

# DM 9019 Project Proposal II

## (Prospectus Seminar at Singapore)

Perkins School of Theology  
Southern Methodist University  
January 13-14, 2016  
6 p.m. – 9 p.m.  
Prothro 223

W. Craig Gilliam, DMin, Instructor  
875 Captain Shreve Dr., Shreveport, LA 71105  
504-250-4046; [wcraigqilliam@hotmail.com](mailto:wcraigqilliam@hotmail.com)

**Read all of The Professional Practicum Project Guidelines. Pay special attention to pages 9 - 11; 30 - 39.**

### I. COURSE DESCRIPTION

A seminar for Doctor of Ministry students designed to develop a formal professional project prospectus for the student's intended professional project practicum and project thesis. Required of all D.Min. students. One and a half term hours.

### II. COURSE OBJECTIVES

- A. To review the purpose of the D.Min. professional practicum and project thesis.
- B. To develop an approved prospectus for use in the D.Min. practicum (action phase) and for the written project thesis.
- C. To review research methodologies appropriate for the D.Min. project practicum and thesis, especially congregational studies.
- D. To begin to plan the written project thesis.

### III. REQUIREMENTS AND ASSIGNMENTS

- A. Submit an initial draft of the prospectus to the instructor ([wcraigqilliam@hotmail.com](mailto:wcraigqilliam@hotmail.com)) **no later than ten (10) days prior to the seminar.**
- B. Read the required reading prior to class.
- C. Participation in the prospectus seminar discussions.
- D. Submission of the revised prospectus is due two weeks after this class. After revisions have been made and approval obtained from the professional project committee (advisor, reader, and field supervisor) one copy as an attached e-mail document (MS Word or RTF) or two (2) hard copies of the topic must be sent to the instructor, and a copy to each member of the professional project committee. **NO CANDIDATE SHOULD BEGIN THE ACTION PHASE WITHOUT AN APPROVED PROSPECTUS.**
- E. Become acquainted with resources for style and format for thesis writing.

### IV. REQUIRED READINGS

Sensing, Tim. *Qualitative Research: A Multi-Methods Approach to Projects for Doctor of Ministry Theses*. Eugene, Ore.: Wipf & Stock. 2011.

Turabian, Kate L., John Grossman, and Alice Bennett, *A Manual for Writers of Term Papers, Theses, and Dissertations, 8<sup>th</sup> edition*. Chicago: University of Chicago Press, 2013.

Zerubavel, Eviatar. *The Clockwork Muse: A Practical Guide to Writing Theses, Dissertations, and Books*. Cambridge: Harvard University Press, 1999.

### V. PROPOSED SCHEDULE

- |                               |  |
|-------------------------------|--|
| <b>1<sup>st</sup> Session</b> | Introduction<br>Discussion on <ul style="list-style-type: none"><li>▪ Project Research</li><li>▪ Project Evaluation and Project Thesis Writing</li></ul> |
| <b>2<sup>nd</sup> Session</b> | Project Thesis Evaluation & Review of Prospectuses<br>Review of Prospectuses<br>Concerns for Project Action Phase<br>Congregational Studies              |

## VI. RECOMMENDED OUTLINE FOR PROSPECTUS

The Prospectus should be typed single-spaced and must contain at least the following information:

- I. Student's name
- II. Course Title and Date
- III. Project Title (Approved from DM 9014 Topic Proposal)
- IV. Project Thesis Committee Members

Advisor

Field Supervisor

Reader

- V. The Problem
- VI. The Purpose
- VII. Scope
- VIII. Methodology
- IX. Timetable
- X. Contribution to Ministry
- XI. Bibliography

This bibliography should list all works consulted in the project, not just works cited. The bibliography may be separated into topic areas as suggested in the current version of the Perkins D.Min. *Guidelines* or the works may be all combined in a straight alphabetical listing. The bibliography must conform to the most recent edition of *the Chicago Manual of Style*, which is summarized in *A Manual for Writers of Term Papers, Theses, and Dissertations*, 6<sup>th</sup> edition. This bibliography need not be annotated.

## [D.MIN THE PROFESSIONAL PRACTICUM PROJECT: PAGES 9-11](#)

### III. PROSPECTUS – (DM 9019-Prospectus Seminar)

**A. Preparation** The candidate should plan to use the time after the approval of the topic to begin determining what writings (books and articles) will need to be included in his or her research. He or she will also want to investigate settings of ministry known to excel in ministry that will be the focus of his or her practicum/project. It will be a time to consult with the advisor and the field supervisor regarding the design of the practicum/project. The candidate will also want to think ahead to the third year of the program in order to negotiate necessary arrangements in his or her setting of ministry to carry out the Practicum/Project. It is strongly urged that the candidate use the summer to work on many of these concerns.

During the second year the candidate will prepare a prospectus in consultation with his or her advisor and field supervisor.

**B. Description** The prospectus is the plan for the project and the contract of what the candidate will do in the project. The candidate in the execution and writing stages of the project should keep these two concerns in mind. It should include the following elements:

1. **The Title**, from the Topic;
2. **The Problem**, from the Topic;
3. **The Purpose**, from the Topic;
4. **Scope**: This is the fine print of the contract. It must show what the candidate is going to do and what he or she is not going to do. It is the place to define terms so that readers know the candidate's meanings. It is also important that the candidate ask what aspects of the practicum are within his or her control. It is important that the candidate not have to rely on others who would give the project a low priority.
5. **Methodology**: This should build on the major steps from the topic and be spelled out in detail with specific indications of what will be done and how. Vague, general statements will not be acceptable. This is your plan for the project. It

should include research, planning, action, evaluation and writing phases. (Be sure to indicate how you will get data for self-evaluation and how others will provide evaluation of your leadership.)

6. **Timetable:** This should interface with your method. Dates should be by the calendar. For example: evaluation-December 15 to December 31. The schedule to follow in preparing the timetable will be determined in part by whether the candidate plans to graduate in May or December. Usually the May date will be selected. However, there may be personal reasons or project considerations that lead the candidate to plan for a December graduation. There are specific deadlines in this process that carry certain obligations of the part of Perkins and the candidate. In preparing the timetable please consult the deadlines for the graduation date you select. (See section VI. Approval - Professional Project dates).
7. **Bibliography:** This is a representative bibliography. It should be divided into categories: Theoretical (theological and theory related to the project), subject or issues (project subject areas, religious sources, secular sources), technical (methodological resources, evaluation) and other areas that may be pertinent to the project. The bibliography is normally two to 3 pages and should have author, title, and city of publication, publisher and date. It should begin on a new page so that it is separate from the rest of the prospectus.
8. **Contribution to Ministry:** It is not only important that the project be done well, but that it is significant for the setting of the candidate's ministry. It must not be an activity just to get a degree. It must make some worthwhile and significant contribution to the candidate's ministry.

**C. Approval of Prospectus** The prospectus approval process will follow the same steps as that of the topic. Because the advisor may not be available to the candidate during the summer session, consultation with the advisor during the May session is not required. The candidate will work on the prospectus in consultation with his or her peers, the colloquium leader, and the colloquium leaders' committee. **NO CANDIDATE SHOULD BEGIN THE ACTION PHASE WITHOUT AN APPROVED PROSPECTUS** (during class DM 9019). Should a candidate proceed without that approval, it will be his or her problem if the prospectus and project are not acceptable. This will not be the problem of the advisor or Perkins School of Theology.

**D. Implementation** The candidate must check with the advisor and field supervisor when adjustments or changes become necessary as the project unfolds. Any substantial adjustments will require the submission of a revised prospectus for approval by the director of the Doctor of Ministry Program.

*Refer to pages 30-39 for an example of a Prospectus. If you do not have a copy of the Guidelines a copy can be downloaded from the D.Min website. Do not attempt the Prospectus without the "Guidelines".*

## **VII. MINORITY CONCERNS AND THE PERKINS CURRICULUM:**

In 1975 the Perkins Senate passed resolutions which bear on the relation of the Perkins curriculum to this school's common concern for the status of ethnic minority groups and of women both in education for ministry and in the ministry itself. The following statement summarizes these resolutions with respect to all courses except those in the area of Ministry.

1. Instructors and students alike are urged to use inclusive language, images and metaphors that give full and positive value to both the past contributions and the future prospects of ethnic minorities and women in the church and in the society at large.
2. Instructors and students alike are urged to give sensitive consideration to the role of images from a predominately white and male culture in shaping both the language and concepts of Christian theology and the models and methods of Christian ministry that are widely current today.

3. Instructors are urged to make every effort to provide—in the syllabi, assignments and formats of their courses—opportunities (1) for women students and students from ethnic minority groups to pursue their study with special reference to their own status or tradition and (2) for all students to become acquainted with the special problems and conditions that affect women and ethnic minority groups in human society.

## VIII. SMU DISABILITY ACCOMMODATIONS:

Students needing academic accommodations for a disability must first contact Ms. Rebecca Marin, Coordinator, Services for Students with Disabilities (214-768-4557) to verify the disability and establish eligibility for accommodations. They should then schedule an appointment with the professor to make appropriate arrangements. (See University Policy No. 2.4.)

## IX. RECOMMENDED RESOURCES

- Ammerman Nancy Tatom, Carl S. Dudley, Jackson W. Carroll, ed. *Studying Congregations: A New Handbook*. Nashville: Abingdon Press, 1998.
- Ammerman Nancy Tatom. *Congregation and Community*. New Brunswick, NJ: Rutgers University Press, 1997.
- \_\_\_\_\_. *Pillars of Faith: American Congregations and Their Partners*. Berkeley and Los Angeles: University of California Press, 2005.
- Aponte, Edwin David and Miguel A. De La Torre, ed. *Handbook of Latina/o Theologies*. St. Louis, MO: Chalice Press, 2006.
- Bass, Dorothy. *Practicing Our Faith: A Way of Life for Searching People*. San Francisco: Jossey-Bass, 1997.
- Becker, Penny Edgell and Nancy L. Eiesland, ed. *Contemporary American Religion: An Ethnographic Reader*. Walnut Creek, CA: Alta Mira Press, 1997.
- Bellah, Robert N., Steven M. Tipton, Ann Swidler, William M. Sullivan, and Richard Madsen. *Habits of the Heart: Individualism and Commitment in American Life*. revised 1996
- Bennison, Charles E., Jr., with Kortright Davis, Adair Lummis. Paula Nesbitt. *In Praise of Congregations: Leadership in the Local Church Today*. Boston: Cowley Publications, 1999.
- Bevans, Stephen B. *Models of Contextual Theology*. Maryknoll, New York: Orbis Books, 1992.
- Bosch, David J. *Transforming Mission: Paradigm Shifts in Theology of Mission*. Maryknoll, NY: Orbis Books, 1991.
- Cannon, Katie Geneva. *Katie's Canon: Womanism and the Soul of the Black Community*. New York: Continuum, 1995.
- Carroll, Jackson W. *God's Potters: Pastoral Leadership and the Shaping of Congregations*. Grand Rapids, MI: Wm. B. Eerdmans, 2006.
- Chaves, Mark and Sharon Miller. *Financing American Religion*. Thousand Oaks, CA: Altamira Press, 1998.
- Creswell, John W. *Qualitative Inquiry and Research Design: Choosing among Five Traditions*. Thousand Oaks, CA: Sage Publications, 1998.
- De La Torre, Miguel A., and Edwin David Aponte. *Introducing Latino/a Theologies*. Maryknoll, NY: Orbis Books, 2001.
- Dudley, Carl S. *Basic Steps Toward Community Ministry: Guidelines and Models in Action*. Bethesda, MD: The Alban Institute, 1991.
- Dudley, Carl S., and Nancy T. Ammerman. *Congregations in Transition: A Guide for Analyzing, Assessing, and Adapting in Changing Communities*. San Francisco: Jossey-Bass, 2002.
- Dudley, Carl S., and David A. Roozen. *Faith Communities Today: A Report on Religion in the United States Today*. Hartford, CT: Hartford Institute for Religion Research, Hartford Seminary, 2001. <http://fact.hartsem.edu/>
- Eiesland, Nancy. *A Particular Place: Urban Restructuring and Religious Ecology*. New Brunswick, NJ: Rutgers University Press, 2000.
- Emerson, Robert M., et al. *Writing Ethnographic Fieldnotes*. Chicago: University of Chicago Press, 1995.
- Fetterman, David M., Shakeh J. Kaftarian, and Abraham Wanderman, ed. *Empowerment Evaluation: Knowledge and Tools for Self-Assessment and Accountability*. Thousand Oaks, CA: Sage Publications, 1996.
- Foster, Charles R. *Embracing Diversity: Leadership in Multicultural Congregations*. Washington, DC: The Alban Institute, 1997.
- Foster, Charles R. and Theodore Brelsford. *We Are the Church Together: Cultural Diversity in Congregational Life*. Valley Forge, PA: Trinity Press International, 1996.
- Geertz, Clifford. *The Interpretation of Cultures*. New York: Basic Books, 1973.
- Hawn, C. Michael. *One Bread, One Body: Exploring Cultural Diversity in Worship*. Bethesda, MD: The Alban Institute, 2003.

- Hauerwas, Stanley and William H. Willimon. *Resident Aliens: Life in the Christian Colony*. Nashville: Abingdon Press, 1989.
- Hudnut-Beumler, James. *Generous Saints: Congregations Rethinking Ethics and Money*. Bethesda, MD: The Alban Institute, 1999.
- Jones, L. Gregory and Kevin R. Armstrong. *Resurrecting Excellence: Shaping Faithful Christian Ministry*. Grand Rapids, MI: Wm. B. Eerdmans, 2006.
- Jung, L. Shannon, and Mary A. Agria. *Rural Congregational Studies: A Guide for Good Shepherds*. Nashville: Abingdon Press, 1997.
- Jung, Shannon, et al. *Rural Ministry: The Shape of Renewal to Come*. Nashville: Abingdon Press, 1998.
- Kraft, Charles H. *Anthropology for Christian Witness*. Maryknoll, NY: Orbis Books, 1996.
- Kwon, Ho-Youn, Kwang Chung Kim and R. Stephen Warner, ed. *Korean Americans and Their Religions: Pilgrims and Missionaries from a Different Shore*. University Park: The Pennsylvania State University Press, 2001.
- Lincoln, C. Eric and Lawrence H. Mamiya. *The Black Church in the African American Experience*. Durham and London: Duke University Press, 1990.
- Livezey, Lowell W., ed. *Public Religion and Urban Transformation: Faith in the City*. New York: New York University Press, 2000.
- Matsuoka, Fumitaka. *The Color of Faith: Building Community in a Multiracial Society*. Cleveland: United Church Press, 1998.
- Meyers, Eleanor Scott, ed. *Envisioning the City: A Reader on Urban Ministry*. Louisville: Westminster/John Knox Press, 1992.
- Nieman, James R. and Thomas G. Rogers. *Preaching to Every Pew: Cross-Cultural Strategies*. Minneapolis: Fortress Press, 2001.
- Orsi, Robert, ed., *Gods of the City: Religion and the American Urban Landscape*. Bloomington and Indianapolis: Indiana University Press, 1999.
- Parker, Evelyn L. *Trouble Don't Last Always: Emancipatory Hope Among African American Adolescents*. Cleveland: Pilgrim Press, 2003.
- Pinn, Anthony B. *Varieties of African American Religious Experience*. Minneapolis: Fortress, 1998.
- Putnam, Robert D. *Bowling Alone: The Collapse and Revival of American Community*. New York: Simon & Schuster, 2001.
- Recinos, Harold J. *Jesus Weeps: Global Encounters on Our Doorstep*. Nashville: Abingdon Press, 1992.
- \_\_\_\_\_. *Who Comes in the Name of the Lord? Jesus at the Margins*. Nashville: Abingdon Press, 1997.
- \_\_\_\_\_. *Good News from the Barrio: Prophetic Witness for the Church*. Louisville: Westminster John Knox, 2005.
- Roozen, David A., and C. Kirk Hadaway, eds. *Church and Denominational Growth*. Nashville: Abingdon Press, 1993.
- Sanders, Cheryl J. *Saints in Exile: The Holiness-Pentecostal Experience in African American Religion and Culture*. New York and Oxford: Oxford University Press, 1996.
- Roozen, David A. and James R. Nieman, ed. *Church, Identity, and Change: Theology and Denominational Structures in Unsettled Times*. Grand Rapids, MI: Wm. B. Eerdmans, 2005.
- Sanjek, Roger, ed. *Fieldnotes: The Makings of Anthropology*. Ithaca: Cornell University Press, 1990.
- Schreier, Robert J. *Constructing Local Theologies*. Maryknoll, NY: Orbis Books, 1985.
- Stark, Rodney and Roger Finke. *Acts of Faith: Exploring the Human Side of Religion*. Berkeley and Los Angeles: University of California Press, 2000.
- Strunk, Jr., William and E.B. White. *The Elements of Style* 4<sup>th</sup> edition. Needham Heights, MA: Allyn & Bacon, 1999.
- Tanner, Kathryn. *Theories of Culture: A New Agenda for Theology*. Minneapolis: Fortress, 1997.
- Townes, Emilie M., ed. *Embracing the Spirit: Womanist Perspectives on Hope, Salvation, and Transformation*. Maryknoll, NY: Orbis Books, 1997.
- Warner, R. Stephen. *New Wine in Old Wineskins: Evangelicals and Liberals in a Small-Town Church*. Berkeley and Los Angeles: University of California Press, 1988.
- Warner, R. Stephen and Judith G. Wittner, ed. *Gatherings in Diaspora: Religious Communities and the New Immigration*. Philadelphia: Temple University Press, 1998.
- Watt, David Harrington. *Bible-Carrying Christians: Conservative Protestants and Social Power*. New York: Oxford University Press, 2002.
- Wilkes, Paul. *Excellent Protestant Congregations: The Guide to Best Places and Practices*. Louisville: Westminster John Knox Press, 2001.
- Williams, Peter W. *Houses of God: Region, Religion, and Architecture in the United States*. Urbana: University of Illinois Press, 1997.
- Wuthnow, Robert. *The Restructuring of American Religion: Society and Faith Since World War II*. Princeton: Princeton University Press, 1988.

\_\_\_\_\_. *After Heaven: Spirituality in America Since the 1950s*. Berkeley and Los Angeles: University of California Press, 1998.

Wuthnow, Robert and John H. Evans, eds. *The Quiet Hand of God: Faith-based Activism and the Public Role of Mainline Protestantism*. Berkeley: University of California Press, 2002.

Zuckerman, Phil. *Invitation to the Sociology of Religion*. New York and London: Routledge, 2003.