

**Master of Arts in Christian Education**

700 Martin Luther King Dr NW • Atlanta, GA 30314 • Phone: (404) 527-7700 • Fax: (404) 527-0901

**MA in Christian Education Statement of Total Program**

Check one: <input type="checkbox"/> MA Thesis <input type="checkbox"/> MA PCP
Student Name: _____ ID#: _____
Program: _____
Concentration: _____
Intended Project/Thesis Focus: _____
Address: _____
_____

**Preparing your program plan focuses on helping you gain clarity about what you will need to flourish as you complete a terminal degree. This pertains both to the requirements of the program of study and the resources you may need to follow the particular path in theological scholarship and teaching to which you feel called. Having clarified what you need, you will be better poised to pursue your vocational path with intention. Review the catalogue information of our program and its three concentrations of teaching, public space and congregational ministries as well as all courses and resources available for your program of studies.**

**Please write your Statement of Total Program on a separate sheet, attach it to this form, and submit both to the Office of MA in Christian Education Degree.**

An MA program entails more than simply taking courses and completing a thesis. It can be pursued effectively only when substantial provision is made for periods of freedom from other activities, so as to ensure the fulfillment of such aims as the following:

1. To work closely with a large number of the Interdenominational Theological Center faculty members and get to know them well and be known well by them;
2. To establish close personal and professional relationships with other students at the Center;
3. To make extensive use of professional and academic associations and conferences recommended by the program;
4. To make extensive use of the Center's resources such as the Library and Special Programs;
5. To attend and participate in special meetings and programs which are available to students at the Center;
6. To attend and/or participate in special meetings planned by, or for, students; and,
7. To work closely with a Thesis advisor and/or committee in connection with Thesis plans and development.

This document focuses on the acknowledging, organizing and ordering of the resources to pursue the completion of your program.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Office Use Only</b>
Action of the MA in Christian Education. Committee:
Date:

**Useful Working Questions to Prepare Your Plan**

As you prepare to draft your statement of total program completion, take some time with the following working questions:

1. Outline your program phases, requirements, timeline, persons involved and to whom you are accountable for the elements of each phase;
2. How is your course work designed? Is it intended to lay the ground work for the next phase of your program? In what way does it accomplish that? What other available resources might you integrate into this stage of your program including special conferences, workshops, symposia, nationally or internationally?
3. List the mentors, advisors and or sponsors currently involved both in the US and internationally, in your project. Are there any potential mentors, advisors or sponsors with whom you would like to connect, both in the US and internationally? What do you need from them? What role do you envision them each of playing in helping you to navigate and complete the program you outlined above?

*Note Carla Harris' distinction (<http://www.youtube.com/watch?v=eYSNkf3lkas>) between advisors, mentors, and sponsors as people that interact differently with you.*

- ***Advisor:** someone who can facilitate introductions to the people who can help move your career forward. This person knows the upper level management at your and other institutions, and knows who has the ability to help your career and can introduce you to them and help advance your upward movement.*
  - ***Mentor:** someone you can tell "the good, the bad, the ugly to". They should truly care about your professional and personal growth. This is a person you admire, respect, and who has a higher position than you and can offer strategic and intelligent advice on moves to make as you rise in your institutional structure(s).*
  - ***Sponsor:** a person that **MUST** be in your company and **MUST** hold a position of great power and influence. A sponsor is someone you only tell the "good, the good, and the good."*
4. List professional associations/societies that you wish to associate with, current and aspiring, both in US and Internationally. What type of involvement do you intend to have in these networks? How do you envision that involvement supporting your pursuit of completion and professional development? Remember that the MACE strongly suggests you to hold professional and academic guild memberships.
  5. To what communities are you related and accountable with regard to your research, scholarship, teaching and service? In what ways might these communities be broadened? How do you intend to remain connected with these multiple communities over the course of your program?

**Program Plan**  
**A Working Document**  
**EXAMPLE**

Name: \_\_\_\_\_ Concentration: \_\_\_\_\_

Degree Phase: Candidacy		Intended Completion Deadline: Spring 2017						
Degree Phase Requirements	Accountability	Related Coursework	Resources People			Other Resources		
			Advisor(s)	Mentor(s)	Sponsor(s)	Professional Associations	Other Associations	Networks
6 Cred in Area I	Academic Advisor Learning Contract	ICAM 8030 ICAM 9021	Dr. J. Good	Dr. A. Great	Dean Mercy	AAR SECSOR	Fulbright Louisville Institute H. Luce Foundation	Wabash Center FTE PPF

**Interdenominational Theological Center**  
**An Ecumenical Professional Graduate School of Theology**

Gammon Theological Seminary Baptist School of Theology Turner Theological Seminary Phillips School of Theology  
Charles H. Mason Theological Seminary Richardson Ecumenical Fellowship

**Professional Recommendation**

To be completed by the applicant

Name of Applicant \_\_\_\_\_

I am asking \_\_\_\_\_ to write a letter of reference for me.

I am applying for the \_\_\_\_\_ degree program.

In accordance with provisions for the Federal Education and Privacy Act of 1974, enrolled students have the right to see their letters of recommendation unless they explicitly waive that right.

I waive my right of access to this recommendation.

I do not waive my right of access to this recommendation.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date

How long and in what capacity have you known the applicant? \_\_\_\_\_

We seek evaluation in the following areas:

1. The applicant's commitment to Christ and the church, and sense of call and purpose
2. The applicant's leadership ability, maturity, relational ability, and sense of self
3. The applicant's intellectual enthusiasm, competence, and critical thinking
4. The applicant's openness to a variety of perspectives

Please comment on as many of the above areas as possible. Refer to specific gifts and limitations rather than giving routine praise. Please attach your letter on your own stationery.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_  
Please type or print

If you would like to make additional comments beyond those you have provided, please feel free to call the Director of Admission and Recruitment at 404.527.7794.

It is the policy of the Interdenominational Theological Center not to discriminate on the basis of race, color, national or ethnic origin, sex, or disability in its admission policies, educational programs, and activities.

**Please return to the Office of Admission and Recruitment**  
**Interdenominational Theological Center, 700 Martin Luther King Jr. Drive, SW, Atlanta, GA 30314-4143**

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**Ministerial Recommendation**

(Note: The denominational endorsement and ministerial recommendation must come from two different persons.)

To be completed by the applicant

Name of Applicant \_\_\_\_\_

I am asking \_\_\_\_\_ to write a letter of reference for me.

I am applying for the \_\_\_\_\_ degree program.

In accordance with provisions for the Federal Education and Privacy Act of 1974, enrolled students have the right to see their letters of recommendation unless they explicitly waive that right.

I waive my right of access to this recommendation.

I do not waive my right of access to this recommendation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

How long and in what capacity have you known the applicant? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Denominational Endorsement**

This certifies that \_\_\_\_\_  
Name of Applicant

of \_\_\_\_\_  
Church Name

an applicant for admission to the Interdenominational Theological Center, is an acceptable  
candidate for service in \_\_\_\_\_  
Denomination

His/Her enrollment in the Interdenominational Theological Center is hereby approved.

Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Official Position in the Denomination

- AME.....Bishop
- Baptist.....Moderator, President, Pastor
- CME.....Bishop
- COGIC.....Bishop
- Presbyterian.....Bishop
- UMC.....District Superintendent
- UCC.....Conference Minister

Address \_\_\_\_\_

\_\_\_\_\_  
City State Zip Code

Date \_\_\_\_\_

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