



PHOENIX
SEMINARY

SCHOLARSHIP WITH A SHEPHERD'S HEART

2017-2018

Doctor of Ministry Program Handbook



Phoenix Seminary

TABLE OF CONTENTS

OVERVIEW OF THE DOCTOR OF MINISTRY PROGRAM .	3
ADMISSION REQUIREMENTS	4
GENERAL PROGRAM DESCRIPTION	6
COURSEWORK.....	7
DOCTOR OF MINISTRY FEE SCHEDULE	8
CONSORTIUM WITH WESTERN SEMINARY.....	10
REGISTERING FOR COURSES ONCE ADMITTED	11
ACADEMIC POLICIES.....	12
APPENDIX 1	13
APPENDIX 2	16

OVERVIEW OF THE DOCTOR OF MINISTRY PROGRAM

The Doctor of Ministry is an advanced professional degree designed to produce mentor-level proficiency among ministry practitioners. As a doctoral student you should expect to deepen your theological competency and enhance your ability to engage in critical reflection on the nature of ministry in order to serve both your peers and those whom you teach, coach or mentor.

Doctoral seminars are planned to challenge and enrich you both personally and professionally through:

- ✓ Interaction with outstanding resident and visiting faculty mentors who have proven track records in ministry.
- ✓ Exposure to contemporary resources that are designed to help you keep your ministry both biblically accurate and culturally relevant.
- ✓ Camaraderie with experienced ministry peers that collaborate with you in shared wisdom and discernment.
- ✓ Advancing your understanding of the changing social and cultural environments of ministry
- ✓ Enhanced competencies in pastoral analysis and skills, and the integration of these through reflective practice.
- ✓ Continued growth in spiritual maturity and development, and appropriation of a personal and professional ethic for mature conduct of the profession of ministry.

LENGTH OF PROGRAM

Thirty semester credit-hours are required to complete the Doctor of Ministry degree. The normal time for completing the degree is not less than three years and no more than six years. This limit is intended to ensure the quality of your Doctor of Ministry experience and encourage your progress in the program. If necessary, you may petition the Doctor of Ministry committee for an extension.

GRADUATION REQUIREMENTS

In order to graduate you must:

1. Acknowledge that you affirm the Phoenix Seminary Statement of Faith located in the Student Handbook (also available on the seminary website). This affirmation is required for admission and graduation from Phoenix Seminary.
2. Pass eight courses (including DM 711 and DM787) and satisfactorily complete the applied research project, its thesis write-up, and the project oral presentation.
3. Reflect a life of sound doctrine, Christian character, and conduct becoming of a person called of God to a position of Christian leadership.
4. File an Intent to Graduate form to be considered for graduation.
5. Be recommended for graduation to the board of the seminary by the faculty.
6. Settle all financial obligations to the seminary, including payment of the graduation fee.
7. Attend commencement exercises. Permission to graduate in absentia should be requested in writing from the Director of Doctoral Studies at least six weeks prior to commencement

ADMISSION REQUIREMENTS

ACADEMIC PREPARATION

- Applicants must have completed an ATS accredited Master of Divinity degree or its equivalent. Students without a Master of Divinity may apply under Phoenix Seminary's MDiv Equivalency Policy if they meet specific criteria. (See Appendix for application form.)
- A grade point average of 3.0 (on a 4.0 scale) for work completed toward the MDiv degree. Applicants who do not meet this minimum GPA requirement may petition the Admissions Committee for consideration.

MINISTRY EXPERIENCE

- At least three years of ministry experience completed after receiving the Master of

Divinity. (Some exceptions are made for those who are uniquely prepared.)

- Evidence of capacity for an advanced level of ministry competence and academic reflection
- Evidence of mature Christian character
- References are required

EVIDENCE OF RESEARCH AND WRITING ABILITY

- Applicants must submit samples of scholarly work such as a Master's Thesis; research papers that have been graded as part of an academic program; published material, etc. Written submissions will be utilized to assess student proficiency in written English, critical thinking skills, exegetical ability, and theological competence. If upon review this paper does not demonstrate an appropriate level of these abilities, the student may be admitted into the program but will not be allowed to continue past their second course until improvement has been shown through assignments in the student's initial courses. If the student still has not shown improvement after the two required courses, the student will be dismissed from the program.

TRANSFER CREDIT

- Up to 6 hours of Master of Theology credit may be applied to meet DMin degree requirements.
- Up to 15 hours of Doctor of Ministry credit may be applied to meet DMin degree requirements.
- The total transfer credit hours will not exceed 15.
- Students may request consideration for transfer of credit once their application for admission is complete.
- Applicants or PS students doing coursework outside Phoenix Seminary or Western Seminary should not assume that such coursework will be accepted in transfer. Please obtain approval prior to enrolling for such coursework from the Doctoral Studies Director.
- No transfer credit for DMin courses taken online will be accepted.

GENERAL PROGRAM DESCRIPTION

The Doctor of Ministry program includes eight courses (three credit-hours each) and an Applied Research Project (six credit-hours). Two courses are required of all students unless exempted by the program director: *DM711 Contemporary Theological Issues* and *DM787 DMin Project and Research Design*.

Course Requirements	Credit Hours
DM711 Contemporary Theological Issues	3
DM787 DMin Project Research and Design	3
DMin Elective Courses	18
Credit Total of Taught Courses	24
DM 792 Doctoral Project	2
DM 793 Doctoral Project	2
DM794 Doctoral Project	2
Total Credits for Applied Research Project	6
Total Program Credit Hour Requirement	30

All courses are offered in an intensive block format, with each course consisting of three parts:

- **Pre-Residency** (approximately 4-8weeks)—preliminary reading and other assignments
- **Residency**—one-week-intensive classroom interaction
- **Post-Residency** (approximately 4-8 weeks)—a final course assignment(s) that applies what you have learned to life and ministry

Once you have completed your taught courses and following approval of your project topic, you will be able to register for DM792/3/4 Doctoral Project courses.

Doctor of Ministry coursework is theological and philosophical, as well as intensely practical. You will have the opportunity to read, study, and interact with the finest resource materials for ministry. Each course involves about 30 clock hours of classroom time in a one-week intensive format. As a general rule, you should expect to invest approximately 96 hours of work outside the classroom for each course (this typically involves 2,000–2,500 pages of reading plus pre/post-residency assignments). The amount of time you invest in each course depends in large part upon your study skills.

REQUIRED COURSES

- *DM711 CONTEMPORARY THEOLOGICAL ISSUES*
This course identifies, biblically evaluates and provides resources for men and women in ministry concerning a variety of theologically oriented issues facing the church in contemporary society. These current issues have theological origins as well as cultural manifestations. This course equips those in ministry to serve more effectively in a changing world. 3 hours.
- *DM787 DMIN PROJECT RESEARCH AND DESIGN*
This is a core doctoral course in basic research and design. Emphasis is given to determining a dissertation theme, writing and research skills, and putting together a preliminary research proposal. Recognizing that the DMin degree requires the demonstration of substantive research, and a practical, yet sufficiently academic project component upon completion of the program, this course is designed to introduce students to the proposal process and lay foundational skills in research to enable successful progress toward project requirement.
- The remaining six courses will be selected from a variety of electives. One course (two upon approval of the DMin Director) may be completed as an Individualized Study.

APPLIED RESEARCH PROJECT AND WRITE-UP

The dissertation project phase of the DMin program begins when coursework is completed. It is designed to synthesize ministry knowledge in a doctoral-level practical research project. Complete details on the nature of this requirement are found in the *Phoenix Seminary DMin Project and Thesis Guide*.

DOCTOR OF MINISTRY FEE SCHEDULE

FALL 2017–SUMMER 2018

TUITION

Credit Tuition	\$1,440 per 3-hour course (\$480 per credit hour)
Audit Tuition	\$225 per 3-hour course
DM792 Doctoral Project I (2cr)	\$640 (contact the Registrar for registration information)
DM793 Doctoral Project II (2cr)	\$640
DM794 Doctoral Project III (2cr)	\$640

FEES (NON - REFUNDABLE)

General Services Fee	\$75 per semester (for all credit student registrations)
Late Registration Fee	\$25 per semester
Late payment Fee	\$50 (for tuition balance payments received after due date)
Course Add/Switch Fee	\$10 per occurrence of change
Course Drop Fee	\$20 per occurrence of change
DM796 Project Extension Fee	\$600 (contact the DMin Office for deadlines and registration information)
DM786 Birkman Online Survey	\$65

TUITION PAYMENT OPTIONS

OPTION 1: All tuition and fees paid in full at time of registration. This is the only payment option available for Audit Tuition, for DM796 Extensions, or for registrations postmarked after the registration deadline for a course.

OPTION 2: Tuition Installment Plan (TIP) (CREDIT TUITION ONLY). ¼ of Total Owed must be paid with the registration form or by 1st day of class; the remaining ¾ must be paid monthly per TIP agreement. TIP agreement is a total of 4 monthly payments.

For regular DMin courses a \$50 Late Fee will be charged for tuition balance payments received after the first day of residency portion of the course if not on the TIP payment plan.

ALUMNI TUITION BENEFITS

Phoenix Seminary and Western Seminary MDiv alumni receive an alumni discount of 20% on Doctor of Ministry credit tuition for courses taken at either institution. Additionally, Phoenix Seminary and Western Seminary DMin alumni may audit one course per year at either school at no cost (space permitting). Additional scholarship support occasionally becomes available for DMin students. Contact your Phoenix Seminary enrollment counselor to inquire.

TUITION REFUNDS

Tuition refunds for courses dropped will be made according to the following schedule. “Residency” refers to the week of on-site instruction.

	100% Refund	75% Refund	50% Refund	No Refund
Credit or Audit	60 days prior to Residency	30 days prior to Residency	Up to day before Residency begins	After start of Residency

CONSORTIUM WITH WESTERN SEMINARY

Phoenix Seminary and Western Seminary partner together in a consortium for Doctor of Ministry education in the Western United States. Doctor of Ministry students may take courses from either institution. Courses will be taught primarily on campus in Phoenix, AZ and Portland, OR, but courses may also be offered at the Western Seminary extensions in San Jose, California and the Mt. Hermon Conference Center in California. This agreement enables students to have access to more courses from a variety of professors throughout the year. However, enough classes will be offered locally for those who desire to complete their program in Phoenix.

For those enrolled in the Phoenix Seminary DMin program, up to 50 percent of your course credits (15 credits maximum) may be taken at Western Seminary.

CONTACT INFORMATION

For more information regarding the Doctor of Ministry program, the Consortium, or registering for classes, here are important contacts:

PHOENIX SEMINARY

7901 E. Shea Blvd Scottsdale, AZ 85260
602.850.8000 or toll free at 888.443.1020
Fax: 602.850.8080

Dr. Chip Moody, STM, DMin

Director of Doctoral Studies
602.429.4919 cmoody@ps.edu

Merry Stenson, MEd, Registrar

602.429.4946 mstenson@ps.edu

WESTERN SEMINARY

5511 SE Hawthorne Blvd., Portland, OR 97215
Toll Free: 1.877.517.1800 or 503.517.1800
Fax: 503.517.1801

Arturo "Art" Azurdia, DMin

Program Director, Doctor of Ministry
503.517.1873 aazurdia@westernseminary.edu

David Thommen

Assistant Director, Doctor of Ministry Program
503.517.1824 dthommen@WesternSeminary.edu

REGISTERING FOR COURSES ONCE ADMITTED

Course registration materials are sent to you at least two months prior to the first class session. To register, send in the completed registration form along with the registration fee and tuition deposit (both non-refundable). You will then receive a course syllabus.

- Students admitted to the Doctor of Ministry program shall be given preference for enrollment over visiting, non-degree or audit registrations.
- If enrollment exceeds the course limit, preference will be granted to those who registered earliest.
- Regular registration will close four weeks prior to the first class session.
- Late registrations will be permitted only with the approval of the Director of DMin studies. A late registration fee will be assessed.
- If fewer than six students enroll, the course may be canceled and enrollees will be contacted.

HOW TO REGISTER FOR PHOENIX SEMINARY DMIN COURSES

1. Log in to the Phoenix Seminary Student Portal (ps.edu/register) with the username and password which you created for your online application. If you did not apply online, log in with the username and password issued to you in the Registration Invitation Email sent to you from the Phoenix Seminary Office of the Registrar.
2. Click the “Register for Classes” button (on the left side of the homepage).
3. Click the “Edit Registration” button. From there, you will see further instructions that explain how to complete the registration process.

REGISTERING FOR WESTERN SEMINARY DMIN COURSES

Thanks to a consortium agreement between our schools, Phoenix Seminary DMin students can take up to 15 hours at Western Seminary for transfer into their Phoenix Seminary DMin program. To register for courses hosted at Western Seminary, please contact David Thommen at dthommen@WesternSeminary.edu or 503.517.1824. Keep in mind that for such courses you will need to meet any registration, tuition and fee requirements required by Western Seminary.

WITHDRAWALS

A student may withdraw from a course before the last day (day three) of resident course instruction without failing the course. Withdrawing on or after the last day of the resident period will result in a failing grade for the course. In the case of individualized study courses, a student who withdraws before the midpoint of the semester will be given a grade of WP (Withdrawal Passing). Withdrawing after the midpoint will yield a failing grade.

GRADING

Coursework is usually divided between pre-residency and post-residency assignments. Pre-residency assignments are commonly due at the first class session. Post-residency assignments are due a maximum of three months from the last class session or earlier if so assigned by the professor of the course. The professor will grade your work and a grade report will be posted to your ps.mrooms.net account.

Criteria upon which grades are based include, but are not limited to, the following:

1. Requirements of the course syllabus
2. Quality of assignments is appropriate to doctoral study and research, with a clear level of integration of biblical and theological disciplines with the practice of ministry
3. Meaningful participation in the class sessions

ACADEMIC STANDING

To remain in acceptable academic standing, a grade of 2.7 (B-) must be achieved in any course for it to count toward coursework completed. A cumulative grade point average of 3.0 is required for graduation.

COURSE EXTENSIONS

In the rare case of serious illness, family emergency or other extenuating circumstances, students may request an extension that will allow them to complete their work for a class. The class instructor, at his or her discretion, can give any student a verbal 4-week extension. If the coursework cannot be completed within that time due to extenuating circumstances, the student must contact the Doctoral Studies Director to petition for additional time. Such petitions will not be approved without the agreement of the course instructor.

INITIATING AN INDIVIDUALIZED STUDY

You may wish to undertake an individualized study as one of your Doctor of Ministry courses. Generally speaking, it is better to wait until you have completed four courses before considering an individualized study.

An individualized study is expected to reflect quality research. This research might consist of an exegetical study of the biblical text, library research, extensive reading, or field research (such as surveys, case studies, or systematic observation).

To initiate an individualized study, send a petition to Roma Royer, Assistant Dean for Academic Services. A petition format is included on the following page. Once the individualized study petition is approved, an advisor will be assigned to work with you. The advisor will interact with the petition, indicating any required changes and establishing time lines and deadlines for the completion of work. When the petition is finalized you may register for your individualized study.

You will have fifteen weeks (a standard semester) to complete your individualized study. If you are unable to complete the study within this period you may petition for an extension as outlined previously in the “Course Extensions” section. If you fail to complete your individualized study within the fifteen week timeframe and do not petition for an extension, you will be given a grade based upon the work you have done up to that point.

Normally a student is limited to one Individualized Study during their degree program. In unusual cases, a second Individualized Study may be approved by the Director of Doctoral Studies if the academic scope of the student’s applied research project requires additional focused individual study.

Doctor of Ministry Individualized Study Petition

DM790 or DM791

Create an editable Microsoft Word document answering each of the numbered items below and attach it to this page. Please include the boldfaced section and its number ahead of your answer.

- 1. Name**
- 2. Email Address**
- 3. Semester and Year**
- 4. Date to Begin**
- 5. Proposed Faculty Advisor**

Explain the following in one paragraph each:

6. Purpose

Concisely state what you want to accomplish through this study.

7. Reasons

Why undertake this study now? How will this study relate to the overall goals of your Doctor of Ministry program? How will it relate to your own personal needs? To the needs of your church? To the needs of the church at large? To the needs of others in the ministry?

Example: It is appropriate for me to engage in this study for the following reasons...

8. Methodology

Briefly describe the major facets of the research approach you will use to accomplish your purpose (i.e., Biblical/theological research, library research, practical ministry research).

Example: I will survey the needs of my congregation in this area and develop a program to meet them...

9. Resources

What relevant studies have been done? What literature currently exists in this field? What books and periodicals will you read? (Approximately 2,000 – 3,000 pages of reading or the equivalent is appropriate for a 3 credit individualized study.)

Example: I will read the following nine books . . .

I will do an exegetical study of all the passages in the Scripture that relate to encouragement.

10. Reporting

[Approximately 20-40 page paper or the equivalent]

How will you report the results of your independent study?

Example: I will review and synthesize the current literature on the subject of lay counseling in the local church.

MDIV EQUIVALENCE FOR ADMISSION TO THE DMIN PROGRAM

POLICY FOR MDIV DEGREE EQUIVALENCE

Admission to the Doctor of Ministry program requires a Master of Divinity degree or its equivalent from an accredited institution with a cumulative GPA of 3.0.

The Association of Theological Schools (ATS), the seminary's professional accreditor, allows students without an MDiv to enter a DMin program if their accrued credit hours have substantial equivalence to the MDiv. They define this as "72 graduate semester hours or comparable graduate credits in other systems that represent broad-based work in theology, biblical studies, and the arts of ministry and that include a master's degree and significant ministerial leadership."

MDIV EQUIVALENCE REQUIREMENTS

1. Applicants must possess a master's degree in a related field (a minimum of 48 semester hours) from an accredited seminary or graduate school with a minimum cumulative GPA of 3.0. (Applicants with a lower GPA may be considered on a probationary basis.)
2. The Admissions Department will use the guidelines for MDiv equivalence evaluation found in the following section.
3. If it is determined that the applicant's educational background does not meet the equivalent of a MDiv, specific "leveling coursework" will be required in order to gain equivalence. The meeting of MDiv equivalence does not result in the conferral of the MDiv degree. It only qualifies an applicant for admission to the DMin program.
 - Applicants with **10 hours or less** of required leveling work may begin the DMin program while simultaneously working on the leveling coursework. A student's status will be provisional until all leveling coursework has been completed.
 - Applicants with **11 to 30 hours** of required leveling work may apply to the DMin program but may not start until the leveling work is reduced to 10 hours or less.
 - Applicants with **more than 30 hours** of leveling work will normally be ineligible for the DMin program.

4. Leveling coursework may be taken at Phoenix Seminary or any other accredited seminary or graduate school. Prior approval is required before taking coursework at another institution.
5. All other DMin Admission requirements apply (see the Student Handbook)

MDIV DEGREE EQUIVALENCE EVALUATION

1. Applicants should work through this process with their Phoenix Seminary enrollment counselor.
2. Applicants must submit an official transcript of their master’s degree coursework and any other related graduate level transcripts for evaluation.
3. A \$25 evaluation fee is required.
4. MDiv degree equivalency will be evaluated before an applicant begins the DMin application process.

GUIDELINE FOR MDIV EQUIVALENCE EVALUATION

The following chart is based on the major content areas of Phoenix Seminary’s MDiv curriculum:

Category	Curriculum Content	Semester Hours
Biblical Literature	Old Testament survey	6
Biblical Literature	New Testament survey	6
Biblical Languages	Greek or Hebrew or both (exegesis preferable but not required)	6
Church History	Global Christian history; American church history	4
Intercultural Studies	Includes topics such as evangelism, missions, discipleship, etc.	4
Ministry Skills	May include coursework on preaching, pastoral care, leadership, counseling.	14
Theology	Includes the understanding of major doctrines as can be found in survey courses as well as ethics.	12
Electives	Coursework related to any of the above	20
Total Hours		72

For more information on issues related to MDiv equivalence as an admission requirement for the DMin program, please contact the Enrollment Department at 602-850-8000 or enrollment@ps.edu.

