and two in Year 2. Missing any courses offered in the January session will extend the time to degree completion by at least a year. Students who need to miss courses in the January session must follow the waiver process (form available from the assistant dean).

Registration at Other Universities

Students who wish to register for courses at other universities must be matriculated in the doctoral program. Only one course at another university may be taken each semester after consultation with the student’s adviser and the approval of the dean. Registration for such courses follows the procedures and fee schedules of the host university. Students are liable for tuition and payments to the other school. Upon completion of the course, students will request a transfer of the credits to their Fordham permanent record. A grade of B+ or better is required for transfer courses.

Satisfactory Academic Performance and Progress

The dean reserves the right of review and dismissal regarding students’ performance and progress in the program. Students who do not meet the standards for satisfactory academic performance and progress will be placed on academic probation. **Students must maintain a cumulative GPA of 3.5 or higher to remain in the program.** Students who do not maintain a 3.5 GPA or continuous enrollment will no longer receive financial aid and may be dismissed from the program. If the deficiency is not corrected, the dean, in consultation with the program director and the D.Min. committee, will make a decision about dismissal.

Satisfactory academic progress is defined as completing at least one of the dissertation/thesis requirements each year after the semester in which course work is completed. Requirements include the dissertation proposal, and the dissertation defense. Notwithstanding their academic performance or the time remaining for completion of degree requirements, students who do not make satisfactory progress toward the degree may be dropped from the rolls. Unsatisfactory progress may include an excessive number of withdrawals, incompletes, leaves of absence, or other delays in meeting the requirements for the degree.

Students who do not complete one requirement each year are on academic probation. Such students have the next semester to complete the requirement and to file a mandatory timetable for completing all remaining requirements. The timetable must include at least one deadline per semester (e.g. “Complete Chapter 1 to 3 of the dissertation in the fall semester”)! If the requirement is unmet by the end of the semester, or if the timetable deadlines are missed, the dean, in consultation with the D.Min. committee, will make a decision about dismissal. Note that an individual student’s requirements for academic progress may be affected by the time remaining until the student reaches the time limit for degree completion.

Academic Advisement Procedure and Sequence

Upon acceptance, each student is assigned an academic adviser. The adviser is to be consulted at each registration period (October for spring semester, March for summer and fall semesters).

Each student is required to take a minimum of six credits per semester.

Advanced standing will be determined at or shortly after admission to the D.Min. program. Students applying for advanced standing will be expected to provide all relevant documentation, including syllabi and transcripts. International students must provide certification (and translation) of the authenticity of materials presented. Transfer and/or advanced standing credits will be added to a student’s academic record after the student completes 12 credits if the student is in good academic standing and has no incomplete grades.

Advanced standing can be applied to meet core or elective requirements.

All courses accepted for advanced standing credit must meet the following criteria:
1. The student must have received a grade of B+ or better.

2. The courses were completed within five years of admission to the D.Min. program.

A maximum of six credits advanced standing can be awarded.

The adviser is assigned by the dean’s office and is not the same thing as a mentor. A mentor is chosen by a student, with faculty consultation, to guide research.

Resources

Sample Documents
Sample of Dissertation Title Page
Sample Form of Mentor’s Approval
Sample of Vita

Forms
Approval of D.Min Dissertation/Project Proposal Form