

Abilene Approval Chart for Curriculum Changes

A = Approve I = Information Item R = Respond In Writing

Course Number: _____ or Degree Plan(s): **Certificate in Practical Ministry**

		Dept./School	College	Dean	TEC	AUAC/Grad	Provost
	Campus-Level Academic Review¹						
	Change to a Course Include signatures from all chairs/program directors for cross-listed courses. ¹						
1.	Title (description unchanged)	A	A	A	I	I	I
2.	Description (not affecting content)	A	A	A	I	I	I
3.	Course term(s)	A	I	A	I	I	I
4.	Content (change of course outcomes)	A	A	A	I	I	A
5.	Number of credit hours	A	A	A	A	A	A
6.	Course number within the hundred	A	A	I	I	I	I
7.	Course number beyond the hundred	A	A	A	A	A	A
8.	Prerequisites	A	A	A	I	I	I
9.	Course restriction (e.g., majors only, junior standing)	A	A	A	A	A	A
10.	Level change (U to G or G to U)	A	A	A	A	A	A
11.	Cross list course	A	A	A	A	A	A
12.	Department of record	A	A	A	A	A	A
13.	Open or close a course	A	A	A	A	A	A
	Change to a Degree Plan						
14.	Educational Program — Revise	A	A	A	A	A	A
15.	Educational Program — Adopt/revise admission requirements	A	A	A	A	A	A
16.	GPA — Revise program-required GPA	A	A	A	A	A	A
17.	Minor — Revise	A	A	A	A	A	A

		Dept./School	College	Dean	TEC	AUAC/Grad	Provost	Campus Faculty	Senior VPAA	President
	Full Review									
	Change to Catalog Information (for Campus)									
18.	General requirements for Bachelor's and Associate Degrees	-	-	-	-	A	A	A	A	I
19.	Policies governing academic probation and suspension	-	-	-	-	A	A	A	A	I
20.	Requirements for graduating with honors	-	-	-	-	A	A	A	A	I
	Change to a Degree Plan									
21.	Educational Program — Add or Discontinue ²³	A	A	A	A	A	A	A	A	I
22.	Educational Program — Discontinue (Provost-proposed)	R	-	R	A	A	A	A	A	I
23.	Minor — Add or Discontinue	A	A	A	A	A	A	-	A	I
24.	Minor — Discontinue (Provost-proposed)	R	-	R	A	A	A	-	A	I
25.	Degree — Add or Discontinue	A	A	A	A	A	A	A	A	I
26.	Degree — Discontinue (Provost-proposed)	R	-	R	A	A	A	A	A	I

		Dept./School	College	Dean	AUAC	Provost	UGEC	University Faculty	Senior VPAA	President
	Change to General Education Requirements for Undergraduates (System)									
27.	Change course outcomes of an included course	A	A	A	A	A	A	-	A	I
28.	Add or drop a required course from the General Education Requirements	A	-	A	-	A	A	A	A	I
29.	Add or drop a course from a menu within the General Education Requirements	A	-	A	-	A	A	-	A	I
30.	Comprehensive revision of General Education Requirements	-	-	-	-	A	A	A	A	I

Notes

² Any change to a cross-listed course requires the signature of both department chairs or program directors overseeing the course to ensure that the courses stay in sync. This includes courses taught at other campuses (e.g. BIBL 101 and BIBO 101).

³ For undergraduate majors, a minimum of 30 hours is required. These programs must have a minimum of 6 elective hours, unless the requirements of external accrediting bodies make it impossible. Master's programs must include a minimum of 30 hours, and doctoral programs must include a minimum of 30 hours beyond the master's.

⁴ When a department/school or dean proposes closing a program, approval routing follows the typical process beginning with the department/school. An administrative proposal by the provost or senior vice president for academic affairs would follow the "provost-proposed" routing on the chart.

Updated 8/1/2023

Department/School(s)	
<i>Mason Lee</i>	Sep 18, 2024
Chair Signature	Date
Chair/Program Director Signature	Date
College Academic Council(s)	
<i>Christopher R. Huston</i>	Sep 19, 2024
Chair Signature	Date
Chair Signature	Date
Dean(s)	
<i>Myron Reed</i>	Sep 19, 2024
Signature	Date
<i>Ken Cukrowski</i> Ken Cukrowski (Sep 19, 2024 20:40 CDT)	Sep 19, 2024
Signature	Date
Teacher Education Council	
Signature	Date
Campus Academic Council: Abilene Undergraduate or Abilene Graduate	
<i>W. M. C. [Signature]</i>	Sep 19, 2024
Signature	Date
Provost	



Sep 21, 2024

Signature

Date

University General Education Council

Signature

Date

University Faculty

Abilene Faculty Senate Chair signature

Date

Dallas Faculty Council Chair signature

Date

Senior Vice President for Academic Affairs


Robert Rhodes (Sep 23, 2024 11:51 CDT)

Sep 23, 2024

Signature

Date

President


Phil Schubert (Oct 1, 2024 08:47 CDT)

Oct 1, 2024

Signature

Date

New Program Application
“Certificate in Practical Ministry”

Step #1: Campus Coordination Information

I. Program Identification

- A. Program Title: Certificate in Practical Ministry
- B. Degree Type: Certificate
- C. Home Department or School: Graduate School of Theology
- D. Program Developer(s) and Credentials: Wes Crawford, Associate Dean, Graduate School of Theology, Associate Professor of Church History
- E. Where Program Will be Offered and Delivery Method: Abilene Campus, ACU Dallas, Residential & Online
- F. Proposed Date of Implementation: Fall 2024

II. Program Overview

A. Outlook

1. Market Need: As congregations shrink in size across the United States, a growing number of congregations are employing fewer paid ministers, and many are hiring their ministers from within their own congregations. Based upon our interaction with ministers and knowledge gleaned from multiple focus groups with ministers throughout Texas, many ministers feel ill-equipped in their new roles. Indeed, these ministers often lack formal theological education, and they express an awareness of their need for help. This certificate will meet the specific needs of those ministers. Upon completing the certificate, these ministers will have basic skills necessary to fulfill their duties as congregational ministers, and we anticipate some will continue their education by seeking the MACM or MDiv degrees.
2. Estimated Total Enrollment: Based on interest levels expressed in focus groups, we anticipate 12-15 new students will emerge in the first year. We anticipate that the number would rise to 20 in the second and following years. Since this certificate program will utilize currently offered courses and students will be distributed across multiple courses, we do not anticipate the need for additional sections for the first or following years. If the number moves beyond 20 active students in year two we will need to offer some of the elective courses in an every year cycle as opposed to an every other year cycle. This certificate does not require much risk for the GST since we are offering these courses anyway, and this new certificate does not require any new financial commitment. Ultimately, this new certificate centers upon packaging a select list of currently offered courses and advertising that package of courses to congregations and ministers.
3. Reviewed Institutions:
 - a. Lubbock Christian University is currently offering a certificate program for Children’s Ministry. This program is too new to gauge

its success, but LCU has shown an increasing desire to move away from graduate theological education (among their faculty). The GST has far more faculty and recruiting resources at our disposal than LCU.

- b. Southern Methodist University offers a wide array of certificate programs, but most are not tied to a degree. The individual courses tied to these certificate programs are less robust than a typical graduate level course taught at Perkins Theological Seminary. Their “Courses and Certificates for Practical Ministry” are aimed at church staff, laity, current Perkins School of Theology students, Perkins alumni, and even undergraduate students. Certificate students may take isolated courses or pursue an entire certificate, which consists of five courses. SMU charges roughly \$2500 for the entire certificate (5 courses), which is equivalent to the cost of one graduate level course. Currently, the courses are offered on their main campus in January, but they have experimented with offering the courses at other times of the year. The courses are taught by PhD candidates or ministers with the credentials to teach graduate level courses. The Director of their program indicates their program is growing, and he believes the market for certificates in practical ministry is also growing.

B. Curriculum Description

1. Focus of Program: This program will provide congregational ministers with vital instruction in practical ministry. An increasing number of congregational ministers lack formal theological education, and this certificate provides targeted instruction to specific kinds of ministers without requiring those students to complete a longer degree program.
2. Existing Similar ACU Programs: The certificate of Practical Ministry will resemble the Master of Christian Ministry program currently offered by the Graduate School of Theology. The certificate, however, will require fewer completed hours, which will make it more accessible to a larger group of potential students. This certificate will allow for a tighter focus upon one specific ministerial area and will not provide the breadth of courses offered through the MACM or MDiv degrees.
3. New Courses: We do not anticipate this certificate will require the development of new courses.

C. Resource Estimates

1. Required Faculty: We do not anticipate this certificate will require any new additional faculty.
2. Estimated Cost: We do not anticipate this certificate will require any additional funds.
3. Disciplinary Accreditation: The certificate will meet the requirements of both the Southern Association of Colleges and Schools (SACS) and the Association of Theological Schools (ATS).

Step #2: Full Proposal Information

III. Program Information

- A. Program Description: The Certificate in Practical Ministry is designed for those seeking practical skills in specific areas of congregational ministry, including youth and family ministry, children's ministry, worship ministry, spiritual formation ministry, preaching ministry, and church leadership. This eighteen-hour certificate offers foundational instruction for ministers who have yet to complete a more comprehensive graduate theological degree. Should one choose to pursue a degree within the Graduate School of Theology, he or she may use the hours from this certificate toward that degree plan.
- B. Program Mission Statement: Upon completing the Certificate in Practical Ministry students will possess the skills necessary for effective leadership in specific areas of congregational ministry.
- C. Student Learning Outcomes: The four current GST program outcomes are as follows:
 - 1. GST graduates will be able to demonstrate integrated understanding of Christian Scripture and Tradition.
 - 2. GST graduates will be able to demonstrate discernment of their vocational identity.
 - 3. GST graduates will be able to demonstrate capacities conducive to effective ministerial practice.
 - 4. GST graduates will be able to demonstrate competence in interpreting cultural contexts of ministry.
 - 5. In addition to these four GST program outcomes, the Certificate in Practical Ministry has one unique SLO: "Graduate School of Theology Practical Ministry Certificate graduates will be able to demonstrate essential ministerial skills." Each of our current SLOs includes a lengthier description following the succinctly stated SLO. The certificate SLO will be followed by this sentence: "Graduates will be able to demonstrate essential ministerial skills in integrating theological reflection and leadership practices."
- D. Admission Requirements: The admission requirements for the Certificate in Practical Ministry will align with the admission requirements for all other GST degrees.
 - 1. A completed application and application fee of \$65.
 - 2. An official transcript of all previous colleges attended. The transcript must indicate an earned bachelor's degree from a regionally accredited college or university or equivalent.
 - 3. A cumulative undergraduate GPA of at least 3.0 on a 4.0 scale.
 - 4. Two letters of recommendation.
 - 5. A reflective essay (purpose statement) 3-5 pages typed, double spaced.
 - 6. Complete an academic writing assessment.
- E. CIP Code: 39.0602

IV. Rationale and Need for Program

- A. Mission Fit: The Certificate in Practical Ministry fits well within the university's mission to educate students for Christian service and leadership throughout the world. Students who complete this certificate will be better prepared to engage in

various congregational ministry roles, thereby utilizing their God-given gifts to bless the world through the church. The mission of the certificate mirrors the mission of the university as well as its ongoing emphasis upon spiritual formation and developing the next generation of leadership for the church.

B. Employment Demand and Career Possibilities:

1. Students who complete the Certificate in Practical Ministry will be qualified to fill various ministerial leadership roles for Christian congregations, including youth and family minister, children's minister, spiritual formation minister, worship minister, and preaching minister.
2. The U.S. Bureau of Labor Statistics and Texas Workforce Commission report a slight growth in employment opportunities among clergy from 2022-2032 (.6% increase). The slow growth for this market actually strengthens the case for this new certificate. As congregations become smaller and as an unprecedented number of ministers leave full-time ministry for other vocations, many congregations are hiring ministers from within their own memberships. Many of these new ministers lack formal theological education and are seeking help. Although some may choose to pursue a full degree, many others will search for more immediate help. This eighteen-hour certificate will constitute an excellent option for this growing pool of ministers.
3. The CIP Code for the Certificate in Practical Ministry (Divinity/Ministry) leads to a broad category of occupations labeled "Personal Care and Service Occupations" by the Bureau of Labor and Statistics. The mean annual wages for this category are listed at \$31,616. The median annual wages for this category are listed at \$27,325.

C. Prospective Student Interest: The Barna Research Group indicated in 2022 that 42% of ministers considered quitting full-time ministry within the past year. Many of these ministers have, in fact, moved on from congregational ministry, which has created a significant minister shortage among American Christian congregations. Multiple publications are reporting a record number of congregations closing and many more congregations are getting smaller. As American congregations address these dramatic shifts, a number of congregations are utilizing their smaller budgets to hire ministers from within their own memberships. Though cheaper to hire, most of these ministers lack any theological education. Through our interactions with many of these congregations and church leaders through the Siburt Institute for Church Ministry, we are convinced many of these newly hired ministers are seeking help that is both quicker and less expensive than a standard graduate theological degree, such as a Master of Divinity. Over the past two years of conversations with these ministers and congregations, many have indicated a strong interest in a certificate model that will provide immediate help to ministers in congregations.

D. Disciplinary Benchmarking

1. SMU Perkins School of Theology: SMU offers certificates for practical ministry, but their certificates are aimed at ministers seeking continued education. Students do not receive graduate credit for those courses. Rather, current ministers may take short courses for approximately \$500

each. After completing five such courses, a student earns a certificate, making the total cost of the certificate \$2500. The proposed Certificate in Practical Ministry will cost the same amount as other GST courses and will allow students to earn academic credit that will count toward a degree.

Additionally, the coursework offered through SMU's certificate program is not as academically rigorous as their (or our) seminary courses.

2. Lubbock Christian University: LCU does offer a certificate in children's ministry, but they do not offer any other practical ministry tracks. Their faculty, like ours, has recognized the need for a certificate program for ministers, but their program is too new to measure its long-term viability or success. ACU's GST has a much larger faculty and a full seminary that offers a greater chance for success (as compared to LCU).
3. Baylor University's Truett Seminary: Truett offers a certificate program much like the program offered by SMU. The certificate is aimed at "church members and leaders who desire more depth in their Christian life or ministry." The purely online certificate includes courses in biblical studies and Christian ministry and costs approximately \$250 per course. Much like the SMU program, however, students do not receive graduate credit that could count toward a degree.

V. Curriculum

- A. Degree Plan: This Certificate in Practical Ministry will include eighteen hours of coursework. Nine of those hours will be common across all tracks, and 9 of those hours will be unique to each track.

1. Common Courses Across All Tracks:
 - a. BIBM 603 Foundations of the Theology of Ministry
 - b. BIBM 649 Reading and Engaging Contemporary Culture
 - c. BIBL 682 Teaching Scripture to the Contemporary Church
2. Youth & Family Ministry Track Unique Courses:
 - a. BIBM 635 Engaging Adolescents in Christian Formation
 - b. BIBM 646 Youth and Family Ministry
 - c. BIBM 693 Church and Family Ministry
3. Children's Ministry Track Unique Courses:
 - a. BIBM 675 Spiritual Formation of Children
 - b. BIBM 673 Ministry with Children and Families

- c. BIBM 693 Church and Family Ministry
- 4. Worship Ministry Track Unique Courses:
 - a. BIBM 657 Contexts of Ministry
 - b. BIBH 655 History of Christianity in America (Or) BIBD 631 Historical Theology
 - c. BIBM 670 Worship
- 5. Preaching Ministry Track Unique Courses:
 - a. BIBM 604 Homiletics
 - b. BIBM 628 Preaching Pauline Literature (Or) BIBM 605 Preaching Old Testament Literature
 - c. BIBM 681 Preaching in Contemporary Contexts

6. Spiritual Formation Track Unique Courses:
 - a. BIBM 621 Fundamentals of Spiritual Nurture
 - b. BIBM 648 Christian Spiritual Formation
 - c. BIBM 696 Theological Perspectives on Human Behavior
7. Church Leadership Track Unique Courses:
 - a. BIBM 601 Church Leadership
 - b. BIBM 640 Renewing Churches for Mission
 - c. BIBM 645 Managing Conflict in Churches

B. Course Coordination: The Certificate in Practical Ministry will not require courses beyond the GST.

C. Courses

Course	Rotation/Frequency	Required?	Tracks Served	Credentialed Faculty
BMIS 649 Reading and Engaging Contemporary Culture	Summer, Odd Years	Yes	All	Chris Flanders
BIBM 603 Foundations of the Theology of Ministry	Fall, Spring, Every Year	Yes	All	Tim Sensing, Mason Lee, Carson Reed
BIBL 682 Teaching Scripture to the Contemporary Church	Summer, Every Year	Yes	All	Mark Hamilton, Samjung Hamilton, Jeff Childers, Richard Wright
BIBM 635 Engaging Adolescents in Christian Formation	Summer, Odd Years	Yes	Youth & Family Ministry Track	Ron Bruner, Lauren Cooke, Jennifer Schroeder
BIBM 646 Youth & Family Ministry	Summer, Even Years	Yes	Youth & Family Ministry Track	Lauren Cooke, Ron Bruner, Jennifer Schroeder
BIBM 693 Church & Family Ministry	Summer, Odd Years	Yes	Youth & Family Ministry Track, Children's Ministry Track	Jennifer Schroeder, Ron Bruner, Lauren Cooke

BIBM 657 Contexts in Ministry	Fall, Spring, Every Year	Yes	Children's Ministry Track; Worship Ministry Track	Tim Sensing, Mason Lee, Carson Reed
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BIBM 673 Ministry with Children & Families	Spring, Even Years	Yes	Children's Ministry Track	Ron Bruner, Jennifer Schroeder, Lauren Cooke
BIBM 675 Spiritual Formation of Children	Spring, Odd Years	Yes	Children's Ministry Track	Jennifer Schroeder, Ron Bruner, Lauren Cooke
BIBH 655 History of Christianity in America	Fall Even Years	No	Worship Ministry Track	Wes Crawford
BIBD 631 Historical Theology	Spring, Even Years	No	Worship Ministry Track	Jeff Childers, Kelli Gibson, Tera Harmon
BIBM 670 Worship	Spring, Odd Years	Yes	Worship Ministry Track	Carson Reed, Kelli Gibson
BIBM 604 Homiletics	Fall, Every Year	Yes	Preaching Ministry Track	Tim Sensing, Mason Lee
BIBM 628 Preaching Pauline Literature	Spring, Odd Years	No	Preaching Ministry Track	Tim Sensing, Mason Lee
BIBM 605 Preaching Old Testament Literature	Spring Odd Years	No	Preaching Ministry Track	Tim Sensing, Mason Lee
BIBM 681 Preaching in Contemporary Contexts	Summer, Odd Years	Yes	Preaching Ministry Track	Tim Sensing, Mason Lee, Carson Reed
BIBM 621 Fundamentals of Spiritual Nurture	Fall, Every Year	Yes	Spiritual Formation Track	Ben Pickett, Carson Reed

BIBM 648 Christian Spiritual Formation	Spring, Summer, Every Year	Yes	Spiritual Formation Track	Tera Harmon, Tim Sensing, Carson Reed
BIBM 696 Theological Perspectives on Human Behavior	Summer, Every Year	Yes	Spiritual Formation Track	Tera Harmon, Carson Reed, Lisa Merchant

BIBM 640 Renewing Churches for Mission	Spring Odd Years	Yes	Church Leadership Track	Carson Reed
BIBM 644 Pastoral Ministry Skills for Church Leaders	Spring (J-Term), Odd Years	Yes	Church Leadership Track	Carson Reed, David Brooks
BIBM 645 Managing Conflict in Churches	Spring, Even Years	Yes	Church Leadership Track	Carson Reed

D. New Courses: The Certificate in Practical Ministry will require one new course, which will be offered in the Children's Ministry track. The new course, BIBM 675 Spiritual Formation of Children, will be taught by Dr. Jennifer Schroeder.

1. Course Code: BIBM 675
2. Course Title & Description
 - a. Title: Spiritual Formation of Children
 - b. Description: "Explores the processes of Christian spiritual formation and implications for ministry with children in a variety of contexts. Students will engage critically with theological, sociological, and cultural frameworks as they consider how to nurture children toward full anticipation in the kingdom of God."

VI. Assessment Plan

A. Curriculum

Map Youth & Family Ministry

Track

Outcome	BIBM 603	BMIS 649	BIBL 682	BIBM 635	BIBM 646	BIBM 693
Program 1	A		A	A		
Program 2	A			A	A	
Program 3	A	A	A	A	A	A
Program 4		A	I	A	A	A
Certif 1	A	A	A	A	A	A

Children's Ministry Track

Outcome	BIBM 603	BMIS 649	BIBL 682	BIBM 675	BIBM 673	BIBM 693
Program 1	A		A			
Program 2	A				A	
Program 3	A	A	A	A	A	A
Program 4		A	I	A	A	A

Certif 1	A	A	A	A	A	A
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Worship Ministry Track

Outcome	BIBM 603	BMI S 649	BIBL 682	BIBM 657	BIB H 655	BIB D 631	BIBM 670
Program 1	A		A		A	A	
Program 2	A					A	A
Program 3	A	A	A	A			A
Program 4		A	I	A	A		A
Certif 1	A	A	A	A	A	A	A

Preaching Ministry Track

Outcome	BIBM 603	BMIS 649	BIBL 682	BIBM 604	BIBM 628	BIBM 681
Program 1	A		A	A	A	A
Program 2	A					
Program 3	A	A	A	A	A	A
Program 4		A	I			A
Certif 1	A	A	A	A	A	A

Spiritual Formation Track

Outcome	BIBM 603	BMIS 649	BIBL 682	BIBM 621	BIBM 648	BIBM 696
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Program 1	A		A		A	A
Program 2	A			A	A	A
Program 3	A	A	A	A	A	
Program 4		A	I			A
Certif 1	A	A	A	A	A	A

Church Leadership Track

Outcome	BIBM 603	BMIS 649	BIBL 682	BIBM 640	BIBM 644	BIBM 645
Program 1	A		A	A		
Program 2	A					
Program 3	A	A	A	A	A	A
Program 4		A	I	A	A	A
Certif 1	A	A	A	A	A	A

B. Outcome Assessment Measures

1. The Certificate in Practical Ministry will have two measures to support its unique SLO. Each of the five unique tracks will share one measure, and each track also will use a unique measure pertaining to its specific area of ministry.

2. The common measure across all tracks will come from BIBL 682, a course all certificate students will take. The major paper for that course will be used to measure each student's mastery of the certificate SLO. Students must receive a passing grade on this assignment to meet the requirements for this measure. That 16-18 page paper will construct a theological and educational rationale for a program teaching Scripture in a church or parachurch setting.
3. In addition to the above-mentioned measure, which will be used for all certificate students, the following measures will be used for each specific track within the Certificate in Practical Ministry:
 - a. Youth & Family Ministry: Students will receive a passing grade on an assignment entitled "Adolescent Spiritual Formation Project." This assignment will be completed in BIBM 635.
 - b. Children's Ministry: Students will receive a passing grade on a Pathways assignment entitled "Digital Presentation". This assignment will be completed in BIBM 675.
 - c. Worship Ministry: Students will receive a passing grade on a Pathways assignment entitled "Create a Liturgy." This assignment will be completed in BIBM 670.
 - d. Preaching Ministry: Students will receive a passing grade on a Pathways assignment entitled "Final Project" (an assignment based upon the completion of five sermons). This assignment will be completed in BIBH 640.
 - e. Spiritual Formation: Students will receive a passing grade on a Pathways assignment entitled "Rule of Life & Journal." This assignment will be completed in BIBH 648.
 - f. Church Leadership: Students will receive a passing grade on a Pathways project entitled "Presentation on Leadership". The assignment will be completed in BIBM 601.

VII. Required Institutional Support

A. Faculty Requirements and Availability

1. The Certificate in Practical Ministry will not provide additional stress on current faculty members. The courses included in the certificate are already on the schedule and will be taught whether the certificate is offered or not. The only exception to this rule will involve BIBM 675, which will be taught by an adjunct faculty member every other spring semester (odd years) and BIBM 645, which will be taught as an overload by Carson Reed every other spring semester (even years).
2. The Certificate in Practical Ministry will not require a new faculty hire.
3. The total cost for the Certificate in Practical Ministry will be \$2700 in odd years and \$3500 in even years. These costs result from adjunct faculty and overload payments.

B. Impact on Existing Programs: We do not anticipate that the Certificate in Practical Ministry will have significant impact on students already enrolled in other GST programs. The certificate will be marketed to potential students who lack a

graduate degree in theology. We do believe, however, that some students who complete the certificate will decide to pursue a degree at a later date. As an incentive for those students, we will allow them to apply the hours they earn from the certificate toward a degree.

- C. Program Director: Chris Flanders
- D. Staff Requirements: The Certificate in Practical Ministry will not require new staff. It will, however, provide the GST recruiter with an extremely marketable certificate for potential students.
- E. Library Resources: The Certificate in Practical Ministry will not require additional library resources. The certificate will utilize already existing courses. Certificate students will have access to the same resources (electronic and otherwise) that are currently available to GST students.
- F. Physical Resources: The Certificate in Practical Ministry will not require additional physical resources.
- G. Scholarships: We plan to market the Certificate in Practical Ministry with a unique scholarship structure—a 40/40/20 plan. We will challenge the student's congregation to pay 40% of the tuition, the GST will scholarship 40% of the tuition, and we will ask the student to pay 20% of the tuition. We have experimented with this model in the past two years, and many congregations seem open to this design. This model allows congregations to partner with the student in his/her education.
- H. Recruiting: The Certificate in Practical Ministry will be marketed to ministers working in congregations who do not have a graduate degree in theological studies. More specifically, this certificate will be marketed to those who do not have the time or resources to pursue a GST degree, such as the MACM or the MDiv.
- I. Additional Cost: The total cost for the Certificate in Practical Ministry will be \$2700 in odd years and \$3500 in even years.

This proposal

☒ X should

☐ should not

advance for further consideration.

(Email received from Carson and Wes.)

November 6, 2023

Dean

Comments:



Date

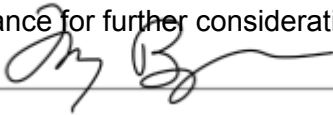
This proposal

☒ X should

☐ should not

advance for further consideration.

November 28, 2023



Vice Provost

Comments:

Date

This proposal should advance for further consideration.

8. Additional Information Required for Substantive Changes

1. Student support services. Describe specific programs, services, and activities that will support students enrolled in the program. Some examples of academic support services are teaching and resource centers, tutoring, academic advising, counseling, disability services, diversity and inclusion offices, teaching laboratories, career services, testing centers, student life, and information technology.
2. Describe financial resources available to support the new program, including a budget for the first year of the program; projected revenues, expenditures, and cash flow; amount of resources going to external institutions or organizations contracted to provide support services for the program; the operational, management, and physical resources available for the change.
3. Provide contingency plans in the event required resources do not materialize.

Approvals

The proposal aligns with institutional policies and processes, and the campus is prepared to support the proposed program as presented.



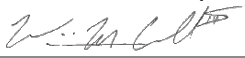
Vice Provost Date April 12, 2024

The library has sufficient resources to support the program, or the comments below outline additional acquisitions required and their associated costs.



Mark McCallon Oct 16, 2024
Associate Dean of the Library
Date Comments, if needed:

We have developed a pro forma budget for the graduate program under consideration.



Associate Provost for Residential Graduate Programs Date Oct 16, 2024

This proposal connects the program's student learning outcomes, curriculum, and assessment plan completely and is prepared to begin assessment.



Assistant Vice President for Academic Affairs Date Oct 17, 2024

This proposal does not require additional review for institutional accreditation purposes, or I have worked with the faculty to gather the information necessary to notify SACSCOC or gain its approval.



SACSCOC Liaison Date April 22, 2024

Step 3: Curriculum Approval Process

When all signatures are complete, attach an [Abilene Approval Chart for Curriculum Changes](#), conduct the department faculty vote to approve the new program, and continue the approval process as specified by the approval chart.

Updated 8/1/2023

GST Summary				
Abilene Credit Hours ONLY		AY2025	AY2026	AY2027
Estimated Tuition & Scholarship Increase after AY 2023	4%	2024-25 (Year 1)	2025-26 (Year 2)	2026-27 (Year 3)

Contribution Margin				Comments
REVENUE				
Total Number of Students	142	207	207	
Total in Fall	25	69	69	
Total in Spring	48	69	69	
Total Summer	69	69	69	
Tuition per Semester	\$2,994.00	\$2,994.00	\$2,994.00	
Cost per Hour	\$499.00	\$499.00	\$499.00	
Hours Per Semester	6	6	6	
Number of Semesters	3	3	3	
GROSS REVENUE	\$425,148.00	\$619,758.00	\$619,758.00	
DISCOUNTS				
Funding from Endowment				
GA Stipends (22010-5050)				
Raised Departmental Funds				
4096 - Scholarships - Donor Funded				
Unfunded Scholarships (55220-4091)	\$318,861.00	\$464,818.50	\$464,818.50	
Total Discounts	(318,861.00)	(464,818.50)	(464,818.50)	
Net Tuition Revenue	\$106,287.00	\$154,939.50	\$154,939.50	
EXPENSES				
Labor Expenses - See Expense Detail	\$47,580.39	\$104,351.79	\$112,090.06	
Operating Expenses - See Expense Detail	\$1,600.00	\$1,600.00	\$1,600.00	
Total Direct Expenses	\$49,180.39	\$105,951.79	\$113,690.06	
Gross Contribution Margin	\$57,106.61	\$48,987.71	\$41,249.44	

Annual Per Student Averages			
Gross Tuition Per Student	\$2,994.00	\$2,994.00	\$2,994.00
Discount Per Student	-2245.5	-2245.5	-2245.5
Net Tuition Per Student	5,239.50	5,239.50	5,239.50
Labor Per Student	\$335.07	\$504.11	\$541.50
Operating Per Student	\$11.27	\$7.73	\$7.73
Total, Direct Expenses Per Student	346.34	511.84	549.23
Gross Contribution Margin Per Student	4,893.16	4,727.66	4,690.27

Hispanic Ministry Initiative
Enter Data A-I

Fiscal Year	2025	2026	2027
	Projected	Projected	Projected
Total Labor Costs	47,580	104,352	112,090

5001 - Temporary No Ben B/W			
5003 - Non Exempt			
5005 - Faculty-Department Chair Stipend			
5006 - Exempt			
5007 - Faculty Salary	24,450	53,930	57,599
5008 - Faculty Supplemental			
5009 - Supplemental - Department			
5010 - Summester Salaries	13,494	29,210	31,788
5011 - Maymester Salaries			
5015 - Overload Salaries			
5016 - Part Time Faculty			
5019 - Overtime Pay			
5050 - Grad Assistants			
5052 - Std - 1 Time Pay			
5060 - Reg Std Employees			
5099 - Accrued Payroll Adjustment			
Salaries & Wages	37,944	83,140	89,387

5101 - Benefits Pool				Description	Benefit Percentage
5003 - Non-Exempt					35%
5016 - Part Time Faculty	0	0	0		8%
5007 - Faculty Salary	8,557	18,875	20,160		35%
5010 - Summester Salaries	1,080	2,337	2,543		
5008 - Faculty Supplemental					8%
5050 - Grad Assistants					0
Benefits	9,637	21,212	22,703		

Development Expenses

605 - Academic and Support

6052 - Accreditation

6081 - Faculty Enrichment

6082 - Faculty Recruiting

6088 - Flowers & Memorials

6156 - Stipends

6160 - Test & Materials

6189 - Visiting Committee

621 - Student Support

6235 - Student Development & Programs

6239 - Student Recruiting

Total Development Expensees

General Expenses

630 - General Expenses

6300 - Administrative Fees

Hispanic Ministry Initiative

Enter Data A-I

Fiscal Year	2025	2026	2027
	Projected	Projected	Projected
Total Labor Costs	47,580	104,352	112,090

6302 - Advertising Expense

6310 - Awards/Trophies

6315 - Book & Refer Matls-Purchases & Fees

6318 - Brochures & Catalogs

6327 - Coffee Room & Reimbursement

6330 - Contract Labor

6331 - Consultants

6338 - Dinners Luncheons & Receptions

6341 - Decor

6353 - Furniture/Equip - Non-Capital

6360 - AV Equipement

6370 - Miscellaneous

6378 - Photography

6380 - Postage/Freight Expense

6382 - Printing/Copying Expense

6383 - Printing/Copying Reimbursement

6386 - Professional Dues Expense

6388 - Professional Services - Other

6390 - Promotionals Expense

6395 - Publications/Subscriptions

6402 - Rent Expense - Property

6404 - Repairs and Maintenance

6405 - Computer Repair

6410 - Seminar/Conferences

6425 - Speakers

6435 - Supplies - Classroom/Lab

6436 - Supplies - Computer

6440 - Supplies - Office

6443 - Supplies - Other

Total General Expenses

Telecommunication/Information Expense

6546 - Telephone Long Distance

6548 - Telephone Service

6554 - Internet Services

6566 - Software

6567 - Software-Chargeouts

6569 - Technical Support

Total Telecommunication/Information Expense

Travel Expense

670 - Travel Expense

6700 - Travel Expenses

6701 - Travel - Airfare

6702 - Travel - Entertainment

6704 - Travel - Lodging

6705 - Travel - Personal Meals

Hispanic Ministry Initiative

Enter Data A-I

Fiscal Year	2025	2026	2027
	Projected	Projected	Projected
Total Labor Costs	47,580	104,352	112,090
6706 - Travel - Rental Vehicle/Gas			
6707 - Travel Allowance Overage			
6710 - Moving Expenses			
6715 - Travel-Participants			
6737 - Training/Travel-nonspecific			
6739 - Personal Vehicle Mileage			
Total Travel Expense			
Capital Expenditures			
6800 - Computer Equipment			
6821 - Computer Hardware - Chargeouts			
6980 - PCard Default			
Total Capital Expenditures			
Transfers In and Out			
8105 - Transfers In - Temporary Budget			
8205 - Transfers Out - Temporary Budget			
Total Transfers In and Out			
TOTAL OPERATING EXPENSES			

Assumptions								
		FY25	FY26	FY27		Year 1	Year 2	Year 3
		Year 1	Year 2	Year 3				
					Summer	Chris Flanders	Jennifer Schroeder, Mark Hamilton	Chris Flanders, Jeff Childers
					Fall	Wes Crawford	Mason Lee, Tim Sensing	Mason Lee, Tim Sensing
New Cohort								
Enrollment/Semester is 25					Spring	Jennifer Schroeder	Carson Reed, Tera Harmon	Kelli Gibson, Tim Sensing
Attrition: 2 students/semester								
Hours per Student Per Semester								
Cost Per Credit Hour		499	499	499				
% Increase to tuition								
Semesters		2	2	2				
Summer		1	1	1				
Scholarship Discount								
Faculty								
Course Load/year/Faculty	6 courses							
Salary Increase?	3%							