



WESTERN SEMINARY
portland

DOCTOR OF MINISTRY
DISSERTATION MANUAL

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Description of the Dissertation

What do we mean by Dissertation?

The Doctor of Ministry Dissertation is a doctoral piece of scholarly work based on sound research, but with a strong practical emphasis.

It is practical in that it is immediately related to the ministry of the writer. Essentially, it is theological reflection applied to pastoral situation. It is normally something the author does with the people to whom he/she ministers. It is meant to make a contribution to the work in which the writer is involved and to other professionals in similar ministry situations. The dissertation represents the capstone of the doctoral program, and the culmination of the entire curricula, that the student will complete once the course phase of the Doctor of Ministry Program is completed.

Summary of Methodological Grid

1. Archival research:

In this methodology, the aim is to conduct research through the archival material on a given subject (e.g. books, journal articles, official documents, newspapers, etc.). From this archival material, the student moves to analysis and interpretation.

Example: An exhaustive collection of what has been written on Willow Creek.

2. Educational research:

In this methodology, primary sources and research findings are gathered by conducting original research for the sake of developing training programs, designing curricula, dealing with pedagogical matters of teaching method or learning style or training manual, etc.

Example: A training manual for assimilating new people into the church.

3. Experimental research:

In this methodology, a hypothesis[es] is[are] set forth and tested by the research design. From this, the student moves to analysis and interpretation.

Example: Associate pastors leave the ministry largely because of differences with the senior pastor.

4. Ethnographic research:

In this methodology, research is conducted by prolonged or intensive emersion/observation (e.g. field work, participant observation, etc.) to collect findings of a cultural or social group. This type of study is qualitative (as compared to quantitative), naturalistic (as compared to experimental), and descriptive (as compared to analytical/explanatory) in nature. The focus of the study may be a certain aspect of a socio-cultural group (e.g. Christian organization such as local congregation or para-church or target group of ministry). Qualitative data are to be interpreted to produce a description of selected phenomenon, process, people-group, etc.

Example: Descriptive study on the ministry context of a local congregation or vocational missionary being multi-ethnic or post-modernist.

5. Multimethod research:

In this methodology, the student is not restricted to one of the categories listed above; but employs a mixture of methodological approaches.

Example: A comparative study of three congregations with long-tenured pastors, using archival and ethnographic research methodologies.

The Proposal Phase

Determining a Dissertation Theme

The following guidelines should be followed when determining a dissertation theme:

- It should build off of the student's D. Min. coursework, and will ideally be determined early in the program.
- It should strengthen the actual practice of ministry, addressing a present need.
- It should be a topic of great interest and passion.
 - What does the student want to find out?
 - Why is this compelling?
 - Is God leading in this direction?
- It should contribute to the kingdom of God, addressing issues beyond the student's ministry setting.
- It should avoid being too broad or too narrow.
- It should receive the endorsement and encouragement of others, so the student is encouraged to test it with peers, their church board, etc.
- It should be submitted in the form of a Dissertation Proposal only after significant hours of reading, thinking, and observing.

The following are criteria for an excellent dissertation:

- Is it related to the ministry of the student?
- Is it based on an adequate knowledge of the theory and theology, which underlies the topic covered?
- Does it employ valid methodology with which the student has sufficient competence to achieve desired results?
- Is it sufficiently focused to allow a concentration of effort and the best use of resources (time, finances, and abilities)?
- Does it give evidence of careful planning and execution?
- Is the report written in clear, correct language?
- Is it in correct form as defined by the current writing guidelines?
- Is it written with careful attention to the correct use of source material, documentation, etc.?
- Is the dissertation written with logical progression of thought and with careful definition of key terms?
- Is the report written in formal research style and avoids polemics, exaggerated claims or tangential issues?
- Does it demonstrate the ability to think creatively and decisively?

Sample Dissertation Titles

The value of the Internet for pastoral competence.

An evaluation of the Pentecostal Holiness Sunday school curriculum aimed at Generation X.

The Hispanic American "man of the house" analysis and comparison of cultural machismo with the servant lifestyle of biblical manhood.

Deeper life: a pastoral strategy for enhancing spiritual maturity.

Developing leadership in the local church within a post-modern culture: a training resource.

Parenting long-distance as a non-custodial parent.

Shepherding the lamb-less sheep: a pastor's guide to ministry with infertile couples.

Suicide: an integrated pastoral approach.

Tokens of peace: a manual for the transit Chaplaincy program.

Basic training: a discipleship manual for Christians in the military.

Church growth through an offsite, second worship service.

Crisis and transition: an examination of ministers' decisions to enter advanced training in pastoral therapy.

A ministry to, with, of, by, and for people who are handicapped.

Sexual ethics for parents: constructing an educational conversation.

A tearful alleluia: the funeral as lament and witness to the resurrection.

A theology of hope: a paradigm for ministry.

Training a lay ministry team in church and community pastoral care-giving.

Training pastors in a multi-church district to develop lay leaders to do Bible-based preaching.

The Dissertation Proposal

After determining a Dissertation theme, the student must present a proposal for approval by the D. Min. Director. It is best to begin this process prior to the student's seventh D. Min. course. Because the proposal must be approved by the Director, it may take several drafts before the Proposal is approved. Beginning this process just prior to the completion of the course phase ensures that the student is able to move smoothly from the course phase into the dissertation phase of the program without excessive delay.

The format of the proposal must conform to the following layout:

1. BACKGROUND TO THE STUDY (1 - 2 pages)
Why the study? Why now? Why are you doing this dissertation?
2. STATEMENT OF THE PROBLEM/FOCUS (1 page)
State the problem you intend to solve, the thesis you want to propose, or the focus you will give attention.
3. PURPOSE OF THE STUDY (½ page)
In one clear statement, note the aim(s) of the dissertation.
4. RESEARCH QUESTIONS (1 page)
State the questions that will guide the research. Be systematic and sequential.
5. KEY TERMS REQUIRING DEFINITION (½ page)
Terms in your title, purpose statement, and research questions.
6. ASSUMPTIONS OF THE STUDY (½ - 1 page)
Matters you take for granted to be true.
7. LIMITATIONS (½ page)
Recognized weaknesses/shortcomings of this dissertation.
8. DELIMITATIONS (½ page)
Intentional boundaries set for the dissertation.
9. IMPORTANCE OF THE STUDY (1 page)
To whom and how contributions of this study will be made.

10. RESEARCH METHODOLOGY (½ page)
Archival, educational, experimental, ethnographic, or multimethod.
If collecting of data includes surveying, interviews, etc., give broad overview of your strategy.
11. RESOURCES/LIST OF KEY REFERENCES (3 - 4 pages)
Note at least five that have informed you to do this dissertation.
List at least 25 resources (books, articles, web sites, sources for surveying, etc.).
12. ADVISORY TEAM
List reader/peer advisor/lay participant.

See Appendix for the Dissertation Proposal Form.

The Advisory Team

As part of the proposal process, the student will need to determine who his/her advisory team is. There are three individuals that comprise the advisory team:

The Reader

The reader is contracted by the seminary as the student's official advisor. The reader will critique the various drafts, with a focus on content and ideas. The reader helps the student with the formation of ideas and the clarity with which those ideas are expressed. A secondary focus is to examine the dissertation for grammar, spelling, and punctuation; however, the reader should not be merely an editor. The reader will also oversee the student's presentation and complete an evaluation of both the student's presentation and the written dissertation.

(See Appendix for the Dissertation Reader Job Description).

The Peer Advisor

The peer advisor is not contracted by the seminary, but participates in the dissertation process as a volunteer. This individual should be willing to read and critique the various drafts, focusing on content of the dissertation. This individual should be a peer within the student's given ministry. The main contribution of this individual should be to give input on ideas reflected in the dissertation.

The Lay Participant

The lay participant is also not contracted by the seminary, but participates in the dissertation process as a volunteer. This individual should also be willing to read and critique the various drafts, focusing on content of the dissertation. This individual should be someone to whom the student ministers, who may potentially experience the effects of the ideas expressed in the dissertation. The main contribution of this individual should be to help ensure that ideas are communicated clearly at all levels, even to the lay person.

Steps to Complete Prior to Beginning the Writing Process

After the student's proposal has been approved and an advisor assigned, the student must go through the following steps:

1. Complete the Application to Initiate Thesis or Dissertation. Once this form is completed by the student, the student's reader must sign the form in the space provided, and then it is to be submitted to the D. Min. Director or Assistant. **The student cannot begin work on the dissertation until this step is completed. It is the student's responsibility to get the appropriate signatures and approval necessary.** (See Appendix for the Application to Initiate Thesis or Dissertation Form).
2. Request a completion calendar for the term in which the student intends to graduate. This calendar of deadlines will be based upon the specific semester in which the student intends to complete the dissertation. This will reflect both those deadlines set by the Academic Dean's office and those deadlines which need to be established by the student and the student's reader. **These dates are firm and must be met.** If they are not met, a request for extension may be necessary. (See Appendix for a Sample Completion Calendar).
3. Review the Thesis and Doctoral Dissertation Writing Standards and Recommendations. These writing guidelines must be met and are an important part of the dissertation. The Standards can be requested through the D. Min. Assistant or found on the D. Min. website.
4. Review the sample Title Page, sample Approval Page, and sample Abstract, found in the Thesis and Doctoral Dissertation Writing Standards and Recommendations. The student must follow these examples when writing the dissertation. The Standards can be requested through the D. Min. Assistant or found on the D. Min. website.
5. Review the guidelines for the role of the reader, and make sure there is clarity on what the reader is and is not. (See Appendix for the Dissertation Reader Job Description).

Registration Procedures and Policies

By signing and submitting the Application to Initiate Thesis or Dissertation, the student also initiates the registration process.

In signing this form, the student agrees to what is termed continuous registration for the duration of the dissertation writing process. The student is automatically registered each consecutive semester until the entire dissertation process is completed. **There are no exceptions to this policy, even if an extension is requested for completion of the dissertation.** It is the student's responsibility to meet deadlines, and to initiate interaction with the program director and readers throughout the dissertation process.

It is also the student's responsibility to pay the appropriate tuition for dissertation registration charges. Six credits of dissertation research and writing are required in order to meet program requirements. The standard process that the Registration Office follows is to register the student for one credit each semester during the dissertation writing process. When the student reaches the final semester of the writing process, they will be registered for the remaining number of credits needed in order for the total dissertation credits to equal six. If the student desires the dissertation credits to be distributed equally across the semesters, or in another preferred manner, the student is advised to contact the Registration Office.

Writing the Dissertation

Procedure for Writing the Dissertation

The following procedures should be followed during the dissertation research and writing process (See Appendix for the respective deadlines and a Sample Completion Calendar):

1. Prepare a **first draft** of the dissertation. Submit this draft to the reader by the due date according to the completion calendar. If necessary, the student may be asked to submit a **second draft**, also to be checked for content and style. The student will also want to submit a draft to the peer advisor and lay participant, to gain the insight of those individuals.

The form and typing of all drafts should follow the Thesis and Doctoral Dissertation Writing Standards and Recommendations (with the exception of the quality of paper used). The students' drafts will be returned for revision and resubmission. The length of the dissertation should not be less than 150 pages, nor exceed beyond 200 pages without the approval of the advisor. Attention should be given to **quality**, not quantity.

2. The **final draft** should then be submitted to the reader, and should reflect the corrections requested by the reader, peer advisor, and lay participant. The final draft will be turned in according to the date specified on the completion calendar, unbound and in a stationery box with a copy of the dissertation's title page attached to the top of the box.
3. After the reader has approved the content of the final draft, the student will send it on to have the format checked for conformity to the guidelines found in the Thesis and Doctoral Dissertation Writing Standards and Recommendations. In the event that format corrections are necessary, the dissertation will be returned for format revisions and resubmission. **Since there is a likelihood that the dissertation will need format adjustments, do not submit preliminary drafts on watermarked paper.**
4. Once format adjustments have been made, the final draft should then be returned with some library processing forms that are necessary for the binding and microfilming of the dissertation. These forms should be completed and returned to the Office of Academic Affairs any time prior to the completion of the dissertation. A check payable to Western Seminary should also be included.

Certain guidelines must be followed when submitting the final draft of the dissertation. The criteria that must be met are as follows:

- The final draft must be submitted on or before the deadline.
- Paper is to be 16-20 lb. bond, 25-50 percent cotton content, watermarked paper.
- Font size is to be 12 point, using Times New Roman, Arial or Courier.

- Photocopied by a professional printer, if possible. However, either a laser printer or a good letter-quality printer is acceptable. An inkjet printer, photocopied, is also acceptable. Inkjet ink itself is water soluble. A dissertation printed on a dot matrix will not be accepted.
- Submit the final draft, unbound, in a stationery-type box. The box the watermarked paper came in is excellent. Attach a copy of the title page to the top of the box. If the student plans to have a personal copy bound, please submit it in a separate box and mark "Personal Copy" on top of box it is in. **All copies must be prepared by the student.** Western Seminary does not print additional copies for students.
- Greek and Hebrew language must be in Greek or Hebrew characters rather than transliterated (unless use is incidental only).
- Obtain a signature from each reader on the approval page.
- Have dissertation formatted according to the requirements of the Thesis and Doctoral Dissertation Writing Standards and Recommendations.
- It takes about six months to microfiche and bind the dissertation.

Most of these are small steps, but must all fall in order.

It is imperative that the student becomes familiar with Thesis and Doctoral Dissertation Writing Standards and Recommendations from the beginning of the process. While the reader may choose to point out format problems, they are not responsible to do this. The faculty secretary assigned to check format is available for consultation in this regard. If there are questions regarding the dissertation procedure, be sure to also consult the dissertation manual first.

In some cases, the nature of the dissertation will indicate format requirements contrary to those in the Thesis and Doctoral Dissertation Writing Standards and Recommendations (e.g. special fonts, spacing, etc.). In such situations, the student's reader may grant approval for exceptions to normal format requirements. However, it is expected that the student will present a clear rationale for exceptions requested. Thesis and Doctoral Dissertation Writing Standards and Recommendations for front matter, footnotes, bibliography, pagination, and margins **must** be followed.

Layout of the Dissertation

The layout of the dissertation itself closely follows the layout of the dissertation proposal.

Chapter One (10-15 pages)

1. Background to the study
Why the study? Why now? Why are you doing this dissertation?
2. Statement of the problem/focus
State the problem you intend to solve, the thesis you want to propose, or the focus you will give attention.
3. Purpose of the study
In one clear statement, note the aim(s) of the dissertation.
4. Research questions
State the questions that will guide the research. Be systematic and sequential.
5. Key terms requiring definition
Terms in your title, purpose statement, and research questions.
6. Assumptions of the study
Matters you take for granted to be true.
7. Limitations
Recognized weaknesses/shortcomings of this dissertation.
8. Delimitations
Intentional boundaries set for the dissertation.
9. Importance of the study
To whom and how contributions of this study will be made.
10. Research methodology
Archival, educational, experimental, ethnographic or multimethod.

Chapter Two (20 pages)

Literature Review

- Note at least five that have informed you to do this dissertation.
- List at least 25 resources (books, articles, web sites, sources for surveying, etc.).

Chapter Three (60-70 pages)

Presentation of Research Findings

- Results of research, interviews, statistical analyses, etc.
- Evaluation.

Chapter Four (60-70 pages)

Interpretation of Research Findings

- Assessing what you have learned (the ministry, theological insights).
- Moving to summary, conclusion.

The Dissertation Demonstration

The dissertation demonstration differs from an oral comprehensive exam or a defense of a dissertation. In a manner appropriate to the subject matter, the student will present the dissertation to an audience of a minimum of 6 – 10 participants. An audience should include the advisory team, including the reader, peer advisor, and lay participant, as well as other pastors and church leaders, lay persons, or seminary students, faculty and staff who might benefit from the presentation. The student's reader must be present for the demonstration, except in very exceptional circumstances.

The goals for the demonstration are:

1. To articulate clearly that which the student has learned about ministry as a result of the research and writing for the dissertation.
2. To enable the audience to understand the student's work and specifically to explain the principles explored in the dissertation to the people the student ministers to.
3. To enable the audience to strengthen the practical aspects of their respective ministries.

The student will be expected to assess the audience and prepare materials for presentation in a manner suitable for the occasion. The student should recognize that the dissertation demonstration is a component of the overall dissertation process, and that the quality of the demonstration directly impacts the grade given for the dissertation. The demonstration may involve such things as lecture, visual aids, media materials, handouts, enactment, question/answer, and the like. It should be instructive to those present, as the intent is to increase the quality of the ministry of the church as widely as possible by presenting proven ministry ideas to others. Be careful to answer the following:

- Why this subject?
- How was research done?
 - Where are the people?
 - Where do they need to be?
 - How will they get there?
 - Did they get there?
- Why the sources used?
- What was discarded?
- How did theology and the Bible inform the research?
- What conclusions can be drawn?
- How could this topic be used in the future?

Ideally, the dissertation demonstration should be held at the student's place of ministry. This will enable the peer advisor, lay participant, and congregants to participate. **The student**

must bear the expense of bringing the reader to the demonstration, if travel is required for the reader. If necessary, the dissertation demonstration may be held at the seminary campus, although this is not recommended.

The reader should guide in the preparation of a demonstration most appropriate to the dissertation, but the student is responsible to initiate the plan. Normally, a presentation will be two hours in length, and will be judged by the reader according to the following criteria:

1. Evidence of thorough preparation
2. Clarity of presentation
3. Organization of materials
4. Appropriateness of presentation methods to subject matter
5. Sensitivity to audience in both planning and presentation

The dissertation demonstration must be completed before the final copy of the dissertation is submitted to the reader for approval. After the reader has viewed the dissertation presentation and reviewed the final copy of the dissertation, only then may the reader grant approval of the student's dissertation.

Evaluation of the Dissertation

The student's reader will be sent an evaluation form by the D. Min. Office. This form will be completed by the reader only after the student has completed the dissertation demonstration and submitted their final copy.

The following are the criteria by which all students are evaluated. This evaluation is used by the D. Min. Director for the purpose of grade submission.

1. Accomplishment of the Objective: proved thesis, made a compelling argument, made a contribution in an original way
2. Writing Quality: grammar, format issues, readability, style
3. Research Process: thoroughness, variety and reliability of sources, goals, methods)
4. Openness to Feedback: responsiveness, willingness to consider suggestions and recommendations
5. Timeliness: calendar deadlines for drafts
6. Presentation: preparation, clarity, organization, appropriateness of mediums used, sensitivity to audience

Dissertation Abstract

The seminary participates in the program of the American Theological Library Association for the indexing of Doctor of Ministry Dissertations. The D. Min. director will advise all candidates at the time of the dissertation demonstration that an abstract will be required and will furnish the student with a copy of the submission form along with the guidelines for completing it.

The student will submit the completed submission form to the director at the time the final copies of the dissertation are submitted to the seminary. The director will then review the abstract to ensure that it complies with the guidelines.

Forms should not be sent directly to ATLA. All forms will be collected and sent to ATLA Religion Indexes together.

Publication of Dissertation

In the event that a student desires to publish the results of the professional dissertation, he/she must complete the dissertation and demonstration prior to publication. The student will obtain the approval of the Doctor of Ministry committee prior to any agreement with the publisher. The publication need not be identical to the manuscript, but may be a revision designed to meet publishing requirements.

Appendix

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WESTERN SEMINARY
Doctor of Ministry Program
PTS 791: DISSERTATION
A PROPOSAL

Name_____

Date Proposal Submitted (before 7th course)_____

Date to Begin Dissertation (after 8th course)_____

Intended Dissertation Completion Date_____

Intended Campus/Semester to Walk in Graduation Ceremonies_____

Proposed Title of Dissertation_____

1. BACKGROUND TO THE STUDY (1 - 2 pages)
Why the study? Why now? Why are you doing this dissertation?

2. STATEMENT OF THE PROBLEM/FOCUS (1 page)
State the problem you intend to solve, the thesis you want to propose, or the focus you will give attention.

3. PURPOSE OF THE STUDY (½ page)
In one clear statement, note the aim(s) of the dissertation.

4. RESEARCH QUESTIONS (1 page)
State the questions that will guide the research. Be systematic and sequential.

5. KEY TERMS REQUIRING DEFINITION (½ page)
Terms in your title, purpose statement, and research questions.

6. ASSUMPTIONS OF THE STUDY (½ - 1 page)
Matters you take for granted to be true.

7. LIMITATIONS (½ page)
Recognized weaknesses/shortcomings of this dissertation.

8. DELIMITATIONS (½ page)
Intentional boundaries set for the dissertation.

9. IMPORTANCE OF THE STUDY (1 page)
To whom and how contributions of this study will be made.

10. RESEARCH METHODOLOGY (½ page)
Archival, educational, experimental, ethnographic, or multimethod.
If collecting of data includes surveying, interviews, etc., give broad overview of your strategy.
11. RESOURCES/LIST OF KEY REFERENCES (3 - 4 pages)
Note at least five that have informed you to do this dissertation.
List at least 25 resources (books, articles, web sites, sources for surveying, etc.).
12. ADVISORY TEAM
List reader/peer advisor/lay participant.

Approved: _____
(Director's Signature)

(Date)



Application to Initiate Thesis or Dissertation

Submission of this form initiates the thesis/dissertation research and writing process. It must be submitted and approved before a student may begin working on his or her thesis/dissertation. Please return the completed form to the D.Min./D.Miss. program coordinators or to the Th.M./MAET program directors for review. Upon receipt of this form, the seminary will conduct an informal program audit for D.Min. and D.Miss. students.

Full Name (please print clearly) _____ Student ID _____

Program: Doctor of Ministry Doctor of Missiology Master of Theology Master of Arts in Exegetical Theology

Name of First Reader _____ Name of Second Reader _____

Thesis/Dissertation Title _____

Thesis/Dissertation Start Date _____ Anticipated Completion Date _____

By signing below, I declare that I understand that it is my responsibility to initiate interaction with my program director and readers throughout the thesis/dissertation research and writing process. I have received the appropriate program handbook, completion calendar, and format guide. It has been explained to me that the final two semesters are critical and I agree that the submission deadlines are mandatory to finish my work by the proposed completion date noted above. By submitting this application I am authorizing automatic registration each consecutive semester until I have completed the entire thesis/dissertation process, and I agree to pay the appropriate tuition for such registrations.

Signature _____ Date _____

Office Use Only

Program Director signature - indicates approval of application _____ Date _____

First Reader signature _____ Date _____

Second Reader signature _____ Date _____

Completed Form to be Distributed to:	Student	Program Director
	First Reader	Second Reader
	Office of Academic Affairs	Faculty Administrative Assistant
	Registrar	Assistant Registrar
	Library	



WESTERN SEMINARY

****SAMPLE****

SPRING ACADEMIC COMPLETION CALENDAR ThM Thesis and DMIN/DMISS Dissertation

I. Dates pertaining to the chair/reader/student

Upon completion of the proposal the student and chair/reader must sign the Application to Initiate Thesis/Dissertation, and establish a plan of interim guidelines in addition to the non-negotiable deadlines.

- | | | |
|----|---|------------------------------|
| a. | First draft (totality) due to chair/reader: | 1 st Mon. of Nov. |
| b. | First draft returned to student: | 1 st Mon. of Dec. |
| c. | "Application to Graduate" form due: | December 1 st |
| d. | Second draft due to chair/reader: | 1 st Mon. of Jan. |
| d. | Second draft returned to student: | 4 th Mon. of Jan. |

II. Dates pertaining to the Academic Department

- | | | |
|----|--|------------------------------------|
| a. | Final draft due to chair/reader: | 2 nd Mon. of Feb. |
| b. | Final draft returned to student:
(Reader returns to student) | 3 rd Mon. of Feb. |
| c. | Final draft due for format check to Karen Arvin:
(Changes may be required before you submit your final copy) | 4th Mon. of Feb. |
| d. | Final draft returned to student:
(Karen returns to student) | 2 nd Mon. of Mar. |
| e. | Thesis/Dissertation forms due to Business Office: | 4 th Mon. of Mar. |
| f. | Final copy due to chair/reader for signature:
(Student sends to chair) | 4 th Mon. of Mar. |
| g. | Thesis/Dissertation Demonstration:
(Please schedule your demonstration prior to or on this date)
(Reader returns final copy to student at demonstration) | 4 th Mon. of Mar. |
| h. | Final copy due to Karen Arvin:
(Student sends to Karen) | 5th Mon. of Mar. |

GRADUATION DATE:

APRIL XX, 20XX



WESTERN SEMINARY

Dissertation Reader Job Description

The reader's **main concern** should be the **content of the dissertation**. This is their number one responsibility.

When critiquing both the proposal and the finished dissertation, take into account:

- Grounding in literature
- Design of the study
- Logic, flow, and clarity of expression
- Grammar, spelling, and punctuation
 - Note: The reader is NOT to serve as an editor. If deemed necessary, the reader may instruct the student to hire and/or get the help of an editor in order to improve the overall writing of the dissertation.

Beyond that, the reader will:

- Function as a resource person to the student, as requested, with regard to areas of individual expertise
- Participate in proposal approval process
- Accept the proposal along with the Director of the Doctor of Ministry Program. The finished dissertation will be evaluated in accordance with the approved proposal. A "Modification to Proposal" must be approved and accompany the student's proposal if any significant changes to the original proposal are made.
- Participate in the dissertation demonstration.
- Complete an evaluation form of the finished dissertation and dissertation demonstration, which will be used by the Doctor of Ministry office for grade submission. The evaluation criteria are Accomplishment of the Objective, Research Process, Writing Quality, Demonstration, Timeliness, and Openness to Feedback.