

D.Min. Handbook 2023-2025



9358 Telstar Avenue
El Monte, CA 91731

www.les.edu

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About Logos Evangelical Seminary

By the grace of God, Logos Evangelical Seminary was founded in 1989. To this day, Logos has been overflowing with the Lord's blessing.

Logos Spirit

Attempt great things for God. Rescue millions of souls.

Vision & Mission Statement

Forming missional servants for God's kingdom
Transforming global churches for Christ

Strategic Vision

Logos Evangelical Seminary, as a Christ-centered school, will become a leading Asian seminary in North America that provides students from around the world educational excellence in a multi-lingual and cross-cultural setting.

Core Value & Characteristics

- Christ-Centered Community – Jesus Christ is the foundation of our faith.
- Grounded in Scripture – the Bible is the ultimate authority of our faith.
- Educational and Academic excellence – outstanding faculty.
- Mutual Caring – close interactions among teachers, staff, and students.
- Holistic Developments – spirituality, knowledge, ministry, and life.
- Global Diversity – great variety of backgrounds among faculty, staff, and students.

Overview

For nearly 34 years, Logos Evangelical Seminary (Logos) has been equipping godly servants to serve the churches in North America and around the world. Since its establishment, our goal is to see more Christ followers be able to “Attempt Great Things for God; Rescue Millions of Souls.” Our key guiding principles include the pursuit of spiritual formation, academic excellence, ministerial competence, and godly living.

As a Bible-believing and Christ-centered seminary, Logos is committed to cultivating more pastors, missionaries, and Christians in various professions, who will in turn nurture disciples to live out the Great Commandment and the Great Commission. Since all our faculty members are either ethnic Chinese from various countries in Asia or veteran missionaries

serving among the Chinese population or communities, Logos is uniquely positioned in Chinese contextualization by training those who will minister primarily among the Chinese diaspora and beyond.

- Logos has two campuses in North America: one in Los Angeles and one in Chicago.
- Logos also has an e-campus that provides online synchronous, asynchronous, and hybrid courses.
- Logos offers two doctoral degrees, five master's degrees, and several certificate programs.
- Logos offers technologically up-to-date classrooms along with state-of-the-art library that contains the largest collection of Chinese theological books in North America.
- Logos serves more than 200 students, who come from countries all over the world.
- Logos' over 800 alumni serve in more than 300 churches and Christian organizations around the world.

Authorization and Approval

- **Accredited by the Association of Theological Schools in the United States and Canada (ATS).**
- **Accredited by the WASC Senior College and University Commission (WSCUC).**
- **Accredited by Asia Theological Association (ATA).**
- **Authorized by Illinois Board of Higher Education.**
- **Authorized under U.S. Citizenship and Immigration Services (USCIS) to issue I-20 to enroll nonimmigrant alien students.**

Program Description

I. Purpose

The Doctor of Ministry program is designed to provide advanced studies for ministers who hold the M.Div. degree to enhance their spiritual maturity, theological understanding, and to promote their skills in the practice of ministry.

II. Goal

The goals of this program are to enable the students to be more effective in their field of ministry, and they consist of three aspects: biblical and theological, personal and ministry.

1. Biblical and Theological Goals

- a. Formulate a biblical and theological framework for effective ministry in a variety of contemporary contexts.

- b. Assess their present ministry contexts through such framework and be able to make improvements as a result.
 - c. Conduct applied research of professional, doctoral-level breadth and depth within their chosen field of study.
 - d. Acquire the academic skills for a life-long study of the Scripture and theology for more effective teaching of God's Word.
- 2. Personal Goals
 - a. Reflect on life experiences for healing and growth.
 - b. Cultivate a godly character through the disciplines of spiritual formation.
 - c. Chart a course for lifelong learning and improvement.
- 3. Ministry Goals
 - a. Enhance ministerial skills such as preaching, leadership, counseling, administration, vision-casting, educational programming, communication, second-generation Asian-American ministry, cross-cultural missions, etc.
 - b. Communicate God's Word effectively in a postmodern and multicultural environment.
 - c. Lead and manage a church or Christian organization effectively.
 - d. Have a global perspective in bringing the Christian message to other cultures and ethnic groups.
 - e. Train other leaders to enhance their ministries in local churches and organizations.

III. Program Content and Arrangement

- A. The student must complete 34 semester units (30 units of course and 4 units of dissertation).
- B. Courses are offered under following four categories: Pastoral Ministries (including Leadership and Expository Preaching), Missions, Counseling and Family Ministry, and Spiritual Formation. Students may not take more than 5 courses under the same category.
- C. All courses are offered in form of intensive teaching. One-week intensive class with instruction of five hours each day. Each course weighs 3 semester units.
- D. D.Min. program follows the terms of winter semester (December to March), summer semester (May to August) and fall semester (September to November).
- E. Winter intensive course: offered from January to February each year on main campus. There will be four to six courses offered each winter.
- F. Summer intensive course: offered from June to July each year on main campus. There will be six to eight courses offered each summer.

- G. Fall intensive course: offered from September to October each year on main campus. There will be four to six to eight courses offered each winter.
- H. Minimum enrollment for each course is five students per class.

IV. Course Description

◆ Core Course

- PTS815 Spiritual Formation in Local Church
- TSS848 Theology of Ministry
- TSS870 Dissertation Methodology and Research
- TSS872 Dissertation/Graduation Project

◆ Counseling and Family Ministry Course

- PCS830 Advanced Pastoral Counseling
- PCS851 Minister's Spiritual Growth & Mental Health
- PCS856 Holistic Healing & Spiritual Renewal
- PCS857 The Holy Spirit and Counseling
- PCS861 Chinese Christian Marriage & Family Counseling
- PCS864 Models and Issues in Family Ministry
- PCS866 A Biblical View of Family Relationship
- PCS867 Family Ministry in Chinese Church
- PCS868 Holistic Family Ministry
- PCS869 Crisis & Trauma Counseling
- PCS871 Crisis Counseling
- PCS872 Applied Counseling for Depression
- PCS873 Applied Counseling for Common Psychological Disorders

◆ Pastoral Ministry Course

- CES823 Church Education Ministry and Spiritual Formation
- CES825 Church Education Ministry and discipleship
- CES852 2nd Generation Ministry in Chinese Immigrant Churches
- MCS823 Pastoral Leadership and Church Growth
- PTS804 Holistic Pastoral Ministry
- PTS806 Spiritual Companion and Pastoral Ministry
- PTS830 Advanced Expository Preaching
- PTS837 Building a Church through Small Group Ministry
- PTS847 Pastoral Application on Puritan Movement
- PTS848 Practical Theology Inquiry in a Pluralistic Society
- PTS851 Pastoral Ministry Among Mainland Chinese Immigrants in North America

PTS858 Discipleship strategies and practices in small to mid-sized churches

◆ Leadership Course

LMS811 Leadership Training Models
LMS812 Leadership Development & Finish Well
LMS814 Purpose Driven Church
LMS818 Issues of Church Growth in North America Setting
LMS823 Effective Pastoral Leadership
LMS826 Leadership Training and Church Growth
LMS830 Understanding Temperaments & Leadership Training
LMS857 Level-5 Leadership in Chinese Contexts

◆ Mission Course

MCS824 Global Mission and Discipleship
MCS825 Global Mission and Church Growth
MCS831 Effective Church Planting Strategies and Methods
MCS833 Evangelism and Discipleship of Postmodern Youth
MCS842 Mission History
MCS844 Contextual Theology and Practice for Chinese
MCS846 Contemporary Models and Strategies of Evangelism
MCS856 Working in the Heavens
MCS865 Building a Missions-Driven Church
MCS867 Developing a Vital Missions Program in the Local Church

(Above are some of the courses offered in the past and may be adjusted if needed.)

V. Course Selection Guidelines

- A. Core courses: “Dissertation Methodology and Research”, “Theology of Ministry” “Spiritual Formation in Local Church”, “D.Min. Dissertation Proposal and Writing Tutorial”, and “Dissertation”.
- B. All new students must take “Dissertation Methodology and Research” and “Theology of Ministry” within the first year.
- C. Students may take “D.Min. Dissertation Proposal and Writing Tutorial” after completing 21 units (7 courses).
- D. Students may register the “Dissertation” after successfully completing all 10 courses.

- E. Students should take an average of two courses each semester with a maximum of three courses. Taking more than three courses requires the approval from Academic Office.
- F. Those who hold F-1 student visas must take at least 2 courses each semester.

VI. Course Grading

- A. Passing grade for each course is B- (2.67 or 80.0-83.4), course credit with grade lower than B- will not be earned. Core courses must be repeated, other courses may be substituted by other courses.
- B. Course grading includes: “pre-course assignment”, “class participation”, “post-course assignment” three parts. The weight scale of each part may be decided by instructor.
 - 1. Pre-course Assignment
 - a. The standard load of pre-course assignment for each course is 56 hours of doctoral level work. This may include reading and case study. This assignment should start two months before the class and end right before the class.
 - b. If “pre-course assignment” requirement is solely reading, then 56 hours load is around 1,750 pages of reading. Book list is selected by instructor, but students must do a book report for each book read. When there is other assignment required by instructor, then the load of reading assignment shall be reduced relatively.
 - 2. Class Participation
 - a. All students in this program have at least three years of practical experiences. Therefore, other than the instruction of instructor, discussion and interaction among students are also important parts of class.
 - b. Class participation grading includes attending class on-time, participating in class discussion, contributing in learning of entire class, showing competent knowledge from reading and case study assignments during discussion, and respecting instructor and other classmates.
 - 3. Post-course Assignment
 - a. Students must generalize all reading assignments, course contents, and write a term paper from practical perspective.
 - b. The length of term paper should be 56 hours of doctoral level workload. A three-unit course term paper is approximately 20 pages. Please use dissertation format and include footnotes and bibliography.

- c. Instructors may require students to do strategy plan in ministry practice such as preaching, teaching, church administrative and reduce the length requirement of term paper.

VII. Term Paper due Date and Policies

- A. Term paper due date is two months after the class unless the instructor has specified a different date. Students who do not finish on time for any reason must submit a petition to extend the due date at Academic Office (6 weeks maximum). Those who do not submit the work on time and do not submit petition for extension will not be allowed to register for class.
- B. Any course that does not have grade for a year will be considered non-pass. Students must repeat the course.

VIII. Course Repeat

- A. Students must register for repeated courses and pay the tuition.
- B. If the course instructor is the same one as the course being taken the first time, student may discuss with the instructor whether class attendance is required, or the student can just redo the assignments. The student may not demur the instructor's decision.
- C. If the course instructor is not the same one as the first time the course being taken, student must attend the class and do all assignments as well.

IX. Auditing Rule

The auditing seat is given only to the Doctor of Ministry program students and alumni. Alumni may request the waiver of auditing fees if applicable.

X. Duration and Location

- A. The program must be completed between 3 years to 6 years. Students may petition to extend for one more year.
- B. Courses taken off-campus or transfer credit should not exceed two fifth of total units. (Course credits earned at Taiwan campus may be up to one half.). And total of these two should not exceed half of total units. At least half of total units must be taken at main campus.

XI. Off-Campus Course

- A. North America: Class may be offered if there are at least five students registered for same location.

- B. Overseas: Class may be offered only if our faculty member or other adjunct faculty member is ministering at that location at the time of class. Minimum number of students for class is five.
- C. There should be a local coordinator who will do the coordination for class time, location and instructor's accommodation, transportation.
- D. Course credits earned from off-campus must not exceed two fifth of the graduation requirement (Course credits earned at Taiwan campus may be up to one half.).

XII. Evaluation

- A. Special students must pass first evaluation after completing one semester of study to continue the program.
- B. Students who need to make up additional requirement must be done before completion of 18-unit course credit.
- C. The evaluation includes grades earned, ability to conduct higher level research, ministry performance, etc.

XIII. Graduation Dissertation

- A. "Graduation Dissertation" must be registered in the semester when all the courses (10 courses) are completed.
- B. The registration deadline for dissertation follows the same deadlines for registration of all other D.Min. courses. The student is required to submit D2, D3 & D4 forms and make sure that all the final marks of 10 courses taken have been submitted to Academic Office.
- C. After completing 8 courses, students should consult with the Director of D.Min. Program to discuss the directions of their dissertation writing. After consultation, students can either make their own choices in selecting their first and second mentors or let D.Min. Director assign mentors for them.
- D. After registering for "Graduation Dissertation," dissertation proposal needs to be approved within 6 months from the date of registration. Students must submit the "Dissertation Proposal" approval form with first and second mentors' signatures to the Academic Office.
- E. After the approval of dissertation proposal by the Academic Office, students may begin dissertation writing.

XIV. Graduation Dissertation Writing Policies and Deadlines

- A. After "Dissertation Proposal" has been approved, student must complete writing the dissertation within 12 months. If for any reason, student is not

able to complete the dissertation on time, student may petition for a one-year extension.

- B. The maximum length of D.Min. Program is six years from class enrollment in class. Extension of one year may be granted upon request. Students with F-1 visa status must follow the regulations of USCIS.
- C. Student, who collects data through questionnaires or interviews, must submit an application for IRB, Institutional Review Board. After IRB application is approved, student can start data collecting process, but no change can be made to the dissertation title after the IRB approval. (Procedure of IRB application can be found on LES website)
- D. Approval of chapter one's format: upon completion of chapter one, students must submit their chapter one with bibliography to format specialist for format approval. After their chapter one format is approved, students can proceed to submitting their chapter two.
- E. For student who researches his/her own church, the research methodology in Chapter 3 of the dissertation should include at least 5 churches (his/her own church plus four other representative churches) as the sample size for this study.
- F. The sample size of the quantitative analysis should be N=45 or more. The qualitative analysis of in-depth interview should consist of 5 interviewees or more and for semi-structured or semi-guided interview the interviewees should be at least 12 or more.
- G. If students plan to graduate in May of the following year, they must have their chapter one format approved by 7/31 of the current year. If students plan to graduate in December of the following year, they must have their chapter one format approved by 12/31 of the current year.
- H. If students plan to graduate in May of the following year, they must submit the complete final draft of their dissertation (should include Chinese and English titles page, table of contents, list of illustration table, preface, abbreviation, English abstract, Chinese abstract, chapter text and conclusion, complete appendixes, bibliography and curriculum vita etc. the combined file) by 12/31 of the current year. If students plan to graduate in December of the following year, they must submit the complete final draft of their dissertation by 6/30 of the same year. Those who do not meet the deadlines will delay the year of graduation.
- I. Dissertation writing shall comply with the APA's guidelines on academic writing, and plagiarism is not allowed. Please refer to the Academic Catalog for the Policy of Plagiarism.

XV. Graduation Application

- A. After submitting the dissertation final draft, students must submit the graduation application to the Academic Office.
- B. External reader for dissertation will be arranged by the Academic Office.
- C. Dissertation format check will be done by a designated format reader. Students are responsible to correct the format as recommended by the format reader, until it gets approved.

XVI. Graduation Requirements

- A. Complete 34 semester units (dissertation included) with a GPA of 3.0 (B or 83.5-86.4%) or above.
- B. Finish the dissertation and pass the oral defense of dissertation. Obtain dissertation approval signatures from all mentors.
- C. Obtain an academic clearance.

XVII. Dissertation oral defense and interview

Oral defense interviews will be scheduled two weeks prior to the graduation commencement along with other graduation activities.

XVIII. Graduation Dissertation Exhibits, Lending, and Purchase

Logos may post them on the following:

- A. Lending: Logos library
- B. Collection: ATLARIM (American Theological Library Association Research in Ministry), www.atla.com.
- C. Collection: Airiti Library <https://www.airitilibrary.com>
- D. Purchase: Copies of dissertation may be purchased from TREN. Theological Research Exchange Network www.tren.com

IX. Student Grievance Policy and Procedure

- A. This policy is only for issues about D.Min. dissertation. For sexual harassment or other grievance issues, please refer to school catalog, "Student Life".
- B. Students who do not agree with first mentor's comment or decision on dissertation may submit grievance to program director. If the program director does not resolve it, then the case would be brought up to faculty meeting. If the program director is the subject of the grievance, then the Academic Dean will be the replacement to resolve the case.
- C. Students who do not agree with second or third mentors' comment or decision on dissertation may submit grievance to first mentor. If the first

mentor does not resolve it, then the case shall be directed to program director.

- D. The decision at Academic Office shall be the final decision.

Faculty

I. Resident Faculty

Bing Chen: Assistant Professor of Systematic Theology
M.Div. Torch Trinity Graduate University
Ph.D. Torch Trinity Graduate University

Ekron Chen: Associate Professor of Systematic Theology
Th.M. Dallas Theological Seminary
Ph.D. Southern Baptist Theological Seminary

Tony Chen: Assistant Professor of Old Testament Studies
M.Div. Talbot School of Theology, Biola University
Th.M. Talbot School of Theology, Biola University
Ph.D. Asbury Theological Seminary

Richard R. Cook: Professor of Church History and Missions
M.A. University of Iowa
M.Div. Trinity Evangelical Divinity School
Th.M. Trinity Evangelical Divinity School
Ph.D. University of Iowa

James Hwang: Assistant Professor of Missions and Practical Theology
M.A. Golden Gate Baptist Theological Seminary
M.A. Fuller Theological Seminary
M.Div. Overseas Theological Seminary
Th.M. International Theological Seminary
D.Min. Logos Evangelical Seminary
Ph.D. University of Mississippi

Amy T. Lin: Associate Professor of Counseling
M.A. University of California, Santa Barbara
Ph.D. University of California, Santa Barbara

Felix Liu:	Professor of Missiology and Practical Theology
M.Div.	Tainan Theological Seminary
Th.M.	Fuller Theological Seminary
D.Miss.	Fuller Theological Seminary
Ph.D.	Fuller Theological Seminary
Mary Luo:	Assistant Professor of New Testament Studies
M.A.	Grand Rapids Baptist Seminary
Th.M.	Calvin Theological Seminary
Ph.D.	Trinity Evangelical Divinity School
Jane Peng:	Assistant Professor of Christian Education and Formation
M.Div.	Logos Evangelical Seminary
Ph.D.	Biola University
Shuling Peng:	Associate Professor of Family Ministry
M.A.	Western Illinois University
M.S.	Fuller Theological Seminary
Ph.D.	University of Minnesota
Daisy Y. Tsai:	Associate Professor of Old Testament Studies
M.Div.	China Evangelical Seminary
Th.M.	China Evangelical Seminary
Ph.D.	Trinity International University
John Wu:	Associate Professor of New Testament Studies
M.Div.	China Evangelical Seminary
S.T.M	Dallas Theological Seminary
Ph.D.	Dallas Theological Seminary
Kevin Zhang:	Assistant Professor of Practical Theology
M.Div	Logos Evangelical Seminary
D.Min.	Logos Evangelical Seminary

II. Emeritus Faculty

Kuo-Liang Lin: Professor of Counseling
M.S.W. University of Pittsburgh
M.Div. Pittsburgh Theological Seminary
Ph.D. Purdue University

Wilfred Su: Professor of Christian Education and Practical Theology
M.A. Cal. State University of L.A.
M.A. Fuller Theological Seminary
D.Min. Fuller Theological Seminary

Hoong-Hing Wong: Professor of New Testament Studies
M.Div. Canadian Theological Seminary
Th.M. Westminster Theological Seminary
Ph.D. Sheffield University

III. Regular Adjunct Faculty

Johnny Chan Practical Theology
Ph.D. Fuller Theological Seminary

Simon Chen Discipleship
D.Min. Logos Evangelical Seminary

So-Young Chen Educational Studies
Ph.D. Biola University

Wenhui Gong Cross-Cultural Mission
Ph.D. Biola University

Kai Ming Ho Missions
Ph.D. Fuller Theological Seminary

Anthony So Asian-American Ministry
Ph.D. Fuller Theological Seminary

Douglas Vavrosky Missions and Church Planting
Ph.D. Biola University

Academic Policies

I. Admission Standards and Procedures

A. The Admissions Committee

1. The Committee shall administrate all affairs pertinent to student admissions.
2. The Committee consists of the following members: Academic Dean, Dean of Students, and faculty representatives.
3. The Committee meets on a designated date each month.

B. Admission Requirements

1. A Master of Divinity degree or its equivalent with a GPA of at least 3.0 (B average or 83.5-86.4 %). Applicants with lower GPA may take two courses first and will be accepted with average total grade of B or above. Applicants with an M.A. degree or its equivalent must complete the M.Div. requirement prior to completion of 18 units of D.Min. courses.
2. At least three years of experience in full-time ministry with good standing after receiving the M.Div. degree. Applicants with only two years of ministry experience after receiving the M.Div. degree may apply only if they have over two years of full-time ministry experience before the M. Div. degree. Applicants with M.A. degree must have five years of experience in full-time ministry with good standing.
3. Recommendations by two church leaders.
4. English proficiency both in reading and writing.

II. Admission Procedures

- A. Obtain application information from the Admissions Office or from Logos website.
- B. Complete online application from Logos website.
- C. Request official academic transcripts from M.Div program in schools attended. (Concise translation in Chinese or English if needed). Logos alumni may request academic transcript in sealed envelope at Academic Office with \$10 charge.
- D. After a preliminary review of the applications, the Admissions Committee will notify eligible applicants for an interview. For applicants from overseas and out-of-state, the interview will take place via BlueJeans.
- E. The Admissions Office will notify applicants regarding the admission result. Accepted applicants must be enrolled within a year. Extension of enrollment may be applied two weeks before semester starts. Extension may only be applied for one year no more than two times.

III. Special Instructions

- A. Divorced/Remarried/Separated Applicants: These issues may not disqualify you from seminary studies; however, they have a significant effect on your life and ministry. Therefore, please submit a 1-2 page, typed statement explaining:
- ❖ The general circumstances. Include counseling and attempts at reconciliation.
 - ❖ Your view of the Biblical teaching on divorce and how your situation relates to that teaching.
 - ❖ The effect you perceive it having upon your future ministry.

IV. Notification of Admission

- A. After evaluating the application, the accepted applicants would be notified by mail. The information for registration will also be mailed. The accepted applicants should return the Admission Contract to the Admissions Office within two weeks from date of received.
- B. Overseas applicants shall complete the I-20 application form and submit all necessary documents to the International Students Office for obtaining I-20.
- C. If, for any reason, the accepted applicant wishes to postpone admission, he/she must notify the Admissions Committee in writing two weeks prior to the beginning of the semester. The student is allowed to postpone his or her admission twice, each for a year.

V. International Students

- A. Logos Evangelical Seminary is authorized to issue SEVIS Form I-20.
- B. International students must maintain 6 units (DMin level) of enrollment each semester, except last semester of the program and during the time of dissertation writing.
- C. Dissertation writing must be completed within 18 months after the registration of "Dissertation". This may be extended for one more year upon request.

VI. Readmission

- A. If the student has exceeded the maximum time frame of the program, the student must go through admission process again. The student must follow all admission qualifications and procedures as a new applicant.
- B. All course credit earned in the past eight years may be transferred to the student's new academic record. (Course credits earned at Taiwan campus may be up to one half.).

C. Credits expire after ten years. Credits are older than 10 years need to retake.

VII. Transfer Student

Logos accepts transfer students from D.Min. program of other accredited seminaries. All transfer credits may not exceed two fifth of the graduation requirement excluding the credits for dissertation (For students from Taiwan Campus, all transfer credits may not exceed half).

VIII. Miscellaneous

A. Academic Transcripts

1. Students' official academic records include all the courses done and the grades will be kept permanently. All other information or documents will be kept in Academic Office for five years. The transcript may not be released without a signed request form from the student to Academic Office.
2. Students have the right to request their own transcripts be issued to designated individuals or institutions.

B. Rights to Access Academic Records

1. Students have the right to review their own academic records and to request amendment of the records to ensure that they are accurate.
2. If, on the student's application form, the student had waived the right of access to the reference letters that were sent to the school as part of the student's admission procedures, the student may not have access to those letters.

C. Student full-time/part-time Status during Dissertation writing stage:

1. Assigned Dissertation writing time: 6 months to write the proposal, then 12 months to finish the dissertation.
2. Non-F-1 international students :
 - Full-Time status: Only if this student has been full-time status in all semesters before he/she enters Dissertation writing stage, he will be granted full-time status. The full-time status lasts till the end of the assigned Dissertation writing time. After that, the status is changed to part-time if his/her extension application is approved.
 - Part-Time status: Anyone who has been part-time status in any semester before he/she enters Dissertation stage, will still be part-time status during all thesis writing time.
3. F-1 international students:
 - F-1 students have full-time status during the Dissertation writing stage according to US immigration Law. However, after the assigned

dissertation writing time ends, they must apply for an extension and pay part-time student dormitory fee rate if extension is approved.

- F-1 students are required to submit a dissertation progress report approved by the First Mentor each semester during the dissertation writing phase.

Expenses

I. Tuition fee (2023-2025)

- All fees are in U.S. dollars and Logos Seminary reserves the right to change rates.
- All fees are non-refundable except tuition.
- All fees must be paid at the time of registration. Otherwise, the student must apply for the deferred payment plan from the Accounting Office.

◆ Tuition

800 level course	D.Min.	(per unit)	\$421.00
	Guided Study	(per unit)	\$631.00
	Audit	(per unit)	\$127.00

D.Min alumni may audit two courses each year for free.

◆ Non-Refundable Fees

Application fees:	\$ 100.00
Administration fees:	\$50.00/\$100.00
Deferred payment plan fee	\$ 50.00

Late registration fee for D.Min. Courses : (please refer to the instruction sheet of the

D.Min.'s enrollment form released each semester)

Late payment fee	\$ 25.00 & up
Add/Drop (D.Min. and Intensive Course see Tuition Refund Policy)	
Assignment due date extension fee (per course)	\$100.00
Program Extension Fee	\$120.00
Photocopy of document	\$ 30.00
Transcript (per copy)	\$ 10.00
Letter of Certification	\$ 10.00

◆ Miscellaneous Fees

Graduation fee	\$250.00
Thesis / dissertation advisory fee	\$1,000.00
Thesis / dissertation extension fee (per year)	\$397.00

Course material Fee varies by course
 Student Council member fee collected by student council

◆ Tuition Estimate per Year

	<u>D.Min.</u>	<u>D.Min.(Summer)</u>
	(6 units x 3)	(6 units Only)
Tuition:	\$7,578	\$2,526

◆ Total Approximate Cost of Doctor of Ministry **\$14,314**

The above fees only cover tuition and do not include living expenses, insurance, books, car purchase, car maintenance and other miscellaneous expenses.

II. Deferred Payment Plan

Please contact Accounting Office.

III. Tuition Refund Policy

Summer Semester	Fall Semester	Winter Semester	Refund %
Before 4/15	Before 7/15	Before 11/15	100%
Before 5/1	Before 8/1	Before 12/1	75%
The 1 st day of class	The 1 st day of class	The 1 st day of class	25%
The 2 nd day of class	The 2 nd day of class	The 2 nd day of class	0%

Students have the option of putting the refund towards the tuition fees for the next semester or request refund from the Accounting Office. If a student withdraws completely from the program, the student will receive a refund within thirty days from the date of withdrawal.

IV. Living Costs

Students are responsible for their room and board. The following is an estimate of costs for room and board for twelve months in dormitory housing:

Single student: \$21,500
 Married couple: \$24,500
 Children: each: \$3,000

(For an application and rate schedule on student dormitory, please contact Office of Student Affairs.)

Student Services

I. Housing Service

A. Logos Evangelical Seminary has 3 following locations for our students' Dormitories:

1. "House of Good Shepherds"- 6932 Rosemead Blvd., San Gabriel, CA. 91775.

There are 50 units in a 2-story apartment complex of 48,000 sq. feet with 36 one-bedroom units and 14 studio units. It is approximately 4 miles north of our Campus. This Dormitory is beautifully landscaped with swimming pool and recreational facilities.

2. "House of Grace"- 5602-5608 Welland Avenue, Temple City, CA. 91780.

There are 4 single-family houses with 3 or 4 bedrooms in each house. Many fruit trees and shrubs are planted in the surrounding landscape. These 4 houses are safely gated and fenced in an enclosed community area.

3. "House of Blessing"- 526 N. Nicholson Ave., Monterey Park, CA. 91755.

There are ten units with 1, 2, or 3 bedrooms in each unit. This dormitory is safely gated and fenced in an enclosed community area.

B. Each dormitory consists of suites with private bathrooms and kitchens. It is suitable for both singles and families.

C. Refer all detailed policies for the dormitory to Resident Handbook.

D. Students may find accommodation on their own, but are required to leave the contact information with Academic Office.

II. Food Service

No service provided. Students may order food and request for delivery at nearby restaurants. Logos staff may provide assistance on that.

III. Transportation

No service provided. **Student Development Office** may provide assistance on arranging airport shuttle upon request. Please submit requests early and be responsible for the fee.

VI. Student Medical Care

- A. All full time students must enroll in basic health insurance program before Registration.
- B. The Student Development Office will help students to locate suitable physicians for their illness when such needs arise. Some over-the-counter medicines are provided in the medical cabinet located at the Student Development Office.

Scholarship and Tuition Aid

Logos Evangelical Seminary tuition aids are set up by the grace of God and through the love offerings of many churches, para-church organizations, and Christian brothers and sisters. When a full-time student with demonstrated academic ability and superb qualifications encounters financial difficulty, he/she can be granted tuition assistance after formally applying for student tuition aid and being approved of such application. Thus, all applicants should first fulfill their own responsibilities and obligations, look to God in faith, and be thankful to the donors who contribute to student tuition aid out of love.

According to the designated donations from various sources, the seminary has established Living Water D.Min. Scholarship, EFC Tuition Aid, Logos Tuition Aid, Partner Tuition Aid, Logos Student Medical Care Fund, Seminary Student Spousal Tuition Discount, Work Study Financial Aid, Dorcas Emergency Fund etc. (Logos does not participate in federal and state financial aid programs.)

The Scholarship and Grant Committee consists of Academic Dean, the Dean of Students and faculty representative. The Dean of Students will be the chairperson of the committee. The committee is responsible for directing and evaluating all tuition aid affairs

(For the details of Tuition Aid Policy, please check with Student Services Dept. or refer to Logos Seminary's website: www.les.edu.)

Library

The Logos Evangelical Seminary Library has been making great efforts on collection development to accommodate the growth of the seminary since its establishment.

Currently the total of Chinese and English books holdings is approaching seventy-three thousand, with steady increment every year, in recall to two hundred Chinese books at the very beginning of the library establishment 30 years ago. Among them, over twenty-seven thousand volumes are in Chinese which makes us the largest collection of Chinese theological books in North America, and more than forty-four thousand volumes in English collection. In addition, we have both purchased and subscriptions to e-books in the Religion Collection and are now reaching one hundred thousand volumes. Library catalog is accessible through our online public access catalog at www.catalog.les.edu and even access worldwide catalog through OCLC Discovery (<http://newfirstsearch.oclc.org/>) for a variety of information.

The Logos Seminary Library holds over five hundred titles of Chinese, English and other foreign language periodicals, among which more than a hundred titles are current subscriptions. For multimedia materials, we have collections of DVDs, videos, audio cassettes, Sunday school materials, and Bible maps on transparencies. The library has an electronic resource center, which contains computerized research tools such as Bible Works, PC Study Bible, and Almega Chinese Bible tool. The library also provides wireless internet connection, all students can access through their personal computers to the online database such as ATLA Religion Database/ATLAS, ProQuest Research Libraries, Online Encyclopedia Britannica (Academic Edition), PsyARTICLES, and OCLC FirstSearch, etc. to obtain the abstract or full text of the articles. Now the library has also subscribed to the Airtiti Library for journal articles and theses at the same time we purchased titles from iRead ebooks, which is the highly anticipated Chinese electronic resources for our student. From 2023 onward, our dissertation and thesis are published on Airtiti databases too.

The Logos Seminary Library is a member of Online Computer Library Center (OCLC), American Theological Library Association (ATLA) as well as a member of Southern California Theological Librarian Association (SCATLA). Through these associations, we facilitate wider and more versatile avenues of access to research resources for the Logos Seminary community. These associations offer interlibrary loan activities and direct loan activities. Through the membership of State-Wide California Electronic Library Consortium (SCELC), libraries are offered with reduced prices that are shared from consortium for valuable database subscription.

In 2017 the library was totally remodeled and expanded, now it comprises 10,947 square feet of space with modernized facilities. There are more than 130 seating accommodations. With its spacious space, fantastic lighting and automatic climate

control systems, the library provides an elegant, comfortable, and conducive environment for study.

List of D.Min. Dissertations

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| Kenneth Weng Hang Ng | <i>Building a Collaborative Pastor-Elder Team</i> |
| Ho Heng Lim | <i>The Impact of Family of Origin on Marriages and Its Transformation Among Chinese Christian Couples A Case study of Chinese Christians in Singapore</i> |
| Faith Huifeng Zhang | <i>Exploring the theoretical and practical approach to discipleship mission and its regeneration: qualitative research of ten Chinese churches in North America</i> |
| Xiaoyan Zhang | <i>A Spiritual Formation Program which Facilitates Christian Emotional Health among Chinese Churches in North America</i> |
| Jintong Zhang | <i>A Study on the Theory and Practice of Spiritual Formation in the Theological Education of Domestic Churches in China</i> |
| Jian Wei Zhen | <i>The Status and Renewal of Marital Relationship among Chinese Pastors in Canada</i> |

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| DeCai Qu | <i>Contemporary Chinese Religious Policy and the Future of the House Churches</i> |
| Kevin Kai Zhang | <i>A Strategy of Holistic Health for Pastoral Ministry in North American Chinese Churches</i> |
| I-Tsu Lin | <i>Cultivating Disciple-leaders to Multiply in the Kingdom: A Case Study of Kernel of Wheat Missionary School of Taiwan Lutheran Church</i> |
| Peter Natanael | <i>Holistic Recovery Program for An Addict: A Curriculum Based on the Beatitudes</i> |

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| Chih Lung Lee | <i>The Influence of Parents' Marital Relationship and Their Faith on Teenager's Faith</i> |
| Siu Yuen Lam | <i>Chinese Missionary Leadership Development: From Mission</i> |

Field to Mission Base

- Yi Jack *The Strategy of Building a Missional House Church in the New First-Tier Cities in China*
- Rou-Her Yuan *A Study on Spirit-led Discipleship Training, with Special Emphasis on Churches in Taiwan*
- Esther You *Asian-American Women's Stories of "Leaving" During the Time of Marriage Preparation and Premarital Education*
- Mathew Mok *Significance of Adoptive Sonship : A Contemporary Message for Hong Kong*

2020

- Kehchiang Wang *The Most Excellent Way: Release the Drama Elements in Preaching*
- Song Xiao *To Build Up a Church of Disciple Making Through Spiritual Formation*
- Xiaolan Hu *Building the Systems Thinking of PRC Background Pastors in Greater Toronto*
- Tsai-Shiun Wang Ueng *Exploration and Practice of Family Discipleship among American Chinese Christians in Northern America*
- Fu, Ji-lan *Subordinate to the Spiritual Warfare: The Strategies of Holistic Healing for Christian Cancer Survivors*
- Yi-Ching Su *Visual Culture and Spiritual Formation of Chinese Church : Theory and Practice*
- Chin-Te Yen *The Development Strategy of the Mandarin Gospel Ministry in the Greater Toronto Area-Planting Daughter Churches from a Mother Mandarin Church*
- Yan Kwong Joshua Yeung *From Joseph to Zaphnathpaaneah: A Theory and Practice of "Starting from Scratch" for Pastoral Leadership in Immigrant Churches*

2019

- Tse Yo Chao *Propagate Driven Church: A Case Study on a City Church in NW China*
- Simon ChinWen Chen *Developing a Great-Commission Driven Discipleship program in a small to Mid-size North American Chinese Church*
- So Ying Chu *Building Christian Family: From Understanding to Practice*
- Kuoan Huang *The Development Strategy of Small Church –*

	<i>The Case Study of Midwest Chinese Churches</i>
David Wai Lee	<i>Strategies for Sustainable Community Service in Churches</i>
Wai Kei Lee	<i>The 21st Century Spiritual Disciplines of Chinese Pastors in Metropolitan Toronto</i>
Wai Yee Catherine Lee	<i>Crisis Counseling Ministry within the Church in Hong Kong : Theory and Practice</i>
Beng Wah Lim	<i>Role of Chinese Parents & Church in View of Winning the Next Spiritual Generation</i>
Changyu Shao	<i>Urban Emerging Church Continued Healthy Growth Strategy Planning</i>
Man-Jung Tsai	<i>An exploration from the Corinthian church on conflict resolution and authority building: A God-glorifying pastoral practice</i>
Tsai-Shiun Wang Ueng	<i>Exploration and Practice of Parenting and Discipleship in Northern American Chinese Christian</i>
Yunhong Xuan	<i>Mission Strategy of Chinese Urban House Churches</i>

2018

Andrew Kuan Ting Hsieh	<i>North American Chinese Church Addiction Rehab Ministry: Theory and Practice</i>
Ping Jiang	<i>Expository Preaching Training in the House Church in China</i>
Wei-Ling Liu	<i>Senior Pastor Leadership and Mega Church Culture in Taiwan: Theory and Practice</i>
Jane Jih-Jen Yang	<i>The Perception and Ministry of Chinese Churches Toward Homosexuals and Their Families</i>

2017

Fu-Jing Cho	<i>Guiding CCUC-W toward A Healthy Church: Healthy Church Assessment and Development</i>
Guo Tai Cui	<i>Research on the Leadershape of the Middle Aged Pastors in the New Urban Churches</i>
Peter P. Jeng	<i>How to Evaluate Church Health Status Effectively and Objectively —A Case Study of a Medium/Small Chinese Christian Church in North America</i>
Yingbin Jin	<i>Great Commission Movement in China at the Dawn of the 21st Century: An Integrative Study</i>

Tian Feng Li	<i>Christian family leadership cultivation in the application of building the church</i>
Yi Liu	<i>How to build Teamwork in Christian ministry</i>
Stephen Siu Fong Liu	<i>Mission Strategy and Leadership Training: A Missiological Study and Action Research for Diaspora Chinese Congregations in Ukraine</i>
Shengli Pan	<i>Rethinking Church Leadership: The Protestant Churches in Wenzhou (1867-2015)</i>
Mark Yong Shen	<i>The Institutional Regulations and the Leadership of Chinese House Churches: Theory and Practice</i>
Shu-Sheng Siah	<i>Church Leadership Enhancement and Spiritual Disciplines</i>
Sheng Tsai Isaiah Tingson	<i>Building a High Performance Team</i>

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Joseph Ping Kit Ho	<i>A Study of Contextual Expository Preaching</i>
Li-Shun Hong	<i>Redeeming Grace Oriented Chinese Single-Parent Family Caring Ministry in North America</i>
Shu Lin Hsieh	<i>The Study Of “Spiritual Formation Can Have An Impact On Church Revival”</i>
Chiu-Ming Hsu	<i>The impact and transcendence of Chinese pastors’ family of origin experience on their ministry</i>
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Siu Ling Yan	<i>The Strategies and Prospect of Theological Education among Chinese House Churches in the 21st Century</i>
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Li-Chih Hsu	<i>The Strategy for Taiwanese Immigrant Church in North America: The Family of love for foreigners and strange</i>
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Wen-Ai Chang	<i>The Strategy of Caring and Developing Pastor's Wife on China City House Churches</i>
Chao, Tito	<i>Jesus' Servant Leadership Model from the Gospel of Matthew</i>
Min Lang Huang	<i>To explore from the Romans 15:14: Paul's Teaching Admonishes the Chinese Churches in North America</i>
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Wing Kay Chan	<i>On the Nurturing of Chinese Cross-Cultural Missionaries</i>
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2011

- Chee Way Chen *Teaching Material on Biblical Narrative Genre Based on 2 Samuel 11:10-12:15 with Special Focus on David's Adultery and Nathan's Prophecy*
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2010

- Yee Lee *A Great Commission Oriented Curriculum: A New-Curriculum Development for Chinese Seminaries Myanmar*

Ung Kuong Lin	<i>Develop a Dynamic Christian Spiritual Formation</i>
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Chen, Pau Chen	<i>Perspectives and Strategies for the Servo de Cristo Theological Seminary of South America</i>
Chuang, Ter-Chang	<i>The Cultivation of Leadership: the Key to Church Sustainable Growth</i>
Ho, Stephen S.K.	<i>The Strategy of Church Growth for Small and Medium Size Chinese Church in North America. Case Study – Evangelical Chinese Bible Church of Great Vancouver.</i>
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Kao, Yi Ming	<i>Mental Health Crisis and Spiritual Resilience –A Manual for Church Leaders</i>
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Lin, Chih-Yuan	<i>On Preparing Co-Workers for a Preaching Ministry: A Study of II Timothy 2:1-26</i>
Liu, Jen Chin	<i>Research on Accomplishing Church Team Ministries with High EQ</i>
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Zhang, Jinxia	<i>A Study of A Biblical Self-Study Manual Suitable for House Churches' Ministers in Rural China</i>

2007

Lee, Lu-Chia	<i>An Investigation into the Important Teaching of Jesus in His Last Week in the World: Life-Building Driven Disciple-Training</i>
Ng Pai Lim, Paul	<i>The Study and Practice of a Healthy Church-Perspectives on a Newly-Planted Church</i>
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Zeng, Mima	<i>Restoring the Dignity of Human Being- a Comparative Study on the Anthropology Reflected in Genesis 1-3 and the Chinese Christian's Concept of Man</i>

2006

Jung, Hwa-Jin	<i>Leadership Training In Mission Field through Discipleship Groups</i>
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Lai, Ming-Che	<i>A Reflection of 140 Years of Taiwan Presbyterian Mission from the Perspective of Mission Contextualization</i>
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Luo, Mei Ling	<i>Shepherding Oriented Church Youth Ministry in Taiwan: Ideal, Assessment, and Practice</i>

2005

Chen, Chi Jang	<i>Strategy for Advancing the Small Church of Taiwan Evangelical Holiness Church</i>
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Lee, Wilson	<i>David's Family: A Study of His Family Relationships and Its Applications</i>
Leung, Siu Fong	<i>The Christian Message "Jesus is the Only Way" in Hong Kong's Pluralistic Society</i>
Liang, Mei-Yu	<i>Becoming a Good Neighbor- How a Church Participate in Community Empowerment from Luther's Point of View on Society</i>
Ng, Chang Mei Lin	<i>The New Paradigm of 21st Century Missions</i>

2004

Chen, Spring	<i>A Study of the Women's Leadership in North America Chinese Churches</i>
Chou, Paul	<i>A Strategy of Evangelism in the Northwest China- On the Basis of Ministry of Jesus Christ in Galilee</i>
Liang Hu, Cheng-Hwei	<i>Christian Missions Overseas'38 Years of Cross-Cultural Missionary Work-An Evaluation</i>
Lim, Chin Choon	<i>The Blueprint and the Strategy of the Community Service in Chinese Churches of North America</i>
Lo, Chin Yun	<i>Chinese Cross-Cultural Woman Missionary Care</i>
Huang, Li-Fung	<i>Love and Blessing- Narrative Exegesis of the Book of Ruth and Application in Pastoral Care</i>
Tu, Shu-Mei	<i>Investigation of a Model for Gospel Drug Rehabilitation with Operation Dawn's Male Drug Addicts as an Example</i>

2003

Cheng, Yung-Hsin	<i>Discussion about the Spiritual Growth of the Overseas Mainland Chinese Church Believers under the Influence of Communism</i>
Chiao, Mei-Lun	<i>Kingdom and Leadership – The Reflections of the Pastoral Leadership according to the Concept of Kingdom in the Bible</i>
Fong, Joe Che- Hau	<i>Quality Caring Ministry in Chinese Churches: Theory and Practice</i>
Ha, James Chang- Hua	<i>Strategies of Church Planting of Chinese Methodist Churches in Australia</i>
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- Wong, Joseph *The Strategy of Developing Mandarin Ministry in Cantonese Churches in Toronto*
- Yang, Ming-Hao *Developing the Missions Strategy for the Christian and Missionary Alliance Churches in Taiwan*

2002

- Chen, Norman Y. *The Formation of Christian Character*
- Chuang, Ta Neng *Spiritual Leadership of North American Chinese Churches*
- Hsu, Chang-Jung *Building a Bible-Based, Mission-Oriented Congregation*
- Hsu, Hui-Shan *Pastoral Counseling from Trinitarian Perspective- A Case Study of the September 21st Earthquake in Taiwan*
- Lieman, Christiawan Daniel *Thought Elements of Church Growth Amidst the Impact of the 21st Century*
- Liu, Hsin Chung *Paul's Evangelism Contents in Thessalonica and Their Influence*
- Liu, Rebecca Jen Mei Wang *A Proposal to Promote Women's Ministry in North American Chinese Churches*
- Ong, Leng-Huey *A Minister's Personal Growth*
- Wong, Ing Seng *A Study of the Pastoral Roles in Leading Corporate Worship in the Local Church*

2001

- Lee, Kuo-Ching *Premarital Education and Church Growth*
- Lin, Mang Hsiang *The Growth of Kaohsiung City Churches*
- Lo, Antonius Rahmat Setiawan *Helping Layman to Discover, Develop and Use the Spiritual Gift for Pastoral Care*
- Tam, Timothy N.K. *The Theories and the Strategies of Mobilization of Believers*
- Teng, Joseph Wenshyong *Personality Types Manifest the Image of God: A Research of Enneagram Personality, Theory from the Perspective of Biblical Anthropology*
- Wu, Job Jih Der *In View of St. Paul, Brazil's Trent of the Chinese Immigrants and the Evangelistic Strategy of St. Paul Chinese Christian Church*
- Yeh, Stephen *The Development of Lay Counseling Ministry in Taiwan Local Church-Case Study of Chinese Covenant Church*

2000

- Chang, May *The Roles and Perspectives of Women's Ministries in North American Chinese Churches and a Case Study of Evangelical Formosan Church in North America*
- Ho, Chun-ming *Taiwan Christian and Missionary Alliance Church Growth Analysis*
- Hsiao, Chih-Zin *Research into Expository Preaching-Using I Peter as a Model for Preparation of Expository Sermons Based on the Structural Analysis of the Biblical Text*
- Huang, I-Cheng *The Christian Holistic Equipment in the Redemption of Jesus Christ Our Lord*
- Lin, Sheng-Pin *An Exploration of Chinese Churches Planting in Greater Vancouver*

1999

- Hu, Yi-Nan *Incarnational Pastoral Ministry*
- Huang, Chih-Heng *Strategies in Urban Mission for Taiwan Holiness Church*
- Hwang, Hong-Sheng *Understanding Ourselves and Understanding Buddhist – The Reflections and Breakthrough of the Taiwan Church on the Rising of Buddhism*
- Mah, Peter Y.K. *Church Administration and Growth of Small and Medium Size Canadian Chinese Church- Case Study of the Logos Baptist Church of Toronto in Canada*
- Wu, David Chih-Tan *Church Ministry in Missiological Perspective*

1998

- Ger, Kou Kuang *Chinese Cross-Cultural Missionary Training*
- Ko, Yo Han *Church Ministry Planning and Church Growth*
- Kou, En Hsin *The Influence of Taiwanese Characteristics on Pastoral Leadership: A Study of Human & Interpersonal Relationship, Pride, and Complex of Power*
- Mour, Lien Shen *An Exploration of the Pastoral Ministry in Light of the Trinitarian Teachings of the Pastoral Epistles*

1997

- Chang, John Choung-Ho *Pastoral Counseling of Single Parents*
- Jakub Sugianto Hosanna *The Ten Year Growth Plan for the Church of Christ Mangga Besar Congregation*
- Kung, Ko-Chen *An Exploration of Contemporary Pastoral Ministry*
- Pan, Mei-Hui *Pastoral Care of Terminal Patients and Their Families*

Ting, Kah-Hew	<i>The Historical-Theological Context of Psalm 23 and Its Application for Pastoral Ministry</i>
<hr/> 1996 <hr/>	
Chang, Chung	<i>Sacred Music Ministry in Local Church</i>
Chuang, Tung Chieh	<i>A Handbook for Training of Elders and Deacons</i>
Kuo, Ming- Chang	<i>Introspection and Perspective of the Medical Mission of Christian Hospitals in Taiwan</i>
See, Teck Cheng	<i>The Urban Ministries of Chinese Churches</i>
<hr/> 1995 <hr/>	
Chen, Andrew Cheng-Jung	<i>A Seminary Director's Manual</i>
Chen, Hsian Hao	<i>Using Computers to Manage Church Administration</i>
Shu, Jones Kang-Chuan	<i>A Strategy in Total Christian Education</i>
<hr/> 1994 <hr/>	
Chang, Te-Chuan	<i>Introspection and Adaptation of the Church under the Impact of the Charismatic</i>
Goh, Boon-Leong	<i>The Ministry of God's Word and Church Growth</i>
Liu, Joshua Fu-Jen	<i>The Ministry of the Pastor</i>
Wang, Wu-Tsong	<i>An Inquiry into the Indigenized Approach for Personal Evangelism in the Taiwanese Context</i>
<hr/> 1993 <hr/>	
Tseng, Peter Chih-Seng	<i>Church Growth Strategy: Pioneering Rural Churches in Taiwan</i>

- Logos Evangelical Seminary is approved by the State of California, accredited by the Association of Theological Schools in the United States and Canada, and authorized by the Immigration and Naturalization Service to enroll non immigrant alien students.

- Within the context of its theological convictions and missions, the Seminary subscribes to a policy of equal education and employment opportunity for all people, and does not discriminate on the basis of race, age, color, national origin, sex, handicap, or political affiliation in admission, treatment of student, or employee.

- This handbook is provided for the convenience of the D. Min. student. Although every effort has been made to assure the accuracy of the information in this handbook, all who use this book should note that laws, rules, and policies change from time to time and that these changes may alter the information contained in this

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