



Doctor of Ministry Handbook

Charlotte Theological Seminary
2019-2022

Accreditation

Charlotte Theological Seminary is a member of the Transnational Association of Christian Colleges and Schools (TRACS); [15935 Forest Road, Forest, VA 24551; Tel.: 434-525-9539; email: info@tracs.org]; having been awarded Reaffirmation I of its Accredited Status as a Category IV Institution by the TRACS Accreditation Commission on April 9, 2013. This status is effective for a period of ten years. TRACS is recognized by the United States Department of Education (USDE), the Council for Higher Education Accreditation (CHEA) and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

Objectives

The Doctor of Ministry program at Charlotte Theological Seminary is designed to assist students upgrade four (4) pastoral related competencies:

1. **Pulpit competence** will enable the student to understand the text as it was intended by the original author and present a message understood and applied by a congregation in the 21st century.
2. **Spiritual competence** will encourage the student to deepen personal commitment to the spiritual disciplines and to serve as spiritual guide for those learning to live in the Spirit.
3. **Leadership competence** will equip the student to assess the health of a local congregation and provide leadership which stimulates vibrant ministry throughout the congregation.
4. **Urban competence** will engage the student in the ministry of the urban congregation with its opportunities for impacting the city with the gospel as well as develop the leadership skills for transformative ministry within the city.

Admissions

Charlotte Theological Seminary admits students without regard to race, color, handicap, sex, age, or national/ethnic origin in the administration of any of the policies of the seminary, including admissions, educational programs, and financial aid.

Requirements

In addition to the general admission requirements stated in the seminary's catalog, Doctor of Ministry applicants must also:

1. Hold the Master of Divinity or its equivalent from an accredited theological seminary. CTS defines equivalency as...
 - The completion of seventy-two (72) graduate hours in theological studies which has culminated in the awarding of at least one (1) graduate theological degree. Deficiencies must be satisfied prior to matriculation into the doctoral program.
 - The completion of two (2) graduate theological degrees with one (1) of the degrees having a concentration related to Christian ministry.
 - The completion of a graduate theological degree and sufficient units of supervised Clinical Pastoral Education at a site accredited by the *Association for Clinical Pastoral Education* to total seventy-two (72) graduate hours.
2. Demonstrate the ability to do doctoral work by earning a 3.0 or higher grade point average on all previous graduate study.
3. Have three (3) years of ministry experience prior to application for admission.
4. Be engaged in a recognized ministry at the time of application and throughout his/her studies at the seminary.

Procedures

1. Complete the electronic application available on the seminary's website (www.charlottechristian.edu).
2. Submit the Application Fee (non-refundable). The application will not be considered if the fee is not submitted.
3. Submit the following documents and/or items as part of the application process:
 - Color photograph no more than one (1) year old.
 - Official transcripts from all colleges, universities, and seminaries attended.
 - References from those identified on the Application Form.
 - Ten (10) page essay which includes: 1) a thoughtful reflection on the applicant's conversion and growth into the image of Christ, 2) a description of the applicant's call to ministry, 3) a resume of all ministry positions and/or opportunities, 4) an honest assessment of the applicant's ministry experiences, 5) a summary of the applicant's reasons for pursuing DMin studies and the effects the applicant sees the studies

having on his/her life and ministry, and 6) a statement of family (spouse and children) support.

After an applicant has submitted his/her application, he/she will be assigned a member of the Doctor of Ministry Committee and will be notified via email of the assignment. Questions should be directed to this committee member. Applicants will also be notified via email when their application files are complete. The Doctor of Ministry Committee will review all of the materials submitted, reach an admission decision, and notify applicants within two weeks via the United States Postal Service.

Deadlines

All application items must be received by the Doctor of Ministry Committee no later than...

- **December 1st** for participation in the March module.
- **February 1st** for participation in the May module.
- **May 1st** for participation in the August module.
- **August 1st** for participation in the November module.

Applications submitted after the stated deadlines will be considered only if there is space available and the applicant has at least sixty (60) days to prepare for the modules. A Late Fee must accompany the usual Application Fee.

Transfer Credit

Students transferring to Charlotte Theological Seminary must request transfer of previously earned doctoral credits. To qualify for consideration, courses must have been taken at schools accredited by associations recognized by the *United States Department of Education*.

Determination of courses to be transferred rests with the Doctor of Ministry Committee. To be considered for transfer, courses...

- Must significantly parallel the seminary's doctoral courses.
- Must have been taken within ten (10) years of enrollment at CTS.
- Must have earned a grade of "B" (3.0) or higher.

The total number of hours to be transferred will be noted on the student's Letter of Acceptance and official transcript.

Components

Each Doctor of Ministry course is comprised of three (3) separate but integrated components:

1. **Pre-residency** – Preliminary reading (2,000 pages per course) and other assignments chosen by the professor. Syllabi will be made available to students via the seminary’s learning management system and/or email approximately ninety (90) days prior to the week on campus so the student will have sufficient time to order the required textbooks and complete all assignments.
2. **Residency** – One (1) week interactive teaching seminar on campus or a site chosen by the Director of the DMin Program. Daily schedules for residency week are:

Monday	New Student Orientation
Tuesday	9:00 a.m. until 5:00 p.m.
Wednesday	9:00 a.m. until 5:00 p.m.
Thursday	9:00 a.m. until 5:00 p.m.
Friday	9:00 a.m. until 5:00 p.m.

3. **Post-residency** – Integrative ministry and/or writing project which draws from assigned readings, classroom presentations and interaction, as well as additional research. Post-residency projects are due sixty (60) days from the final day of the residency component.

Requirements

The Doctor of Ministry degree requires the completion of ten (10) courses. Five (5) of the courses are required:

PS 701	Biblical Theology of Ministry
PS 710	Art of Transforming Text into Sermon
PS 720	Disciplines That Revitalize the Pastor
PS 730	Creating a Global Vision in the Local Church
PS 740	Professional Doctoral Project

The student will build the remainder of his/her degree program around one (1) of four (4) options: **Preaching, Pastoral Leadership, Urban Ministry** or

Marketplace Ministry.

The **Preaching** option offers the following courses:

PS 800	Preaching the Literary Genres of Scripture
PS 805	Biographical Preaching
PS 810	Crafting Illustrations and Applications
PS 815	Preaching through a Book of the Bible
PS 820	Great Preachers and Their Messages

The **Leadership** option offers the following courses:

PS 830	Pastor as Spiritual Guide
PS 835	Revitalizing the Stagnant Church
PS 840	Identifying and Developing Leaders in the Local Church
PS 845	Strategies for Long-term Ministry Effectiveness
PS 850	Pastoral Leadership in the Culturally Engaged Church

The **Urban Ministry** option offers the following courses:

PS 860	Foundations of Urban Ministry
PS 865	Preaching to the Contemporary Listener
PS 870	Urban Church Leadership and Management
PS 875	Issues Confronting the Urban Pastor
PS 880	World Religions in the City

The **Marketplace Ministry** option offers the following courses:

PS 890	Developing Leadership Teams for NPOs and FBOs
PS 895	Strategic Planning from a Kingdom Perspective
PS 900	Marketing and Advancement Principles for NPOs and FBOs
PS 905	Marketplace Apologetics
PS 910	Christian Ethics in the Marketplace

Students who wish to strengthen their ministry by taking courses from all four

(4) options may do so by petitioning the Director of the DMin Program.

Course Descriptions

PS 701 Biblical Theology of Ministry

An in-depth look at those principles found in scripture which provide the foundation for a theology of ministry.

PS 710 Art of Transforming Text into Sermon

An investigation of the process through which a text moves from the pages of scripture into the lives of God's people. Students will sharpen their skills in the science of biblical interpretation and strengthen their ability to develop sermons built upon sound exegetical observations which also interest and challenge the hearers.

PS 720 Disciplines That Revitalize the Pastor

An experiential course that immerses the student in the spiritual disciplines practiced by Christians through the centuries. This course will provide guidance as the student practices each of the disciplines, reflects on personal transformation, and invites members of the congregation to experience their own renovation of the heart.

PS 730 Creating a Global Vision in the Local Church

A module designed to help the local church see beyond its own community and develop a global perspective of God's activity. This course covers culturally sensitive strategies for members to become involved with believers from other parts of the world through tactical support and enrichment projects as well as short-term mission trips.

PS 740 Professional Doctoral Project

A summative project which allows the student three (3) options from which to choose: 1) the development of a program to eliminate a personal weakness in pastoral leadership, 2) the teaching of a leadership course in a structured setting, or 3) the production of a publishable quality book. The Professional Doctoral Project will require approximately two hundred fifty (250) clock hours to complete, resulting in a product of one hundred fifty (150) pages.

PS 800 Preaching the Literary Genres of Scripture

An examination of preaching that structures the sermon according to the particular literary form employed in the biblical passage. This course will examine the characteristics of various genres (law, narrative, wisdom, prophecy, gospel, parable, and epistle), principles for interpreting each genre, guidelines for using the genre in a sermon, and suggestions for appropriate applications to contemporary faith and practice.

PS 805 Biographical Preaching

A course that investigates a variety of preaching methods for making the characters of the Bible live for congregations removed from those characters by time, geography, and culture. Students will have the opportunity to introduce a new friend to fellow worshipers over several weeks.

PS 810 Crafting Illustrations and Applications

An investigation into the transforming power of illustration and application. This course will provide strategies and resources for a lifetime of preaching that connects with audiences in ways that can be used by the Holy Spirit to change lives.

PS 815 Preaching through a Book of the Bible

An exploration of the value of expository preaching which introduces the congregation to the spiritual riches of an entire book of the Bible. In addition to methods for grasping the message of the book as a whole, students will learn to unpack its smaller sections in light of the book's purposes. Strategies for maintaining long-term congregational interest will also be developed.

PS 816 Preaching through the Book of Romans**PS 817 Preaching through the Book of Galatians****PS 818 Preaching through the Pastoral Epistles****PS 819 Preaching through the Book of James****PS 820 Great Preachers and Their Messages**

An opportunity to learn from the giants of the pulpit through church history, especially the nineteenth and twentieth centuries. This course introduces the lives, ministries, and sermons of great preachers who impacted the world in which they ministered. Students will be challenged to learn the principles that characterized great preachers and apply them to their own journeys toward pulpit excellence.

PS 825 Faculty Directed Research in Preaching***PS 830 Pastor as Spiritual Guide**

An exploration of the use of spiritual direction as a means of counseling individuals within the congregation. Students will learn practical skills for helping people apply biblical and spiritual insight to the problems which disrupt their lives.

PS 835 Revitalizing the Stagnant Church

A seminar focusing on church revitalization through careful study of turnaround strategies to help churches to move from decline to a position of health. Different turnaround strategies will be identified, evaluated, and compared in an effort to increase the skill-level of students to lead churches in revitalization. Students will be able to design a turnaround strategy for their ministry

settings.

PS 840 Identifying and Developing Leaders in the Local Church

A course designed to help pastors develop leadership within their congregations. This course explores the stages of development, the needs at the various stages, and biblical examples and training that coordinate with the developmental process.

PS 845 Strategies for Long-term Ministry Effectiveness

A course that examines the issues which cause a pastor to lose his/her cutting edge and strategies for maintaining effectiveness over a lifetime of ministry. Students will develop and implement a personal plan for continued growth in ministry.

PS 850 Pastoral Leadership in the Culturally Engaged Church

A study of cultural trends encountered by the church in the twenty-first century, appropriate strategies for turning the trends into opportunities for expanding the kingdom of God, and the pastor's role in the implementation of the strategies in his/her local church.

PS 855 Faculty Directed Research in Leadership*

PS 860 Foundations of Urban Ministry

A course designed to help the student develop a biblical framework for urban ministry and gain an overall understanding of foundational principles for effective urban ministry. Students will learn principles to understand the diversity of urban settings, to target the needs of various people groups within an urban area, and to develop strategies for effective urban ministry within that culture.

PS 865 Preaching to the Contemporary Listener

A study of preaching in the twenty-first century which examines subjects such as contemporary urban culture and the nature of the contemporary listener. Students explore the use of storytelling, creative language, drama, multi-media, and other innovative delivery systems.

PS 870 Urban Church Leadership and Management

An investigation of the principles, challenges, and practices of Christian leadership in the urban context. It includes a theology of leadership, leading and managing specific ministries, working with the systems effecting life in the city, empowering people, managing change, and managing conflict effectively.

PS 875 Issues Confronting the Urban Pastor

An examination of the internal issues (dwindling membership, theological controversies, and spiritual vitality) and the external issues (cultural relevance, geo-political concerns, and social debates) facing urban pastors. Proposals for

how pastors in the city can speak to these conditions will be developed through thoughtful analysis, in-depth research, and creative discussion.

PS 880 World Religions in the City

A study of the major world religions found in every urban environment and the cultures associated with them. This course investigates Judaism, Islam, Hinduism, and Buddhism and may include visits to local worship centers. The student will develop a Christian response to the claims of each religion as well as strategies for his/her church to present Christ productively.

PS 885 Faculty Directed Research in Urban Ministry*

PS 890 Developing Leadership Teams for NPOs and FBOs

A course designed to build the skills necessary for effective ministry and professional success by increasing the student's understanding of leadership of and communication within teams. Students will study the literature on leadership, management communication, and group dynamics, concluding the course with a field-based project.

PS 895 Strategic Planning from a Kingdom Perspective

An introduction to the "best practices" of strategic planning and evaluation of those practices in light of scripture. The course project will develop a strategic plan that incorporates both in the student's place of ministry.

PS 900 Marketing and Advancement Principles for NPOs and FBOs

A module that uses lectures, case studies, discussion, and visiting speakers to explore development and advancement issues in the management of not-for-profit ministries. Emphasis will be given to: 1) fundraising (sources of support as well as campaign planning and strategies, 2) marketing (promotional campaigns and public relations, and 3) management issues (recruiting, training, and organizing volunteers).

PS 905 Marketplace Apologetics

An examination of the Christian's responsibility to give a winsome, but rational, account of the faith in the marketplace with the goal of answering the objections of unbelievers and bolstering the confidence of other believers with whom they work.

PS 910 Christian Ethics in the Marketplace

A study of biblical principles that guide and inform Christian action and decision-making. This course includes a survey of scripture, major philosophical and theological perspectives that have influenced Christian thinking about ethics, and contemporary applications to the marketplace.

PS 915 Faculty Directed Research in Marketplace Ministry*

*Students may register for Faculty Directed Research during their doctoral studies at the seminary. Approval of the Faculty Directed Research will be determined by: 1) the submission of a well-developed petition requesting Faculty Directed Research, 2) the student's ability to do independent research as demonstrated by his/her academic record, and 3) the availability of a research advisor. Normal tuition fees apply in addition to a Faculty Directed Research Fee. Petitions for Faculty Directed Research should be submitted to the Director of the DMin Program.

Professional Project

Students who have completed their course work conclude their doctoral program with the production of a Professional Project. This project, while not a dissertation, does demonstrate analysis and assimilation of course work as well as growth in ministry skills. Students have three (3) options for completing the Professional Doctoral Project...

Development of a Personal Program. Having studied pastoral ministry for three (3) years, the student has become aware of personal weaknesses. This option will allow a student to target a weakness, develop a corrective program, implement the program over an extended period of time, and analyze improvement through personal, peer, and congregational assessment instruments. The final document will incorporate a plan for continued improvement throughout the student's pastoral ministry.

Production of an Expository Commentary. Having been taught how to preach through a book of the Bible, this option encourages the student to produce an expository commentary of publishable quality. Should this option be chosen, the standard by which the work will be judged will be series such as *Preaching the Word*, *The Reformed Expository Commentary*, and *The Bible Speaks Today*. While excellent in their niches, popular level commentaries (such as the *Be Series*) and devotional commentaries (such as F. B. Meyer's) are not to be used as models for this option. The student is to bring all he/she learned during their program to the writing of the commentary.

Completion of a Publishable Book. The book, one hundred fifty pages in length, must: 1) contribute to the continuously expanding pool of knowledge related to ministry and 2) demonstrate thorough research and analysis, and meet industry standards for publication.

Limitations

Course requirements for the Doctor of Ministry degree are met over four (4) years. Seven (7) years are the maximum allowed for the completion of all degree requirements. Continuous enrollment (with fee) must be maintained after the fourth year or the student is withdrawn from the degree program.

Candidacy

Admission to Doctor of Ministry studies does not guarantee acceptance as a candidate for the degree. Candidacy is established when the student has:

1. Completed the required courses (12 semester hours).
2. Submitted a Professional Project proposal which has been approved by the Doctor of Ministry Committee.
3. Filed a Petition for Candidacy Form with the Doctor of Ministry Committee through the Director of the DMin Program.
4. Demonstrated to the satisfaction of the Doctor of Ministry Committee substantial integration of course work and professional ministry.
5. Received written notification from the Director of the DMin Program that candidacy has been approved by the Doctor of Ministry Committee.
6. Paid the Doctoral Project Advisor and Reader Fees.

Graduation

Graduation from the Doctor of Ministry program requires:

1. Completion of all coursework (27 semester hours) with a cumulative grade point average of 3.0 or higher (4.0 scale).
2. Acceptance of the student's Professional Project (3 semester hours) by the Doctor of Ministry Committee after a successful defense of the project by the student.
3. Recommendation for graduation by the faculty to the Board of Trustees.
4. Removal of all financial obligations to the seminary. Students who have outstanding account balances will not be considered for graduation by the Doctor of Ministry Committee.
5. Participation in the commencement ceremonies by all candidates.

Policies

Policies specific to all students at the seminary can be found in the current catalog (see website). The policies below apply to doctoral students.

1. **Attendance.** Students must attend each class and participate in discussion. Students will be subject to a penalty of five (5) points subtracted from the final grade for an absence. Classes will begin at the announced time. Because tardiness is disruptive and deprives the professor of valuable teaching time, two (2) late arrivals will be considered an absence and will lower the student's final grade for the course.
2. **Electronic Devices.** Students may use laptop computers or other electronic devices in class for taking notes. However, students should not surf the net, check email, or engage in other non-course related activity on their electronic devices during class. Such behavior is disrespectful to the professor and fellow students. A student who has received two warnings concerning misuse of a computer or other electronic device during class will forfeit his/her right to use a computer or other electronic device.
3. **Plagiarism.** For written work to demonstrate scholarship and integrity, documentation must be given for all ideas, paraphrasing, and quotations. Failure to do so is viewed as a very serious offense. Any assignment containing plagiarized material will be graded "F" and placed in the student's file. A future occurrence, if determined to be deliberate, will result in dismissal from the seminary. Cheating in any form will be treated in the same manner as plagiarism.
4. **Written Assignments.** Students are required to use the latest edition of the style manual designated by the seminary. Professors will not accept papers that do not comply with this policy. Proper format, grammar, and spelling will factor into the grade the student receives for the paper. Papers are expected to be submitted on-time, as scheduled by the course professor. All papers are expected to be new work and cannot be submitted twice at CTS.
5. **Late Work.** All work must be submitted by the due date stated on the **SCHEDULE**. The professor will not accept late work. No exceptions!
6. **Grading.** Written work, as well as the final grade for the course, will be determined as follows:

A 93 – 100	B 85 – 92	C 77 – 84
D 70 – 76	F 0 – 69	

Course work must receive at least a "B" in order to count toward degree requirements. Grades lower than a "B" will be listed on the transcript and

computed into the student's grade point average. Graduation from the DMin program requires a grade point average of 3.0 or higher.

7. **Withdrawal.** Students must complete the appropriate form when dropping a course. The withdrawal is not official until the professor and the Director of the DMin Program have signed the form. Courses may not be dropped after thirty (30) days of registration. There will be no refunds after the first thirty (30) days.

Tuition and Fees

Doctor of Ministry fees can be found on the seminary's website (www.charlottechristian.edu) or in the current catalog.

Faculty

CTS faculty will teach the required Doctor of Ministry modules. Visiting faculty with distinguished pastoral/teaching/publishing careers will assist in the teaching of elective modules.

Jerry W. Barber	PhD, Trinity Evangelical Divinity School
Darryl A. Bodie	DMin, Trinity Evangelical Divinity School
Karl T. Luff	DMin, Trinity Evangelical Divinity School
Wesley C. McCarter	DMin, Carolina Graduate School of Divinity
Frank P. Scurry	DMin, Trinity Evangelical Divinity School
James A. Smith	DMin, Dallas Theological Seminary
Stephen O. Stout	PhD, Southeastern Baptist Theological Seminary
David W. Tebbs	DMin, Trinity Evangelical Divinity School