



PDWS8203 Project in Ministry Design Workshop
A Professional Doctoral Workshop
New Orleans Baptist Theological Seminary
August 24-27, 2026

Workshop Coordinator

Adam L. Hughes, PhD
Associate Professor of Expository Preaching and Pastoral Leadership
Director, Doctor of Ministry Program
Bunyan 203B
(504) 816-8216
ahughes@nobts.edu

Workshop Faculty: Dr. Jake Roudkovski, Dr. Archie England, and Dr. Randy Stone

Mission Statement

New Orleans Baptist Theological Seminary and Leavell College prepare servants to walk with Christ, proclaim His truth, and fulfill His mission.

Course Description

This workshop offers the student guidance in designing a defensible preliminary proposal for a worthy professional doctoral project. This workshop is offered each semester and is concerned principally with conceptualizing and designing the project, discovering resources, and determining methods and evaluative procedures.

Course Methodology

1. Presentation. The professor and guest lecturers will guide the students to an understanding of the basic principles of both the NOBTS Professional Doctoral Programs and basic research writing skills.
2. Group Discussion. Students will discuss the Professional Doctoral Programs and their relationship to their respective ministries.
3. Individual Assignments. The students will complete assignments related to the philosophy of the Professional Doctoral Programs, research writing, and the study of Turabian as a stylistic guide.

Student Learning Outcomes

During the workshop, students will:

1. Identify strengths and limitations of their Preliminary Project Proposals.
2. Revise and reformat their Preliminary Project Proposals.
3. Compose a concise, clear, complete, and correct one-sentence project statement.
4. Develop clear Project and Professional Goals.
5. Understand the content and format of the Final Project Proposal, to be written following the workshop and to be submitted for approval to their Project Mentor for initial approval and to the ProDoc Committee for final approval.

Required Textbooks

Required:

Project in Ministry Handbook.

Available Online- <https://www.nobts.edu/cme/current-students/resources.html>

Turabian, Kate L. *A Manual for Writers of Term Papers, Theses, and Dissertation*, 9th ed. Chicago: University of Chicago Press.

Recommended:

Booth Wayne C., Gregory G. Colomb, and Joseph M. Williams. *The Craft of Research*. 4th ed. Chicago: University of Chicago Press, 2016.

Wilson, Jim and Earl Waggoner. *A Guide to Theological Reflection*. Grand Rapids: MI: Zondervan Academic, 2020.

Pre-Workshop Assignments:

1. If you have not already done so, please dialogue with and enlist an available project mentor using the **Project Mentor/Student Contract** form found on the ProDoc website "Current Student Students" page. The list of the approved Project Mentors listed in the Project Mentors page of the ProDoc website. Note: You are responsible for enlisting a mentor! Only call the ProDoc office if you have difficulty in enlisting a mentor.
 - a. Be prepared to discuss with the mentor items 1-8 in the "Identifying a Project in Ministry" section (Chapter I., Section E., pages 3-4) of the Project in Ministry Handbook. Also, utilize the Project Examples at the end of this syllabus.
 - b. Secure the project mentor's oral/written approval of the project idea. Note: do this before writing the Preliminary Proposal.
2. Write a **Preliminary Project Proposal**. A Preliminary Project Proposal (PPP) is a brief, formal document summarizing the proposed ministry project. Include the following components in the PPP: (Refer to the Project in Ministry Handbook for specific instructions)
 - Title Page and Table of Contents
 - Ministry Setting (Context) and Professional Concerns (2 paragraphs): Dedicate one paragraph each to the ministry setting (context) and the professional concern(s) to be addressed in the project.
 - Ministry Proposal (1 page): Provide a one-sentence statement of the project (Make sure that your one-sentence statement of the project clearly matches one of the Project Models). Then, in several paragraphs, briefly describe the project proposal in such a way that an objective reader clearly understands the direction.

Include in the description the kind of relevant experiences and components that will be involved in the project (such as specialized research, surveys, sermons, teaching/training sessions, retreats, mentoring, practice of ministry, etc).

- Project Goals (2 paragraphs): Identify 2-3 project goals and 1-3 professional goals. Project goals relate to the overall project and professional goals relate to the student's personal growth as a professional minister.
- Biblical Rationale (1 or 2 paragraphs): Identify two to four biblical themes addressed by this project proposal. Discuss these themes, providing scriptural support. Utilize the original biblical languages as appropriate in your discussion.
- Proposed Time Schedule (1 paragraph): Give a time schedule that includes the following: dates for enrollment in the Project in Ministry Design workshop, date of submission of the Final Project Proposal to the Project Mentor, dates of project implementation/research, and anticipated graduation date.
- Initial Bibliography (2-3 pages): Include relevant works and key resources in the field that have been examined (books, journal articles, websites, DMin project and/or dissertations, etc. probably 20-30 sources).

NOTE #1: No student will be allowed to participate in the workshop without a Preliminary Project Proposal and a signed project mentor contract with the proposal title included. The proposal must be submitted in a timely manner to ensure that it has been reviewed by the workshop professor(s).

NOTE #2: The Project in Ministry Design Workshop will utilize Canvas for this course. Upload your PPP into the Assignments section no later than **8:00 am, August 24, 2026**, to allow the workshop faculty to review prior to the start of the workshop. Workshop documents will be available in the Contents Section of Canvas prior to the start each workshop day.

3. Read carefully the entire *Project in Ministry Handbook* and be prepared to discuss the contents in class.

4. Review Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, 9th edition. Pay particular attention to chapters related to footnotes, reference citations, and chapter headings as you write the Preliminary Project Proposal. You will need to become familiar with more details as you write your Final Project Proposal and Project Report.

5. Read extensively in the area of your ministry project.

- a. Be able to discuss the Initial Bibliography and why these sources are key sources for the project.
- b. Be able to discuss the Biblical Rationale, giving clear biblical support for those themes identified in the Preliminary Project Proposal.
- c. Be able to explain and defend your one-sentence statement.

Post-workshop Assignment:

Submit a Project Planning Grid (Project Map) in Canvas and via email to the Project Coordinator (Phyllis Garrett, prodocproject@nobts.edu) no later than one month following the completion of the workshop. Please cc your Project Mentor and the Workshop Coordinator on the grid email. **VERY IMPORTANT: YOU CANNOT RECEIVE A PASSING GRADE FOR THE COURSE UNLESS YOU COMPLETE THIS POST- WORKSHOP ASSIGNMENT.**

Course Schedule:

The workshop meets according to the tentative schedule listed in the syllabus. Additional meetings during the workshop will be announced as needed. Students **MUST** plan to be on campus (or online) throughout the days of the workshop for all class sessions, library work, and interaction with professors, their Project Mentors, and fellow workshop participants.

Attendance Policy

Since this is a doctoral course, attendance and participation in all class sessions is mandatory and required to receive a passing grade for the course. Any student missing any of the meeting times, will receive an automatic grade of “F” or “Fail” for the course.

Technical Assistance

Here is the contact information for the ITC support team, who are to help you with your NOBTS/LC technical questions/issues/support requests:

1. ITCSupport@nobts.edu - Email general technical questions/support requests. If you are not sure who to contact, use this email address!
2. Selfserve@nobts.edu - Email technical questions/support requests with the Selfserve.nobts.edu or My.nobts.edu site (Access to online registration, financial account, online transcript, etc.)
3. Canvas@nobts.edu - Email technical questions/support requests with the NOBTS Canvas Learning Management System, [Canvas.nobts.edu site](http://Canvas.nobts.edu). / nobts.instructure.com.
4. VCHelpDesk@nobts.edu - Email technical questions/support requests with NOBTS Microsoft Teams (Flex & Live classes)
5. [504.816.8180](tel:504.816.8180) - Call for any technical questions/support requests. (Currently available Mon, Tues & Thurs 7:30am-7:00pm, Wed 7:30am-6:00pm & Fri 7:30-12:00pm Central Time)

6. www.NOBTS.edu/itc/ - General NOBTS technical help information is provided on this website.

Disability Accommodations

Accommodations for students with disabilities are determined and approved by the Assistant Dean of Students for Student Affairs. If you, as a student, believe you are eligible for accommodations but have not obtained approval please contact Conner Hinton immediately at chinton@nobts.edu or 504-816-8246. Students must complete the Accommodation Request Form and provide documentation of their disability. The Assistant Dean of Students notifies students and faculty members of approved academic accommodations and coordinates implementation of those accommodations. While not required, students and faculty members are encouraged to discuss details of the implementation of individual accommodations. The seminary reserves the right to consider each request for special accommodations on a case-by-case basis pursuant to the criteria enumerated above.

Plagiarism on Written Assignments

NOBTS has a no-tolerance policy for plagiarism. Plagiarism in certain cases may result in expulsion from the seminary. See the NOBTS Student Handbook for definition, penalties, and policies associated with plagiarism.