



Puritan Reformed

THEOLOGICAL SEMINARY

Doctor of Ministry Program at Puritan Reformed Theological Seminary

HANDBOOK 2022-24

(updated 10/14/2025, limited to course codes on p. 8)

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DISCLAIMERS

This Doctor of Ministry Handbook includes policies and procedures pertinent to the doctoral program at Puritan Reformed Theological Seminary. Prospective and registered students should consult the handbook throughout the admission process and their study. Please visit the seminary's website for the most recent edition of the handbook.

This handbook is *not* an agreement or an offer of admission to the program, and Puritan Reformed Theological Seminary reserves the right to change or correct any material in this handbook.

Doctor of Ministry Program at Puritan Reformed Theological Seminary

Dear DMin student,

Welcome to the Doctor of Ministry program at Puritan Reformed. This handbook serves as your guide through a journey marked by research, writing, and scholarly pursuit in service to the church.

At the core of our program lies the dual emphasis on academic and spiritual formation. We aim to meet the demand for a comprehensive doctoral experience, blending academic rigor with biblical piety—a synthesis we express as *de pietate cum scientia conjungenda*. This approach is intended to equip you for ministry in preaching or Biblical counseling roles.

Supported by esteemed scholars and recognized internationally, our program stands as a beacon for the global church of Christ.

As you embark on this journey, embrace the challenges ahead with vigor and curiosity, relying on the guidance of the Lord and the Holy Spirit. May your contributions to fields such as Homiletics or Biblical Counseling be a blessing to many.

Know that you are not alone in this pursuit. Our faculty, staff, and fellow scholars are here to support you every step of the way.

We are thrilled that you've chosen to join us in this scholarly endeavor. May your time here be intellectually stimulating and spiritually enriching, setting the stage for an extraordinary chapter in your ministry vocation.

Welcome, and may your studies be of service to Christ and His church in profound ways.

Warm regards,

A handwritten signature in black ink, appearing to read 'Adriaan C. Neele', with a stylized flourish at the end.

Adriaan C. Neele, PhD
President

Program Purpose and Goals

Foundational to the Doctor of Ministry program is the academic, spiritual, and practical formation of the student. First, within the world of Reformed seminaries, Puritan Reformed is recognized by its emphasis on biblical, Reformed, experiential, and practical ministry. This recognition has led to a worldwide demand for a comprehensive Doctor of Ministry program. Secondly, Puritan Reformed is recognized for its attention to preaching (homiletics) and biblical counseling. This recognition is underscored, moreover, by the numerous inquiries received from Puritan Reformed alumni, constituents, and others since the commencement of the Doctoral (PhD) program in 2016. The DMin program combines academic rigor and integrity, and joins this with biblical piety (*pietate cum scientia conjungenda*)—in other words, it is a program designed to serve the ministry of preaching and counseling for both the academy and church.

Program Concentrations

Homiletics

The specific focus of the Doctor of Ministry in Homiletics of Puritan Reformed is on biblical, Reformed, experiential and practical preaching. Puritan seeks to adhere to the Reformed and Puritan tradition of homiletics, exemplified by John Calvin, William Perkins (*Art of Prophesying*), Petrus van Mastricht (*Best Method of Preaching*), Jonathan Edwards, and many others. We aim to do so by offering a Doctor of Ministry program in homiletics that is distinctive in its academics as well as its biblical piety; this will be evident in the admissions requirements, as well as the program's academic rigor, and spiritual and practical formation components.

The Doctor of Ministry in Homiletics aims to contribute to the long-term aspiration of the seminary to establish a Global Center of Reformed Preaching. This center will capture the heart of the vision and mission of the seminary, articulate its homiletical vision, and solidify its academic and practical contribution to preaching. This center will be a place where seminary faculty, students, and stakeholders work in a collaborative environment to create rich learning and teaching experiences for the preparation and delivery of sermons. The center aims to increase student preaching ability, build meaningful partnerships, and invite stakeholders to become members of an active learning community for biblical, Reformed, and experiential preaching.

Biblical Counseling

The Doctor of Ministry in Biblical Counseling is focused on biblical, Reformed, experiential, and practical counseling. Puritan Reformed seeks to adhere to the Reformed and Puritan tradition of casuistry, contemporary developments in the literature and discipline of biblical discipline. We aim to do so by offering a Doctor of Ministry program in counseling that is distinctive in its academics as well as its biblical piety. This will be evident in the admissions requirements, as well as the program's academic rigor, and spiritual and practical formation components. Puritan Reformed has partnered with the Institute of Reformed Biblical Counseling to establish counseling centers in three strategic areas in North America: Sunnyside, WA; Grand Rapids, MI; Kinnelon, NJ. Over time, this partnership will grow to include other geographical areas in North America and around the globe. These counseling centers will be places where

seminary faculty, students, and local church stakeholders work in a collaborative environment to create rich learning and ministry experiences in the training and counseling of individuals from a biblical and confessional standpoint across an array of issues. This initiative seeks to build meaningful partnerships with local churches and provide resources for church leaders and lay people to be trained and transformed through biblical truth in the counseling context.

General considerations

The Doctor of Ministry program in both concentrations upholds proper academic standards, but emphasizes spiritual, practical, and ministerial value. The program will be further enhanced by 1) approved and qualified adjunct faculty serving as subject experts and co-advisors for the DMin student; 2) external courses taken by the DMin student; and 3) publication of the DMin project. Spiritual components of the DMin program may consist of assigned readings and preaching (in theory and practice). Resonating with the Reformed and Puritan tradition of international learning, Puritan Reformed, in summary, seeks to establish a Doctor of Ministry program with a strong attention to homiletics and biblical counseling that couples academic excellence and spiritual richness.

Admission Requirements

The requirements for admission and study are subject to the educational and degree program standards set forth by ATS; admission requirements may vary, but will generally include the following:

1. Because of the biblical convictions of the sponsoring denominations of the seminary regarding the qualifications of those serving as ordained pastors, the DMin concentration in Homiletics is restricted to male applicants. The DMin in Biblical Counseling is open to pastors and others (men and women) who will be teaching in or practicing counseling.
2. **Deadline:** It is recommended that applications for admission to the doctoral program be submitted no later than April 30 (for a fall-semester start) or October 30 (for a spring- semester start). The applicant will be informed about the Admissions Committee's decision by the Director of Admissions shortly after a decision has been made. The Admissions Committee meets on a rolling basis (approximately every month). Applications are considered at the next available meeting only when *all* application components have been received, though the committee reserves the right to deny applicants before the administering of the applicant interview should components not meet program standards.
3. **Admission of applicant:** A prospective student must apply for the Doctor of Ministry program via the seminary website; the application must include personal and academic essays, a sermon sample (for DMin in homiletics), and academic and ecclesiastical references. The Doctor of Ministry applicant will most likely be approached by the program director for an interview. The interview with the applicant concerns academics, spiritual life, study requirements (on-campus courses/residency requirements, questions of tuition, etc.), passion for preaching, as well as employment and family circumstances. The program director will submit a report to the Admissions Committee, either recommending or not recommending the applicant for admission. The report will include an evaluation of the academic and homiletical contribution of the proposed

study, and an evaluation of the applicant's contributive ability for preaching. NB: The president or his designee(s) is (are) free at all times to attend the interview and admission process.

Application Requirements

1. To apply for the Doctor of Ministry program of the seminary, the applicant must ordinarily present the following application components:
 - a. A completed online application form.
 - b. Two letters of recommendation: an ecclesiastical letter of recommendation from the pastor or consistory (i.e., session or council) of the church of which the applicant is a member, and an academic letter of recommendation from a professor under whose guidance the applicant has pursued studies.
 - c. Official transcripts of all academic work beyond high school. If more than one college was attended, transcripts from each institution must be sent.
 - d. Students should have a minimum GPA of 3.20 in a prior master's level degree for entry into the DMin program in either concentration.
 - e. Application essay(s). All applicants must submit a short essay (250–500 words) explaining why they are applying to Puritan Reformed.
 - f. Academic writing sample. All applicants must submit an academic writing sample. This sample may be a previously written paper, article, or essay that demonstrates proper citation methods and ability to construct, in English, a graduate-level paper.
 - g. Preached sermon samples (preferably a video recording) (Homiletics only)
 - h. TOEFL or IELTS results. All ESL (English as a Second Language) students are required to submit their TOEFL or IELTS score. PRTS requires a minimum of 85 on the internet based TOEFL. The IELTS equivalent required is 6.5. The PRTS reporting code is 0368.
 - i. Application fee of \$30. The application fee is non-refundable.

2. To be eligible for admission to the doctoral program, the applicant must:
 - a. Be called to the ministry of preaching (Homiletics) or a ministry of pastoring or counseling (Biblical Counseling).
 - b. Demonstrate high potential for local and regional influence through (future) ministry of teaching, preaching and/or counseling after completion of studies.
 - c. Possess a MDiv degree in theology preferably from an accredited institute of higher learning for the DMin in Homiletics. Possess a master's degree in theology preferably from an accredited institute of higher learning for the DMin in Biblical Counseling.
 - d. Have a minimum of three (3) years pastoral and preaching experience (Homiletics) or pastoring and/or counseling experience (Biblical Counseling).
 - e. Adhere to the Three Forms of Unity and/or Westminster Standards (apart from a position on paedo- or credobaptism).
 - f. Demonstrate biblical piety and character.

Coursework

1. Length of Study: The Doctor of Ministry program in Homiletics is designed for pastors and preachers who are engaged in full-time ministry. The Doctor of Ministry program in Biblical Counseling is designed for pastors and counselors who are engaged in counseling ministry. The five core courses (course codes HOM or BC) are modular, one-week courses to be taken on campus. Students should complete the Doctor of Ministry study within six years of matriculation (exceptions must be approved by the Academic Dean). This timeframe includes completing all coursework and the research (proposal), writing, and defense of the dissertation project. It is recommended that the DMin project be published within two years after the defense or published articles derived from the dissertation project.
2. Residence Requirement: The delivery of educational material via technology allows students to complete the required coursework (both residential and non-residential) within four years. The resident or on-campus requirements of at least four (4) modular courses (week-long courses) must be completed within four years. To foster involvement, all students are encouraged to be on campus in August while taking the core courses.
3. Course Requirements: A total of eight (8) courses which is twenty-four (24) credits + a DMin project are required for the Doctor of Ministry degree. The five (5) required modular (week-long) courses for Homiletics and five (5) required modular (week-long) courses for Biblical Counseling are offered on a rotating basis every other years. Please consult the academic calendar at <https://prts.edu/academics/course-schedules-academic-calendar/> Courses do not need to be taken in order.

Required Core Courses for all DMin students (15 credits)

DMin Homiletics:	DMin Counseling:
1. Introduction to Homiletical Studies (HOM 901)	1. Systematic-Theological Considerations for Biblical Counseling (BC 901)
2. Reformed Experiential Preaching I: Exegetical Considerations (HOM 902)	2. Anthropology and Biblical Counseling (BC 902)
3. Reformed Experiential Preaching II: Historical Considerations (HOM 903)	3. Counseling Issues in Marriage and Family (BC 903)
4. Speak the Word: A Study in Oral Communication (HOM 904)	4. Speak the Word: A Study in Oral Communication (HOM 904)
5. Puritan Casuistry in Ministry (BC 904)	5. Puritan Casuistry in Ministry (BC 904)

Course Descriptions for Homiletics

Introduction to Homiletical Studies (HOM 901): This course is an introduction to homiletical studies, including the history of homiletics and will be primarily based on primary source readings, secondary literature overview, developments in homiletics, and research method. The classical Roman and Greek rhetoric and oratory will be studied, including foundational works of Cicero and Quintilian, the canons of

rhetoric (*inventio, dispositio, elocutio, memoria, and pronuntiatio*), as well as transitional moments from Augustine to the mid- 1800s, and includes studies of Augustine, *De Doctrina Christina, book IV*, medieval *artes praedicandi*, such as *Summa de arte praedicatoriâ* of Alain of Lille (ca. 1128-1201), Erasmus, *Ecclesiastes: sive de ratione concionandi* (1535), Melancthon, *De officiis concionatoris* (1529), and *Elementa rhetorices* (1532), and his appropriation in the works of Lutheran orthodoxy. In addition, attention will be given to the trajectories of homiletics in the Reformed tradition, and include readings of homiletic manuals of Andreas Hyperius (1511-1564), William Perkins (1558-1602), Johannes Hoornbeeck (1617-1666), David Knibbe (1639-1701), Conrad Bröske (1660-1713), William Chappell (1582 - 1649), John Wilkins (1614-1672), Oliver Bowles (c.1577–1644), Lucas Trelcatius Jr. (1573-1607), Willem Teelinck (1579-1629), Antonius Walaeus (1573-1639). Johannes Martius (1603- 1665), Mastricht's *De Optima Concionandi*, Guiljelmus Saldenus (1627-1694), John Edwards' *The Preacher* (1706), Friedrich A. Lampe (1683-1729), Jonathan Edwards (1703- 1758), among others. These primary sources will be set in historical context, and trajectories of continuity and discontinuity will be discussed. Attention will be given to the classical structure of the sermon, including *Exordium, Narratio, Propositio, Confirmatio, Confutatio, and Conclusio*, as well as a discussion on the grand and plain style of preaching, the move from *explicatio* to *applicatio*, and the intersection of preacher, audience, psychology, affections, and communication. In summary, this course aims to contribute to the classical foundations of a homily.

Reformed Experiential Preaching I: Exegetical Considerations (HOM 902): This course is an introduction to the way in which exegesis gives preaching its experiential character and impetus. The conviction of this course is that all faithful preaching in its very essence is experiential, as preaching is for faith (Rom. 10:14), and faith is full-orbed, “not just a certain knowledge whereby I hold for truth all that God has revealed to us in His Word, but also an assured confidence, which the Holy Ghost works by the gospel in my heart, that not only to others, but to me also, remission of sin, everlasting righteousness and salvation are freely given by God, merely of grace, only for the sake of Christ’s merits” (Heidelberg Catechism, Lord’s Day 7; A 21). God speaks in preaching. His claim reaches the hearer. It gives life from spiritual death as the Spirit uses the Word of God. Thus, preaching by definition is experiential, though many strip from the Word its experiential character. The method of the course is to examine how servants of the Word have mined the text for the experiential in the understanding of what preaching is, the preparation for preaching, the exposition for and in preaching, the application in preaching, and moment and context of preaching, and the reception and echo of preaching. The aim is to grow the range and consciousness of sonority of experiential listening to and preaching the text.

Reformed Experiential Preaching II: Historical Considerations (HOM 903). This course will examine Reformed experiential preaching, defined and described, addressing this question: what is Reformed experiential preaching? It will observe the major elements of Reformed experiential preaching and the experiential preacher in his life and ministry. It will then illustrate Reformed experiential preaching by looking at those who have embodied it; preachers such as Zwingli, Bullinger, Calvin, Perkins, Sibbes, Goodwin, Bunyan, Teellinck, à Brakel, Edwards, Davies, M’Cheyne, and Lloyd-Jones. After such considerations, attention will be paid to how the Reformed experiential preacher can consider such historical figures in his ministry today.

Course Descriptions for Biblical Counseling

Systematic-Theological Considerations for Biblical Counseling (BC 901): This course focuses on issues of revelation and its role in the counseling process, both from the counselor's and counselee's perspective; a thorough study of theology proper, specifically the attributes of God, and the practical implications in relation to counseling; and soteriology will also be considered with a focus on regeneration, repentance, faith, justification, and sanctification as foundational to the understanding of the counselee. The role and understanding of general revelation and common grace in relation to Biblical Counseling will also be explored.

Anthropological Considerations for Biblical Counseling (BC 902): Anthropology is increasingly the focal point of counseling, particularly with issues regarding human sexuality. Contrary to many contemporary anthropological models, this course seeks to understand the counseling process from a Reformed, biblical, and confessional viewpoint. In its scope, this course will address the nature and extent of sin, the image of God, human sexuality both gender and orientation, as well as the person and work of Christ in the redemption of sinful humanity. Proper understanding of people, both body and soul, is essential to effectively minister to counselees.

Counseling Issues in Marriage and Family (BC 903): This course will cover issues in counseling related to marriage and family such as premarital counseling, conflict in marriage, divorce, parent-child relationships, bereavement counseling and other issues related to marriage and family. The focus will be on bringing the whole counsel of God to bear on the human relationships within marriage and family.

Course Descriptions Common to Both Concentrations

Speak the Word: A Study in Oral Communication (HOM/BC 904): This course addresses how to be an effective communicator of the Word; learn how to articulate ideas clearly, argue logically, listen carefully, and unify groups of people under a common goal. Authentic and effective communication skills are a must for effective speakers and communicators of the Word in the pulpit and private counseling and pastoral ministry.

Puritan Casuistry in Ministry (HOM/BC 905): At the heart of the Puritan preaching and pastoral ministry was the practice of casuistry or dealing with cases of conscience, a form of biblical counseling. This course examines the major contributions of Puritan casuistry in the preaching and counseling of William Perkins, Richard Baxter, William Ames, and many others. Particular attention is given to the diverse types of hearers of the Word, the wide array of spiritual problems that lay at the heart of so many cases of pastoral counseling and preaching, as well as the scriptural and pastoral response to such categories of spiritual need.

Elective Courses

Three additional elective courses will need to be taken to fulfill the course requirements for the degree. The electives can be chosen from ThM/DMin/PhD courses at Puritan Reformed. They may also be taken

at partner institutions, or other institutions as external courses. All elective courses should be chosen in consultation with the student's academic advisor and approved by the academic dean. All elective courses should have papers written focused on their particular program concentration, i.e., a strong homiletics focus or biblical counseling focus.

Tuition and administration expenses of external elective courses are not covered by Puritan Reformed nor included in the tuition as outlined below.

DMin Project

The Doctor of Ministry dissertation project for homiletics is a written doctoral-level study that addresses both the nature and practice of preaching ministry. The study is completed with an oral defense, evaluation, and preached sermon. The study shows evidence of being informed by research method, course work, and project research enhancing knowledge and practice of one's preaching capacity.

The Doctor of Ministry dissertation project for Biblical Counseling is a written doctoral-level study that addresses both the nature and practice of some aspect of counseling ministry. The study is completed with an oral defense and evaluation of the submitted dissertation. The study shows evidence of being informed by research, course work, and project research enhancing knowledge and practice of one's counseling capacity.

1. DMin project Proposal: A proposal of the DMin project must be approved by the doctoral program director, advisor, co-advisor (and if necessary, one subject-expert scholar outside PRTS). The proposal is to be written following a proposal template and is normally to be submitted to the registrar two years before completion of the DMin project. See Appendix 1 for more information.
2. Advisors: Upon entrance of the student in the DMin project phase, the student will be assigned an advisor and at least one co-advisor. The advisor or co-advisor should be a member of faculty or an adjunct faculty
3. DMin project: The DMin project should demonstrate the student's mastery of relevant sources and methods and should make an original contribution to the field of homiletics or biblical counseling. It should include a concluding summary written in English that demonstrates the relevance of the research for the ministry of preaching or counseling. The DMin project will be submitted to the office of the registrar for examination by at least two external subject experts and at least two members of faculty. The acceptance of the DMin project must be affirmed by a two-thirds majority of the examiners. Upon acceptance, a formal defense will be held on campus with a panel of scholars, members of the board of trustees, and faculty. This defense should take place before graduation.
4. DMin project defense and Graduation: The dissertation should be submitted no later than January 1 in order to graduate in May of the same year.

Guidelines for Doctor of Ministry (DMin) Project Proposals and Examination

The Ministry Project

The Doctor of Ministry project (“DMin project”) will involve the design, implementation, and evaluation of a project in ministry. The student’s project will have a practical element that introduces another aspect into their ministry. The project should address their ministry setting and what the student cares about. The project should set out a strategy to effect change that will transform and/or intensify the faith and practice of the student’s ministry community. The student should be able to reflect on what happens in a way that makes learning relevant beyond the student’s particular community, thus adding to the general body of knowledge concerning ministry (whether theoretical or practical). Becoming a “doctor” of ministry means that a student has learned something new about how ministry happens and can reflect on that learning in a way that enables the student to be a “teacher” of ministry.

Deciding What to Do

The core courses for Homiletics (Introduction to Homiletical Studies, Reformed Experiential Preaching I and II, Speak the Word, and Puritan Casuistry for Ministry), and the core courses for Biblical Counseling (Systematic-Theological Considerations for Biblical Counseling, Anthropology and Biblical Counseling, Counseling Issues in Marriage and Family, Speak the Word, and Puritan Casuistry for Ministry) as well as other courses, offer the student the opportunity to develop the basic components of the DMin project proposal. During the first two years of the program, as the student deepens his understanding of the ministry context, explores and articulates his theology of ministry, and sharpens his skills in the practice of ministry, the student will lay the foundation for the DMin project. What the student chooses to do should be thoroughly grounded in what one has learned about one’s setting and one’s theology and practice of ministry.

Because the DMin project is grounded in a particular place, the student should also think early about how to involve participants in the development, implementation, and evaluation of the DMin project. Most students will put together a DMin support group that can be an important sounding board and partner in developing a focus for the project.

In addition to the courses, the most important person in this process is the student’s faculty advisor. The student should work closely with his advisor throughout the DMin program, but especially as he begins to focus and clarify his/her thinking about the DMin project. Approval by the advisor is required before a proposal is submitted for examination.

Writing the Proposal

The writing of the DMin project proposal is both a necessary step toward completing the DMin project and a means of demonstrating that the student has gained the learning and skill necessary to proceed. This document is the “qualifying exam.” The faculty will be looking for evidence that (a) the issue is sufficiently defined and delimited as a manageable project, (b) the issue is broad enough to be of interest beyond the student’s local congregation, and (c) the proposed action of ministry has promise as a means of addressing the issue.

The student will be evaluated whether he has the necessary insight and skill to complete the project; this evaluation will largely focus on the coherence and appropriateness of what the student proposes. In the proposal, the student should also be explicit about the learning on which he is drawing, showing how his plans are informed by an understanding of the social and cultural context, how it is grounded in a theology of ministry, and how it draws on the best insights of those who have thought about and practiced the kinds of ministry related to the student's proposal. The sources should be named and appropriately cited throughout the proposal. This is not simply a "review of the literature," but it should demonstrate that the student knows what others have said about the relevant issues and strategies.

Submitting the Ministry Project Proposal

One may submit a DMin project proposal when:

- The student has completed the relevant core courses, and
- has completed at least four electives, and
- has the approval of his advisor.

The approval of the faculty advisor usually means that the student has submitted a preliminary draft to the faculty advisor, received comments, and revised the proposal to his satisfaction. Students should assume that it will take a few weeks from the time the advisor receives a first draft to when the student receives final word on the proposal. A final decision on the proposal will require the vote of the entire faculty.

Contents of the DMin Project Proposal

1. Ministry Project Title: The title should describe the ministry project in clear, concise language so that someone who sees the title knows exactly what the project is about. The goal is to describe the project, not sell a book.
Good Title: "Strengthening Grace Reformed Church's Ministry with Experiential Preaching"
Bad Title: "From Brokenness to Wholeness: The Experience of a Congregation."
2. The proposal should begin with a succinct statement of what is to be accomplished. What are the goals and how will the project move toward those goals? This should be no more than 1–2 paragraphs.
3. The proposal must explicitly address how the DMin project addresses and grows out of the realities of internal and external settings of ministry. Why is this project proposed for its particular context? What do you understand about the social and cultural realities of your setting that has helped you think about how to lead toward change? Here the student should draw on the coursework already completed. This section should be approximately 4–6 pages in length.
4. The proposal should include an explication of the theology that calls forth the proposed project's activities. What do you believe about the nature of the church, ministry, and God's activity in the world that draws you to this proposed action? Why is this ministry fitting? Here the student should include attention to scholarly theological sources, as well as to appropriate ecclesiastical traditions, relevant theoretical analyses, as well as the student's own experiences and convictions. This section should draw on courses already completed and the student's ministry experience; this section will usually be 4–6 pages in length.

5. The proposal should offer a detailed outline of the transformative actions the student wishes to undertake. This need not be a complete set of all plans and resources, but it should include sufficient detail clarifying how the student hopes to achieve the stated goals. Supporting details (e.g., sample sermon outlines, etc.) may be added in an appendix. This outline should be 3–5 pages in length.
6. Having described what you are going to do, the student should discuss why one has chosen these particular strategies. On what theoretical and practical aspects of preaching/counseling is one drawing? How are your actions grounded in an understanding of the specific practices of preaching/counseling? For example: what theories of learning or counseling, exegesis, experiential theology, communication, spiritual formation, etc., are relevant to your work? The work the student did in the elective courses may be considered. This section will normally be 3–5 pages in length.
7. The proposal should contain a brief description of how you plan to evaluate the proposed DMin project. What will count as “success” and why? How will you gather information on the responses of participants? What changes or developments will you be watching for? This section will normally be 1–2 pages.
8. The proposal will end with a brief statement about what sort of support you have for the project from (1) those in the student’s ministry setting, and (2) faculty advisor. Who will be helping you, and how will they be doing it? This will usually be one or two paragraphs.
9. The main text of the proposal will be followed by a bibliography. The first section of the bibliography will be the “works cited” in the proposal itself. The second will be a list of “additional resources” the student anticipates using in the DMin project. While the faculty recognizes the bibliography will grow and change through the course of the project, a provisional bibliography must be developed at this stage. The bibliography must be in proper academic form.
10. After the bibliography, add any appendices useful in helping the committee to understand the details of the proposed project. Examples of items to be included here are sample sermon outlines, lesson plans, event descriptions, sample questionnaires, cases to be counseled, method of counseling attempted, etc.
11. Finally, provide a detailed timeline for the completion of the DMin project. The timeline should include any remaining course work to be completed and should project a date for the project’s completion and submission of the final DMin project.
12. The total length of the proposal (excluding the bibliography) should be 20–25 pages (double spaced, 10 or 12-point type, with margins of 1 inch). Consult the seminary’s guidelines on paper writing, or seek the advice from the librarian concerning proper style.

The Acceptance of the DMin Project Proposal

The faculty advisor will assess the submitted DMin project proposal, and upon approval, submit the proposal to the Academic Dean for the assessment by the members of the faculty. Upon approval of the faculty, the student will be informed accordingly. The DMin project needs to be completed within 3 years after the date of the acceptance of the project proposal.

Maximum Timeframe for Program, Deadlines, and Extensions

A student who cannot complete his course work or DMin project within the allotted time must receive approval of the registrar to adjust the student’s plan. The entire DMin program must be completed within

six (6) years of matriculation; any exception must be approved by the academic dean in consultation with the director of the doctoral programs.

Degree Candidacy and DMin Project Proposal

Students who meet the following requirements are admitted to the degree candidacy:

- Completion of coursework with a minimum cumulative GPA of 3.20
- Submission of a DMin project proposal approved by the advisor and faculty.

DMin Project Requirements

The following guidelines pertain to the DMin project:

- Students must have an approved project proposal.
- Students must offer original research and practical contributions in homiletics or counseling that serves the academy and the church.
- The DMin project should be between 150-200 pages in length. Projects over 200 pages will NOT be accepted.
- Students will be assigned a supervisor and co-advisor; the student may recommend an external co-advisor to the supervisor and doctoral program committee. The recommendation may or may not be followed by the supervisor and doctoral program supervisor.
- It is strongly recommended that the DMin project be edited by a professional editor.
- A completed DMin project shall be submitted in electronic format (both Word and PDF), as well as two bound print copies. The electronic and hard copies must be submitted to the registrar for distribution to the supervisor, co-advisor, and examiners.
- Upon acceptance of the DMin project by a three-fourths majority of the supervisor, co-advisor, and examiners, a public defense will be scheduled.
- Upon successful defense, the DMin project will be submitted to the librarian for archiving in the Puritan Reformed library and submitted to ProQuest for online archiving and use in academic research.

DMin Defense

The following guidelines pertain to the DMin project defense:

- The public defense will take place at the main campus of PRTS. The defense will be chaired by the President, who will open with prayer.
- The President will invite the student to summarize the reason, findings, and contribution of the study (approximately 10 minutes). The President will then invite members of the faculty (with the exception of the supervisor) and other members of the examination panel to question the candidate on the project.
- Special permission may be granted by the President for elders or ministers of churches to ask the candidate a question.
- Upon completion of the defense, the President and members of the examination panel will leave the room to deliberate and subsequently render an assessment of the defense.

- The student is informed of the results of the deliberation by the President. The supervisor will then offer an *oratio laudatio* that incorporates the results of the external examiners. The ceremony will be closed with prayer.
- During the commencement exercises, the President or designated person will confer the degree on the candidate.

Tuition and Fees

- Application for admission (non-refundable): \$30.00
- Enrollment deposit: \$100.00 (applied to tuition)
- Tuition for the DMin program: \$325.00 per month for four (4) years
- Late registration fee: \$50.00 per course
- Continuation fee (after 4 years): \$975.00 per year (not prorated)
- Distance Education fee: \$75.00 per course that is taken from a distance
- Graduation fee: \$250.00

Church-Matching Scholarships

Multiple church-matching scholarships are available up to a maximum of \$1950.00 per year. This Church-Matching Scholarship is awarded to a DMin student whose church agrees to financially support their studies. If awarded, this scholarship could provide up to one-half of the DMin tuition cost, with the student's church providing the other half of the DMin tuition cost.