How to Write a Case Study -- Guidelines

I. Choose a situation and gather information

   A. Think about a ministry situation you have been involved in recently that you want to reflect on further. Try to choose a situation where you suspect that there are other ways in which the situation might have been better handled or you are unsure how to handle it going forward.

   B. Identify key participants.

   C. Gather key information on the church or organization.
      1. culture
      2. history
      3. size
      4. denomination

   D. Provide background info that would give insight.

   E. Identify key issues in the situation.

   F. Identify your feelings at each step.

II. Write the case

   A. Your case should be 1 page, single spaced.

   B. Think of how to organize the information gathered above so that the reader enters into the situation—help us to feel the emotional content.

   C. Give necessary background on participants and situation.

   D. A good case does not have a clear-cut best answer.

   E. You can choose whether or not to tell how the situation ended.
III. Examples/ideas to spark your imagination as you come up with your case study

A. Mary and Tom had a heated disagreement about the church taking an official position on homelessness in the community and now they are talking behind each other’s back. A mutual friend has come to you and said, “You have to do something about this!”

B. A distraught mother, a member of your church, has come to you about her rebellious daughter...

C. A church is trying to decide whether to close down and you are trying to minister to the old-timers in the process...

D. The new youth director is taking things in a completely new direction and people feel...

E. Members on your team have drastically different ideas about how the team should approach ministry when they go on their trip to the Dominican Republic...

F. You have worked faithfully under the senior pastor, but ...

G. Case study examples can be found at http://www.apu.edu/theology/graduate/fieldeducation/ (or go to apu.edu and search for Field Education)