Horizon College and Seminary

LS 7200 M. A. Ministry Leadership - Capstone Project SYLLABUS

Program Goal
The Master of Arts in Ministry Leadership (MAML) prepares competent Christian leaders for church, lay ministry, and other workplace roles by combining graduate-level leadership training, biblical and theological studies, and specialized ministry apprenticeships.

Purpose for the Capstone Project
The Capstone Project is an opportunity for the student to integrate prior learning in the MAML program by addressing an issue, situation, or question that is relevant to practical ministry Accordingly, the student will consider, research, and execute a practical project plan for a current ministry situation in real time. Students should expect to work with church, workplace, or ministry leaders on the project so that it contributes to felt needs within a ministry context.

Definition
The Capstone Project is an independent 3-credit or 6-credit project under the direct supervision of a faculty advisor. Both options are open to an alternate form of fulfilment than the typical written report (e.g., manual, handbook, video, curriculum). **If you plan to document the findings of your project in an alternate form, consult with your faculty advisor at the outset of the project to confirm acceptability.**

Guidelines for Completion

1. Select an advisor, confirm their availability to work with you, then submit your request for that advisor to the MAML program coordinator for approval to proceed.
2. Prepare a brief (one page) summary of the opportunity you see for exploring your topic of interest. Include just enough detail to indicate the direction that you would like to pursue.
3. Submit this summary to your advisor for approval then to the MAML program coordinator for final review and approval.

The remaining steps listed below are for the more typical format of a written report. If pursuing an alternate format, adapt the process as needed in consultation with your faculty advisor.

4. With these approvals in place, develop a more detailed proposal (2-3 pages) in consultation with your advisor. The proposal will include the following items:
    a. An introduction to the purpose or goals for the project and the issue, question, situation, etc. that will be studied,
    b. An outline of the intended methods or approaches to addressing the issue (e.g., background readings, survey questionnaires, field studies, interviews),
    c. A preliminary summary of the biblical, theological, and historical frameworks that will inform your intended approach to the issue,

      d.   A brief survey of the elements of ministry leadership that will inform the intended approach to the issue,

      e.   An initial bibliography of resources (e.g., 4 or 5 relevant books plus 4 or 5 relevant articles),

      f.   Depending on the method(s) being used to address the topic, provide a proposed list of learning resources such as books, articles, conference materials, interviews and videos.

      g.   A preliminary outline of the amount of time required for each phase of the project and the anticipated calendar schedule for completion of the project phases.

5. Submit the proposal to the Seminary Dean; once it is approved, register for the 3-credit or 6-credit course. A typical registration for the 3-credit project will span one semester (4 months) and for the 6-credit project will span two semesters (8 months).

6. A minimum of 240 clock hours of time is required for a 6-credit project and 120 clock hours for a 3-credit project. It is obvious that the 6-credit option will require a significantly larger span of attention than the 3-credit project.

7. Schedule formal meetings with the faculty advisor (3 for 3-credit project and 6 for 6-credit project) to provide a progress report, discuss any matters that need attention, and set out 'what comes next' in project activity.

8. At the midpoint of the project's master schedule, submit a preliminary draft report of activity thus far. This draft should be at least one-half the length of the final report and include the following items:

      a.   an expanded treatment of the items listed above in 4a, 4b, 4c, and 4d,

      b.   a ½ to 1-page record of each meeting with the faculty advisor to summarize what was dealt with at each meeting,

      c.   a list of the completed readings (books and articles) with a 1-page summary for each reading to summarize its value towards the purpose of the project,

      d.   a descriptive narrative to capture the practical experience gained thus far in the pursuit of the project goals, and

      e.   an assessment of the experience and reflections on what is being learned for growth in personal life and ministry leadership.

9. At the end of the project, the completed package for submission to the faculty advisor will be a 32 to 34-page report (about 10,000 words, 12-point Times New Roman, 300 words per page) for the 6-credit project or 16 to 17-page report (about 5000 words) for the 3-credit project. It will include the following items:

      a.   an updated version of everything listed above in 8a. to 8e.,

      b.   a specific plan for practical action steps if the project was aimed at addressing a real-life issue in a present ministry context, and

      c.   a bibliography of all reference materials used.