

Organizing and Formatting the Master of Ministry Project

General information on formatting papers is contained in the appendix to *Turabian*, which begins on page 373. Specific guidance given here supersedes *Turabian*. **The left margin should be 1½" for binding.**

The project should include the following sections in the order they are listed below. The title of each section should be all upper case (centered) and each section should begin with a section break to a new page. Instructions for doing this and for inserting page numbers follow. Within chapters, use at least one level of division or subheading. The Outline Format of the Project (below) shows how the outline of your project will correlate to divisions/subheadings in the body of the paper. Include these divisions, indented appropriately, in your table of contents.

Sections of the Project

Title page (see sample attached)

Acknowledgements (optional). This is a place to thank those who helped you during the completion of this project – teachers, research subjects, family, etc.

Table of Contents (see sample attached).

Introduction

Chapter One

Chapter Two, etc.

Chapter ____ (last chapter). The last chapter of the thesis will be the conclusion.

Appendices – If you have more than one, begin each on a new page and label them numerically (Appendix 1, Appendix 2, etc.). List each in the table of contents separately with its title (e.g. Appendix 1: 1 John 5:7-8 in English Versions prior to 1800)

Bibliography – This will be titled Works Consulted or Works Cited depending on the guidance of the thesis advisor.

Outline Format of the Project (see next page)

OUTLINE FORMAT FOR THE MASTER OF MINISTRY PROJECT

OUTLINE

PAPER

Introduction

INTRODUCTION

(Separate page; 1-inch top margin;
Arabic numeral page number at bottom
center; title – TNR12, all caps, centered)

I. Title of First Section

CHAPTER 1

TITLE OF CHAPTER 1

(new page; 1-inch top margin; page # at
bottom center; TNR12; all caps; centered,
double space)

A. First Major Division

First Major Division

(TNR12; capitalize headline style; centered)

1. First sub-point

First sub-point

(aligned with left margin; TNR12; italics, underlined;
no end punctuation; not complete sentence)

a. First sub-sub-point

First sub-sub-point.

(aligned with left margin; TNR12; italics, No end
punctuation; not complete sentence)

b. Second sub-sub-point

Second sub-sub-point

(aligned with left margin; TNR12; italics, No end
punctuation; not complete sentence)

2. Second sub-point

Second sub-point

(aligned with left margin; TNR12; italics, underlined;
no end punctuation; not complete sentence)

B. Second Major Division

Second Major Division

(TNR12; capitalize headline style; centered)

1. First sub-point

First sub-point

2. Second sub-point

Second sub-point

II. Title of Second Section

CHAPTER 2

TITLE OF CHAPTER 2

(begin new page for each chapter; 1-inch top
margin page # at bottom center;)

Formatting Tips - Pagination and Section Breaks

Section break

- 1) When you have completed writing a section, insert a section break. This will remain even if you add material in this section and will make each title begin at the top of a new page. Do not hit "Enter" to move down to a new page.
- 2) If you want to add a section **before** the current section, click before the first word of the section and follow the instructions below. If you want to add a section **after** the current section, click after the last word of the section and follow the instructions below.
- 3) Formatting instructions
 - a) Word 2003 – Insert – Break — Next page (under "section break type")
 - b) Word 2007 – Page Layout – Breaks — Next page (under "section breaks")

Inserting page numbers

- 1) General information – if you insert numbers correctly at the beginning of your paper, the page numbers will automatically appear in the right place as you add new sections.
- 2) Formatting instructions
 - a) Word 2003 – View – Header and Footer

This will open a new toolbar at the top. From this toolbar you can do several things:

 - 1] On the first page of each section, switch to footer (9th icon). Click on page set up (6th icon – it looks like a book), check "Different first page," and click OK. Tab once, and insert page number (1st icon).
 - 2] While you are still in the "Header and Footer" view, scroll down to the header of page 2. Tab twice and insert page number (1st icon). Click on "Close" on that toolbar to return to the document.
 - 3] If you need to change the style of the numbers to i, ii, iii, choose "format number" (3rd icon) and under "Number format" choose i, ii, iii. Use the same procedure to change to 1, 2, 3.
 - b) Word 2007 -- Insert
 - 1] Go to the top of page 2 and click on "Page Number – Top of Page" and then choose the one with the number to the far right.
 - 2] This will open the Header and Footer toolbar. Click on "Different first page."
 - 3] Scroll up to the bottom of page 1 and click on "Page Number – Bottom of Page" and then choose the one with the number in the center.
 - 4] If you need to change the style of the numbers to i, ii, iii, choose "Format page numbers" from either the "Insert" toolbar or from the "Header and Footer" toolbar.

Table of Contents

- 1) To make dots between the last word of each line and the page number:
 - a) Word 2003 – Format – Tabs (Under "Tab Stop Position", type 6; click on "Right" under "Alignment" and click on "2..." under "Leader"; then click OK to close the box.)
 - b) Word 2007 -- There are two ways to get to the "Tabs" dialog box.
 - 1] Home – Paragraph (at the far right of where it says "Paragraph" there is a little arrow – click on it). The dialog box will open. Under "Indents and Spacing" at the very bottom, click on "Tabs." (You can also find Paragraph under Page Layout.
 - 2] If you already have tabs in your document, click on any tab in the ruler. (If you don't have a ruler showing at the top of the document, you can get one by going to View and checking "Ruler."). This will open the dialog box. Under "Tab Stop Position", type 6; click on "Right" under "Alignment" and click on "2..." under "Leader"; then click OK to close the box.
- 2) Type your entry, hit tab (the dots will appear) and type the page number. It will all be perfectly aligned.

Sample M Min. Project: Title Page, Table of Contents, Introduction and partial first chapter (see the following pages)



THE EFFECTS OF POSTMODERNISM ON THE CHURCH[©]



A PROJECT

SUBMITTED TO THE FACULTY OF THE GRADUATE PROGRAM

OF TRINITY BAPTIST COLLEGE



BY



THOMAS HOLLOWOOD



IN PARTIAL FULFILLMENT OF THE REQUIREMENTS

FOR THE DEGREE OF

MASTER OF MINISTRY



APRIL 2007

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INTRODUCTION

A recently-aired television commercial captures perfectly a scene which speaks volumes concerning the age in which we live. It is set in a quaint rural European village where there is an old cobblestone bridge raised high above the quickly flowing current of a rushing river below. The people of the village have gathered on the bridge with their attention focused upon a man standing on the guardrail of the bridge. As the view sweeps up from the man's feet to his head, it becomes apparent that he has created and attached wings to his arms and is fully arraigned and ready to "fly." In one act he leaps from the bridge, extends his "wings," and begins to soar through the air, slowly losing altitude as he distances himself from the bridge and swoops toward the water. The people are amazed and express their satisfaction with "ooh's" and "aah's" of exultation. The camera then scrolls over the top of this throng to show a single man walking back to the village shaking his head in dissatisfaction. As he walks, he says these words: "He can fly, but he can't swim."

This scene captures the difference between the modern age, with all its inventions and answers, and the postmodern age, with its dissatisfaction with modernity. Modernity brought many inventions and brand new ideas on how life ought to be. The age to follow it has become one in which people see these advances but see rampant failures in almost every area of society. This overwhelming dissatisfaction is the spirit of the postmodern philosophy. David Wells says, "Postmodern thinkers are the vanguard of a profound reaction to the failure of the Enlightenment project, giving expression to a deeply held suspicion that modernity is in fact the enemy of human life."¹ Each generation has unique

¹David Wells, *God in the Wasteland* (Grand Rapids: Eerdmans, 1994), 47.

philosophies that define its working, values, and characteristics. For the present generation, there cannot be an intelligent conversation of the philosophies affecting society without discussing the philosophy of postmodernism. For the Christian, it is evident that postmodernism is the philosophy of the age and that it has already begun to act as an erosive force against biblical truth and practice. For this reason, it is important for Christians to have a thorough understanding of what postmodernism is, what significance it has on key positions of Christian faith, and how this philosophical undercurrent has affected the ministry of churches.

CHAPTER ONE

WHAT IS POSTMODERNISM?

Postmodernism Defined

Postmodernism in its very essence makes it hard to define. It contains within its own philosophy one of distrust for truth and definition. Gertrude Himmelfarb vividly demonstrates this with the following description: “Postmodernism is the denial of the very idea of truth, reality, objectivity, reason or facts – all words which postmodernists now actually put in quotation marks! It’s a totally permissive philosophy – anything goes – and it’s extraordinary how far it has gone.”² Postmodernism takes on the characteristic of rebellion to modernity and questions any answers or findings of modernity. Os Guinness says, “In sum, postmodernism is a total repudiation of modernism and an extreme form of relativism. Paradoxically, it is almost an absolute relativism.”³ Whatever postmodernists feel helped bring resolution in the past is now put into question. They prefer to “experience” life and come to their own conclusions, though they may only be conclusions for a moment. Elmer Towns summarizes the trade off in a postmodernist philosophy with the following shifts: “relationship over task, journey over destination, authenticity over excellence, experience over proposition, mystery over solution and diversity over uniformity.”⁴

²Os Guinness, *Fit Bodies, Fat Minds: Why Evangelicals Don’t Think and What to Do about It* (Grand Rapids: Hourglass Books, 1994), 105.

³Ibid., 105.

⁴Elmer Towns and Ed Stelzer, *Perimeters of Light: Biblical Boundaries for the Emerging Church* (Chicago: Moody Publishers, 2004), 156.

It is helpful to understand postmodernism in its relation to modernism. It is a reactionary way of thinking and living in light of modernism's failing. Because it is reactionary, it cannot in all aspects be its total opposite, though that seems to occur in many of its characteristics. There seem to be characteristics in postmodernism of both its adding to modernism and characteristics of anti-modernism, much the way a rebellious child deplores his parent, yet, unknown to him, has glaring similarities. Regarding this characteristic, D.A. Carson writes, "It is difficult to imagine postmodernism without modernism. Postmodernism begins with many of the assumptions of modernism, but heads off in a different direction. Reacting against the worst evils of modernism, it turns around and devours its parent, refusing to recognize its own origin."⁵ Ihab Hassan captures perfectly the contrasting characteristics of modernism and postmodernism stating:

Modernists believe in determinacy; postmodernists believe in indeterminacy. Whereas modernism emphasizes purpose and design, postmodernism emphasizes play and chance. Modernism establishes a hierarchy; postmodernism cultivates anarchy. Modernism values the type; postmodernism values the mutant. Modernism seeks the logos, the underlying meaning of the universe expressed in language. Postmodernism, on the other hand, embraces silence, rejecting both meaning and the Word.⁶

It is through these descriptions and definitions that an understanding of postmodernism occurs.

⁵D. A. Carson, *Becoming Conversant with the Emerging Church* (Grand Rapids: Zondervan, 2005), 26.

⁶Gene Veith, *Postmodern Times* (Wheaton: Crossway, 1994), 43.