# DOCTOR OF MINISTRY PROJECT HANDBOOK

Olivet University
Mill Valley, CA
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# Introduction

The Doctor of Ministry (D.Min.), accredited by the Association for Biblical Higher Education (ABHE), is a prestigious education program, designed to advance the candidates engaged in Christian ministries to the highest level in his or her field. The Doctor of Ministry degree is considered the terminal degree in the area of ministry, hence the graduates of the Doctor of Ministry program must demonstrate competent knowledge and insights that meets the high expectation. While maintaining its academic expectations, the emphasis of the Doctor of Ministry is the "practice of ministry." Upon admission to the Doctor of Ministry Program, a candidate's final goal for the degree to be awarded, will be to design, implement, evaluate, and record an original ministry-related project of high doctoral standards.

The degree emphasizes mastery of advanced knowledge regarding the purpose and practice of ministry in a specific area or field of ministry. As a candidate undertakes Doctoral studies, he or she must carefully review past achievements, current interests, and future focus of passion in God's Kingdom. As a candidate considers a doctoral project, the goal of the work is to increase one's knowledge about the practice of ministry. Many have chosen to view the Doctor of Ministry degree as similar to an Ed.D. in education or J. D. in law. People attaining this degree may be viewed as individuals responsible at the highest levels for maintaining Christ-centered values and practices within the church and its missions worldwide.

The program sharpens the skills of those actively engaged in ministry. Plenary seminars and lectures are designed to allow ministers to continue their ministry throughout the duration of the program. Professors will teach the most current methods of ministry in various fields through seminars, classes, and dialog with students. The incorporation of technology is also emphasized by the faculty. The D.Min. Program requires the successful completion of 45 credits (using the quarter system), each credit requiring about thirty clock hours of work. This includes not only what the student does, but significant interaction with an instructor, mentor, or other supervisor.

This doctorate provides an opportunity for high academic achievement, and develops intellectual and practical capability of practicing ministers by Christian professionals. The Doctor of Ministry program at Olivet University seeks to satisfy the standards as defined by the Association of Theological Schools:

> "...shall include the design and completion of a written doctoral level project that addresses both the nature and the practice of ministry. The project should be of sufficient quality that it contributes to the practice of ministry as judged by professional standards and has the potential for application in other contexts of ministry.
>
> The ministry project should demonstrate the candidate's ability to identify a specific theological topic in ministry, organize an effective research model, use appropriate resources, and evaluate the results, and should reflect the candidate's depth of theological insight in relation to ministry. Upon completion of the doctoral project, there shall be an

oral presentation and evaluation. The completed written project, with any supplemental material, should be accessioned in the institution's library."[1]

The Doctor of Ministry at Olivet is an adult learning experience. Only people who have demonstrated previous academic excellence and ministry achievement should be interested in pursuit of advanced learning. A candidate should have an M.Div. degree and three years of ministry experience. Candidates with Business, IT, Music, or other Master's degrees may be admitted to the D. Min. program with additional biblical and theological studies to be completed. Candidates will get out proportionately from the program- what they are willing to invest in time and effort. It is designed to be an active, independent learning experience with phased 'building block' milestones. Those who wish to be considered for admission to the program should fill out the online application form at http://apply.myolivet.com.

# Program Goals

In the context of Olivet University's mission, completion of the D. Min program will enable students to:

- Enhance their theological and practical effectiveness in a chosen ministry field.
- Have contributed a meaningful research and a project to a chosen ministry field.
- Demonstrated the ability to interpret the context of their ministry through biblical/theological as well as historical/social inquiry.
- Become a model of Christ-like living in word and deed.

# Program Summary

There are four phases to the Doctor of Ministry program. In each phase, approximately 25% of the required 45 credits are to be earned.
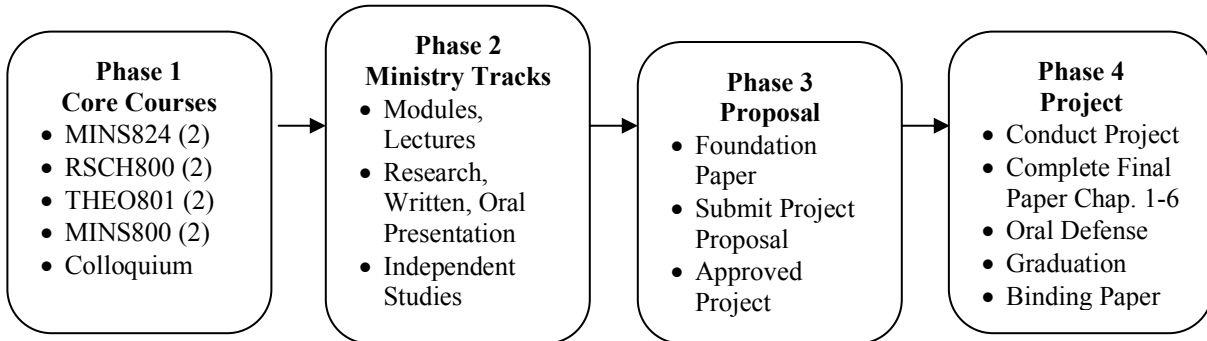


## Phase 1: Core Courses Phase

Key Tasks

- Complete Core Courses

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[1] Bulletin 43, Part 1, The Association of Theological Schools in the United States and Canada, 1998. p.112-113.

- Write Spiritual Autobiography
- Attend a Colloquium

An important assignment in Phase 1 is to write a Spiritual Autobiography. The Spiritual Autobiography should reflect the Candidate's faith history and current ministry interests. The autobiography may be written in 'first person' and may be incorporated into – the final paper. An outline of the Spiritual Autobiography is found in Exhibit 1.

If the Candidate has been admitted conditionally into the program, any additional work required at admission to demonstrate the Candidate's biblical and theological knowledge, ministry insights, and/or writing ability may be completed simultaneously.

## Phase 2 Ministry Track Phase

Key Tasks

- Track Module Courses
- Select Ministry Track, Mentor and Project Team
- Attend Peer group meetings
- Complete Independent Studies

### Track Leader / Peer Group Meetings

To assist the Doctoral Council in making Project assignments, the Candidate should submit a one-page Project summary to the D.Min. Administrator. This can assist Ministry Track Leader and Mentor assignments. The Candidate should also indicate the language they wish to work. Candidates may, but need not, mention potentially qualified mentors or Team members with whom they might desire to work.

The Ministry Track Modules, Independent Studies, and Peer Group sessions are an important part of completing Phase 2 of the D. Min. Program. As the Candidate reads books, articles, journals, the Bible, and other material related to his or her planned Project it is important to begin organizing quotations and references.

The reading and research to complete the Ministry Track Modules will demonstrate the candidate's comprehensive knowledge on Biblical background, historical background, theological background, and the current state of the art in the planned area of the D. Min. project.

## Phase 3: Project Proposal Phase

Key Tasks

- Write Foundation Paper for Project Area of Ministry
- Complete a D.Min. Project Proposal
- Oral Presentation, Examination and Approval of Project Proposal
- Begin Drafting of Chapters 1-3 of Final Paper

As the Candidate completes Phase 3, this assists in refining the focus for the final project. The candidate should continually discuss with his or her Mentor and Peer Group; 1) what is the state of the art of work in the problem area, and 2) how is the candidate's proposed project hypothesis designed to advance ministry practice in the problem area.

In the third phase, the candidate should secure approval of the Project Proposal. The completion of a Foundation Paper allows the Candidate to present the Project Proposal and the Foundation Paper in front of an Examination Committee. The examination is led by the Ministry Track Leader. Drafting chapters 1-3 of the Final Paper can be pursued right after approval is secured. This will accelerate project completion in Phase 4. The candidate may submit to his or her Mentor to receive early feedback.

## Phase 4: Final Paper on D.Min. Project Phase

Key Tasks

- Project Conducted and Feedback Gained for Analysis
- Organize Project Analysis and Draw Conclusions
- Identify Future Refinements and Promulgation Options Among Broader Audience
- Completed Final Paper
- Oral Defense before Expanded Examination Committee, Refinements, and Graduation

In the fourth and final phase of the Doctor of Ministry program, the Candidate is to conduct and analyze the data gathered by the project and complete the Final Paper. The Candidate should closely work with his or her Mentor in finishing the paper and make any necessary edits and refinements. The main content of the completed Final Paper should be approximately 100 pages in length, including the front matters, appendices, and back matters. The Final Paper is to be accompanied by a 15-20 page English summary and a one page abstract in the language of the paper and in English.

Electronic copies of the Final Paper and English summary must be submitted to an Expanded Examination Committee by March 31th of the Graduation year for June Graduation. The Mentor schedules an oral defense, as conducted by the Expanded Examination Committee. The Candidate may have to make adjustments depending on the decision of the Expanded Examination Committee. Once the Candidate completes the oral defense, he or she than completes changes suggested for the Final Paper. After changes are completed and approved by the Mentor, the Candidate coordinates with the D. Min. Office to prepare three bound copies of the Final Paper. The Candidate receives a Doctor of Ministry Degree from Olivet University!

# Project Overview

The Projects in the Doctor of Ministry program are grouped within Ministry Tracks such as:

1. Education / Bible Studies
2. Cross Cultural Communication
3. Church Planting / Evangelism
4. Gospel and Information Technology
5. Music and Worship
6. Business as Mission
7. Spiritual Formation and Prayer
8. Family Ministry
9. Children and Youth Ministry
10. Christian Design / Communication

Examples of ministry projects include:

- Urban Evangelism Guide
- Classical Nativity Music
- Blog / Twitter Evangelism
- Bible Study Workbook – Galatians – Romans – Lenten Study
- Youth – College – Adult – Husbands – Women Ministry Guide
- Equipping Church Planters
- Leadership and Development in an Intercultural Context
- Korean Strategies for Japan Ministry – China Ministry
- Improvement in the Practice of Worldwide Missionary Activities
- A Course in Member Care
- How to Address Post-Modern Issues Among Students
- Worship Guide for Small Church
- A New Model for Stewardship Training
- New Ideas Concerning Distance Learning, Student Chat Rooms, e-Library
- Discipleship Guide for Chinese University Students

This list is a sampling of potential projects to start a candidate thinking of their respective interests and gifts. It is not an exhaustive list, but is designed to initiate creative thinking and reflection.

The Candidate should seek God's will in determining their interests and choosing a project. Let Romans 12:1-2 be your guide.

"Therefore I urge you, brothers, in view of God's mercy, to offer your bodies as living sacrifices, holy and pleasant to God - this is your spiritual act of worship. Do not conform any longer to the pattern of the world, but be transformed by renewing your mind. Then you will be able to test and approve what God's will is- his good, pleasing and perfect will."

# Project Team

The learning is "transactional" in that candidates realize everyone brings something "to the table". Candidates will find it important to draw from the experience and transactions with others on a project. In addition to literature reviews and reading in the subject area of interest; Olivet will provide input through Annual Intensive Colloquium, Mentors, the Olivet library, peer group interaction, and on-line resources. The Program is organized by 'Ministry Tracks' as listed above with a Track Leader organizing Mentors for each Candidate. Project Teams consist of Ministry Track Leader, the Mentor, one or more Professional Associates and peer associates. The Ministry Track Leader and the Mentor will assist the Candidate in building the best possible Project Team. This team will support the Candidates in his or her work; helping prepare the Final Paper and then for the oral exam to defend it. The Ministry Track Leader, Mentor and Professional Associate(s) comprise the Examination Committee that approves the Project Proposal. Members of the Examination Committee must be proficient in the language of the project. For the defense of the completed Final Project the Examination Committee will be expanded by additional members from the ZSDS Doctoral faculty. (Language proficiency is not required for these additions.)

Further description of the members of the Project Team:
- Ministry Track Leader- member of the faculty with an earned doctorate and considerable experience in the field
- Mentor – a person who has already earned a doctorate degree, who will be a wise and faithful advisor, friend, and teacher –( see Exhibit 5 for the job description).
- Professional Associate – a person who has already earned a doctoral degree, who brings specific expertise and experience in the candidates chosen field of study and endeavor
- Peer Associates – persons who are peers of the candidate, enrolled in the same Ministry Track and Phase of the Doctor of Ministry Program. A peer associate provides encouragement, are a sounding boards for exchanges views regarding a Candidate's ministry and project. Peer associates meet regularly to encourage each other.

# Final Paper Overview

The Final Paper will incorporate the form of a professional paper to be catalogued in a library. It will be of a quality to be published and distributed for use by colleagues. Papers written in each Phase of the Doctor of Ministry program should also incorporate the form of a professional document. Parts of each of these papers will most likely be incorporated in the Final Paper; thus a student saves time by early on adhering to a professional standard. The Final Paper addresses the implications of one's findings for the practice of ministry.

The Project Proposal Form is an important document for the Candidate to complete at the end of Phase 3 prior to beginning the D. Min. Project.. The Project Proposal is to be approved by the Examination Committee as mentioned in the previous section. From the date of admission into the D. Min. program the Candidate has (6) six years to complete the D. Min. Project and Final Paper.

Throughout the D.Min. program, papers written in English are to follow the standard Turabian procedures.[2] Papers prepared in another language will comply with the Doctoral Paper Format supplement document provided by Olivet University.

The project will reflect critically on some aspect of ministry and be useful to professional colleagues.  It is not essential that the theories practiced in the project result in a positive outcome. It is equally important to understand and report on theories that did not work. We learn in life from both our successes and failures.

If the final research project or dissertation involves human research, OU requires formal review and approval through the Doctoral Council, which is the acting ethics review board (ERB). It has been designated to approve, monitor, and review all research involving human subjects in the Doctor of Ministry program. The ERB ensures that the any human subjects are not placed at undue risk, that they have voluntarily agreed to participate and that they have received appropriate informed consent. The ERB is responsible to meet all federal regulations and that all ERB members have had appropriate training. (Title 45 Code of Federal Regulations Part 46)

Our prayer at Olivet is the entire Doctoral experience is challenging, collaborative, reflective, and transforming for the Candidate. The University's goal is to set up an environment for growth in learning and expression that will happen for each Candidate as they progress towards their degree.

# Mentor and Ministry Track Leader Responsibilities

Project Mentors teach, support, encourage, their Candidates.  A Mentor may have no more than three Doctor of Ministry Candidates at a time. The Mentor relationship should begin as the Candidate completes Phase 1 Core Courses. The Mentor guides Candidates through the Project Proposal phase and then on until the completion of the D. Min. Project. Mentors and Candidates are to in be regular contact and either must notify the D.Min. Office if this is not happening. Mentors file quarterly reports with the D. Min office on the Candidate's progress or lack thereof. The Ministry Track Leader, Mentor and Professional Associates are responsible for the oral defense and approval, with revisions, of the Project Proposal.

Mentors are compensated in keeping with university guidelines. The Mentor must be fluent in the language the student will be using for the Project.

The Ministry Track Leader and Director of the D. Min. Program make Mentor assignments on their professional judgment and have the final authority for these assignments. However, the Candidate does have the right to appeal the assignments or the committee decisions to the Doctoral Council.

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[2] *Kate L. Turabian. A manual for Writers of Term Papers, Theses, and Dissertations Chicago Style and Students and Researchers*, 9th ed. Chicago: University of Chicago Press, 2018.

# Exhibit 1 Spiritual Autobiography

**Phase 1 Key Tasks**

Spiritual Autobiography – (8-15 page paper after taking Core Course)

Self Understanding in God's Kingdom

      Family history
      Religious background and experiences
      When and how you came to follow Jesus Christ
      Meaningful personal faith related experiences

Summary of God given - Personal Gifts, Interests, and Activities

      Identify personal gifts, talents, strengths, weaknesses
      Identify major influences, challenges, options that exist in your life
      Discuss family, interests, hobbies, and activities

Context of Current or Desired Ministry

      Who, where, why of your ministry
      Important historic, social, cultural, demographic influences

View of Christian World and Key Issues at Hand

      A view of problems or needs at hand in your ministry setting
      Synergy: How do your unique talents interface with the needs?
      What is the beginning of a problem statement in your ministry context for
      which you have a passion?

# Exhibit 2 Foundation Paper during Project Proposal

**Phase 3 Key Tasks**

- Complete a Foundations Paper(s) to summarize state of the art in field of interest.
- Complete D. Min. project Proposal and Oral discussion with Mentor / Ministry Track Leader

Complete a literature research and write a **Foundation Paper(s)** summarizing:

- Biblical foundations – what Bible references can be cited that provide clarity, affirmation and interpretation regarding the ministry area chosen by the candidate
- Historical foundations – What are the historic roots of God's action through people as they lived out their faith regarding the ministry area? What changes or trends have occurred during recent years?
- Theological foundations – Connecting the biblical and historical interpretation what is the basic theological perspective of the project. How would you formulate theological meanings that are appropriate the project at hand?
- The current state of the art of work that is underway regarding the proposed area should be summarized.

The paper will demonstrate the student's comprehensive knowledge of his or her area of interest. A bibliography of between 15 and 25 references should be developed by the student including footnotes regarding quotations or ideas gleaned from library and research on the subject area at hand. **A candidate should read and review 2,500 to 3,000 pages of materials in this Phase.**

Refine and focus a final decision for the student's Doctoral Project.

- An important task in Phase 3 is to make a written and oral presentation of the student's project proposal. This discussion should take place with the Candidate's Mentor and Ministry Track Leader. What is the state of the art of work in the problem area? (Material from Phase 3 foundations paper is relevant)
- What is the student's deal with the problem? (This begins research design activities)

A completed **Project Proposal** will reduce the oral project review to a written document. It will draw upon the Phase 3 Foundations Paper upon which the Project rests. The context is to be used by the student as a "laboratory" to grapple with the problem at hand and the research methodologies to be employed by the student will be discussed. See Exhibit 3 for the Project Proposal Form.

# Exhibit 3 PROJECT PROPOSAL FORM
## Doctor of Ministry Program
## Olivet University

SUBMIT TO MENTOR AND MINISTRY TRACK LEADER

| | | | |
|---|---|---|---|
| *Name* | | *Date* | |
| *Student ID* | | *Email* | |
| *Address* | | *Phone* | |

**Mentor** _____  **Preferred Language** _____

**Ministry Track** _____  **Focus Within Track** _____

| **1. Project name and purpose  -** | |
|---|---|
| *Name* | |
| *Purpose* | |

| **2. Need this project will address  -  WHY do this Project?** |
|---|
| |

| **3. Target group to whom this project will minister  -  WHO?** |
|---|
| |

| **4. Project objectives -  WHAT are you trying to accomplish?** |
|---|

| | |
|---|---|
| *For participants* | |
| *For the Candidate* | |

**5. Project approach and/or method (i.e. How do you propose to conduct this project?) – When?  And Where?**

|  |
|---|
|  |

**6. Anticipated timeline for doing this project, exclusive of writing report – think through Phases of Project – (if a Study or Guide – will it be pretested?) – How many churches or pastors will use material or answer questionnaire for input?  (a minimum of 20-25 questionnaires from respondents for a Doctoral project is suggested – one church or site of use and 5-10  questionnaires for feedback DO NOT constitute a Doctor of Ministry Project.**

|  |
|---|
|  |

**7. Theological rationale outline: (please list Bible passages that support Theology of this project)**

|  |
|---|
|  |

**8. Theoretical Presupposition Outline (What theories will be studied and evaluated?):**

|  |
|---|
|  |

| |
|---|
| |

**Initial Theoretical/Methodological Library Sources candidate will consult during research (at least six):**

| |
|---|
| |

**9. Other pertinent comments, issues, thoughts of candidate about the proposed Project.**

| |
|---|
| |

**Candidate** _____

*(sign)*                                    *(date)*

**Mentor** _____

*(sign)*                                    *(date)*

**Ministry Track Leader** _____

*(sign)*                                    *(date)*

**Professional Associate** _____

*(sign)*                                    *(date)*

# Exhibit 4
# Doctor of Ministry Final Paper - Six Chapter Sample Outline

1. **Spiritual Autobiography**
   - When and where did you come to faith in Christ?
   - What is your family background and up bringing?
   - How has God called you to serve in His Kingdom?
   - What hat your passion in serving the Lord now? (Phase 1 paper can be helpful in preparing this chapter).

2. **State of the Art in Passion area**
   - What has been done previously in this area?
   - What does your literature search and study of lectures identify as the theological rationale?
   - What Biblical passages support needs in this area? (Edit Foundation Paper)
   - What authors provide a rationale for current activities in this area?
   - What bibliographical materials have you researched that require citation?
   - What is the theoretical basis or thesis for the project?

3. **Proposed Project and Support**
   - Summarize data from your Project Proposal.
   - Outline the planned timing of your Project.
   - Overview data to be gathered and approaches for analysis of data for your D. Min. Project.

4. **Project Data Report**
   - What ideas or approaches have you studied as new in your area?
   - What experiences have you observed where kingdom principles have impact on the need (be specific).
   - Provide a detailed description of your data gathered, tests conducted, and feedback from participants. Use 'Back Matters' Tables for details and Summarize Data in the Body of your Final Paper

5. **Report of Results**
   - Results, conclusions, and feedback from your project data report
   - What is innovative in ministry concerning your project?
   - Observations that provide information for feedback.

6. **Future work in This Area**
   - What future refinements and work need to be done in the area of ministry in the months and years ahead?
   - Building on your project area of study what would you like others to pursue in the future?
   - Will you do further work and refinement in this area of ministry?

# Exhibit 5 Mentor – Job Description

**Primary Responsibility** – Teach, Support, Encourage and Mentor, in the spirit of Jesus, up to three Doctor of Ministry Candidates from Admission to the Doctoral Program through Project Proposal phase, completion of D. Min. Project, paper writing, approval of Final Paper and oral presentation of candidate's final paper to the Expanded D.Min. Doctor Committee. The D. Min. committee is responsible for Final Paper approval and degree confirmation with Mentor agreement. The Mentor works competently in the Candidate's 'language of choice' and may also have English skill.

**Responsibilities**

- Attend Doctor of Ministry Colloquium sessions as possible
- Interface with the Professional Associate(s) on the Project Team for input and approval of the Candidate's Project
- Meet regularly to advise the candidate; via telephone, in person, or internet
- Submit quarterly summaries for each candidate of meetings to the D. Min. Office
- Support establishment of a peer group of your candidates to advance their work
- Assure maintenance of the highest standards for Doctor of Ministry works
- Especially for non-English candidates, see that the written English summary is well prepared.
- Participate in the Candidate's Doctoral Committee work.
- Schedule Proposal and Final Project Defenses with the D.Min. Office.
- Assist with written and oral summary. See Exhibit 6.
- Utilize the current D.Min. Handbook as a guideline for candidate work

**Additional Comments**

- All Mentors must hold a D.Min., Ph.D., or other Doctoral degree from an accredited institution of higher learning
- Mentors must participate in and complete Olivet D.Min. Mentor Training class
- Mentors will be compensated in keeping with Olivet Doctoral Mentor guidelines.
- Mentor communication and questions should be routed to the Ministry Track Leader.
- Maintain, at all times, the Christ centered spirit of Olivet University.

# Exhibit 6 English Summary

Since the English Summary of the Project is the basis for the oral presentation (or defense) before an Expanded Doctoral Committee, all Final Papers shall have an English Summary. The Summary shall be an addendum to the Final Paper and appear after the Bibliography. The English Summary shall be approximately 15 - 21 pages in length, in Turabian form. The English Summary should be posted on the D. Min. web site at least two weeks before the Candidate's Oral Presentation.

The summaries are prepared after the Final Paper is completed. If a manual, study guide, artwork or the like is prepared for the D. Min. project, it is to be summarized also. After a Title page indicating the Complete Title of the Final Paper, the author, and Mentor, the six Sections of the Summary shall accurately reflect though brief in form the full text of the Final Paper. The numeration of footnotes will start at #1 in the Summary, and sources of footnotes should have already been included in the Bibliography; thus the English Summary does not have a separate Bibliography.

An outline of the English Summary with estimated page content is as follows:

| Section | Approximate Pages |
|---|---|
| Spiritual Autobiography | 1-2 |
| State of the Art in Passion Area | 4-5 (use footnotes if needed) |
| Proposed Project and Support | 2-3 (summary project proposal) |
| Project Data Report | 4-5 (tables, graphs may help) |
| Report Results | 3-4 |
| Future work in this Area | 1-2 |
| | |
| Approximate total | 15-21 |

The purpose of the English Summary is to capture the essence of your D. Min. Project and Final paper. The content of the English Summary will also provide a Guide to preparing the outline and power points for a Candidate's Oral Presentation. Whenever possible power points should be in English to help communication and save time. The Candidate and Mentor are given 1 hour for Oral presentation. Timing should be approximately:

| | | |
|---|---|---|
| Mentor Introduction and Recommendation | | 5 Minutes |
| Candidate Oral Presentation | | 30 Minutes |
| Spiritual Autobiography | 2 Minutes | |
| State of Art in Passion area | 7-8 Minutes | |
| Bibliography Materials | | |
| Biblical Materials | | |
| Overview of Project | 4-5 Minutes | |
| Project Data Report | 6-7 Minutes | |
| Report of Results | 4-5 Minutes | |
| Future Work in Area | 2-3 Minutes | |

Doctoral Committee – Feedback and Q & A                25 Minutes

English Summary and Oral Presentation (continued)

The Expanded Doctoral Committee and Mentor shall meet immediately after the Oral Presentation and suggest changes to the Final paper necessary for Graduation and Degree award. The Mentor will be responsible to communicate these results to the Candidate.

# Exhibit 7 Ethics Review Board (ERB) Approval

In general, research conducted by candidates for the D.Min. degree falls into the category of "exempt" research, that is, the proposed research project was reviewed and it was determined that the only involvement of human subjects is in one of the categories listed under 45 CFR 46 Section 101(b)(1)-(6) and 21 CFR 56. 104(d). Recently announced changes make exemptions even more likely.

The student completes and submits to the Doctoral Committee the "Application for Human Subjects Review" and all relevant accompanying documentation. The Doctoral Committee Chair reviews the submission for completeness. Corrections and/or additional information may be requested as appropriate. If the determination is that the research is exempt from further review, the Chair sends an email to that effect to the student and the student is free to proceed with the project. If the determination is that it is eligible for expedited review, the Chair is the person who also handles expedited reviews and notifies the student of the results of the review. If the project requires review by the full board, it is placed on the agenda of an upcoming meeting and the application packet is provided to all board members. The Chair notifies the student of the outcome of the review.

The Candidate must get approval from the ERB for any change in a protocol that affects human subjects and submit a Request for Change in Protocol to the ERB. Approval must be obtained before proceeding.

The Doctoral Council, which is the acting ethics review board (ERB). It has been designated to approve, monitor, and review all research involving human subjects in the Doctor of Ministry program. The ERB ensures that the any human subjects are not placed at undue risk, that they have voluntarily agreed to participate and that they have received appropriate informed consent. The ERB is responsible to meet all federal regulations and that all ERB members have had appropriate training. (Title 45 Code of Federal Regulations Part 46)