

MANUAL
FOR
MASTER'S DEGREE STUDENTS



School of Church Music and Worship
Southwestern Baptist Theological Seminary
2020-2021

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INTRODUCTION

In this manual, the student will find the answers to the most frequently asked questions about the master's degree programs in the School of Church Music and Worship: Master of Arts in Church Music, Master of Arts in Worship Leadership, Master of Music in Church Music, Master of Music in Worship Leadership, and the Master of Theology (Worship). Generally, the approach is chronological, beginning with admission and audition procedures and ending with comprehensive examinations and graduation.

The seminary *Catalog* is the final written authority on academic matters. However, certain policies and procedures established by the faculty are not contained in the *Catalog*, and thus this manual serves as a supplement to it. Students will follow the requirements of the current *Catalog* at the time of their admission into a specific degree program in the School of Church Music and Worship; they may choose to follow a new *Catalog* if they so desire. Students should consult the latest version of this manual [online](#), however, for matters of procedure that may have been modified.

The individual student is expected to become familiar with degree requirements and the contents of this manual as well as the general academic regulations contained in the *Catalog*. Consult these documents first whenever in doubt about academic policies and procedures. For additional information and advice, please consult your advisor, the director of your department, or the chair of the relevant division.

GRADUATE PROFESSIONAL STUDY

Students in the master's degree programs in the School of Church Music and Worship at Southwestern Seminary are preparing for the ministry of church music. Their commitment to that ministry lends a distinctive purposefulness to all of their activities in preparation for service.

While this manual deals with mechanical and procedural matters, it should be emphasized from the very beginning that certain attitudes and qualities should characterize the mature graduate student, including integrity, responsibility, attention to detail, self-discipline, independence, punctuality, initiative, originality, creativity, and ingenuity.

Graduate students should possess a framework of general knowledge into which new and specific information can be assimilated. They should cultivate a comprehensive approach to music that enables them to interpret meanings and relationships and to make valid judgments. They should be familiar with resource materials and research techniques. They should understand and use the technical terms of the discipline of music. They should be intelligent in listening, perceptive in observation, analytical and incisive in thinking, and effective in oral and written communication. Finally, a genuine enthusiasm and enjoyment ought to characterize much of the graduate student's professional pursuits.

PURPOSES OF THE MASTER'S PROGRAMS

The purpose of the School of Church Music and Worship of Southwestern Baptist Theological Seminary is to provide professional education in church music for individuals engaging in Christian ministry.

The School of Church Music and Worship seeks to provide excellent music leadership for churches, colleges, denominational agencies, and mission fields.

A constant effort is made to provide an educational environment that will be conducive to spiritual growth and a deepening awareness of the scope of worship ministry and at the same time to promote a harmonious understanding of the relationship of this ministry to all other aspects of Christian ministry.

Four programs on the master's level are provided for fulfilling this purpose.

Master of Arts in Church Music

The Master of Arts in Church Music (M.A.C.M.) is designed to provide essential musical training integrated with a broad study in church music and worship. Additionally, the degree provides a strong foundation in biblical and theological studies. Students who successfully complete the M.A.C.M. are prepared to serve the local church, missions, concert hall, or pursue additional graduate studies in church music. Church Music is the major on the M.A.C.M. with students choosing an applied area in guitar, piano, or voice.

Goals:

1. Demonstrate a mastery of biblical, theological, and historical content in the area of Christian worship.
2. Demonstrate an ability to construct a biblically grounded philosophy of music and worship in the church.
3. Develop performance skills in an applied area.
4. Develop advanced skills in applying various analytical approaches to music.
5. Demonstrate an understanding of music and cultural context.
6. Demonstrate a synthesis and mastery of degree content through comprehensive exams.

Master of Arts in Worship Leadership

The Masters of Arts in Worship Leadership (M.A.W.L.) is designed for worship leaders who seek to deepen their understanding of authentic expression of faith and develop their leadership and creative abilities. Through graduate study in worship, theology, culture, leadership, and artistic skills, students will be prepared to plan and lead worship. The degree is for students with a bachelor's degree in any field.

The required courses in theological studies may be completed on campus or online. The required courses in worship studies are offered as online 8-week courses or residential courses.

Goals:

1. Demonstrate a mastery of biblical, theological, and historical content in the area of Christian worship.
2. Demonstrate understanding an application of effective rehearsal techniques.

3. Demonstrate the ability to creatively plan, develop, design, and lead worship services.
4. Demonstrate an ability to construct a biblically grounded philosophy of music and worship in the church.
5. Have a solid foundation in the classical biblical/theological disciplines for the effective practice of ministry, especially in the local churches.

Master of Music in Church Music

The Master of Music in Church Music (M.M.C.M.) is designed to provide advanced training in church music and an applied concentration. Additionally, the degree provides a strong foundation in biblical and theological studies. Three concentrations are available on the M.M.C.M. degree to prepare students for local church ministry or more specialized careers in education, performance, music missions, and denominational leadership. The degree is for students with a Bachelor of Arts in Music or a Bachelor of Music degree.

Goals:

1. Demonstrate a mastery of biblical, theological, and historical content in the area of Christian worship.
2. Demonstrate an ability to construct a biblically grounded philosophy of music and worship in the church.
3. Develop advanced performance skills in an applied area.
4. Develop advanced skills in applying various analytical approaches to music.
5. Demonstrate an understanding of music and cultural context.
6. Develop a theology of pedagogy.
7. Demonstrate a synthesis and mastery of degree content through comprehensive exams.

Master of Music in Worship Leadership

The Master of Music in Worship Leadership (M.M.W.L.) is designed to train worship leaders in a competency-based curriculum with an emphasis on musical excellence and practical ministry skills grounded in the Word of God to serve the local church. Additionally, the degree provides a strong foundation in biblical and theological studies that are necessary for those pursuing Christian ministry.

Goals:

1. Demonstrate a mastery of biblical, theological, and historical content in the area of Christian worship.
2. Demonstrate understanding an application of effective rehearsal techniques.
3. Demonstrate the ability to creatively plan, develop, design, and lead worship services.
4. Demonstrate an ability to construct a biblically grounded philosophy of music and worship in the church.

Master of Theology (Worship)

The most advanced master's degree in the School of Church Music and Worship, the Master of Theology (Th.M.) with a concentration in Worship allows students to gain a high level of competency in the scholarly study of Christian worship after completion of the Master of Music degree. The Th.M. enhances worship leadership practice and also serves as preparation for doctoral studies.

Goals:

1. Develop skills to write and research at a graduate level.
2. Develop competency in historical and biblical contexts of Christian worship.
3. Achieve the highest level of knowledge and contribution in the field of worship at the master's level.

ACADEMIC AND ENROLLMENT POLICIES

Advanced Standing

Advanced standing allows the student to substitute a course but does not decrease the number of hours required for the degree. Advanced standing may be granted to students who have completed courses with a grade of “B” or higher in their undergraduate studies that are similar to the following theology and church music courses in the master’s programs in the School of Church Music and Worship:

| | |
|-----------------|--|
| OLDTS 3313/3323 | Old Testament I-II |
| NEWTS 3313/3323 | New Testament I-II |
| BPTST 3203 | Baptist Heritage |
| WORSP 4323 | The Church Gathered: Theology of Worship |
| WORSP 4222 | Congregational Song |
| WORSP 4312 | Philosophy of Worship Ministry |

For music courses, students should request a transcript evaluation for advanced standing from the Director of the Academic Division.

For theology courses, advanced standing is granted through examination. Contact the Registrar’s Office for details.

Transfer of Credit

Students may transfer up to half of a degree from an accredited institution. Courses transferred must have a grade of “B” or better. Please consult the [Catalog](#) for additional requirements. Students should consult the Chair of the Academic Division concerning the transfer of credits.

GPA / Academic Difficulty

All master’s degree students in the School of Church Music and Worship are required to maintain a 2.0 (C) average in all courses. Students who fall below the required GPA will receive an Academic Warning. Continued failure to achieve the required GPA will eventually lead to Academic Probation and then Academic Suspension. These various levels of Academic Difficulty, which are calculated and administered by the Registrar and the Dean of the School of Church Music and Worship, are strictly enforced, so the student should be aware of these policies. The student should read carefully the section on Academic Difficulty in the *Catalog* under [Academic and Enrollment Policies](#).

Time Limit

All requirements for the Master of Arts in Church Music, the Master of Music in Church Music, or the Master of Music in Worship Leadership must be completed within a period of seven years from the time of admission. All requirements for the Master of Arts in Worship Leadership must be completed within a period of five years from the time of admission. All requirements for the Master of Theology (Worship) must be completed within a period of three years from the time of

admission. An extension of this time may be granted to students who are close to completion and are making steady progress in the degree program or are serving in an international mission field.

Degree Plans

The *Catalog* contains the official degree plan for each master's degree and for each concentration on the M.M.C.M. degree. The student will follow the *Catalog* for the year in which they were fully admitted into their respective degree program.

If revisions are made to the degree plan during the time of a student's course work, the student may opt to follow the new *Catalog* if desired. The decision to follow a new *Catalog* is final, so consultation with the advisor as well as the Chair of the Academic Division is recommended before making such a decision. To change catalogs, the student must complete the [Degree Change Request Form](#) online for the Registrar's Office.

Students who are not enrolled in class for no more than two consecutive semesters may return under their original catalog. All other students will return under the requirements of the current catalog unless their absence was due to serving in an international mission field.

Change of Degree Program or Concentration

Students wishing to change their degree program should consult their advisor and/or the Chair of the Performance and Pedagogy Division. The student must complete the [Degree Change Request Form](#) online for the Registrar's Office.

Students wishing to change their applied area on the M.A.C.M. or their concentration on the M.M.C.M. must receive approval from the department chair of the new applied area or concentration, complete the [Change of Concentration Request Form](#), and submit it to the Academic Secretary. The student must then complete the [Degree Change Request Form](#) online for the Registrar's Office.

Deadlines for Applied Study and Fees

Tuition and course fees for private lessons are non-refundable once classes begin. Students may not add applied study to their schedule after the Last Day to Add Without Petition.

Scholarships

Music students are encouraged to work closely with the seminary's Office of Financial Aid, which offers a wide variety of general financial aid and scholarships.

A student whose application to the School of Church Music and Worship has been accepted and who would like to audition for a scholarship should follow the instructions on the School of Church Music and Worship's website. Performance scholarships are available in the following areas: guitar, piano, voice, and selected ensembles. Other music-related scholarships based on need and/or merit may be available once a student has enrolled for classes.

Counseling

Students experiencing academic, financial, or other difficulties are urged to discuss their situation with a professor, their advisor, the associate dean, or the dean. Too often students simply withdraw from classes or do not return without seeking help that was readily available. Members of the music faculty may be able to help directly or may refer the student to appropriate seminary offices.

Plagiarism

Plagiarism is the act of taking credit for ideas and words that are not one's own. Exploiting the work of another person without attribution and appropriate documentation involves both theft and deception. Plagiarism occurs when a writer does not give credit when borrowing an idea, opinion, or thesis of another writer, reproducing another's argument or line of reasoning, quoting a brief phrase or lengthy section from another source, slightly or thoroughly paraphrasing a passage, or completely restating a passage. Even when cited appropriately, verbatim quotations, no matter how brief, must be identified by quotation marks.

As a form of intellectual dishonesty, plagiarism is condemned throughout the academic community, and under certain conditions in the public sector it can be a felony. Students who commit it may receive a failing grade for an assignment or for an entire course or be expelled from school; professional scholars may permanently ruin their academic reputations or lose their jobs. As Christian scholars, we are called to a high degree of academic, moral, and spiritual integrity and must be vigilant in guarding against committing this offense. Claiming ignorance or innocence in intent does not rationalize the behavior.

When a professor determines that a student is guilty of plagiarism, a conference should be held with the student to explain the charges of plagiarism and the severity of the offense. The professor may give a failing grade for the assignment. Repeat offenses will require conferences with the Dean of the School of Church Music and Worship and the Vice President for Student Services.

For additional information on what constitutes plagiarism and for techniques to avoid it, visit www.plagiarism.org.

Other Seminary-Wide Policies

The student should become familiar with the seminary-wide policies on other academic and enrollment issues that appear in the *Catalog*. The following areas are particularly important:

- Absences
- Grading
- Repeating Courses
- Withdrawing from Classes

HEALTH AND SAFETY CONCERNS FOR MUSICIANS

Introduction

As musicians, we use our bodies in very specific ways as we hone our craft as students and perform for a lifetime as professionals. It is crucial, therefore, that we be aware of the physical hazards that musicians face on a daily basis and that we make appropriate and well-informed decisions to protect our bodies. The School of Church Music and Worship pledges to support you in this endeavor through education, guidance, and in providing a safe environment for music studies.

Hearing Loss

Perhaps the most important physical damage that we all potentially face is the loss of hearing. Hearing loss is devastating to anyone, but even more so to those who depend on making and

hearing sound as their livelihood. An information pamphlet concerning hearing loss is available [here](#), and we encourage all students to read it carefully and follow its suggestions. Many of you may already suffer hearing loss and may not even be aware of it. By the time hearing loss has become noticeable, much irreparable damage has been done. It is important to limit your exposure to loud sound on a regular basis. If you believe any environment on campus is aurally unhealthy, please discuss this with your ensemble director, private teacher, or music administrator for a possible remedy.

Physical Strain and Injury

Each performing discipline has its potential hazards, whether it's vocal nodules for singers or tendinitis for pianists. We encourage you to be aware of any pain you experience as you practice or perform. Your private teacher can help guide you to appropriate solutions. It is important not to delay seeking help before permanent damage takes place.

Resources

Additional online resources can be found [here](#) that will help you in your journey of becoming a safe and healthy musician. These resources include a bibliography of materials available in Bowld Music Library and links to websites of organizations concerned with medical issues of performing musicians and websites with specialized information on these issues. It is important that you become well informed of risks and solutions and that you assume an active role in staying healthy for a lifetime of music making.

STUDENT COMPLAINTS

The School of Church Music and Worship is committed to providing excellent instruction in a positive environment for its students. If a student is concerned about course content, the quality of instruction, grading policies, or a more personal matter with an instructor, the student should first share his or her concerns with the instructor. If a resolution cannot be reached, the student should take the matter next to the department chair and then, if necessary, to the appropriate associate dean. Finally, the student may seek assistance from the dean. If the issue is of a grievous ethical nature, the student may go directly to the dean. At each step of the process, the goal is to reach a satisfactory understanding of the situation and mutually beneficial resolution.

The Seminary also has a Grievance Procedure that is spelled out in detail in the [Catalog](#).

PARTICIPATION

Degree requirements, including ensemble participation, chapel attendance, and concert attendance, are expressed as *minimum* expectations. Southwestern Seminary and the School of Church Music and Worship provide excellent opportunities to acquire more than minimal preparation, and students are encouraged to take advantage of these. The music faculty encourages its students to participate actively in musicmaking every semester they are enrolled and to become a part of the community in which they will find colleagues who will support them throughout their future ministries.

ORIENTATION

At the beginning of each fall and spring semester, orientation is held for all new students in the School of Church Music and Worship. New music students meet together with the dean and faculty to be introduced to School of Church Music and Worship policies and procedures. Students also participate in auditions and placement examinations. Students meet with their assigned faculty advisors for their individual degree programs. Detailed information and a schedule of activities is distributed to each new student before orientation.

VOICE AND PIANO PROFICIENCIES

Students in the Master of Arts in Church Music, the Master of Music in Church Music, and the Master of Arts in Worship Leadership programs are required to complete the Voice Proficiency and the Piano Proficiency. During orientation, students perform a voice and piano audition to determine what preparation, if any, is required to satisfy the proficiencies.

Specific requirements for each proficiency are included in the [Audition and Placement Preparation](#) document, which is distributed to students before they arrive on campus and is available online.

If the student has not had the vocal training to pass the Voice Proficiency, one or two semesters of Class Voice as determined by the placement audition will be required to satisfy the proficiency.

The student must register for the appropriate section of Piano Foundations I-IV until the Piano Proficiency is passed.

ADVISORS

During orientation, each master's degree student (M.A.C.M., M.M.C.M., M.A.W.L., and M.M.W.L.) is assisted by the department chair of their concentration to schedule their first semester of study. Each following semester, students will meet with their academic advisor to plan their schedules. During their course of study, students are encouraged to consult with their academic advisor if they have any questions about their degree plan.

Every semester the Academic Secretary provides for each student an updated degree plan indicating courses completed and courses remaining on the degree, which the student should review carefully to insure accuracy. This is provided for the student's convenience but is not an officially binding document. The *Catalog* remains the official record of the degree requirements, and it is the student's responsibility to fulfill those requirements.

PREREGISTRATION

Students are strongly encouraged to preregister at the end of the fall and spring semesters for the following semester's courses. This assists the school in planning better for anticipated course

enrollment. Without sufficient enrollment, a course may be cancelled, so it is to the student's advantage as well to preregister for classes to help ensure a class will be offered.

The process for advising and preregistration is as follows:

1. The student will receive from the Academic Secretary an updated degree plan listing all completed courses and courses remaining on the degree plan. The degree plan should be reviewed carefully and any errors or discrepancies should be communicated to their academic advisor or the Academic Secretary.
2. To plan their schedule for the following semester, all students will meet with the academic advisor, who will approve their schedule and sign the Course Summary Form.
3. The student should carefully verify the course numbers and sections since some courses have similar names and sometimes a single course may have more than one course number or section. The student should refer to their degree plan to confirm the correct course number. If in doubt about the correct course number, the student should consult their advisor or the Academic Secretary.
4. After the student meets with their academic advisor, the Academic Secretary will register the student for all private lessons, and ensembles. Students will register themselves for classes.

MASTER OF ARTS IN CHURCH MUSIC

The Master of Arts in Church Music (M.A.C.M.) is designed to provide essential musical training integrated with a broad study in church music and worship. Additionally, the degree provides a strong foundation in biblical and theological studies. Students who successfully complete the M.A.C.M. are prepared to serve the local church, missions, concert hall, or pursue additional graduate studies in church music. Church Music is the major on the M.A.C.M. with students choosing an applied area in guitar, piano, or voice.

Church Music is the major on the M.A.C.M. with students choosing an applied area in guitar, piano, or voice.

Entrance Requirements

This degree is intended for students with a least Bachelor of Arts in Music. However, it also provides a clear pathway for students who do not have an undergraduate degree in music through a required sequence of leveling courses.

Students without an undergraduate degree in music will be required to complete leveling courses, including music theory and musicianship (4 semesters for a total of 16 hours), music history (3 semesters for a total of 6 hours), applied studies including a 30-minute recital (4 semesters for a total of 9 hours), conducting (2 hours), ensembles (4 semesters for a total of 2 hours), and a pedagogy course in their applied area (2 hours). All leveling courses may be taken at Southwestern. Those

students who have completed some undergraduate coursework in music can apply that toward leveling requirements on the basis of auditions and placement examinations.

College Grade Point Average

Any applicant with a college grade point average below 2.50 will receive a letter of Academic Warning before enrollment.

Auditions and Placement Examinations

During orientation, all M.A.C.M. students participate in auditions in piano and voice as well as their chosen applied area (piano, voice, or guitar) and for ensembles.

Students with prior college-level music study should take any related placement examinations to validate prior study for purposes of transferring credit.

Students desiring Advanced Standing with Credit in music theory should take the music theory placement examination and the sightsinging audition.

Information concerning auditions and placement examinations is distributed to students before they arrive on campus and is available [online](#).

Applied Study

Church Music is the major on the M.A.C.M. degree. In addition to the concentration, students will choose an applied area of study from guitar, piano, or voice pending approval on the basis of an audition before the appropriate faculty.

Degree Plans

The [Catalog](#) contains the official degree plan for the M.A.C.M. degree. The student will follow the *Catalog* for the year in which they were fully admitted into the M.A.C.M. degree program.

If revisions are made to the degree plan during the time of a student's course work, the student may opt to follow the new *Catalog* if desired. The decision to follow a new *Catalog* is final, so consultation with the advisor as well as the Director of the Academic Division is recommended before making such a decision. To change catalogs, the student must complete the [Degree Change Request Form](#) online for the Registrar's Office.

Scheduling

Students are encouraged to map out their degree plans well in advance, consulting the updated degree plans provided by their advisors and the current schedule of [Course Rotations](#).

Below are several specific requirements or suggestions concerning the sequence of coursework.

ORIEN 4000 Music School Orientation

Must be completed during the first semester. If the student arrives on campus after orientation, it must be taken the following semester.

WORSP 4323 The Church Gathered: Theology of Worship

Offered in the Fall. Recommended within the first year of study.

WORSP 4222 Congregational Song

Offered in the Spring. Recommended within the first year of study.

Christian Formation

Christian Formation, which includes chapel attendance, should be taken the first semester.

Ensembles

Students are strongly encouraged to participate in an ensemble every semester of enrollment for the purpose of continuing to hone performance skills and for the sake of community.

Students are required to enroll in the same ensemble for two semesters to satisfy an ensemble requirement.

Performance Lab

Students are encouraged to complete Performance Lab requirements early in their program.

Proficiencies

Voice and piano proficiencies should be completed as early in the program as possible and no later than the semester prior to comprehensive examinations. Students should register for the appropriate section of Piano Foundations until the Piano Proficiency is passed.

Theology Courses

Students generally should average one theology class a semester. Some theology classes are offered online and during the summer and those are popular options with students.

MASTER OF ARTS IN WORSHIP LEADERSHIP

The Masters of Arts in Worship Leadership is designed for worship leaders who seek to deepen their understanding of authentic expression of faith and develop their leadership and creative abilities. Through graduate study in worship, theology, culture, leadership, and artistic skills, students will be prepared to plan and lead worship. The degree is for students with a bachelor's degree in any field.

The required courses in theological studies may be completed on campus or online. The required courses in worship studies are offered as 8-week online courses or residential courses.

Entrance Requirements

A bachelor's degree from an accredited college or university is required for entrance into the Master of Arts in Worship Leadership degree program.

College Grade Point Average

An applicant with a college grade point average below 2.00 will receive a letter of Academic Warning before enrollment.

Degree Plans

The [Catalog](#) contains the official degree plan for the M.A.W.L. degree. The student will follow the *Catalog* for the year in which they were fully admitted into the M.A.W.L. degree program.

If revisions are made to the degree plan during the time of a student's course work, the student may opt to follow the new *Catalog* if desired. The decision to follow a new *Catalog* is final, so consultation with the advisor as well as the Director of the Academic Division is recommended before making such a decision. To change catalogs, the student must complete the [Degree Change Request Form](#) online for the Registrar's Office.

MASTER OF MUSIC IN CHURCH MUSIC

The Master of Music in Church Music is designed to provide advanced training in church music, specializing in such areas as performance and pedagogy. Additionally, the degree provides a strong foundation in biblical and theological studies. Three concentrations are available on the M.M.C.M. degree to prepare students for local church ministry or more specialized careers in education, performance, music missions, and denominational leadership. The degree is for students with a Bachelor of Arts in Music or a Bachelor of Music degree.

Entrance Requirements

A Bachelor of Arts in Music or a Bachelor of Music degree from an accredited college or university is required for entrance into the Master of Music in Church Music degree program.

Such a degree should include at least the following basic requirements:

- Theory and Musicianship, 4 semesters
- Music History and Literature, 2 semesters
- Applied Area, 6 semesters
- Ensemble, 4 semesters
- Conducting, 1 semester
- Voice, 4 credit hours
- Form and Analysis (may be a part of Theory and Musicianship or a separate course)

Mastery of the above subject areas will be confirmed by auditions and placement examinations offered during orientation.

In all cases, if any prerequisite courses are lacking, they may be taken at Southwestern.

College Grade Point Average

An applicant with a college grade point average below 2.00 will receive a letter of Academic Warning before enrollment.

Auditions and Placement Examinations

During orientation before their first semester, all M.M.C.M. students are given auditions in piano, voice, and conducting and take placement examinations in music theory, musicianship skills, and music history.

For the theory placement exams, students need to have an understanding of large-scale aspects of music, and be able to speak and analyze effectively toward that end; an understanding of small-scale

aspects of music (harmony); and sufficient skill in ear training, including dictation. To that end, the three theory placement exams cover those three areas: form and analysis, harmony, and ear training.

Information concerning auditions and placement examinations is distributed to students before they arrive on campus and is available [online](#).

Major and Concentration

The major in the M.M.C.M. degree is church music. In addition to this major, the student will choose an area of concentration, the equivalent of a second major, from the fields of piano performance and pedagogy, voice performance and pedagogy, and guitar performance and pedagogy.

An audition is required during orientation for applied concentrations, which are based on undergraduate studies culminating in a senior recital. If lacking, undergraduate applied studies and the senior recital can be completed at Southwestern.

Music history and music theory concentrations require department approval based on placement examination results and maintenance of a specified GPA.

Degree Plans

The [Catalog](#) contains the official degree plan for each concentration on the M.M.C.M. degree. The student will follow the *Catalog* for the year in which they were fully admitted into the M.M.C.M. degree program.

If revisions are made to the degree plan during the time of a student's course work, the student may opt to follow the new *Catalog* if desired. The decision to follow a new *Catalog* is final, so consultation with the advisor as well as the Director of the Academic Division is recommended before making such a decision. To change catalogs, the student must complete the [Degree Change Request Form](#) online for the Registrar's Office.

Scheduling

Students are encouraged to map out their degree plans well in advance, consulting the updated degree plans provided by their advisors and the current schedule of [Course Rotations](#).

Below are several specific requirements or suggestions concerning the sequence of coursework.

ORIEN 4000 Music School Orientation

Must be completed during the first semester. If the student arrives on campus after orientation, it must be taken the following semester.

MUHST 4102 Introduction to Music Research

Must be completed during the first year of study. Students who do not complete this course during the first year of study will be blocked from further registration in music courses until it is completed.

WORSP 4323 The Church Gathered: Theology of Worship

Offered in the Fall. Recommended within the first year of study.

WORSP 4222 Congregational Song

Offered in the Spring. Recommended within the first year of study.

MUTHY 4442 Seminar in Analysis

Must be completed *before* the semester of Comprehensive Examinations.

Leveling Courses

Leveling courses should be taken as early as possible in the program.

All leveling work must be completed before a student is eligible to enroll for Comprehensive Examinations.

All leveling work must be completed with a grade of “C” or higher.

Christian Formation

The two semesters of Christian Formation, which includes chapel attendance, should be taken the first two semesters.

Ensembles

Students are strongly encouraged to participate in an ensemble every semester of enrollment for the purpose of continuing to hone performance skills and for the sake of community.

Students are required to enroll in the same ensemble for two semesters to satisfy an ensemble requirement.

Performance Lab

Students are encouraged to complete Performance Lab requirements early in their program.

Proficiencies

Voice and piano proficiencies should be completed as early in the program as possible and no later than the semester prior to Comprehensive Examinations. Students should register for the appropriate section of Piano Foundations until the Piano Proficiency is passed.

Theology Courses

Students generally should average at least one theology class a semester. Some theology classes are offered online and during the summer and those are popular options with students.

A grade point average of 2.00 in all church music courses must be maintained for graduation.

MASTER OF MUSIC IN WORSHIP LEADERSHIP

The Master of Music in Worship Leadership (M.M.W.L.) is designed to train worship leaders in a competency-based curriculum with an emphasis on musical excellence and practical ministry skills grounded in the Word of God to serve the local church. Additionally, the degree provides a strong foundation in biblical and theological studies that are necessary for those pursuing Christian

ministry.

Entrance Requirements

For admission, students must demonstrate basic competencies in the following areas: applied instrument or voice, conducting, theory, and worship. These competencies may be demonstrated by transcript evidence, completion of an undergraduate degree in music or the equivalent, and/or by placement examinations. If needed, all leveling courses may be completed through the School of Church Music and Worship.

For the theory placement exams, students need to have an understanding of small-scale aspects of music (harmony) and sufficient skill in ear training, including dictation.

Major and Applied Area

The major in the M.M.W.L is worship leadership and the applied area is voice. Each student will also be required to study piano or guitar as a secondary applied area. Students who select piano must pass a piano proficiency before studying secondary applied piano.

Degree Plans

The [Catalog](#) contains the official degree plan for each concentration on the M.M.W.L. degree. The student will follow the *Catalog* for the year in which they were fully admitted into the M.M.W.L. degree program.

If revisions are made to the degree plan during the time of a student's course work, the student may opt to follow the new *Catalog* if desired. The decision to follow a new *Catalog* is final, so consultation with the advisor as well as the Director of the Academic Division is recommended before making such a decision. To change catalogs, the student must complete the [Degree Change Request Form](#) online for the Registrar's Office.

Scheduling

Students are encouraged to map out their degree plans well in advance, consulting the updated degree plans provided by their advisors and the current schedule of [Course Rotations](#).

Below are several specific requirements or suggestions concerning the sequence of coursework.

ORIEN 4000 Music School Orientation

Must be completed during the first semester. If the student arrives on campus after orientation, it must be taken the following semester.

WORSP 4323 The Church Gathered: Theology of Worship

Offered in the Fall. Recommended within the first year of study.

WORSP 4222 Congregational Song

Offered in the Spring. Recommended within the first year of study.

Leveling Courses

Leveling courses should be taken as early as possible in the program. *All leveling work must be completed before a student is eligible to enroll for Comprehensive Examinations.* All leveling work must be completed with a grade of “C” or higher.

Christian Formation

The two semesters of Christian Formation, which includes chapel attendance, should be taken the first two semesters.

Ensembles

Students are strongly encouraged to participate in an ensemble every semester of enrollment for the purpose of continuing to hone performance skills and for the sake of community.

Students are required to enroll in the same ensemble for two semesters to satisfy an ensemble requirement.

Performance Lab

Students are encouraged to complete Performance Lab requirements early in their program.

Proficiencies

Voice and piano proficiencies should be completed as early in the program as possible and no later than the semester prior to Comprehensive Examinations. Students should register for the appropriate section of Piano Foundations I-IV until the Piano Proficiency is passed.

Theology Courses

Students generally should average at least one theology class a semester. Some theology classes are offered online and during the summer and those are popular options with students.

MASTER OF THEOLOGY (WORSHIP)

The most advanced master’s degree in the School of Church Music and Worship, the Master of Theology (Th.M.) with a concentration in Worship allows students to gain a high level of competency in the scholarly study of Christian worship after completion of the Master of Music degree. The Th.M. enhances worship leadership practice and also serves as preparation for doctoral studies.

Entrance Requirements

The student must have completed a Master of Music in Worship Leadership, Master of Divinity, or their equivalent from an accredited seminary or divinity school with a minimum GPA of 3.0. The Th.M. with a Worship Concentration assumes a theology core of at least six hours in worship history, congregational song, and philosophy of worship ministry. Applicants must submit a 15-20 page research paper in an area of worship studies.

International applicants must submit scores from either the TOEFL (Test of English as a Foreign Language) or the DuoLingo English Test (DET). For the TOEFL, a minimum score of 100 on the internet-based test or 250 on the computer-based test is required. Students who completed the computer-based TOEFL must also complete the TSE (Test of Spoken English). For the DET, a

score of 120 is required.

Degree Requirements

Students receive advanced instruction in research and writing methodology as well as specialized research seminars in worship theology, worship history, congregational song, and worship ministry philosophy. The program consists of a 24-hour (non-Thesis) or 25-hour (Thesis) curriculum, including a graduate research seminar (3 hours), a reading seminar in Christian Worship (3 hours), three advanced master's electives (6 hours), three specialized research seminars (9 hours), and a thesis (4 hours: an additional research seminar may be taken in place of thesis).

All courses must be completed with a B- or better. No course with a grade below B- will count toward the degree.

Thesis

The Th.M. thesis should demonstrate the student's ability to design a viable research project, pursue the research with relative independence, and write with clarity and force. An acceptable thesis should be beyond the description of data and include critical evaluation and interpretative judgement. The thesis must address a topic in worship studies. The thesis supervisor is the program supervisor unless other arrangements are made in consultation with the program supervisor.

The Research and Writing Seminar must be taken prior to Thesis Writing. Guidelines for thesis submission may be obtained from the program supervisor. The student should work closely with the thesis supervisor throughout all stages of thesis work.

Non-Thesis Track

Students pursuing the non-thesis track will take an additional research seminar and must pass a comprehensive examination in worship studies during the final semester of study.

Transfer Credit

Up to six advanced elective hours may transfer from the Southwestern Master of Music in Worship Leadership into the Th.M. Up to nine seminar hours may transfer from the Th.M. into the Southwestern Ph.D. in Church Music and Worship.

Time Limit

All requirements, including the thesis, must be completed within three years of entrance into the program.

Additional Information

For additional information about the Master of Theology with a concentration in Worship, contact Dr. Scott Aniol, program supervisor.

DEGREE RECITALS

M.A.C.M. Recitals

All M.A.C.M. students will prepare and present an acceptable Graduate Recital in their chosen area of applied study. It should consist of at least 30 minutes of music depending on the applied area, which will include standard repertoire from Baroque, Classical, Romantic, and Modern styles

appropriate to the candidate's technical abilities. Student must demonstrate technique at an intermediate to advanced level. Student should also demonstrate a basic understanding of performance practice across the periods.

M.M.C.M. Recitals

All M.M.C.M. students will prepare and present an acceptable Graduate Recital. It should consist of at least 50 minutes of music, which will include standard repertoire from Baroque, Classical, Romantic, and Modern styles appropriate to the candidate's technical abilities. Student must demonstrate technique at an advanced level and fundamentals of style and interpretation. Student should also demonstrate a thorough understanding of performance practice across the style periods.

Scheduling

All recitals are scheduled through the office of the Performance Division. All students enrolled for recital will be given the necessary information regarding scheduling, program information, and stage requirements. Information provided by the student will be submitted online. Late submissions may result in the postponement or cancellation of the recital date.

Preliminary Recital

Normally, an applied concentration student will present the recital to a faculty jury at least two weeks before the public recital. This is colloquially known as the "prelim." The jury will decide at this point if the performer will be allowed to present the recital.

Program Notes

All M.A.C.M. and M.M.C.M. students giving a recital will submit acceptable program notes to be printed in the recital program.

Purpose

A worthier recital will result from study of the composers and of the music itself in preparation for writing the program notes. For this reason, it is necessary that work on the program notes begin when the literature is assigned, rather than after it is learned. Naturally, the student will learn a great deal more about the literature and composers represented in the recital than he will have space to share in program notes. Part of the discipline of writing program notes, however, is that of expressing oneself succinctly in clear, straightforward language. Students are to write *original* program notes as a result of their own research and are *strongly warned against plagiarism*.

Content

An effort should be made to select information that will help the performance to be more meaningful to the listener. Each situation will present different possibilities. Areas that may be discussed include:

1. The composer's contribution to music and how the piece on the program illustrates that.
2. Discussion of each specific piece, including its historical significance, structure, and style. Subjective and imaginative discussions of the literature should be avoided.

3. If pieces are grouped, a brief explanation of any unifying factors.

Procedure

The student should begin to assimilate material upon assignment of the literature. Other than the music itself, sources are biographies, music dictionaries, historical surveys, and periodicals. Internet sources should be consulted cautiously.

The program notes should *not* bear the titles of the pieces as headings, although it may be desirable to repeat a title within the body of the text. The text of the draft should be double-spaced for the convenience of proofreaders in making corrections and insertions, and triple-spaced after the notes for each group of selections. The maximum length is 500 words.

Each draft should be carefully proofread and corrected by the student before it is submitted to the professor. Students are encouraged to visit the Writing Center in Roberts Library if assistance is needed in grammar or style. The notes must be revised until they satisfy the professor's requirements. For students studying with an adjunct professor, the department chair must also approve the notes.

Style

Briefly stated, good style results from the observance of the following:

1. Correct spelling, including diacritical marking of foreign words and titles.
2. Correct grammar and syntax, especially agreements in both number and tense, choice of proper forms for modifiers, and avoidance of colloquialisms and jargon.
3. Judicious use of carefully chosen modifiers to suggest the style and emotional impact of the music.
4. Avoidance of long, unwieldy sentences with unrelated clauses (divide them into shorter sentences) and series of short, choppy sentences (use conjunctions or semicolons to join related clauses).

COMPREHENSIVE EXAMINATIONS

Students in the Master of Arts in Church Music, the Master of Music in Church Music, and the Master of Music in Worship Leadership degree take a set of written and oral Comprehensive Examinations as one of the culminating experiences of their degree program. Students in the Master of Theology (Worship) take a written Comprehensive Examinations. The purpose of the examinations is for students to synthesize the information they have learned and the insights they have gained during their studies. Students in the Master of Arts in Worship Leadership degree do not take Comprehensive Examinations but complete a culminating worship project.

Each degree has its own set of examinations as specified below.

Prerequisites

To be permitted to take Comprehensive Examinations, the master's student must satisfy the following requirements:

1. Satisfactory completion of all leveling courses with a grade of "C" or better
2. Passing of voice and piano proficiencies
3. Satisfactory completion of all music courses (or concurrent enrollment in all remaining courses)
4. Attainment of required grade point average of 2.00 (C)
5. Completion of preliminary recital (if applicable) or worship project preliminary.
6. Enrollment in the appropriate Comprehensive Examinations course

Orientation

At the beginning of each semester, students enrolled for Comprehensive Examinations are given an opportunity to meet with the chair of the Academic Division for an orientation session on the examinations. Students who are unable to attend the meeting should see the Academic Secretary to receive an information packet and to complete necessary forms.

Written Examinations

Written Comprehensive Examinations are usually given on a Monday approximately five to six weeks before graduation of the fall and spring semesters. The length of the exam varies with the particular master's degree.

The written examinations measure the student's knowledge and ability to apply it in a variety of ways. Although questions requiring brief factual answers may appear, essay questions that test the student's ability to synthesize material and to apply it to specific scenarios are more common. Students may be asked to discuss and analyze scores of classical works as well as congregational song repertoire.

The written examinations consist of multiple sections representing different subject areas. Students should pace their work carefully to complete as much as possible on each of the exams.

Oral Examinations

Oral examinations are usually scheduled the Friday following written examinations. The orals schedule and committee personnel are distributed to students no later than the day of the written examinations. Students are expected to make themselves available for the oral examination at the time designated on the schedule. Students with a serious potential conflict should so advise the chair of the Curriculum Committee as far in advance as possible. An effort at accommodation will be made but cannot be guaranteed.

The one-hour oral examination is intended to test the student's ability to relate information from different areas and to express his understanding correctly and clearly. Normally, each committee member asks a series of questions in turn, cycling through the committee until all members have had

an opportunity to examine the candidate. A second round of questioning follows. The student should expect to be given examples of printed music and should be prepared to discuss these from many perspectives, including historical, analytical, pedagogical, and theological. The committee's decision over the entire comprehensive examination is made immediately. The student will be excused while the committee deliberates and will be recalled to hear the committee's decision.

M.A.C.M. COMPREHENSIVE EXAMINATIONS

Written Examination

The written examination for M.A.C.M. students is four hours in length and covers material in the areas of church music, worship, theory, and history.

Oral Examination

The oral examination for the M.A.C.M. comprehensive is administered by a committee of three faculty members and the chair of the committee is from the area of church music and worship.

M.M.C.M. COMPREHENSIVE EXAMINATIONS

Written Examinations

Written examinations for M.M.C.M. students are divided into two groups: Common Hours and Concentration. Those areas designated as Common Hours include tests in General Music (music theory and music history) and Church Music.

The Concentration Exams, two-and-a-half hours in length, vary depending upon the concentration. The chair of the department of concentration as well as the [Study Guide for Comprehensive Examinations](#) should be consulted for content of the concentration exam.

Oral Examination

The oral examination for the M.M.C.M. comprehensive is administered by a committee of three faculty members representing the areas of concentration, church music, and general music (applied, music theory, and music history). The chair of the committee represents the student's department of concentration.

M.M.W.L. COMPREHENSIVE EXAMINATIONS

Written Examinations

Written examinations for M.M.W.L students will cover the worship ministry area.

Oral Examination

The oral examination for the M.M.W.L. will cover the worship ministry area.

Th.M. COMPREHENSIVE EXAMINATIONS

In the final semester of Th.M. studies, Non-Thesis Th.M. students will take a written comprehensive exam prepared and administered by the student's supervisor. The exam covers the scope of the worship concentration, taking into account the courses completed in the concentration.

COMPREHENSIVE EXAMINATIONS GRADING POLICIES

In order to eliminate any possibility of prejudice or favoritism, all written examinations are graded anonymously.

Tests are graded on a 100-point scale with a score of 80 considered passing. Grading of the individual tests is done by the faculty in the area of that test. They are returned to the chair of the Academic Division for collation and averaging. The grades of the individual tests are weighted according to formulas prescribed by the faculty.

Each written exam must be passed with a score of at least 70 for the student to qualify for the oral exam. If one or more exams are failed with a score of less than 70, the student will need to retake them when comprehensive examinations are offered again. The exams that were passed will not need to be retaken. However, the student may opt to retake certain exams to raise their scores and thus their average.

The written examination is worth 60% of the overall comprehensive grade, and the oral examination is worth 40%. The student must have an average score of 80% on the written and oral examinations combined to pass. An average of at least 72 is required on the written examinations to qualify for the oral exam. All students will be notified as soon as possible concerning the results of the written examinations.

A week after the oral examinations, students may request to review their scores with Director of the Academic Division. However, students are not allowed to see the exams themselves.

The examinations are designed to be passed by students who have applied themselves in individual classes, have kept their knowledge and skills fresh, and who have made the effort to correlate all of their musical, academic, and ministerial experiences. Students who do not pass generally have had a mediocre performance in their coursework and/or did not allow sufficient time for review.

There is generally no limit on the number of times a student may take the examinations, but most students usually pass them by the second time. A student must be enrolled in the seminary to take Comprehensive Examinations.

STUDY GUIDE FOR COMPREHENSIVE EXAMINATIONS

A [Study Guide for Comprehensive Examinations](#) is available online. The areas of study and sample questions provided there are general guidelines. These examinations are wide ranging and concerned with all facets of all courses. The student should therefore have a broad knowledge of each individual subject as well as a thorough understanding of the relationships between areas and be able to express it in a concise, clear, and well-organized manner.

GRADUATION

The student should consult the seminary *Catalog* for general instructions concerning graduation. The student should be aware that

1. an application for graduation must be submitted to the Registrar's Office at the beginning of the semester of expected graduation
2. all academic requirements must be met, including the required GPA of 2.00
3. all fees must be paid before commencement
4. all books and music must be returned to the library
5. all students must attend commencement rehearsal
6. a special request must be made with the Registrar's Office if the student would like to graduate *in absentia*

COURSEWORK AFTER GRADUATION

Students wishing to enroll for classes after graduation will need to submit the [Continued Studies Request Form](#) to the Registrar's Office.

ADVANCED STUDY

Doctoral programs (both the Ph.D. and the D.M.A.) offered by the School of Church Music and Worship are predicated on Southwestern's master's degrees. A Southwestern M.M.W.L. graduate who is approved for doctoral studies will be able to proceed directly into the Ph.D. program. Students without sufficient advanced academic elective credit hours may be required to pursue the Th.M. as a prerequisite for Ph.D. studies. A Southwestern M.M.C.M. graduate who is approved for doctoral studies will be able to proceed directly into the D.M.A. program if they remain in the same concentration.

The M.A.C.M. student desiring to pursue doctoral study must complete all additional requirements for the M.M.C.M., including the full set of M.M.C.M. written and oral comprehensive examinations. The M.A.W.L. student desiring to pursue doctoral study must complete all additional requirements for the M.M.W.L. degree.

For additional information on the School of Church Music and Worship's doctoral programs, please consult the *Doctor of Philosophy and Doctoral of Musical Arts Student Handbook*.