Doctor of Educational Ministry Handbook

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I. General Information

Purpose of the Degree
The Doctor of Educational Ministry (DEdMin) degree is a professional degree designed to further equip the minister in all areas of church and denominational work. The degree is designed for those who have an ATS approved master’s degree and are engaged in educational ministry leadership. The degree is built on the prerequisite of the Master of Arts in Christian Education (MACE) degree or equivalent theological preparation, high intellectual achievement and professional capability, and three years of professional experience in ministry after the completion of the master’s degree program and application for the DEdMin degree program. The DEdMin program requires three to five years of study beyond the master’s degree.

The nature of the degree is to enhance the professional development of those engaged in educational ministry. The degree provides a focus on biblical leadership combined with theological reflection on the practice of ministry. Its goal of continued growth in spiritual maturity is to be accomplished by developing an advanced understanding of the nature of ministry, a refinement of skills and competencies for ministry, and an understanding of emerging models in educational ministry coupled with the critical ability to evaluate those models.

The DEdMin program will provide an advanced level of study of the theological, educational, and administrative disciplines including:
- Theology and practice of biblical disciple-making
- Biblical models for Christian Education
- Theological foundations in family ministry
- Biblical responses to issues in family ministry and educational leadership
- Organizational leadership in the local church
- Theological development of Christian leaders

The program will provide a variety of learning opportunities including:
- significant interdisciplinary learning experiences that provide integration of theological understanding and ministerial practice, require thoughtful use of the student’s ministerial context as a learning environment, and cultivate reflective practice of educational ministry
- peer learning as well as self-directed learning experiences
- opportunities for personal and spiritual growth
- opportunities to learn how to engage in educational ministry in culturally and racially diverse contexts.

The goals of this professional doctorate include the following:
- to facilitate an advanced understanding of the nature and purpose of educational ministry
- to develop an enhanced capacity to reflect theologically on issues and practices related to educational ministry
- to aid in the acquisition and refinement of skills and competencies for more effective ministry
to facilitate an understanding of emerging models in educational ministry and the ability to evaluate from a biblical world view those models
- to foster continued growth in spiritual maturity.

Accreditation
Southwestern Baptist Theological Seminary (SWBTS) is accredited by the Association of Theological Schools (ATS) and the Southern Association of Colleges and Schools (SACS). The DEdMin degree is approved by ATS and is supervised by the Curriculum and Advanced Studies Committee and the Professional Doctoral Committee of SWBTS.

History of the Program
The Doctor of Educational Ministry degree was proposed to the Association of Theological Schools (ATS) by Southwestern Baptist Theological Seminary in the fall of 1997 to provide advanced professional training for educational ministers. The degree was patterned after the Doctor of Ministry degree. In January 1998, ATS rewrote the proposed standards and distributed them to its member schools for consideration. In June 1998, ATS approved the standards of the degree, and the process of approving schools to offer the degree was started. In February 2000, Southwestern received approval from ATS to offer the degree beginning in the fall 2000. Dr. William G. Caldwell was named Associate Dean for the degree in August 1998. Dr. Caldwell resigned this position and Dr. David Penley was appointed Associate Dean in January 2004. In August 2005, Dr. David Penley joined the faculty of the School of Theology, and Dr. Gary Waller was appointed to the position of Associate Dean. Upon Dr. Waller’s retirement in 2006, Dr. Robert Vaughan was appointed Associate Dean. In the summer of 2010, Dr. Vaughan resigned from his position to accept an Executive Pastor position at FBC Grapevine, and Dr. Frank Catanzaro joined the faculty of the School of Church and Family Ministry where he was appointed Associate Dean.

Handbook for the Doctor of Educational Ministry Degree
The Doctor of Educational Ministry Handbook is the official handbook for students enrolled in the program and for related faculty and administration. While this handbook intends to describe these programs and related procedures and policies, SWBTS retains the right to change programs, policies, courses, schedules, teachers, requirements, and all other aspects of the curriculum at any time with proper notice.

Students as well as faculty members will find this resource invaluable in understanding the format, policies, procedures, and related matters for the DEdMin program at SWBTS.
II. Administration

Associate Dean of the Doctor of Educational Ministry Program
The Associate Dean of the Doctor of Educational Ministry Program is the chief administrator of the DEdMin program. The Associate Dean is responsible for the administration and implementation of the academic policies and curricular programs related to this program as follows:
- provide administrative oversight for the DEdMin program
- provide comprehensive and cohesive management of the students in the DEdMin program from recruitment through graduation
- represent the DEdMin Program on the Professional Doctoral Committee
- represents the DEdMin Program on the Curriculum and Advanced Studies Committee
- present matters for consideration to the Curriculum and Advanced Studies Committee
- process applications for admission
- assists in the selection of Guidance Chairman and Second faculty member.

Curriculum and Advanced Studies Committee
The Curriculum and Advanced Studies Committee has ultimate responsibility in determining policy matters related to the general program and curriculum for the degree. Also, the committee works with the Associate Dean in administering the program as needed. The CASC will be responsible to:
- establish standards for admission, candidacy, and graduation
- determine degree requirements in accordance with Accreditation standards
- approve students for admission to the program, faculty for guidance, and candidates for graduation upon the recommendation of the Guidance Chairman, Field Consultant, and readers
- adjudicate recommendations concerning time extensions, leave of absence requests, transfer of credits, terminations, etc.
- acknowledge withdrawals from the program
- consider petitions and appeals from students
- make programmatic and operational decisions relating to the degree program
- implement and interpret existing policies regarding the degree program
- approve Field Consultants submitted by students.

Guidance Chairman
Once accepted into the DEdMin program the Associate Dean will assist the student in selecting a faculty member who will serve as the Guidance Chairman. This faculty member will serve as an advisor to the student and will assist in program progress and dissertation planning, to defense of the project.
The DEdMin office will provide the prospective Guidance Chairman a copy of the Guidance Chairman Contract and a Communication Agreement Contract. The Guidance Chairman responsibilities, as outlined in the DEdMin Handbook, will be forwarded to the prospective Guidance Chairman from the DEdMin office. The student will sign his/her part of the contracts and then forward them to the prospective Guidance Chairman for signing. Once signed by the Guidance Chairman, the contracts will be returned to the DEdMin Office for approval by the Curriculum and Advanced Studies Committee.

Responsibilities of the Guidance Chairman include:
- providing the student with guidance, direction, and evaluation from the beginning of the degree program to defense of the dissertation.
- give input and guidance in the development of the prospectus toward final approval
- forward the prospectus to the Associate Dean of the DEdMin Program for final comments and approval
- give input and guidance in the implementation of the approved prospectus and the writing of the professional dissertation
- provide guidance and accountability during project implementation
- assist the student in analyzing and articulating implications for biblical, theological, and ministerial leadership in the professional dissertation
- guide the student in writing a high quality professional dissertation, both in content and form
- approve the final professional dissertation before the student may submit the three required copies to the DEdMin Office
- assist the student in scheduling the Oral Presentation and Defense
- help lead the Oral Presentation and Defense
- approve or reject the final professional dissertation in conjunction with the Field Consultant and assigned faculty readers
- providing guidance for the student if his or her professional dissertation is modified or rejected.

Second Reader
The Second Reader serves to assist the chairman and provide additional guidance and direction to the professional dissertation’s construction and implementation. The primary role of the Second Reader is to ensure conformity with the DEdMin policies and Southwestern Manual of Style formats. This member is selected by the student and approved by the DEdMin office. A student may select this member anytime during the program, but they must be selected by the time the student submits his or her Professional Dissertation Worksheet. Responsibilities include:
- in consultation with the respective Guidance Chairman, read and evaluate Professional Dissertation draft as assigned by the DEdMin Office
- in conjunction with the respective Guidance Chairman and the DEdMin Office, plan and conduct a one to two hour Oral Presentation and Defense for qualified DEdMin graduation candidates
- assess the written professional dissertation and recommend it pass, pass with conditions, resubmit, or fail.
Field Consultant

Prior to or immediately following the “Research and Project Methodology” seminar (2nd year—final seminar), the student will enlist a Field Consultant with academic and ministry credentials relating to the project focus. The Field Consultant should be a worker in the ministry field, not a faculty member. The Field Consultant will work in conjunction with the Guidance Chairman to guide the student through the Project Phase of the program.

Responsibilities for the Field Consultant include:

- give input and guidance in the development of the Project Prospectus
- give input and guidance in the implementation of the approved Prospectus
- learn the purpose and design of the project
- engage in quarterly meetings with the student for the purposes of review, discussion, and guidance during the project phase
- sign the quarterly progress reports
- hold the student accountable for personal spiritual development
- examine the content of the professional dissertation for quality control
- review the completed professional dissertation
- assist in careful analysis of the data
- help the student to assess the theological implications
- guide the student through the introspection of personal ministry implications
- communicate any concerns to the Guidance Chairman and/or DEdMin Office
- maintain a supportive role in the contract relationship
- approve the final professional dissertation draft before submission to the Guidance Chairman for approval
- attend the Oral Presentation and Defense.

The student will provide the prospective Field Consultant with the Field Consultant Contract. The prospective Field Consultant will sign his or her part of the Field Consultant Contract and return it to the student. The student will then sign his or her part of the contract and forward it to the DEdMin office along with the prospective Field Consultant’s vita.

The Curriculum and Advanced Studies Committee will validate the proposed Field Consultant’s eligibility upon reception of the completed contract and vita. Copies of the contract will be sent to the Guidance Chairman, Field Consultant, and the student.

If a problem or question emerges, the Field Consultant is responsible for contacting the Associate Dean for guidance. All materials must be approved by the DEdMin Office before the student and consultant may begin their working relationship.

While the student has the responsibility of facilitating and maintaining the contract relationship, the Field Consultant should take the initiative to insure accountability for the student. A breach in the student’s contract would require the Field Consultant to report the matter to the DEdMin Office.
**Student Responsibilities**
The student has final and ultimate responsibility for performance throughout the doctoral program. The student will:

- adhere to the applicable dates published in the SWBTS Catalog and the guidelines outlined in this handbook for registration and submission of various degree program documents
- submit an *annual* letter of endorsement and job description from their ministry location on official letterhead
- set aside time for study and research needed for seminars
- learn to write clearly and well
- deliver high quality work in doctoral seminars
- be responsible and accountable for content, form, style, and editing of all written materials submitted to SWBTS. All written materials must be the work of the student.
- select a Guidance Chairman (with the help of the Associate Dean) and Field Consultant and submit the appropriate forms to the DEdMin Office by the established deadlines
- maintain regular contact with the Guidance Chairman and Field Consultant
- submit *quarterly* Field Consultant progress reports
- work with Guidance Chairman in planning and implementing a prospectus defense
- submit three copies of the final written professional dissertation along with the *Project Approval Form* signed by the Guidance Chairman, Second Reader, and Field Consultant to the DEdMin Office by the established deadline
- work with the Guidance Chairman and DEdMin Office to schedule the Oral Presentation and Defense of the dissertation
- upon successful completion of the Oral Presentation and Defense, submit at least *five final copies* of the professional dissertation on 100% cotton bond paper to the DEdMin Office by the established deadline
- complete all forms for graduation and return them to the appropriate offices by the established deadlines
- attend graduation rehearsal and the graduation ceremony.

**SWBTS Catalog**
SWBTS publishes a catalog for each academic year (available online at www.swbts.edu). The student enrolled in a doctoral program is encouraged to read carefully through the catalog each year. In particular, the student will find helpful information regarding the academic calendar, current fees, financial aid, etc.

Students should be aware that the catalog is intended to describe the seminary, its programs, and its life. The catalog is not an offer to make a contract. *The seminary retains the right to change programs, policies, courses, schedules, teachers, requirements, and all other aspects of its ministry at any time.*
Websites
The DEdMin students are encouraged to visit three websites regularly in order to stay abreast of current program information, policy changes, course offerings, and other important data including billing. Those websites are Blackboard, Web Advisor, and student email account. In particular, the student will find helpful information regarding the academic calendar, current fees, financial aid, and more on the SWBTS website at www.swbts.edu.

Students should use Blackboard located at www.swbts.edu/Blackboard to access class information, syllabus, and assignments at least once a week and use www.swbts.edu/webadvisor to access unofficial transcripts, grades, bills, and more.

Students have a student email account located at elearning.swbts.edu. The student email accounts are the primary means of communication between SWBTS and students. Students should check their account on a regular basis for important information such as class assignments and SWBTS events.
III. POLICIES AND PROCEDURES

Academic Status Categories

Inquirer
An inquirer refers to a person who has contacted the DEdMin Office about the possibility of entering the DEdMin program and who has begun to complete the necessary provisions to make application (transcripts, recommendations, etc.).

Applicant
An applicant refers to a person who has submitted an application for consideration with all necessary attachments (recommendations, paper, etc.). The application process is conducted year round and the approved applicant may begin studies at any time in the academic year.

Seminar Phase Student
A seminar phase student refers to a student who has completed all requirements for entering the DEdMin program and has no graduate leveling work to complete.

Continuous Enrollment Student
A continuous enrollment student refers to student who has completed all seminar work and is actively working on his/her prospectus in the degree program.

Project Phase Student
A project phase student refers to a student who has completed all seminars, has submitted an approved project prospectus, and is currently working toward the professional dissertation.

Interrupted
Interrupted status refers to the status of a student who has been granted permission by the Curriculum and Advanced Studies Committee to suspend all studies or professional dissertation for up to a one-year period of time. The student requesting interrupted status must submit a written petition outlining their medical or otherwise unavoidable conflict. If the Curriculum and Advanced Studies Committee approves the student’s request, a recommendation for a waiver of tuition or extension fees will be sent, by the DEdMin office, to the Business Administration office for final determination. If the petition is denied or does not meet the criteria for an interrupted status, the student must continue in the program or withdraw (See SWBTS Withdrawal Policy.) Interrupted status can be granted only once.
Inactive
Inactive status refers to a student who is a missionary and is automatically granted leave of absence when the student fulfills an appointment by the International Mission Board or the North American Mission Board of the Southern Baptist Convention, or other missionary agencies. Individuals in this status are exempt from paying continuous enrollment fees for any semester they are not actively pursuing the degree. If, however, they are on the mission field and are actively working on the degree (taking seminars, creating a prospectus or working on professional dissertation research and writing with their Guidance Chairman and/or Field Consultant), they will be expected to pay enrollment fees.

Degree Content
The degree is focused on the development of doctoral scholarship in the content of practical ministry. There are two concentration areas:
- Educational Leadership Ministry
- Family Ministry

Components of the Program

Seminar Requirements
- Orientation seminar
- 16 hours of general seminars
- 16 hours of concentration seminars
- 4 hours of DEDMN 6934 “Research & Project Methodology” (Online)
- 8 hours of project/dissertation writing, professional dissertation, and defending of the dissertation
- All seminars are four hours and meet once a year
- The seminar phase can be completed in two years
- With prior approval of the Curriculum and Advanced Studies Committee, up to 12 hours may be taken in other accredited doctoral degree programs.

Project Requirements
Upon satisfactory completion of all seminar requirements, students are considered in the project phase of the DEdMin program. Eight hours of credit will be given for satisfactory completion of the project, professional dissertation, and the Oral Presentation and Defense.

Length of Study
All work for the degree must be completed within a period of five years. The five years are calendar years, dating from the end of the semester when the student begins seminar work. Appointed missionaries are given consideration due to stateside assignment schedules but have no longer than ten (10) years to complete the degree.
Location
All seminars will be offered on the main Southwestern campus in Fort Worth in three one-week formats.

Costs
Tuition for seminar work is based on a flat fee of $9,600.00 for the first four years of the program for Southern Baptists. An initial deposit of $1,000 is due after acceptance. The first annual payment is $3,600, followed by two annual payments of $2,500. Payments may be made annually, quarterly or monthly. Non-Southern Baptist students pay $12,600. Other appropriate fees may be charged. Any work past four (4) years will be charged an extension fee of $1,000 per year term up to two years. The doctoral graduation fee will be paid during the semester of graduation.
(Please note – this fee is current as of March 26, 2012. Check with the Business Office for the current rate as the rate is subject to change.)

Vocational Ministry Requirement
All DEdMin students must be involved in full-time vocational Christian educational ministry during the time they are enrolled in the degree. International students attending seminars on a Visa will be required to maintain an adequate involvement in a church/ministry setting, as determined by the Curriculum and Advanced Studies Committee, during the tenure of the degree. In order to document their ministry position, each student is responsible to submit a church/ministry endorsement on official letterhead and a copy of their job description.

The program requires that each participant remains involved in full-time ministry throughout the duration of the program. A participant, who leaves the ministry for any reason while pursuing the Doctor of Educational Ministry degree, must petition the Curriculum and Advanced Studies Committee for continuation in the program.

Writing Style
Seminar papers follow the most recent edition of the Southwestern Seminary Manual of Style. A copy of the manual is available on Blackboard. Appendix 3 of the Style Manual discusses style issues that are applicable to all formal papers at Southwestern Seminary.

Academic Coursework

Registration
Seminars are offered in January, May, and October. Students will register for seminars according to the Registrar’s procedures. This can be done through the seminary’s website on Webadvisor.

Seminars
All seminars consist of 4 hours academic credit and meet for one week at the Fort Worth Campus. Seminars will take place in October, January, and May. The last seminar (DEDMN 6934 “Research and Project Methodology”) will be offered in an online format. Syllabi for all
seminars will be provided one-two months in advance of the seminar beginning date. If special arrangements are needed to locate books, please contact the professor. Please note that any temporary seminar syllabi or book lists can be changed or modified by the professor and is not binding. This list is only provided as a guide to assist the student.

Transfer of Credit
In addition to the seminars offered at/by Southwestern, students may transfer a maximum of 12 credit hours from an accredited doctoral program upon review and approval of the Curriculum and Advanced Studies Committee.

Drop Policy
Submission of the registration form constitutes official registration for DEdMin seminars. Students may drop seminars without penalty for one week after the registration deadline of the last business day in May. After this date, a $500.00 drop fee will be charged and any petition to waive this fee must be made by the student to the Business Administration Office.

Prior DEdMin Work
Doctoral work taken prior to acceptance in the Southwestern Doctor of Educational Ministry Program will be evaluated and credit applied on a case by case basis.

Prior Approval
Before enrolling in a course to be transferred, the student shall submit a Transfer Credit Request form and submit it to the DEdMin Office for approval. Seminar content must be equivalent to a DEdMin Seminar offered by Southwestern.

Procedure
After completing the approved course(s) with a grade no lower than a “B”:
- The student shall request that an official transcript from the institution be sent directly to the DEdMin Office.
- The student shall pay a transfer fee to the Registrar’s Office.
- The Associate Dean shall evaluate the transcript and complete the transfer form for the Dean’s approval.
- After approval by the Dean of the School of Church and Family Ministries, the DEdMin Office shall forward the transfer form to the Registrar’s Office. The transferred credit becomes a permanent part of the student’s doctoral transcript.

Grades
The following grade scale is used for each instructional model. A+, A, A-, B+, B, B-, C+, C, C- and F. A student receiving a grade lower than a B- in any course shall be reviewed by the DEdMin Committee and may be placed on probation. The following is an explanation of each grade:

Grade of A: True excellence will be recognized by a grade of A. The student displays exceptional ability to master the subject area. The student actively participates in the seminar
session, presents creative and lucid presentations, and writes perfectly formatted, thorough, and insightful research papers. Additionally, the student demonstrates a positive attitude, shows initiative and curiosity in seminar preparation, demonstrates leadership during the seminar, and is punctual at all seminar activities. Only students who demonstrate honors level work will be assigned this grade.

*Grade of B:* The grade of B will be considered normative performance for the student. The student’s work meets expectations. The student’s work is adequate and appropriate and seminar participation is that which is expected.

*Grade of C:* The grade of C is assigned to a student who displays sub-standard performance in the seminar. The student needs remediation or closer positive direction if they are to be successful in the program. The grade of C does not necessarily terminate a student’s participation in the program; however, the grade will be reported to the Curriculum and Advanced Studies Committee to review the student’s poor academic performance or attitude problems. This grade is assigned to a student who seldom participates in seminar discussions, thereby failing to contribute to the body of scholars assembled. A grade of C is appropriate for work that does not meet all established expectations for research content, writing style, or for timely submission. Weak, incomplete, or non-current research and writing, poor presentations, weak leadership in discussions, or absenteeism merits a grade of C.

*Grade of F:* The student has failed to consistently meet the minimum standards of professionalism, academic excellence or scholarly participation. The student needs remediation or closer positive direction if they are to be successful in the program. The grade of F does not necessarily terminate a student’s participation in the program; however, the grade will be reported to the Curriculum and Advanced Studies Committee and the student will be put on Academic probation unable to attend additional seminars until corrected. The Committee will review the student’s poor academic performance and/or attitude problems and submit corrective measures. A second “F” or failure to remedy a prior failing grade will result in termination.

**Probation**

Students who receive grades less than B- or who demonstrate any tendency or activity that would fail to fulfill the high standards of the DEdMin program shall be reviewed and may be placed on probation by the Curriculum and Advanced Studies Committee. Individuals who are placed on probation will be reviewed after each seminar and may be removed from probation by the Curriculum and Advanced Studies Committee. Failure to remedy the conditions that placed the resident on probation will be grounds for termination from the program.

**Ethical and Academic Concerns**

The Curriculum and Advanced Studies Committee and the faculty of the School of Church and Family Ministries reserve the right to decline to admit, or to continue as a student, a person who fails to meet any established qualification or for any other reason deemed to be inconsistent with the qualifications or conduct becoming a minister.
Moral concerns, as determined solely by the Committee, will be referred to the SWBTS Ethical Conduct committee. Academic concerns, as determined by the Committee, will be addressed and a final decision will be made by the Committee according to established, publicized protocol. Matters that are, in the judgment of the Committee, neither solely moral nor solely academic will be addressed by the Committee in consultation with any appropriate seminary office and the final decision will be made by the Committee.