



The following is a guide for preparing an outline for approval by a faculty committee. The outline should form the basis for the Introduction/Chapter 1.

1. TITLE OF PROJECT

Should be succinct and definitive.

2. PROBLEM ADDRESSED BY THE PROJECT

State it in one sentence: “This project deals with the problem or . . .” or “The problem addressed by this project is . . .”

3. IMPORTANCE OF THE PROBLEM

Develop in three to six paragraphs: Rationale for the project – its importance to the life of the church; relevance of the project to professional leadership in the church.

4. THESIS

State it in one sentence: “My thesis is . . .” or “This project undertakes to assess the effectiveness of . . .”

5. DEFINITIONS OF MAJOR TERMS

Give one or two paragraphs to each major term.

6. WORK PREVIOUSLY DONE IN THE FIELD

Develop in two to five pages. Analyze the current status of discussion or experimentation: “The problem now is . . .” or “Smith says . . .” Sharpen the statement of the problem. Indicate what you intend to do and how it fits into work already done.

7. SCOPE AND LIMITATIONS OF THE PROJECT

Clarify in one of two paragraphs your precise intent. Indicate areas for which you extend to be responsible. Indicate what you intend to exclude (set reasonable limits). Sharpen for yourself and the reader your statement of the problem and your thesis.

8. PROCEDURE FOR INTEGRATION

Describe how this project integrates theological and functional disciplines. State clearly the method or tools to be used – library research, field study, interviews, questionnaire, etc. Briefly describe methodology as developed by two or three recognized authorities.

9. CHAPTER OUTLINE

Describe each succeeding chapter in two sentences each.

- (1) State the purpose of the chapter – why it is in the dissertation.
- (2) Outline the chapter contents, indicating its relation to other chapters. Indicate that the final chapter is the Summary/Conclusion – your own reflections.

10. DEVELOP A BIBLIOGRAPHY FOR THE PROJECT