



## **Perry Sanders Center for Ministry Excellence Office**

New Orleans Baptist Theological Seminary

3939 Gentilly Blvd., New Orleans, LA 70126

[www.nobts.edu/cme](http://www.nobts.edu/cme)

### **General Information**

The Professional Doctoral Program at New Orleans Baptist Theological Seminary is one of the largest such programs nationally. The program is designed to offer an advanced degree in a practical setting of a ministry context. Most students complete the Doctor of Ministry degree in 3-6 years or the Doctor of Educational Ministry in 4-6 years. The degree application requires an accredited Master's Degree in a ministry related area or equivalent, high intellectual achievement, excellent ministerial capability and substantial ministry experience.

Doctoral courses are conducted in a variety of delivery formats, largely in two to four day formats and are scheduled annually in trimesters (Winter, Spring, and Fall).

### **Application Instructions**

Read the instructions and follow them carefully. This application will be submitted to the Professional Doctoral Oversight Committee by the Perry Sanders Center for Ministry Excellence Office when all requirements have been met (*except additional requirements pertaining to selected specializations*). Any application that is not returned properly completed and with all documentation will be rejected.

Use the checklist to prepare your application packet and return completed forms via email or mail at the address below:

#### Email

[prodocasst@nobts.edu](mailto:prodocasst@nobts.edu)

#### Mail

New Orleans Baptist Theological Seminary  
Office of Perry Sanders Center for Ministry Excellence  
3939 Gentilly Blvd. Box 220  
New Orleans, LA 70126-4858

Once the completed application packet is received and processed in the Office of Perry Sanders Center for Ministry Excellence, the applicant will be notified and arrangements will be made for a **phone interview** with the Director of the DMin or DEdMin program.

## **Application Deadlines**

These deadlines include the application and all supporting documentation. Any documents arriving after the application deadline will delay your application until the next deadline. *All documents are valid for one year.*

- **August 1** for admission in the Winter Trimester
- **December 1** for admission in the Spring Trimester
- **April 1** for admission in the Fall Trimester

## **Application Fee**

The application fee should be in the form of a check for the amount listed in the current graduate catalog\* made payable to New Orleans Baptist Theological Seminary. You may pay for the application via phone. If you would like to make a phone payment, please contact us at [prodocasst@nobts.edu](mailto:prodocasst@nobts.edu) for instructions. Applications will not be processed until the application fee is submitted.

\*Click [here](#) to access current graduate catalog

## **Transcripts**

Request official transcripts from each post-secondary institution you have attended. A transcript must come from each school even though the work may appear as transfer credit on another document. Submit a written request to the registrar of each school you attended and authorize that an official transcript be sent directly to the address above. Transcripts must be received by the application deadline. NOBTS alumni must also request an official transcript from [transript@nobts.edu](mailto:transript@nobts.edu) to be sent to the Office of Perry Sanders Center for Ministry Excellence.

## **Criminal Background Check Information**

You must carefully read the form, sign and submit it to the Office of Perry Sanders Center for Ministry Excellence. Then, [go to the link provided in the form and order your background check.](#)

## **Church Endorsement**

This form and an envelope should be given to an official in the church where you currently hold membership. The form must be read and acted upon by the church body. Where possible this document should be read in a regular business meeting. For those who are not

Southern Baptist, it may be impossible for this procedure to be followed since many denominations do not have a congregational form of government. It is necessary, however, that the form be read and approved by the worshipping congregation. The church official should mail, fax, or email it to the Perry Sanders Center for Ministry Excellence Office.

#### **References**

Complete and sign the first part of each reference form. Give the form to each reference listed in your application. The person listed as a reference will then complete the form, and mail, fax, or email it to the Perry Center for Ministry Excellence Office.

\*New Policy Adopted by PRODOC Committee in March 2002

The references must be filled out by people meeting the following qualifications:

- Church Leader Reference: If you are a pastor, the Director of Missions for your association or other denominational official; staff members should have their pastor make the reference.
- Personal Reference: non-family member.
- Academic Reference: To be filled out by a professor from your Master's work. If you have been out of seminary for a considerable amount of time, a denominational official may be used.

#### **Health Certificate / Proof of Immunization**

Read over both forms carefully and complete your portion of each. Deliver both forms, along with an envelope, to your physician. Notify your physician of the deadline for receiving all forms. Results from an examination completed a year or more prior to enrollment will not be accepted.

- *Health Certificate*

Be sure to write correct date of examination.

- *Proof of Immunization*

All immunizations on the form are required without exception. Not having the past immunization records is not a sufficient reason for medical exemption. Please contact us at [prodocasst@nobts.edu](mailto:prodocasst@nobts.edu) for advice.

#### **Autobiographical Essay**

Write a separate document, an autobiographical essay. Although you may write in first person, use *A Manual for Writers for Term Papers, Theses, and Dissertations (8<sup>th</sup> ed.)* by Kate Turabian as a general stylistic guide. Include a title page and table of contents. The essay will be read for form, content, and ability of expression, and must include:

- A brief statement of conversion and call (1 page)
- A brief description and evaluation of ministry experience (2-3 pages)
- Discussion of philosophy of ministry (2-4 pages)
- A discussion of three influential books (apart from the Bible) read in the past three years (2- 3 pages)
- Goals for personal and professional development (1 page)

**Photograph**

The photo does not have to be professional, but should be a clear picture, preferably of just you and not a group of people. We would also prefer that you send a non-glossy photo of yourself.

**Additional Document for Those with Current/Prior Military Service**

- Letter of Eligibility (in case you will be receiving VA benefits), or
- A statement indicating that you do not/will not receive VA benefits