



**ADME Guidelines for the
Submission of Workshop Proposals and
Presentation of Workshops**

"The Future of D.Min. Education"

**April 16-18, 2015
Beeson Divinity School**

Keep in Mind

The purpose of the workshop is to encourage dialogue and to allow ADME members to offer experience, information, and perspectives relevant to DMin educators and their programs. Preference is given to submissions that directly relate to the annual conference theme or to the topics designated by the ADME board.

Submitted workshop proposals are subject to pre-conference review to determine suitability for conference presentation. As per ADME vote, these reviews will be conducted by a selection committee. Proposals will be examined with the following criteria:

1. The content of the workshop is clearly relevant to Doctor of Ministry directors, administrators, faculty and/or ministry practitioners.
2. The workshop proposal presents a clear idea and develops the idea in a logical and coherent manner.
3. The position/perspectives presented in the workshop encourage theological reflection and integration.
4. The workshop proposal is respectful of readers within the broader Christian community.
5. The workshop proposal demonstrates both a significant breadth and depth of understanding of the issues it addresses.

6. The workshop proposal explores its topic in new ways. It makes a genuine contribution to the understanding of the work of DMin directors and their programs, not just reviewing or rehashing things that have been addressed elsewhere.
7. The workshop proposal presents a position/perspective compatible with Christian theological traditions.
8. The workshop proposal treats other positions in a fair and respectful manner.
9. The workshop proposal demonstrates reasonable implications for educational and/or ministry practice. We want to see how the issues addressed in the workshop make a difference for those seeking to carry out their ministries well.
10. The proposal demonstrates use of effective communication and education tools appropriate to its ADME audience (D.Min directors, administrators, faculty, students and thoughtful ministry practitioners), including PowerPoint presentations, discussion guides, clear and coherent presentation of written information and resources.
11. The workshop proposal employs gender inclusive language.

Electronic Submission

To present a workshop at the annual conference, please complete the workshop proposal form and submit it to bwells@lincolnchristian.edu by **December 12, 2014**. You will be notified by January 16, 2014 if your workshop proposal has been selected for presentation.

The electronic version of workshop materials and handouts, once the workshop has been reviewed and accepted by the editorial board, should be sent by email to bwells@lincolnchristian.edu as a Microsoft Word document. These materials are due on **February 27, 2015**.

Any charts or graphs should be sent additionally in ".jpg" or ".gif" format. This is to facilitate presentation on the website.