

Louisville Presbyterian Theological Seminary Doctor of Ministry PROSPECTUS: PROGRAM METHOD

For Cohorts 2012, 2013, 2014, 2015, 2016, and 2017

Made Operational from the Guide to Writing a D.Min. Project Report in the 2012-2017 D.Min. Handbook

Please email your drafts to your readers as a single-spaced (SS) document. Thank you.

	Element	Length	Notes
0	Working Title		
1	The Problem or Situation in Ministry	1-2 paragraphs, SS	
2	Why You've Chosen this Problem or Situation Instead of Another	1 paragraph, SS	
3	Expertise You Bring to the Task	1 paragraph, SS	
4	Interpretation of the Problem/Situation Through <ul style="list-style-type: none"> ● Historical Theology [2-3 authorities and their interpretation of the problem/situation] ● Contemporary Theology [2-3 authorities and their interpretation of the problem/situation] ● Scripture [2-3 authorities and their interpretation of the problem/situation] 	1 ½ pages, SS ½ page, SS ½ page, SS ½ page, SS	Work with your readers to select readings appropriate to your topic. Refer back to DMin Seminars, APCs and Independent Studies you've done. Those courses should (help) populate this portion of the Prospectus.
5	Interpretation of the Problem/Situation Through Allied Disciplines [choose 3 that work for your project] <ul style="list-style-type: none"> ● Economics ● History ● Psychology ● Political Science ● Sociology ● Art ● Philosophy ● Anthropology ● Geography 	1 ½ pages ½ page, SS ½ page, SS ½ page, SS ½ page, SS ½ page, SS ½ page, SS ½ page, SS ½ page, SS ½ page, SS	Work with your readers to select 3 allied disciplines and the readings appropriate to your topic. Refer back to the DMin Seminars, APCs and Independent Studies you've completed. Those courses should (help) populate this portion of the Prospectus.

6	Research Method <ul style="list-style-type: none"> Using the CIPP [context-input-process-product] model, develop the program[s] which addresses the problem/situation you have identified 	1-2 pages, SS	What is your context? What is the intervention or input planned? What is the intervention/research plan (see below)? What is the product or outcome that you seek?
7	Research Plan <ul style="list-style-type: none"> Who What When Where Why How 	1 page, SS	Be specific about your intervention: <ul style="list-style-type: none"> who will you teach; what will you teach; when will you teach; where will you teach; why will you teach; how will you teach (interviews, questionnaires, etc.)
8	Timeline to Complete Prospectus and Gain Approval <ul style="list-style-type: none"> Secure 2 readers. Email mhall@lpts.edu to advise Mel so that we have the correct information in your file. Write 1st Draft Submit draft to your readers. Give your readers at least 1 month from submission to read and respond. Expect to revise the draft several times - build time for redrafting into your timeline - 2-4 months Once the prospectus is approved by both readers, work with Mel (mhall@lpts.edu) to put together the approved prospectus, the Project Registration form and IRB form. All three documents go to Dean Steve Cook [scook@lpts.edu] as a packet. Wait for IRB approval. Once you receive IRB approval, you are free to begin your research. Begin your research. Use your Research Plan as a guide. Revise it as you go along. Be proactive. Email your readers to advise your progress, problems, questions When we offer a Writing Retreat, participate either in residence here at LPTS or via Zoom or phone. 	1-2 pages, SS	Do not begin research until you have received IRB approval. Consider your professional [Advent, Lent, etc.] and personal calendar of commitments as you draft your Timeline. Remember also to expect your prospectus and/or research project paper to come back to you for revisions . Build that into your Timeline. Also take into consideration your readers' sabbatical schedules . While there are exceptions to the rule, professors typically do not respond to email/phone calls during their sabbaticals, which are either 6 months or 1 year in length. Mel can email you the latest sabbatical schedule.
9	Working Bibliography	1-2 pages, SS	See Angela Morris for correct format. Get that right, now. It will save you time post-defense.
10	The entire Prospectus should be no more than 8-10 pages, SS.		

**Louisville Presbyterian Theological Seminary Doctor of Ministry RESEARCH PROJECT PAPER: PROGRAM
For Cohorts 2012, 2013, 2014, 2015, 2016, and 2017**

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	Elements	Length	Notes
	<p>FRONT MATTER</p> <p>1/ Title Page 2/ Approval Page, which appears just after the title page. It will be signed by your 1st reader, 2nd reader, and the Associate Dean of the D.Min program 3/ Dedication Page (optional), on which the writer may express appreciation for persons who have contributed to the Project in any way 4/ Abstract Page (maximum: 100 words). This is a concise summary of the ministry problem/situation, research method, and conclusion(s). Follow American Theological Library Association guidelines as follows:</p> <ul style="list-style-type: none"> ● Write in complete sentences, preferably in the 3rd person active voice. ● Be brief; write no more than 100 words. ● State the ministry problem or situation ● Describe the research method ● State the results/conclusion of the research. <p>5/ Table of Contents, listing title and page numbers for chapters & major sub-sections. 6/ List of Illustrations or Photographs [if any] 7/ List of Tables [if any] 8/ Acknowledgements [if any] 9/ List of Abbreviations [if any]</p>		<p>See Angela Morris for the Approval Page. Angela and Mel will work together to get the Approval Page signatures.</p>
	<p>MAIN BODY OF THE REPORT</p>		
	<p>Chapter 1: Your Research Project: Ministry Context and the Situation or Problem in Ministry</p> <ul style="list-style-type: none"> ● State the purpose of your research project ● Describe your ministry context and the situation/problem in ministry by describing the circumstances - historical and contemporary - and the context using demographics and identity characteristics of the ministry setting and the situation/problem. 	<p>4,000 - 4,800 words or 8-9 pages, SS</p> <ul style="list-style-type: none"> ● 1 page ● 3 pages ● 4 pages 	<p>Consider using the bullet points as sub-headers in your work.</p>

	<ul style="list-style-type: none"> Identify questions for ministry posed by the situation. Include (1) questions related to the mission of the church, (2) current ways of doing ministry, and (3) your best hunch about an effective response to the situation/problem, keeping in mind the pastoral and prophetic witness of the church to the larger world 		
	<p>Chapter 2: Practical Theological Reflection on your Situation or Problem in Ministry In light of</p> <ul style="list-style-type: none"> Historical theology Contemporary theology Scripture Allied disciplines [education, sociology, economics, history, psychology, political science, sociology, art, philosophy, anthropology, geography] <p>Describe the connection between your specific project and the ministry/situation you described above.</p>	<p>6,000 - 8,000 words or 12-14 pages, SS</p> <ul style="list-style-type: none"> 3 pages 3 pages 3 pages 3 pages 	<p>Consider using the bullet points as sub-headers in your work.</p>
	<p>Chapter 3: Research Methodologies Using the CIPP [context-input-process-product] model, describe in detail the research you did to determine</p> <ul style="list-style-type: none"> The design of your project The means of carrying it out Describe the research instruments (questionnaires, interviews, surveys, group interviews, etc.) you developed and used to conduct your research. Describe in detail research you did in allied disciplines related to your project, e.g., religious education, pastoral psychology, leadership studies, youth development, etc. 	<p>3,000 words or 6 pages, SS</p> <ul style="list-style-type: none"> 1 ½ pages 1 ½ pages 1 ½ pages 1 ½ pages 	<p>Consider using the bullet points as sub-headers in your work.</p>

	<p>Chapter 4: Project Implementation and Findings Describe the implementation of the Project. What did you do, when did you do the research, with whom did you do the research, where did you conduct the research, and how did you conduct the research?</p> <p>Describe the outcomes of the Project:</p> <ul style="list-style-type: none"> • What were your findings? • Did your findings confirm your initial hunch or contradict it? • What means of evaluation did you use to assess program effectiveness? 	<p>4,000-4,500 words or 8-9 pages, SS</p> <ul style="list-style-type: none"> • 2 ½ pages • 2 ½ pages • 2 ½ pages 	<p>Consider using the bullet points as sub-headers in your work.</p>
	<p>Chapter 5: Reflection</p> <ul style="list-style-type: none"> • Describe your experience of carrying out the project and what you learned. • Describe how your project contributes to the practice of ministry and a theology of ministry more broadly. • What are the implications of your Project for further research in the practice of ministry? 	<p>1,000 - 2,000 words or 2-4 pages, SS</p> <ul style="list-style-type: none"> • 1 page • 1 page • 1 page 	<p>Consider using the bullet points as sub-headers in your work.</p>
	<p>BACK MATTER</p>		
	<p>Appendices</p> <ul style="list-style-type: none"> • All measurements tools and raw data collected appear here. Curricular material and full interview transcripts may also be included in this section. 	<p>No word limit</p>	<p>Include all research instruments, e.g., questionnaires, surveys, interview sheets, etc.</p>
	<p>Bibliography of Resources Used and Cited</p>		
	<p>The entire Research Project Paper should be between 36-42 pages, SS, excluding front and back matter.</p>		