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## **DOCTOR OF MINISTRY DEGREE (36 Credit Hours)**

### **PURPOSE FOR DOCTOR OF MINISTRY DEGREE**

The primary goal of the Doctor of Ministry (DMIN) is the development of selected men and women who can function as leaders for the burgeoning, worldwide Pentecostal-Charismatic movement. The degree focuses on the general practice of ministry in the Pentecostal context at an advanced level of competence in the various ministerial vocations. Graduates will be expected to function in the truest sense as "doctors" of ministry, i.e., those who can lead and enable others in the practice of Pentecostal ministry.

The vocation of Pentecostal ministers includes, but is not limited to, the following practices: (1) preaching the Word of God, (2) teaching the Faith, (3) providing pastoral care and counsel to the hurting, (4) evangelizing the lost, (5) leading in worship, (6) discipling others in Christian living, (7) challenging and enabling all members of the faith community to fulfill their callings in Christ, (8) facilitating koinonia within and among Christian congregations, (9) modeling and facilitating Christian (congregational) ministries of mercy and justice in society at large, and (10) overseeing and administering the various ministries of the local church.

### **ELIGIBILITY**

Acceptance into the DMIN program requires the applicant to possess a Master of Divinity (MDIV) degree or its educational equivalent. Additionally, applicants must have a minimal Masters GPA of 3.00 on a 4.00 point scale.

Three years of active ministry beyond the completion of the first graduate, theological degree in an ongoing ministry setting is also required. If an applicant does not have the prerequisite three years of ministerial experience since receiving his/her earliest theological or related Master's degree, the applicant may be considered for an exemption by demonstrating an ability to integrate theology with the practice of ministry. This can be done by the successful completion of integrative doctoral coursework. For applicants in this exemption category, fifteen (15) credit hours of course work will be considered as equivalent to the required three years of ministerial experience.

The endorsement of the applicant's ministerial bishop/overseer and constituents and a demonstration of desire and ability to mentor others in Pentecostal ministry are also criteria for program acceptance.

### **ADMISSION PROCEDURE**

Before an applicant is considered for admission to the Pentecostal Theological Seminary and participation in the Doctor of Ministry program, the Seminary's Admissions Office must receive the following items:

1. A completed DMIN admission application form.
2. A **\$100** application fee (U.S. currency) payable to the Pentecostal Theological Seminary (non-refundable)

3. Official academic transcripts from every college, university, graduate school and/or seminary attended. In the U.S., "official" transcripts must be sent directly from each institution to the Seminary's Admissions Office. Photocopies and scanned copies are not acceptable. Transcripts from schools outside the United States may need to be validated by the proper authorities. The Admissions Office can provide additional information.
4. Three (3) completed letters of recommendations (using PTS forms)
  - a. Personal Recommendation - family friend, co-worker or classmate;
  - b. Academic Recommendation - professor or ministerial instructor; and
  - c. Professional/Ministerial Recommendation - employer, supervisor, bishop; overseer, or pastor.

*(Departure from this list must be approved by the Admissions Office.)*
5. Personal statement indicating personal background, positions in ministry, current ministerial credentials, continuing education experiences, future plans in ministry, purpose in pursuing the DMIN degree and areas of possible focus in the program. (Typed, 2 pages, double-spaced, 1-inch margins, including page numbers.)
6. One academic paper from the applicant's graduate work.
7. A background check initiated by the applicant based on instructions provided by the Seminary. Cost for the background check is covered by the application fee.

International applicants must possess the appropriate visa for student enrollment. More information regarding student visa applications is available from the Seminary's Office of Enrollment Management.

NOTE: All required admission documents must be received by the Admissions Office before the DMIN applicant's request for acceptance will be considered.

### PROGRAM DESCRIPTION

The Pentecostal Theological Seminary Doctor of Ministry program is a 36-unit program of doctoral level advanced seminary training. Students are expected to be active in ministry throughout the program of study. The program is designed to be completed in three to five years. Students in the program must maintain a 3.2 GPA or above on a 4.00 point scale.

The Seminary DMIN is a group-based (or cohort) program that expects a student to complete the core curriculum with the same set of peers. Each student is also required to create a context-based covenant group that assists with the assessment of his or her ministry context and with the design and implementation of the capstone project.

Each student must identify a special ministry practice (such as preaching, teaching, counseling, evangelism, etc.) upon which to focus his or her studies. Under the supervision of a faculty advisor, students develop a study plan for their focus area. The plan identifies the three "elective" courses that will relate to the focus area. The capstone project and dissertation will also be related to the area of focus. The project will identify an area of concern for Pentecostal ministry, formulate a ministry model to address the problem, implement the model, and, using pre- and post-tests, assess the effectiveness of the model. The dissertation will include an overview of the project and consider the implications of the project for the practice of Pentecostal ministry.

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## **Group-Based Program**

The DMIN program emphasizes personal and community development of the student. Personal development emphasizes the experience and practice of spiritual disciplines. Personal disciplines form the basis for ministry assessment and development. Community development is the practice of Christian faith in the context of relationships with others who share a common faith. Ministry and program assessments are training in both personal and community of faith context.

In order to fulfill the community and personal dimensions, students enter into the program and continue with colleagues in learning in their ministry context. The program is "group-based." Students learn in group contexts by working with the same group of students through several courses, by assessing and approving various parts of their individual programs through a colloquium process, and by participating in a reflection group with persons with whom they minister at their individual contexts of ministry.

The D.Min is centered in a cluster or cohort group. Students move, as much as possible, through the core of the program with essentially the same group of peers, who will meet periodically at the same geographic location, not limited to the main campus of the Seminary. They will have the option of attending elective courses with other groups at other geographic locations. This model reflects the Seminary commitment to the development of community as a work of the Holy Spirit within the Body of Christ. The cluster groups will designate a student group coordinator to provide information and assistance with physical arrangements for the group, for example, meeting place, living accommodations, food, etc. In order to anticipate attrition while guaranteeing the continued life of the cluster group, the anticipated minimum for each group varies.

Cluster groups outside the continental United States are subject to the same criteria as United States groups. Indigenous faculty who have received approval, orientation and part-time faculty status from the Seminary will share in instruction. Seminary main campus faculty also share instruction with accompanying translation of classes and written work. Grading and assessment will be done collaboratively.

### ***Core Courses and Cluster Group***

Students begin the group-based format during the first course of the program. They will be assigned to the same group based upon their similar program, locations, and other needs. The initial group learning experience is in experiencing the core courses together. Students are asked to remain with the same learning group during the first year for the duration of the core courses. During the core phase, students will mutually assess one another and develop a personal and community formational model for theological training.

### ***Context-Based Covenant Group***

During the first year, students develop a ministry reflection group at their individual settings of ministry. Participants are persons with whom the student ministers. The context-based covenant group continues throughout the life of the student's program. Maintaining a context-based covenant group is a required part of the program. Group format, program accountability, effectiveness and other pertinent concerns are monitored by the Seminary staff through reporting by the students and feedback responses from covenant group members. Potential members may include:

1. Denominational officials
2. Faculty
3. Ministerial colleagues
4. Laity in the local church
5. Professionals in the community
6. Fellow Students in the program.

**REQUIRED COURSES**

The DMIN program is a three-year program with four components: core courses, context-based covenant group, focus area electives, and project/dissertation. The program sequence is as follows:

**Core Courses**

DM 901	Doctor of Ministry Orientation and Assessment.....	3
DM 902	Foundations for Ministry Leadership: Scripture, History, and Theology .....	3
DM 903	Administration for Transformational Ministry .....	3
DM 909	Holistic Mission: Evangelism, Justice, and Mercy Ministries with Global Awareness .....	3

**Context-Based Covenant Groups**

DM 911, 912, 913	Context-Based Covenant Groups (1 credit hour each).....	3
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**Electives**

Elective courses in the student's area of focus .....		15
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**Focus Areas**

Focus areas include, but are not limited to: Pastoral Ministry, Counseling, Care and Benevolence, Chaplaincy, Preaching, Administration, Discipleship, Missions, Worship, Evangelism, Multi-Cultural Ministry, Youth Ministry, and Leadership.

A student's focus area is developed through DM 911, 912, 913, 931, 932, 933, 934, and electives for a total of 24 hours. In addition, a student addresses and integrates his/her area of focus in core course work.

**Project and Dissertation**

DM 931, 932, 933	Doctor of Ministry Project/Dissertation (1 credit hour each).....	3
DM 934	Doctor of Ministry Dissertation.....	3
<i>Program Total</i> .....		<i>36</i>

**TYPICAL DOCTOR OF MINISTRY PROGRAM SEQUENCE**

**First Year (Recommended Residence)**

DM 901	Doctor of Ministry Orientation and Assessment .....	3
DM 902	Foundations for Ministry Leadership: Scripture, History, and Theology.....	3
DM 911	Context-Based Covenant Groups: Assessment.....	1
DM 931	Doctor of Ministry Project/Dissertation: Research.....	1
Electives	.....	3

**Total Credit Hours First Year: 11**

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**Second Year (Recommended Residence)**

DM 903 Administration for Transformational Ministry.....	3
DM 909 Holistic Mission: Evangelism, Justice, and Mercy Ministries with Global Awareness .....	3
DM 912 Context-Based Covenant Groups: Project.....	1
DM 932 Doctor of Ministry Project/Dissertation: Prospectus.....	1
Elective.....	3

**Total Credit Hours Second Year: 11**

**Third Year**

DM 904 Leadership and Peacemaking: Conflict and Reconciliation or another elective.....	3
DM 906 Leading Worship and Discipleship: Forming a People Communicating the Word or another elective .....	1
DM 913 Context-Based Covenant Groups: Dissertation .....	1
DM 933 Doctor of Ministry Project/Implementation.....	1
DM 934 Doctor of Ministry Dissertation .....	3
Elective .....	3

**Total Credit Hours Third Year: 14**

**Total DMIN Degree Program Requirement: 36 Credit Hours**

**TYPICAL COURSE PLAN FOR CORE CURRICULUM**

**Phase I: Assignments (July through Mid-September)**

- Receive syllabi
- Order textbooks and other texts
- Reading and research requirements for Phase I

**Phase II: Main Campus (2 weeks in September)**

Typical Class Sequence: Monday - Friday; 8am - 5pm

**Phase III: Assignments (October through February)**

The deadline for completion of all assignments is March 1. Applications for extensions for completion of course work must be approved by the course instructor, the faculty advisor, and the Vice President for Academics and must be filed by March 1. The deadline for completion of extended work is April 1.

**RESIDENCY REQUIREMENT**

Residency is to be completed on the main campus. The residency requirement is 12 credit hours. The other 24 credit hours may be taken entirely online.

**RESEARCH MODULE WORKSHOP**

Each student must attend a research module workshop conducted by the Pentecostal Resource Center and the Theological Seminary while the student attends a main campus course. The research module will provide orientation about the nature of theological research on the Doctor of Ministry level. Further, the research module will provide the students information and preliminary

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experience with the research resources of the Seminary. This includes a comprehensive orientation to the variety of library learning resources, literature review resources, holdings of the library that are particularly helpful for DMIN research, and computer accession of library holdings. The research module is preparatory for D. Min. projects.

### **PROJECT/THESIS COLLOQUIUM PROCESS**

At two junctures in the student's project/thesis a colloquium of faculty and students will be used to evaluate and approve the student's proposals and work. The two colloquium times are as follows:

1. Project/Thesis Prospectus Proposal
2. Project/Thesis Defense

The colloquium group for each of the above times is composed of a minimum of two approved faculty members and an approved learning group member. If a student who is not a member of the student's learning group participates, approval must be granted by the Director of the DMIN Program.

Colloquium group assignments are made after the student submits a request to the Director of the Doctor of Ministry program for a colloquium group to meet. Students submit requests for colloquiums when they are ready to enter each of the above-mentioned stages of the program.

Colloquia typically meet in conjunction with course meeting times. Colloquium meetings may be before, parallel with or after the class meetings for a course. Colloquium members and students submitting proposals or theses will be notified by the Doctor of Ministry Director about colloquia membership, meeting time, and location.

Colloquium members may or may not participate in the same colloquium group to which they are submitting a proposal or thesis. In other words, some or all of the student members of a colloquium group may both assess the proposals or theses of others as well as submit one's own proposal or thesis.

Colloquium groups may be multi-purpose. That is, groups assessing and approving Project Proposals may also assess and approve Project Thesis Proposals and or Project Thesis Defenses. Each member of a colloquium group votes upon the approval or disapproval of a proposal or thesis.

### **DISSERTATION STANDARD**

Two copies of the DMIN student's dissertation are held in the William G. Squires Library when the student earns a final grade of B+ or higher on this paper.

### **MINISTRY SETTING**

At the time of application, each prospective student is expected to have been in a setting of ministry long enough to have access to resources from the ministry setting necessary for completion of the program. For example, the student will have to be familiar enough with ministry colleagues and persons to whom the student ministers in order to recruit them and then effectively participate with them in a group process. Students are expected to integrate their academic study of faith and ministry with their actual experience and practice in a ministry setting.

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## TRANSFER OF CREDIT

Students may transfer up to 9 hours of elective credit provided the courses are approved as components of the student's focus area of study. Transfer courses must be recommended by the D. Min. Director and approved by the Vice President for Academics. The courses must be from accredited institutions and on an equivalent doctoral level. **Transfer of credit will not be given for course work more than 10 years old.** Exceptions to this policy may be granted in cases where documentation and demonstration of course equivalency can be established.

## COURSEWORK AND DISSERTATION DEADLINE

All DMIN coursework must be submitted by all enrolled DMIN students no later than March 1. Graduate candidates in the DMIN program must successfully defended their dissertation by March 1 to participate in graduation ceremonies.

## SATISFACTORY ACADEMIC PROGRESS

In order to maintain Satisfactory Academic Progress (SAP), DMIN students must complete the DMIN within 5 years, with a minimum enrollment of 3 hours each for any of those years. The DMIN student must also maintain a 3.2 cumulative GPA or above on a 4.00 point scale and successfully complete 75% of attempted credit hours, with no more than one incomplete permitted at any given time. Failed grades, ungraded courses, extensions of time, incomplete grades and withdrawals are included when calculating this percentage.

Students not demonstrating sufficient academic progress will be placed on Academic Warning for a year. A DMIN student on academic warning is required to follow an academic plan, developed in consultation with the DMIN Program Director and the Vice President for Academics. If sufficient academic progress is not achieved by the end of the probation year, the student will be placed on Academic Suspension.

An individual may apply for readmission to the DMIN program after a year of Academic Suspension. In the case of re-admittance, the student would be on Academic Probation for the first year and must repeat course work for which he or she received a grade less than 2.7 on a 4.00 scale.

## INTERRUPTION OF STATUS POLICY

Under extenuating circumstances (death of immediate family member, severe illness, change of ministry assignment, etc.), students may apply in writing to the DMIN Committee through the Director of the Doctor of Ministry program for approval of interruption of status. Interruption of status is normally granted for one academic year but may be extended to two academic years, if necessary. Students must continue to pay the annual DMIN fee during the interruption of status period. The time allocated to interruption of status will not apply to the 3-5 year limit for sufficient academic progress. Notification of approved interruption of status shall be given to the office of the Vice President for Academics and the Registrar.

Interruption of status is not available for current enrolled courses. Student requiring additional time for current courses must follow the policies for extension of time and incompletes.

## EXTENSION OF TIME

DMIN students may apply for additional time to complete core courses by requesting an Extension of Time. (The time allotted for an extension is an additional 4 weeks.) Extension requests must be submitted for approval no later than March 1st. If the extension is approved, a

final grade of "E" will be posted on the student's transcript until the instructor submits the final grade or until the deadline date, whichever comes first. Students not submitting coursework by the designated deadline will receive a final grade of "F". This grade will not be changed and the student must repeat the course. A DMIN student may be prohibited from enrolling in J-term courses if he/she has an active Extensions. In the event an official transcript is requested, the "E" grade will be changed to an "F". Online courses are not eligible for extensions of time.

### INCOMPLETE GRADES

An incomplete grade is not lightly given. It is designed for a rare occasion when the student has been seriously ill or suffered some other hardship beyond his/her control. A request for an incomplete grade must be requested no later than March 1st. A final grade of "I" will be recorded on the student's transcript. If the incomplete is not removed by the deadline recorded on the request form, a final grade of "F" will be recorded on the transcript. This grade cannot be changed and the student will be required to repeat the course. Scholarships will not cover the cost of repeated courses. An incomplete grade may affect the student satisfactory academic progress and financial aid eligibility. A DMIN student may also be prohibited from enrolling in J-term courses if he/she has an active Incomplete. In the event an official transcript is requested, the "I" grade will be changed to an "F". Online courses are not eligible for Incomplete grades.

### VALUES FOR LETTER GRADES

A = 4.0	B+= 3.3	C+ = 2.3	D+ = 1.3
A- = 3.7	B = 3.0	C = 2.0	D = 1.0
	B- = 2.7	C- = 1.7	F = 0

F = 0 and affects the GPA.

AU, E, I, and W do not affect the GPA.

*Note: No grade may be changed without written approval of the instructor and the Vice President for Academics. Any grade change submitted for a student who has not previously applied for an Incomplete or Extension of Time will only be considered in exceptional cases. In such cases, student shall not be entitled to a grade higher than "B." Student shall pay a \$100 fee for the grade change. A written appeal can be made to the Academics Office by the faculty member and the student in question for circumstances deemed to warrant special consideration in handling such exceptional grade change requests.*

### DOCTOR OF MINISTRY SCHOLARSHIPS

**Mission America Fund:** A senior pastor and/or senior pastor's spouse can receive sponsorship for their Seminary tuition. The contributing church may receive credit for World Missions sponsorship for monies designated to the senior pastor/spouse who is attending the Seminary. Churches should forward funds to the Seminary Business Office and designate funds to the Mission America Fund Project #8000023 "Pentecostal Training" and indicate the name of the senior pastor/spouse to be funded.

**Alumni Scholarship:** Seminary graduate alumni are eligible for a 50% tuition scholarship on a 3-credit hour course per academic year. To apply for the scholarship, applicants must complete a FAFSA and Financial Aid Application (scholarships are applied towards tuition only student is responsible for fees).

**Non-Alumni Scholarship:** Students attending their first year in the Doctor of Ministry program may apply for this \$500 one-time scholarship. Applicants must complete a FAFSA and Financial Aid Application to apply for the scholarship.



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## DOCTOR OF MINISTRY TUITION AND FEES 2015-2016

*(Tuition and fees are subject to change without notification.)*

Application Fee .....	\$100.00
<i>(Must accompany the application and is non-refundable)</i>	
Tuition ( <i>per credit hour</i> ).....	\$545.00
Assessment Testing ( <i>1st year students only</i> ).....	\$180.00
Annual DMIN Fee ( <i>per year</i> ).....	\$100.00
Technology Fee ( <i>per year</i> ) .....	\$100.00
Meals ( <i>per year</i> ) .....	\$150.00
Registration Fee ( <i>per year</i> ).....	\$25.00
Late Registration Fee .....	\$75.00
Student Identification Card ( <i>per year</i> ).....	\$3.00
Drop/Add Fee .....	\$10.00
Extension of Time Application Fee .....	\$75.00
Incomplete Grade Fee .....	\$25.00
Binding Fee for Dissertation .....	\$45.00
Graduation Fee.....	\$450.00
<i>(The fee is not prorated and nonparticipation does not exempt a graduate from any part of the fee.)</i>	
Late Graduation Application Fee.....	\$100.00
Official Transcript Fee.....	\$5.00
D.Min Program Extension Fee.....	\$545.00

**SINGLE PAYMENT DISCOUNT**

Full-time DMIN students making a one-time payment for tuition and fees are eligible to receive a 1% discount of net tuition (tuition less scholarship). The single payment discount would be applied as follows.

*Example:*

Tuition due for 8 hours @ \$545	\$4360.00
D.Min Fee	\$100.00
Technology Fee	\$100.00
Meals	\$150.00
Registration Fee	\$25.00
Student ID Card	\$3.00
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Sub-Total	\$4738.00
Less Single Payment Discount (adjust w/scholarship)	- \$43.60
<b>Actual payment after discount (returning students)</b>	<b>\$4694.40</b>
1st-year student assessment testing fee	\$180.00
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<b>Actual payment after discount (new students)</b>	<b>\$4874.40</b>

**DEFERRED PAYMENT PLAN**

D.Min students may opt to pay for one-third of their full-time annual tuition and fees at the first class and the remaining balance in tow (2) equal installments. The following charges are made on each deferred payment account:

Tuition Due for 8 hours @ \$545 .....	\$4360
D.Min Fee .....	\$100
Technology Fee .....	\$100
Meals .....	\$150
Registration Fee .....	\$25
Student ID Card .....	\$3
<b>Sub-total.....</b>	<b>\$4738</b>

Calculation of initial payment for Deferred Payment Plan:

Tuition .....	\$4360
All Fees .....	\$378
Deferred Payment Fee .....	\$50

<b>Returning Students: Initial Payment Due. . . . .</b>	<b>.\$1596</b>
<b>Second Payment . . . . .</b>	<b>.\$1596</b>
<b>Third Payment. . . . .</b>	<b>.\$1596</b>

<b>New Students* Initial Payment Due . . . . .</b>	<b>.\$1656</b>
<b>Second Payment . . . . .</b>	<b>.\$1656</b>
<b>Third Payment. . . . .</b>	<b>.\$1656</b>

*\*includes \$180 assessment testing fee*

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## CENTER FOR LATINO STUDIES

**Wilfredo Estrada-Adorno, Director**

The Center for Latino Studies is the Seminary's servant outreach to the United States and Canadian Latino constituency of the Church of God. The Center will

- Produce data-based investigations which characterize the needs for service and ministry in the United State and Canadian Latino church;
- Be a training center for Latino pastors and leaders, especially focused on leadership for planting and developing churches;
- Form and nurture committed Latino leaders, branding them deeply with our Pentecostal identity, faith and passion;
- Be a leading voice for Latino Pentecostals in the USA and Canada;
- Be an institution which networks with other significant national theological organizations, partnering where possible in endeavors of mutual interest;
- Provide a place for deep encounter and mentoring for present and future Latino leaders;
- Seek relevant grants and awards to further the work of the Center and the Churches of God in United States and Canada

The Center is located on the main campus of the Pentecostal Theological Seminary. The Center represents the commitment of the Seminary to our Latino constituency and the constituency's commitment to our Seminary.

The educational and theological perspective informing this effort to prepare ministers to reap and disciple the Latino harvest in the United States and Canada includes the following:

- In-depth knowledge of the Wesleyan-Pentecostal faith and practices
- Keen awareness of the social-cultural context of Latinos in real situations in contemporary North America
- Integration of academics and field ministries in all their varieties and settings (urban, rural, institutions, pastorates, evangelism, chaplaincy, counseling, etc.)
- Training out of a coherent, comprehensive Wesleyan-Pentecostal theology of ministry which maintains the integrity and relevance of the full gospel of Jesus Christ in the fullness of the Holy Spirit.

Additional information regarding certificate studies in both English and Spanish is available at the Centre for Latino Studies (<http://www.ptseminary.edu/certificates/>).