

# MINISTRY (D.MIN.)

## Requirements

The Doctor of Ministry program offers an advanced level of study in practical theology and its integration with religious ministry. The curriculum also focuses on the acquisition of skills and competencies in pastoral practice and research. A thesis/project serves as the capstone for the student's program.

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

The Doctor of Ministry program includes the designing, writing, and presentation of a thesis/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 theses/projects are evaluated by a committee, presented orally, and are normally available through Proquest Dissertations at the Fordham University libraries.

The Doctor of Ministry 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 thesis/project. Twenty-one credits are taken in a required core of courses (12 of these required credits are offered only during two successive January terms, which involves on-campus attendance at two-week-long hybrid courses) and the other 15 credits are in either additional required or elective courses. Attendance at the January-session courses in these first two years is required to participate in the degree. Normally, the degree requires not less than two and no more than six years to complete.

Additionally, before completing 18 credit hours of studies and before proposing their thesis/project proposal, students must submit one research paper for Research Readiness Review (RRR). Ordinarily, students request the RRR from a Doctor of Ministry faculty member for a Doctor of Ministry course. A satisfactory RRR is required before the thesis/project proposal stage.

All D.Min. students are required to register for the doctoral mentoring seminar (ZZGE 8060) each fall and spring semester after coursework is completed and up to and including the semester in which the student graduates.

## Course Requirements (All Concentrations)

The courses listed below are required for all concentrations.

Course	Title	Credits
PMGE 6510	Theology of Ministry	3
PMGE 8628	Pastoral and Practical Theology	3
PMGE 8632	Research Seminar: Pastoral Theology and Practice	3
SPGE 7902	Ignatian Spirituality for Ministry	3

PMGE 8650	Ethics in Pastoral Ministry	3
or PMGE 6650	Ethics in Pastoral Ministry	
ZZGE 8060	DMin Mentoring Seminar	6
Concentration Courses <sup>2</sup>		15
<b>Total Credits</b>		<b>36</b>

<sup>1</sup> Required each semester after coursework is completed up to and including the semester in which the student graduates.

<sup>2</sup> Information about Concentration requirements can be found below.

## Concentration-Specific Course Requirements

### Spirituality Concentration

In addition to the common Doctor of Ministry (D.Min.) course requirements, this concentration requires the following:

Course	Title	Credits
SPGE 7702	History of Christian Spirituality I	3
SPGE 7703	History of Christian Spirituality II	3
One Spirituality Elective <sup>1</sup>		3
Two Free Electives <sup>2</sup>		6
<b>Total Credits</b>		<b>15</b>

<sup>1</sup> A Spirituality elective is any course with the SPGE subject code numbered 7000-8999, a list of which can be found on our course listing page.

<sup>2</sup> A free elective is a course from the subject codes REGE, PMGE, RLGE, PCGE, or SPGE numbered 7000-8999, a list of which can be found on our course listing page. Note that some PCGE courses at the 6000-level may qualify; check with your faculty advisor. Courses from other areas or schools may be substituted with the approval of your faculty advisor.

### Generalist Concentration

In addition to the common Doctor of Ministry (D.Min.) course requirements, select any five courses with the SPGE subject code numbered 7000-8999, including (but not restricted to) those listed below, or any of the courses with the PMGE or REGE subject codes listed below:

Course	Title	Credits
PMGE 6617	Latinx Spirituality	3
PMGE 6618	Hisp Family Ministry & Catechesis	3
PMGE 8530	Evangelization: Faith & Culture	3
PMGE 6688	Issues in Pastoral Studies	3
SPGE 7746	Franciscan Spirituality: Francis, Clare and Bonaventure	3
SPGE 7760	Christian Spirituality and Leadership	3
SPGE 7792	Contemporary Christian Spirituality	3
SPGE 7794	Women Mystics	3
SPGE 7830	Discernment in the Christian Tradition	3

REGE 6150	Foundations for Intercultural Ministry and Religious Education	3
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Special topics courses are occasionally offered. Students may substitute doctoral-level courses from other GSE areas or Fordham schools with the approval of their faculty advisor.

## Theses and Projects

### Purposes

The Doctor of Ministry thesis or project is the keystone of the program. Students create a work that enriches their practice of ministry, meets academic and professional standards of quality, and is related to broader questions bearing on the practice of ministry. It may contribute to ministry in other contexts. The thesis or project should reflect integration of the student's learning in the program, be grounded in contemporary research in theological and allied fields, aid and express the student's maturing practice and vocation, and be geared toward ministerial impact. It should display the student's capacity for making theological sense of ministry.

### Types or Forms

#### Thesis

This work, closer to the traditional dissertation format, investigates a matter of significance for ministry that is intended as a contribution to academic or professional discourse concerning ministry as well as serving the student's practice of ministry.

#### Project

Projects may be either "in ministry" or "for ministry." In-ministry projects are creative works that serve the practice of ministry in which the student is currently situated. The project will take place within the current ministry and be concluded by the end of the degree program. For-ministry projects are creative works that serve the practice of ministry to be carried out after the conclusion of the degree program.

The Doctor of Ministry thesis or project is the distinguishing characteristic of the doctoral degree, and its quality is a hallmark of the quality of a doctoral program. Copies of all theses and projects are normally available through Proquest Dissertations at the Fordham University libraries.

## Proposal

### Mentors and Reader

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

If the reader is from outside Fordham University, and after a mentor has approved the request of a student to have an outside reader, the mentor will circulate to the Doctor of Ministry faculty the CV of the proposed outside reader and a brief rationale written by the student for the request for the outside reader. In this way the doctoral faculty will be informed of outside readers working with GSE as well as have the opportunity to offer feedback about the qualifications of those outside readers within a week's time, sent directly to the mentors.

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

### Topic

The thesis/project topic must receive formal approval before being undertaken. Formal approval must be given to the proposal by the student's committee. When the thesis or project is completed and approved by the committee, an oral defense is conducted with the committee.

Students typically submit proposals after completing 24 credits of coursework. The proposal may not be accepted until all grades of Incomplete are satisfied and all financial obligations have been met.

### Proposal Format

A good D.Min. proposal should provide a framework that clearly and succinctly describes who students are in ministry and what preparation they have undergone for this thesis/project; what ministry question they are addressing and why; how they plan to do so and why; and what they intend to happen through the thesis/project and why. It should also include a plan for the work (what will be generated according to what sort of timeline) and a bibliography of the essential works that will inform the thesis/project.

The proposal should generally be structured as follows:

- Authorship: Who am I, and what do I do in ministry?
- Focus: What is the focus of my thesis/project, and how is it related to my ministry?
- Service: Whom does this thesis/project serve? How are the voices of those whom this work is "about" and "for" to be accounted?
- Change: What do I want to happen as a result of this work, how, and why? How is the work intrinsically related to that action/impact/intervention?
- Sources: What are the essential sources that will inform the work?
- Research Process: What is the step-by-step process by which the research will unfold? Where will the research take place and with whom?
- Thesis/Project Outline: What is the content and format of the work (chapters, appendices, etc.)?
- Calendar: On what timeline will I create the thesis/project?

### Circulation of the Proposal

After a student has developed a proposal and had it approved by the mentor and reader(s) but before it is sent to the dean's office for approval, the mentor will circulate a one-page, student-generated abstract as well as a full draft of the proposal to the Doctor of Ministry faculty. In this way the doctoral faculty will be informed of theses and projects moving forward in the school as well as have the opportunity to make suggestions within a week's time. Observations, if any, by the faculty will be sent directly to the mentors.

### Thesis/Project Format Review

Before a candidate proceeds to thesis/project oral defense, the thesis/project must be reviewed for format. Format review assures that the document meets all formatting and stylistic requirements of the GSE and is ready for publication (employing the most recent edition of *The Chicago Manual of Style* or *Turabian*). 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 Thesis/Project Format Review process:

- Register for Format Review as you do for a course, and pay the fee.
- 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 your mentor, who will follow up with you until matters of concern are corrected. Once the thesis/project is returned from the format review editor, the dean's office will forward it to the student, who is responsible for implementing all of the indicated corrections. The format review typically takes three to four weeks.
- Following approval by your mentor and reader, submit one electronic Word document and one Adobe PDF file of the thesis/project to the assistant dean.

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

Theses/projects are reviewed in the order in which they are received. The earlier a thesis/project is submitted for review, the more likely a student will be approved for graduation in a given semester. If a thesis/project does not meet the standards of the GSE 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 publicly defend the completed thesis/project orally before an examination committee consisting of the mentor and reader(s). The program director (or mentor) is responsible for ensuring that the examination committee is professionally appropriate. The Office of the Dean will schedule the examination date, time, and place only after the mentor has approved a thesis/project that has been revised after the format review. Public notification of the examination—including the time, place, and examiners—must be made at least two weeks in advance. Please review the GSE calendar for the final date on which defenses may be scheduled each semester.

Note that a post-format review draft of the completed thesis/project should be submitted to both mentor and reader(s) at least two to four weeks prior to the oral defense date.

## Style Requirements

To ensure consistency of GSE theses and projects, students must prepare them to conform to the guidelines outlined here.

### 1. Style Manual

*Turabian: A Manual for Writers of Research Papers, Theses, and Dissertations.* (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 thesis 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 five-eighths to three-fourths 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 five-eighths to three-fourths inch from the top and one inch from the right side.

FONT: The font size should be 12 points. 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 are 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)

## After successful completion of the oral defense and final corrections are approved by mentors and the dean

1. email a PDF copy of your thesis or project to the assistant dean;
2. email an extra copy of the title page to the assistant dean.