



DOCTOR OF MINISTRY

- DMin (Core Program)
- DMin (Specialization in Supervisory Education)

Application for Admission

DOCTOR OF MINISTRY

ADMISSION PREREQUISITES AND REQUIREMENTS

1. Master's Degree in Theology/Spirituality/Religion (e.g. MDiv, MRE or MTS), or a Master's Degree in a related field with study in the areas of theology, religious history, and sacred texts (e.g. MSc plus additional courses). The additional courses must be completed before participating in the DMin program. (Grade Average minimum 72%-see Admissions Policy)
 2. At least three years' experience in ministry. (Note: St. Stephen's College understands ministry from a broad and inclusive perspective as a lifelong spiritual exploration in which practitioners are self-reflectively aware of the nurturing quality of their activities in the service of the human community and Earth. SSC community consists of practitioners from such fields as education, faith/religious community assignments, chaplaincy, mediation, management, media services, the arts, health care, counselling, multicultural relationships, and care of our planet.)
 3. Evidence of a capacity to integrate theory with practice (e.g. academic or published papers, completion of training as a Spiritual Director, Supervised Pastoral Education appointment to faith tradition committee/task forces, etc.)
 4. Evidence of reflective capabilities that attend to spiritual values integrated into one's professional practice
 5. Language Requirements: All applicants must be proficient in English prior to admission. Proficiency is demonstrated by either (a) possession of a prior degree where the primary language of instruction was English, (b) demonstration of sufficient coursework completed in English, or (c) a satisfactory score on an approved English language examination (either TOEFL iBT, IELTS, CAEL, or PTE Academic). For full details, see the "English Language Proficiency" section of the St. Stephen's College Academic Calendar.
- Additional Requirements for Specialization in Supervisory Education applicants:**
6. CASC/ACSS Certification as a Specialist
 7. Letter from a CASC/ACSS Certified Supervisor-Educator stating willingness to supervise the applicant as a Provisional Supervisor-Educator (Note: St. Stephen's College will appoint the Certified Supervisor-Educator to the voluntary position of Faculty Advisor for the duration of the student's program.)

Inquiries: Persons interested in the DMin program are welcome to make inquiries throughout the year. Prospective students without the necessary prerequisites in theology are encouraged to seek contact early and may be able to take courses to meet their needs during the months preceding their application.

Interview: All potential DMin applicants will attend an admission interview as part of the application process. Intake interviews will reflect on the applicant's learning goals and determine the applicant's appropriateness for admission to the DMin program. For those in the Supervisory Education Specialization: a CASC/ACSS Regional Admitting Committee (RAC) review process is also required; this is distinct and separate, and results in approval for the applicant to learn at the supervisory level. A person in this Specialization can be admitted to the DMin program but cannot complete Foundational Practicum SE2 without RAC approval.

CORE PROGRAM WORK IN EDMONTON

- Orientation and First Year Core Courses: First year students are encouraged to register for the St. Stephen's College Orientation Day. It is expected that first year students will enroll in the core courses in their intake year: the first DMin Integrative Seminar, and SSC771 *Inquiry, Research and Evaluation*. Both are residential week-long courses.
 - Second and Third Year Courses: DMin Integrative Seminar (week-long intensive) each year.
 - Course selection: Foundational courses are to be approved by the DMin Chair.
- The Course Schedule is online: <https://www.ualberta.ca/st-stephens/st-stephens-programs/ssc-courses.html>.

DOCTOR OF MINISTRY PROGRAM REQUIREMENTS

33 Credits	DMin (Core Program) Learning Process	33 Credits	DMin (Specialization in Supervisory Education) Learning Process
YEAR ONE		YEAR ONE	
0	Orientation Day (recommended) Learning Covenant Formation	0	Orientation Day (recommended) Learning Covenant Formation
3	Integrative Seminar	3	Integrative Seminar
3	Course: Inquiry, Research, and Evaluation (SSC771)	3	Course: Inquiry, Research, and Evaluation (SSC771)
1.5	DMin Online Collegium 1 (SSC735)	1.5	DMin Online Collegium 1 (SSC735)
3	Foundational Course 1: Religious/Spiritual/Theological Foundations (relevant to dissertation focus)	3	Foundational Course SE1: Religious/Spiritual/Theological Foundations /Psychological/Systems Foundations for Supervisory learning [CASC/ACSS Standards refer to this as “a graduate credit course in Adult Education or Supervision Theory”]
3	Foundational Course 2: Learner’s Focus of Expertise	1.5	Program Approval Documentation (Part 1): Co-write with Certified Supervisor-Educator (CSE) a program approval prior to offering the first course of supervision as a Provisional Supervisor-Educator (PSE) in either Spiritual Care or Psycho-Spiritual Therapy.
		1	Foundational Practicum SE2: Completion of first CASC/ACSS CPE/PCE course as a PSE [i.e. co-plan and co-implement a Spiritual Care or Psycho-Spiritual Therapy Education Program while working under the supervision of a qualified CASC/ACSS CSE in order to learn the art and craft of SPE supervision]. Corequisites before credit is assigned: (1) Completion of Foundational Course SE1, (2) Provision of a letter from CASC/ACSS CSE/Faculty Advisor verifying that student has completed Regional Admitting Committee approval.
YEAR TWO		YEAR TWO	
3	Integrative Seminar	3	Integrative Seminar
1.5	DMin Online Collegium 1 (SSC735)	1.5	DMin Online Collegium 1 (SSC735)
0	Project Vision (Preliminary Project Proposal)	1	Completion of second CASC/ACSS CPE/PCE course as a PSE [with both ongoing CASC/ACSS supervision, and increased course responsibility and self-directed functioning].
3	Foundational Course 3: Methodologies for Knowledge Generation (Program Evaluation/Research)	3	Foundational Course SE3: Methodologies for Knowledge Generation (Program Evaluation/Research)
		1	Provision of evidence of having (1) completed the CASC/ACSS Learning Module on “Supervising Advanced Students and Provisional Supervisor-Educators in SPE Training” (a letter or copy of certificate of completion), and (2) participated in a peer group of provisional supervisors over the course of one’s two PSE courses (letter from CASC/ACSS Certified Supervisor-Educator/Faculty Advisor).
		1.5	Program Approval Documentation (Part 2): Prepares an update of the program approval document developed prior to first PSE course, including submission to and approval by the CASC/ACSS Accreditation Committee.
YEAR THREE		YEAR THREE	
3	Integrative Seminar	3	Integrative Seminar
1.5	DMin Online Collegium 2 (SSC736)		
3	Integrative Paper (when IP approved, student granted full time status)	2	Preparation of Materials for and evidence of Certification as a Supervisor-Educator (in either Spiritual Care or Psycho-Spiritual Therapy). A letter or copy of certificate from CASC/ACSS is required stating that student has achieved CASC/ACSS Certification.
3	Project Proposal, Ethics Review, Project Design	1	Satisfactory Completion of Post-Certification Mentoring course following certification as a Supervisor-Educator (as evidenced by a letter from the mentoring Certified Supervisor-Educator).
YEAR FOUR & FORWARD		YEAR FOUR & FORWARD	
1.5	DMin Online Collegium 2 (SSC736)		
0	Optional participation in additional Integrative Seminars/Online Collegiums (with instructor permission)	0	Optional participation in additional Integrative Seminars/Online Collegiums (with instructor permission)
		3	Project Proposal, Ethics Review, Project Design
0	Completion of Dissertation (150-200 pages) and Public Presentation of Project Research on Convocation day	0	Completion of Dissertation (150-200 pages) and Public Presentation of Project Research on Convocation day



APPLICATION FOR ADMISSION DOCTOR OF MINISTRY PROGRAM

Thank you for your interest in the Doctor of Ministry (DMin) program at St. Stephen's College. All materials must be received by due date in order for your application to be considered complete. All documents submitted in support of an application become the property of St. Stephen's College and are not returnable to the applicant or transferable to any third party. All materials will be kept strictly confidential. Keep a copy of the completed application packet for your files. For questions, please contact the DMin Office at 1-800-661-4956 (in Canada), 780-439-7311 or st.stephens@ualberta.ca.

APPLICATION PROCEDURE

Prospective students should initiate an application by means of the attached application form, together with the application fee and all of the following supporting documentation.

1. Documentation

- a. **Official transcripts:** Official and Complete Transcript issued by all institutions awarding degrees and/or credits and certified by an authorized officer of that institution mailed or emailed (st.stephens@ualberta.ca) directly to St. Stephen's College. If the degree awarded includes transfer credits from other institutions, a transcript from the credit-granting institution is also required. Applicants should submit official transcripts for all academic work put forward in support of the application. (Grade Average minimum 72%-see Admissions Policy). Applicants whose transcripts are in a language other than English must submit certified translations of all transcripts submitted as part of the application.
- b. **Curriculum vitae** in summary form. This document should include:
 - professional experience: position, place, and duration
 - post-secondary education: degrees held, institutions, dates
 - evidence of having served at least three years satisfactorily in **ministry* after graduate studies.
**St. Stephen's College understands ministry from a broad and inclusive perspective as a lifelong spiritual exploration in which practitioners are self-reflectively aware of the nurturing quality of their activities in the service of the human community and Earth. SSC community consists of practitioners from such fields as education, faith/religious community assignments, chaplaincy, mediation, management, media services, the arts, health care, counselling, multicultural relationships, and care of our planet.*
- c. **Writing Sample:** A sample of an academic paper or published article or other recent professional writings which demonstrate a capacity to integrate theory with practice.
- d. **Statement of Professional Goals:** A two or three page statement of applicant's professional goals, the possible relation of a Doctor of Ministry degree to these goals and an indication of the intention to continue involvement in a recognized professional ministry throughout proposed programs.
- e. **Statement of Spiritual Journey:** A three to five-page (double-spaced) statement of applicant's spiritual journey.
- f. **DMin-SE applicants only:** Proof of CASC/ACSS Certification as a Specialist
- g. **DMin-SE applicants only:** Letter from a CASC/ACSS Certified Supervisor-Educator stating willingness to supervise the applicant as a Provisional Supervisor-Educator (St. Stephen's College will appoint this CASC/ACSS Certified Supervisor-Educator to the voluntary position of Faculty Advisor for the duration of the student's program.)

2. References

Four assessments from individuals involved with the applicant's specialized ministry. The four letters of reference must be sent directly to St. Stephen's using the form provided, and will be from:

- a. an official from within your faith group, agency, organization, or institution where professional ministry is practiced
- b. the official governing body within the congregation/local faith community, agency, organization, or institution where professional ministry is practiced
- c. two peers in professional ministry who are able to assess the applicant's readiness for advanced study (if you are within 3 years of graduating, one of these referees must be an academic referee)

The references must indicate the length and nature of their relationship to the applicant, and are asked to comment on:

- (i) character, personality, and capacity for personal growth and development
 - (ii) clarity of commitment to advanced degree study in professional ministry
 - (iii) academic ability for graduate work
 - (iv) capacity for work in an educational model which emphasizes reflection on experience and personal growth as well as knowledge and skill development
 - (v) emotional stability
 - (vi) leadership and vocational qualities
 - (vii) general readiness for pursuing their goals by means of the proposed course of study
- d. If applicable, an SPE unit evaluation or an evaluation from another practice-based learning experience (e.g. training as spiritual director, church management training, field education supervision training, etc.)

Interview:

All potential DMin applicants will attend an admission interview as part of the application process. Intake interviews will reflect on the applicant's learning goals and determine the applicant's appropriateness for admission to the DMin program. For those in the Supervisory Education Specialization: a CASC/ACSS Regional Admitting Committee (RAC) review process is also required; this is distinct and separate, and results in approval for the applicant to learn at the supervisory level. A person in this Specialization can be admitted to the DMin program but cannot complete Foundational Practicum SE2 without RAC approval.

Equivalencies in Theology:

Admission requirements for the DMin include a Master's degree in Theology/Spirituality/Religion (e.g. MDiv, MRE or MTS), or a Master's degree in a related field with study in the areas of theology, religious history, and sacred texts (e.g. MSc plus additional courses). The additional courses must be completed before participating in the DMin program. Prospective students who do not possess a degree in Theology/ Spirituality/Religion are encouraged to seek contact early and may be able to take courses to meet their needs during the months preceding their application. The Committee's decision whether or not to accept an application is final.

Application deadlines: In order to participate in the Integrative Seminar of a given year applicants must submit their completed applications to the College no later than February 1 for Canadian and Permanent Resident applicants and November 1 for international applicants.

ST. STEPHEN'S COLLEGE
Doctor of Ministry Program Application

INDICATE WHICH STREAM YOU ARE APPLYING TO:

<input type="checkbox"/>	DMin
<input type="checkbox"/>	DMin (Specialization in Supervisory Education)

GENERAL INFORMATION

Use your legal name as shown on one of the following documents: Birth Certificate, Passport, Canadian Immigration Student Authorization document or Marriage Certificate. This name will appear on your College records and transcripts, and on your degree parchment upon graduation.

Full Legal Name						
	Surname		First	Initial		
Previous Legal Name (if any)						
	Surname		First	Initial		
Address						
	Street		City/Province/Postal Code			
Citizenship	<input type="checkbox"/>	Canadian Citizen or Permanent Resident	<input type="checkbox"/>	International Student (Study Permit required)		
	Email Address					
Phone						
	Home		Business			
Birth Date						
Gender	<input type="checkbox"/>	Female	<input type="checkbox"/>	Male	<input type="checkbox"/>	Another/prefer not to disclose
Social Insurance Number	DO NOT EMAIL YOUR SOCIAL INSURANCE NUMBER. Phone St. Stephen's College Assistant Registrar (780-439-7311#30) with your number.					
Religious Affiliation if applicable (for statistical use only)						
How did you hear about the DMin Program?						

LETTERS OF REFERENCE

	Name of Referee	Position/Title
Official from within your faith group, agency, organization, or institution		
Professional Governing body official		
Peer in ministry or profession		
Peer in ministry or profession (academic reference, if within 3 years of graduating)		

Letters of Reference are mailed directly to St. Stephen's College, using the form appended to this application.

APPLICATION FEES:

Please send your completed application form with required documentation and the non-refundable application fee to St. Stephen's College.

Canadian/Permanent Resident Applicants: Application fee is \$200. Application deadline is February 1.

International Applicants: Application fee is \$400. Application Deadline is November 1.

HOW TO PAY THE APPLICATION FEE?

Payment methods available:

<https://www.ualberta.ca/st-stephens/st-stephens-programs/how-to-study-at-ssc/tuition-fees-and-payment.html>

SEND SIGNED APPLICATION AND DOCUMENTS TO:

St. Stephen's College
University of Alberta Campus
Doctor of Ministry Program Admissions
8810 112 Street
Edmonton, Alberta T6G 2J6
Or EMAIL to: st.stephens@ualberta.ca

- I certify that the information in this application is true and complete in all respects and that I have withheld no information.
- I certify that I have read and understand the "Student Records: Contents, Access, Use, and Protection" policy outlined in the Academic Calendar: <https://www.ualberta.ca/st-stephens/st-stephens-programs/files-cabinet/academic-calendar.html>
- I understand that misrepresentation, falsification of documents, or withholding of requested information regarding this application are serious offences and may result in dismissal from the College.
- I agree, if admitted to St. Stephen's College, to comply with the College regulations as stated in the St. Stephen's College Academic Calendar.

Signature	Date

ST. STEPHEN'S COLLEGE
Edmonton, Alberta

REFERENCE FORM – DMIN PROGRAM

APPLICANT NAME	
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St. Stephen's College would appreciate a confidential statement from you concerning the named applicant who has applied for admission to the Doctor of Ministry degree program. **Referees may attach a letter of reference to this form, or write comments below.** Please indicate the length and nature of your relationship to the applicant, and comment especially on the following points, as possible:

- (1) Character, personality, and capacity for personal growth and development
- (2) Clarity of commitment to advanced degree study in professional ministry. (Note: St. Stephen's College understands ministry from a broad and inclusive perspective as a lifelong spiritual exploration in which practitioners are self-reflectively aware of the nurturing quality of their activities in the service of the human community and Earth. SSC community consists of practitioners from such fields as education, faith/religious community assignments, chaplaincy, mediation, management, media services, the arts, health care, counselling, multicultural relationships, and care of our planet.)
- (3) Academic ability for graduate level work
- (4) Capacity for work in an educational model that emphasizes reflection on experience and personal growth as well as knowledge and skill development
- (5) Emotional stability
- (6) Leadership and vocational qualities
- (7) General readiness for pursuing their goals by means of the proposed course of study

Letters of recommendation for admission can be released on request to the subject of the letter. They are considered valid for one year only.

<p>SEND DIRECTLY TO St. Stephen's College DMin Program University of Alberta Campus 8810 112 Street Edmonton, Alberta T6G 2J6</p> <p>or EMAIL TO st.stephens@ualberta.ca</p> <p>Do NOT return Reference to Applicant</p>	<p>REFERENCE PROVIDED BY</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 2px;">Signature</td> <td style="width: 70%;"></td> </tr> <tr> <td style="padding: 2px;">Name</td> <td></td> </tr> <tr> <td style="padding: 2px;">Position/Title</td> <td></td> </tr> <tr> <td style="padding: 2px;">Address</td> <td></td> </tr> <tr> <td style="padding: 2px;">Phone</td> <td></td> </tr> </table>	Signature		Name		Position/Title		Address		Phone	
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