

# CHCC

CHRISTIAN HERITAGE COLLEGE

**MINISTRIES**

COURSES HANDBOOK

**2024**



**Christian Heritage College  
School of Ministries  
Ministries Courses Handbook 2024**

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All CHC [policies](#), [documents](#) and [forms](#) referred to in this Handbook are available on relevant pages of the [CHC website](#).

***This Courses Handbook is to be read in conjunction with the CHC Student Handbook 2024.***

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# CAMPUS MAP



# WELCOME

Welcome to the School of Ministries of Christian Heritage College. The Dean of the School of Ministries is Pastor Andrew Staggs.

## ***From the Dean of the School of Ministries***

We count it a privilege that you have chosen the School of Ministries of Christian Heritage College, to train you for your future. Our heart's desire is to work together with the Holy Spirit to equip and shape you to fulfil your destiny.

Jesus made a very pertinent statement with regard to learning. He said, "Take heed what you hear. With the same measure you use, it will be measured to you; and to you who hear, more will be given." As you embark on this great development period of your life, the amount you desire to achieve can be determined before you commence – for it will be in direct proportion to the effort you put in.

This Handbook has been developed to help you become orientated to "college life". In it you will find standards to challenge and change your life as well as help to aid and guide you through your time with us.

On first reading this might seem daunting to some and easy to others. However, we recommend that you familiarise yourself with the handbook. Keep it on hand; some parts are clear and simple, others will be better understood as you progress your way through the course. As you become acquainted with the contents, you will be able to refer to it as you need.

It is my prayer that the School of Ministries will play a major part in the fruitfulness of your ministry both now and in the future. I look forward to seeing that fruitfulness develop.

*Pastor Andrew Staggs*

# SECTION 1: GENERAL INFORMATION

- 1.1 SCHOOL OF MINISTRIES STAFF
- 1.2 ATTENDANCE AND ENGAGEMENT
- 1.3 UNITS AND MODES
- 1.4 UNIT REQUIREMENTS
- 1.5 STUDY LOAD
- 1.6 PREREQUISITE REQUIREMENTS
- 1.7 WORKING WITH CHILDREN CHECK
- 1.8 CALENDAR AND IMPORTANT DATES

## 1.1 SCHOOL OF MINISTRIES STAFF

### ***Academic staff***

Ps Andrew Staggs (Dean)  
Mrs Christine Chapman (Academic Coordinator)

### Sessional staff

Each semester the School of Ministries contracts sessional lecturers as well as qualified staff from the International Network of Churches (INC), Brisbane to teach a range of units in its courses.

### ***Administration staff***

Anastasia Lambert (Administration Officer)  
Alison Doedens (Student Success Coordinator)

## 1.2 ATTENDANCE AND ENGAGEMENT

### ***All students***

All internal/on campus students (and, where possible, online and external students) are required to be actively involved in Encounter Times (worship and devotional meetings), ministry seminars, treks, outreach and missions workshops and programs for the ongoing enrichment and development of personal and community life. Of particular note is the Ministry Development Week each semester. This compulsory week is designed to get students' head-heart-hands-habits working together, in a range of activities that are others-focussed and above-and-beyond their normal commitments.

All first year students, and others as requested, are required to attend academic writing skills classes, with on-campus or online, to promote good academic practice, unless granted exemption by the School of Ministries Board of Studies.

A student may be required to complete a supplementary item if more than two unexplained absences occur.

### **Internal/on-campus mode units**

Classes commence with Encounter Time (prayer and chapel) at 6.00pm on Mondays, and 8.45am with devotion on Tuesdays, Wednesdays and Thursdays. This is a significant opportunity for students and lecturers to meet, pray, worship, practice ministry, be coached and build community. Students are expected to make this time a priority.

The School of Ministries has a culture of capturing the content of lectures and learning environments to enhance learning, communication and collaboration for all our students. Audio recordings, video recordings, live streaming, and still photography are an active part of the church life, education activities and services. These are regularly reviewed, sometimes edited, and uploaded to the Moodle learning platform, social media pages and the like. Lecturers, staff and contractors endeavour to take care that the content is suitable and safe for all parties involved.

### **Online and External mode units**

Students who are enrolled as online or external students in a unit are encouraged to attend internal/on campus classes throughout the semester. Please contact [ministries@chc.edu.au](mailto:ministries@chc.edu.au) and your lecturer to advise of attendance at internal/on campus classes.

[Many of our on-campus classes will also offer a live-stream/online option for external students to participate live.](#)

## **1.3 UNITS AND MODES**

The undergraduate Ministries courses and most postgraduate Ministries courses are available in *internal/on campus*, *online* and *external* modes, and may be studied full-time or part-time, unless indicated in the relevant course section. Students may enrol in units within their courses in any of these modes (as offered).

The Master of Ministry Leadership is available in *Intensive* mode only.

Units offered in the *internal/on campus* mode normally involve three hours of scheduled classes per week; however, some internal/on campus units may be scheduled as intensives in which the contact hours are condensed into a number of whole or part days, and some might also involve scheduled online classes. Units offered in the *online and external* modes are supported by learning resources that are provided to students electronically via a Moodle web page and might also involve scheduled online classes.

Not all units are offered in each semester, and modes of delivery can vary. Please note that the semester in which a course is commenced (that is, Semester 1 or Semester 2) can affect the modes of study in which units are able to be undertaken. Advice regarding unit availability, delivery modes and prerequisite requirements is available from the Academic Coordinator. Sample unit outlines for the Ministries courses may be available on the CHC website.

## **1.4 UNIT REQUIREMENTS**

A standard unit carries a weighting of 10 credit points and has a semester workload of 150 hours, which includes aspects such as scheduled contact time, personal study, preparation of assessment tasks and examinations (as applicable).

## **1.5 STUDY LOAD**

The standard full-time study load for the Ministries courses is 40 credit points per semester. Students who are undertaking a part-time study load enrol in 10 or 20 credit points in a semester.

## 1.6 PREREQUISITE REQUIREMENTS

To enrol in a unit, students must obtain a passing exit result in any nominated prerequisite unit(s).

## 1.7 WORKING WITH CHILDREN CHECK

Students must make application for a Working with Children Check (or equivalent if required) and have received this check prior to engaging in ministry with children and young people under the age of 18 years of age within the course of their ministry.

## 1.8 CALENDAR AND IMPORTANT DATES

Please consult the *Calendar* and *Important Dates* published on the [Documents](#) page of the CHC website for semester start and finish dates, census dates and other administrative dates. It is important that you are aware of these dates for meeting your responsibilities regarding your enrolment and payment of unit costs. All dates are subject to change and should be checked on a regular basis.

The School of Ministries Calendar 2024 appears on the following pages.




## SEMESTER 1, 2024

WEEK	COMMENCING	IMPORTANT DATES / PUBLIC HOLIDAYS
-	19 February	Orientation Week (program to be advised)
1	26 February	<i>Ministries teaching week</i> Mon 26 Feb: Semester 1, 2024 commences
2	4 March	<i>Ministries teaching week</i> Fri 8 Mar: Last day for adding units
3	11 March	<i>Ministries teaching week</i>
4	18 March	<i>Ministries teaching week</i> <b>Mon 18 March: CHC Graduation Ceremony (2023 graduates)</b> <b>Wed 20 Mar: Last day to drop units without financial penalty (census date)</b>
5	25 March	<i>Ministries teaching week</i> Fri 29 April: Good Friday public holiday
6 <i>CHC Easter Break</i>	1 April	<i>Ministries study break</i> Mon 1 Apr: Easter Monday public holiday Tue 2 Apr – Thur 4 Apr: SoM Intensives
7	8 April	<i>Ministries study break</i>
8	15 April	<i>Ministries teaching week</i> Mon 15 Apr: Monday evening classes as normal Fri 19 Apr: Last day to drop units without academic penalty
9	22 April	<i>Ministries teaching week</i> Thur 25 Apr: ANZAC Day public holiday
10	29 April	<i>Ministries teaching week</i>
11	6 May	Mon 6 May – Labour Day public holiday Mon 6 May – Fri 10 May: Ministry Development Week ( <b>mandatory</b> )
12	13 May	<i>Ministries teaching week</i>
13	20 May	<i>Ministries teaching week</i>
14	27 May	<i>Ministries teaching week</i>
15	3 June	<i>Ministries teaching week</i>
16 <i>CHC Exam Week</i>	10 June	
17 <i>CHC Exam Week</i>	17 June	Fri 21 Jun: Semester 1, 2024 ends

Ministries non-teaching weeks

## SEMESTER 2, 2024

WEEK	COMMENCING	IMPORTANT DATES / PUBLIC HOLIDAYS
-	22 July	Orientation Week (program to be advised)
1	29 July	<i>Ministries teaching week</i> Mon 29 July: Semester 2, 2024 commences
2	5 August	<i>Ministries teaching week</i> Fri 9 Aug: Last day for adding units
3	12 August	<i>Ministries teaching week</i> Wed 14 Aug: Brisbane Exhibition public holiday
4	19 August	<i>Ministries teaching week</i> <b>Wed 22 Aug: Last day to drop units without financial penalty (census date)</b>
5	26 August	<i>Ministries teaching week</i>
6	2 September	Mon 2 Sep – Fri 6 Sep: Ministry Development Week ( <b>mandatory</b> )
7	9 September	<i>Ministries teaching week</i>
8	16 September	<i>Ministries teaching week</i> Fri 20 Sep – Last day to drop units without academic penalty
9 <i>CHC Spring Break</i>	23 September	<i>Ministries study week</i> Mon 23 Sep – Wed 25 Sep: SoM Intensives
10	30 September	<i>Ministries study week</i>
11	7 October	<i>Ministries teaching week</i> Mon 7 Oct: King's Birthday public holiday Mon 7 Oct: Monday evening classes as normal
12	14 October	<i>Ministries teaching week</i>
13	21 October	<i>Ministries teaching week</i>
14	28 October	<i>Ministries teaching week</i>
15	4 November	<i>Ministries teaching week</i>
16 <i>CHC Exam Week</i>	11 November	
17 <i>CHC Exam Week</i>	18 November	Fri 22 Nov: Semester 2, 2022 ends

 Ministries non-teaching weeks

## SEMESTER 3, 2024

WEEK	COMMENCING	IMPORTANT DATES / PUBLIC HOLIDAYS
1	25 November	<i>Ministries teaching week</i> Mon 25 Nov: Semester 3, 2024 commences
2	2 December	<i>Ministries teaching week</i> Fri 6 Dec: Last day for adding units
3	9 December	<i>Ministries teaching week</i>
4	16 December	<i>Ministries teaching week</i> <b>Mon 16 Dec: Last day to drop units without financial penalty (census date)</b>
5 <i>CHC Summer Break</i>	23 December	<i>CHC Office Closed</i> Wed 25 Dec: Christmas Day public holiday Thur 26 Dec: Boxing Day public holiday
6 <i>CHC Summer Break</i>	30 December	<i>CHC Office Closed</i> Wed 1 Jan: New Year's Day
7	6 January 2024	<i>Ministries teaching week</i>
8	13 January	<i>Ministries teaching week</i> Fri 17 Jan: Last day to drop units without academic penalty
9	20 January	<i>Ministries teaching week</i>
10	27 January	<i>Ministries teaching week</i> Mon 27 Jan: Australia Day public holiday observed
11	3 February	<i>Ministries teaching week</i>
12	10 February	<i>Ministries teaching week</i>
13	17 February	<i>Ministries teaching week</i> Fri 21 Feb: Semester 3, 2024 ends

Ministries non-teaching weeks

## SECTION 2: UNDERGRADUATE COURSES INFORMATION

- 2.1 UNDERGRADUATE CERTIFICATE IN MINISTRY PRACTICE (MS12)
- 2.2 UNDERGRADUATE CERTIFICATE IN MINISTRY LEADERSHIP (MS08)
- 2.3 UNDERGRADUATE CERTIFICATE IN BIBLICAL STUDIES (MS09)
- 2.4 DIPLOMA OF MINISTRY (MS07)
- 2.5 BACHELOR OF MINISTRY (MS11)

### 2.1 UNDERGRADUATE CERTIFICATE IN MINISTRY PRACTICE (MS12)

**Duration:** 1 semester (full-time)  
The maximum time allowed for completion of the Undergraduate Certificate in Ministry Practice is 5 years.

**Available:** Full-time; Part-time

**Rationale:** The Undergraduate Certificate in Ministry Practice (4 units) is an innovative higher education course delivered by CHC. A combination of four units from the Bachelor of Ministry provides unique opportunities for students to learn while putting into practice what they are learning in a variety of negotiated Ministry Practice focus areas. It provides opportunities for the integration of ministry theory and practice. Students will engage in supervised practical experiences in various ministry contexts. These units are graded on a Pass/Fail basis and offer the opportunity for observation, reflection, evaluation and ministry practice in ministry fields negotiated with relevant CHC Faculty in the School of Ministries.

**Structure:** 40cp of core units

**Completion:** To qualify for the award of the Undergraduate Certificate in Ministry Practice, a student must accrue at least 40 credit points, including satisfactory completion of the units as noted below.

**Pathways:** Bachelor of Ministry

<b>Content:</b>	<i>Core units</i>	<i>Prerequisites</i>
	JC111 Ministry Practice 1	Nil
	JC222 Ministry Practice 2	Nil
	JC233 Ministry Practice 3	Nil
	JC344 Ministry Practice 4	Nil

**Enrolment:** This enrolment pattern

<i>Commencing Semester 1</i>			<i>Commencing Semester 2</i>		
Semester 1:	JC111	JC233	Semester 2:	JC111	JC233
	JC222	JC344		JC222	JC344

### 2.2 UNDERGRADUATE CERTIFICATE IN MINISTRY LEADERSHIP (MS08)

<b>Duration:</b>	1 semester (full-time)	
	The maximum time allowed for completion of the Undergraduate Certificate in Ministry Leadership is 5 years.	
<b>Available:</b>	Full-time; Part-time	
<b>Rationale:</b>	The Undergraduate Certificate in Ministry Leadership is designed to develop students' foundational knowledge and skills in the fields of ministry and leadership by including a broad study into the importance of communication, self-leadership, project management and leadership generally, and to provide practice experience in ministry, teamwork, and leadership with an experienced supervisor.	
<b>Structure:</b>	40cp of core units	
<b>Completion:</b>	To qualify for the award of the Undergraduate Certificate in Ministry Leadership, a student must accrue at least 40 credit points, including satisfactory completion of the units as noted below.	
<b>Pathways:</b>	Bachelor of Ministry	
<b>Content:</b>	<i>Core units</i>	<i>Prerequisites</i>
	JC102 Communication for Ministry	Nil
	JC103 Leadership for Life and Ministry	Nil
	JC111 Ministry Practice 1	Nil
	JC222 Ministry Practice 2	Nil
<b>Enrolment:</b>	This enrolment pattern	
	<i>Commencing Semester 1</i>	<i>Commencing Semester 2</i>
	Semester 1: JC102 JC103	Semester 2: JC102 JC103
	JC111 JC222	JC111 JC222

## 2.3 UNDERGRADUATE CERTIFICATE IN BIBLICAL STUDIES (MS09)

<b>Duration:</b>	1 semester (full-time) The maximum time allowed for completion of the Undergraduate Certificate in Biblical Studies is 5 years.	
<b>Available:</b>	Full-time; Part-time	
<b>Rationale:</b>	The Undergraduate Certificate in Biblical Studies is designed to provide a basic introduction to the Bible and Christian spiritual formation, enabling students to serve within their field of choice, including the areas of youth and children's ministry, mission, social and pastoral care, preaching and teaching or church ministry engagement.	
<b>Structure:</b>	40cp of core units	
<b>Completion:</b>	To qualify for the award of the Undergraduate Certificate in Biblical Studies, a student must accrue at least 40 credit points, including satisfactory completion of the units as noted below.	
<b>Pathways:</b>	Diploma of Ministry; Bachelor of Ministry	
<b>Content:</b>	<i>Core units</i>	<i>Prerequisites</i>
	JA101 Biblical Interpretation and Application	Nil
	JA102 Biblical Studies in the Old Testament	Nil
	JA103 Biblical Studies in the New Testament	Nil
	JB104 Spiritual Transformation	Nil
<b>Enrolment:</b>	<i>Commencing Semester 1</i>	<i>Commencing Semester 2</i>
	Semester 1:     A101         A102  A103         B104	Semester 2:     A101         A102  A103         B104

## 2.4 DIPLOMA OF MINISTRY (MS07)

<b>Duration:</b>	1 year (full-time) The maximum time allowed for completion of the Diploma of Ministry is 5 years.
<b>Available:</b>	Full-time; Part-time
<b>Rationale:</b>	The Diploma of Ministry provides initial studies at degree level as preparation for further study or as foundational for students' ministry calling and offers opportunity for students to begin preparing for evangelical/charismatic Christian ministry and leadership, as well as ancillary ministry and vocational roles that require the integration of biblical and theological knowledge with the practice of ministry.
<b>Outcomes:</b>	The Diploma of Ministry fulfils the study requirements of <a href="#">International Network of Churches (INC)</a> for ordination as a pastor.
<b>Structure:</b>	80cp of core units

<b>Completion:</b>	To qualify for the award of the Diploma of Ministry, a student must accrue at least 80 credit points, including satisfactory completion of the units as noted below.					
<b>Pathways:</b>	Bachelor of Ministry					
<b>Content:</b>	<i>Core units</i>			<i>Prerequisites</i>		
	JA101	Biblical Interpretation and Application		Nil		
	JA102	Biblical Studies in the Old Testament		Nil		
	JA103	Biblical Studies in the New Testament		Nil		
	JB104	Spiritual Transformation		Nil		
	JB105	Theology of Ministry		Nil		
	JC111	Ministry Practice 1		Nil		
	JC102	Communication for Ministry		Nil		
	JC103	Leadership for Life and Ministry		Nil		
<b>Enrolment:</b>	<i>Commencing Semester 1</i>			<i>Commencing Semester 2</i>		
	Semester 1:	JA101	JA103	Semester 1:	JA102	JB105
		JB104	JC102		JC111	JC103
	Semester 2:	JA102	JB105	Semester 2:	JA101	JA103
		JC111	JC103		JB104	JC102

## 2.5 BACHELOR OF MINISTRY (MS11)

<b>Duration:</b>	3 years (full-time) The maximum time allowed for completion of the Bachelor of Ministry is 10 years.
<b>Available:</b>	Full-time; Part-time
<b>Rationale:</b>	The Bachelor of Ministry provides an initial professional award for Christian ministry and leadership and aims to develop a broad understanding of ministry to allow students to fulfil a variety of ministry roles within local churches and wider society, as well as biblical, theological and ministry knowledge together with their fundamental principles and tenets. It develops students' academic skills for lifelong learning and equips students with skills in critical thinking, interpersonal relationships, ethics and compliance, personal development practices, action and reflection processes, working within teams, self and spiritual disciplines and management, leadership, and organisational management to function effectively in a professional ministry context.
<b>Structure:</b>	180cp of core units; 60cp of elective units including 20cp of Field B units and 40cp of Field C units.
<b>Completion:</b>	To qualify for the award of the Bachelor of Ministry, a student must accrue at least 240 credit points, including satisfactory completion of the units as noted below.
<b>Exit:</b>	Undergraduate Certificate in Ministry Practice; Undergraduate Certificate in Ministry Leadership; Undergraduate Certificate in Biblical Studies; Diploma of Ministry

**Protocols:** Students may not undertake more than 1 practicum unit in a semester, unless permitted by the Board of Studies.

Students with 2 years of full-time ministry experience may apply for credit transfer for a maximum of 20cp of practicum units.

Students with considerable ministry experience and ministry education may apply for transfer of credit for a maximum of 80cp of coursework units and 20cp of ministry practice units.

**Content:** The course is structured into 3 fields to provide a framework for professional ministry education. Field A provides a Ministry Foundation, leading to Ministry Formation in Field B to ensure the undergirding of specific Ministry Practice in Field C, as follows:

- *Field A – Ministry Foundations* provides students with the necessary foundational knowledge of Scripture together with the critical thinking and hermeneutical skills to explore and evaluate the plethora of knowledge increasingly available in this age of information, as well as the diversity encountered in an increasingly complex multi-cultural context.
- *Field B – Ministry Formation* provides students with personal, theological, ethical and legislative formation to underpin Ministry Practice.
- *Field C – Ministry Practice* provides students with core ministry skills leading to the development of students in various areas of ministry practice.

<i>Core units</i>	<i>Prerequisites/Anti-requisites</i>
JA101 Biblical Interpretation and Application	Nil
JA102 Biblical Studies in the Old Testament	Nil
JA103 Biblical Studies in the New Testament	Nil
JB104 Spiritual Transformation	Nil
JB105 Theology of Ministry	Nil
JC111 Ministry Practice 1	Nil
JC102 Communication for Ministry	Nil
JC103 Leadership for Life and Ministry	Nil
JA205 History of Christian Thought and its Practice	Nil
JB201 A Biblical Understanding of the Church	JA101, JA103
JB203 Christian Ethics	JB105
JC200 The Holy Spirit in Ministry	Nil
JC211 Engaging in Discipleship	JB104
JC223 Distinctive Functions for Christian Ministry	JC111 (Pre) JC101 (Anti)
JC222 Ministry Practice 2	Nil
JC333 Ministry Practice 3	Nil
JC344 Ministry Practice 4	Nil
JC391 Directed Study	All Field A and B core units; 10cp in Field B elective units; 50cp in Field C units



<b>Content (continued):</b>	<i>Elective units – Field B</i>		<i>Prerequisites</i>			
	JB204	Reflections in Theology		JB105		
JB205	Christian Apologetics		JB105			
JB314	Jesus - His Life and Ministry		Nil			
JB315	Paul - His Life and Theology		Nil			
JB316	Major Themes of Luke-Acts		Nil			
JB391	Directed Study		All Field A and B core units; 10cp in Field B elective units; 50cp in Field C units			
	<i>Elective units – Field C</i>		<i>Prerequisites</i>			
JC213	Contemporary Preaching		JA101			
JC217	Social Justice and the Local Church		Nil			
JC218	Building Community		Nil			
JC221	Evangelism and Ministry		Nil			
JC310	Effective Teams		Nil			
JC312	Engaging in Pastoral Care		Nil			
JC314	Ministry and Organisational Management		Nil			
JC330	Contemporary Ministry Practice		All non-practicum Field C core units			
<b>Enrolment:</b>	<i>Commencing Semester 1</i>			<i>Commencing Semester 2</i>		
Semester 1:	JA101	JA103	Semester 1:	JA102	JB105	
	JB104	JC102		JC111	JC103	
Semester 2:	JA102	JB105	Semester 2:	JA101	JA103	
	JC111	JC103		JB104	JC102	
Semester 3:	JA205	JB201	Semester 3:	JB203	JC200	
	JC211	JC223		JC223	Field C Level 200 Elective	
Semester 4:	JB203	JC200	Semester 4:	JA205	JB201	
	JC222	Field C Level 200 Elective		JC211	JC222	
Semester 5:	JC333	Field B Level 300 Elective	Semester 5:	JC333	JC391	
	Field C Level 200 Elective	Field C Level 300 Elective		Field B Level 200 Elective	Field C Level 300 Elective	
Semester 6:	JC344	JC391	Semester 6:	JC344	Field B Level 300 Elective	
	Field B Level 200 Elective	Field C Level 300 Elective		Field C Level 200 Elective	Field C Level 300 Elective	

## SECTION 3: POSTGRADUATE COURSES INFORMATION

### 3.1 GRADUATE CERTIFICATE IN BIBLICAL STUDIES (MS45)

### 3.2 GRADUATE CERTIFICATE IN MINISTRY (MS43)

### 3.3 GRADUATE DIPLOMA IN MINISTRY (MS44)

### 3.4 MASTER OF MINISTRY LEADERSHIP (MS51)

#### 3.1 GRADUATE CERTIFICATE IN BIBLICAL STUDIES (MS45)

**Duration:** 1 semester (full-time)

The maximum time allowed for completion of the Graduate Certificate in Biblical Studies is 5 years.

**Available:** Full-time; Part-time

**Rationale:** The Graduate Certificate in Biblical Studies is designed to provide a basic introduction to the Bible and Christian spiritual formation, enabling students to serve within their field of choice, including the areas of youth and children's ministry, mission, social and pastoral care, preaching and teaching or church ministry engagement.

**Structure:** 40cp of core units

**Completion:** To qualify for the award of the Graduate Certificate in Biblical Studies, a student must accrue at least 40 credit points, including satisfactory completion of the units as noted below.

**Pathways:** Graduate Diploma in Ministry

<b>Content:</b>	<i>Core units</i>	<i>Prerequisites</i>
	JA401 Biblical Interpretation and Application	Nil
	JA402 Biblical Studies in the Old Testament	Nil
	JA403 Biblical Studies in the New Testament	Nil
	JB404 Spiritual Transformation	Nil

**Enrolment:** The enrolment patterns below represent a full-time study load of 40cp per semester.

<i>Commencing Semester 1</i>			<i>Commencing Semester 2</i>		
Semester 1:	JA401	JA402	Semester 1:	JA401	JA402
	JA403	JB404		JA403	JB404

## 3.2 GRADUATE CERTIFICATE IN MINISTRY (MS43)

<b>Duration:</b>	1 semester (full-time) The maximum time allowed for completion of the Graduate Certificate in Ministry is 5 years.	
<b>Available:</b>	Full-time; Part-time	
<b>Rationale:</b>	Many Christians choose care-based professions that they consider to be their ministry in society. As an introductory postgraduate award in Ministry, the Graduate Certificate in Ministry offers the Christian professional a biblical, theological and ministry foundation to support their professional vocation, and provides grounding in the disciplines of Ministry that undergird their personal and professional development. Further, the course offers students who are reassessing their profession an introduction to vocational knowledge and skills in a new professional area by providing opportunity for students to begin preparing for ministry in an evangelical/charismatic setting or leadership position.	
<b>Structure:</b>	40cp of elective units, with a maximum of 20cp in any one field	
<b>Completion:</b>	To qualify for the award of the Graduate Certificate in Ministry, a student must accrue at least 40 credit points, including satisfactory completion of the units as noted below.	
<b>Pathways:</b>	Graduate Diploma in Ministry	
<b>Content:</b>	<i>Elective units</i>	<i>Prerequisites</i>
	JA401 Biblical Interpretation and Application	Nil
	JA402 Biblical Studies in the Old Testament	Nil
	JA403 Biblical Studies in the New Testament	Nil
	JB404 Spiritual Transformation	Nil
	JB405 Theology of Ministry	Nil
	JC401 Introduction to Ministry Practice	Nil
	JC402 Communication for Ministry	Nil
	JC403 Leadership for Life and Ministry	Nil
<b>Protocols:</b>	A maximum of 10 credit points may be granted for previous studies/recognition of prior learning.	
<b>Enrolment:</b>	The enrolment patterns below represent a full-time on campus study load of 40cp per semester. Other enrolment patterns are possible if students wish to undertake external/online study.	
	<i>Commencing Semester 1</i>	<i>Commencing Semester 2</i>
	Semester 1: JA401 JA403 JB404 JC402	Semester 1: JA402 JB405 JC401 JC403

### 3.3 GRADUATE DIPLOMA IN MINISTRY (MS44)

<b>Duration:</b>	1 year (full-time) The maximum time allowed for completion of the Graduate Diploma in Ministry is 5 years.	
<b>Available:</b>	Full-time; Part-time	
<b>Rationale:</b>	Many Christians choose care-based professions that they consider to be their ministry in society. As an introductory postgraduate award in Ministry, the course offers the Christian professional a biblical, theological and ministry foundation to support their professional vocation, and provides grounding in the disciplines of Ministry that undergird their personal and professional development while complementing their existing tertiary qualification in their chosen profession. Further, the Graduate Diploma in Ministry offers students who are reassessing their profession an introduction to vocational knowledge and skills in a new professional area. The course provides opportunity for students to begin preparing for ministry in an evangelical/charismatic setting or leadership position.	
<b>Outcomes:</b>	The Graduate Diploma of Ministry fulfils the study requirements of <a href="#">International Network of Churches (INC)</a> for ordination as a pastor.	
<b>Structure:</b>	80cp of core units	
<b>Completion:</b>	To qualify for the award of the Graduate Diploma in Ministry, a student must accrue at least 80 credit points, including satisfactory completion of the units as noted below.	
<b>Exit:</b>	Graduate Certificate in Ministry	
<b>Content:</b>	<i>Core units</i>	<i>Prerequisites</i>
	JA401 Biblical Interpretation and Application	Nil
	JA402 Biblical Studies in the Old Testament	Nil
	JA403 Biblical Studies in the New Testament	Nil
	JB404 Spiritual Transformation	Nil
	JB405 Theology of Ministry	Nil
	JC401 Introduction to Ministry Practice	Nil
	JC402 Communication for Ministry	Nil
	JC403 Leadership for Life and Ministry	Nil
<b>Protocols:</b>	Students may, with permission of the Course Coordinator, choose a maximum of one unit at postgraduate level from another school at CHC or a university or other accredited higher education provider, subject to the relevance of the unit to the area of ministry.	
<b>Enrolment:</b>	The enrolment patterns below represent a full-time on campus study load of 40cp per semester. Other enrolment patterns are possible if students wish to undertake external/online study.	
	<i>Commencing Semester 1</i>	<i>Commencing Semester 2</i>
	Semester 1: JA401 JA403 JB404 JC402	Semester 1: JA402 JB405 JC401 JC403
	Semester 2: JA402 JB405 JC401 JC403	Semester 2: JA401 JA403 JB404 JC402

### 3.4 MASTER OF MINISTRY LEADERSHIP (MS51)

**Duration:** 4 years (part-time)  
The maximum time allowed for completion of the Master of Ministry Leadership is 10 years.

**Available:** Part-time  
Units in the Master of Ministry Leadership are offered as intensives in the internal mode only. Concurrent involvement in professional ministry practice is required for the duration of the course.

**Rationale:** Ministry leaders at all levels of responsibility, including senior, executive and departmental-level leaders, are required to function both within distinctly ministry elements of their divine calling, and as Chief Executive Officers, senior managers and managers of their churches and ministry organisations. Likewise, ministry organisations are divinely appointed and commissioned, but must operate within legislation. As such, ministry leaders are called to 'co-mission' together with God in leading, directing and managing their ministry organisations within society.

Although there are numerous models and theories of leadership and organisational management, an integrative approach for ministry leadership is one which should engage and reflect both biblical and theological perspectives. The Master of Ministry Leadership recognises the complementary nature of the various sources of knowledge to inform such an integrative approach. Consequently, the course draws upon the outcomes of social science research into leadership and organisational behaviour, together with biblical and theological perspectives on leadership within the context of ministry.

**Structure:** 80cp of core units

**Completion:** To qualify for the award of the Master of Ministry Leadership, a student must accrue at least 80 credit points, including satisfactory completion of the units as noted below.

<b>Content:</b>	<i>Core units</i>	<i>Prerequisites</i>
	JM501 Paradigms of Leadership	Nil
	JM502 Identity of the Leader - A Theological Investigation	Nil
	JM503 Scholarship and the Ministry Leader	Nil
	JM504 Ministry Leadership - A Commissioned Paradigm	Nil
	JM505 Toward a Kingdom of God Culture	JM504
	JM506 Relational Interaction - A Leadership Perspective	JM504
	JM507 Christian Perspectives on Organisational Management	JM504
	JM508 Ministry Leadership Research Project	40cp including JM503, JM504

**Protocols:** A maximum of 20 credit points may be granted for previous studies/recognition of prior learning.

**Enrolment:** The enrolment patterns below represent a continuous enrolment of one unit per semester and are subject to change.

<i>Commencing Semester 1</i>		<i>Commencing Semester 2</i>	
Semester 1:	JM503	Semester 1:	JM502
Semester 2:	JM502	Semester 2:	JM504

<b>Enrolment (continued):</b>	<i>Commencing Semester 1</i>	<i>Commencing Semester 2</i>
	Semester 3: JM504	Semester 3: JM501
	Semester 4: JM501	Semester 4: JM507
	Semester 5: JM507	Semester 5: JM505
	Semester 6: JM505	Semester 6: JM506
	Semester 7: JM506	Semester 7: JM503
	Semester 8: JM508	Semester 8: JM508

# SECTION 4: RESOURCE REQUIREMENTS

## 4.1 COMPUTING FACILITIES

## 4.2 TEXTBOOKS

## 4.3 OTHER REQUIREMENTS

### 4.1 COMPUTING FACILITIES

All students will require computer and internet access for engaging with their studies. A limited number of computers are available for student use at the Learning Hub.

Students at CHC are assigned a dedicated email address and this will be used to deliver important information and documentation. You will be assigned individualised login details for using Library services and the Moodle learning platform. You are also assigned individual space on the student server for the purpose of data storage. You are expected to check your email and access the Moodle site for relevant class materials and online activities on a regular basis.

All courses offered by CHC require the ongoing use of computer technology. To engage fully with the learning experience for the duration of their studies, students will need to have access to and be able to use internet-connected devices and have reliable connectivity to the internet. Students are expected to find, use and disseminate information, upload and download documents and video and audio files, prepare assessments and presentations, communicate with faculty using CHC student email and audio-visual communication tools, and manage and back up files.

### 4.2 TEXTBOOKS

Each semester a textbook list is published on the CHC website along with information about where to purchase the texts. Information about required textbooks is also included in unit outlines. Students will be expected to have all required textbooks available, to read them as required by the lecturer and to use them as relevant in the preparation of assessment tasks. While the CHC Library does maintain copies of all textbooks, class sizes and reading requirements may make it impossible to access the required information as needed for classes in a timely fashion without a personal copy of the textbook.

### 4.3 OTHER REQUIREMENTS

Information regarding any additional specific requirements is published in the 'Specialist resource requirements' section in unit outlines.

# SECTION 5: STAFF CONTACTS

## 5.1 STAFF CONTACTS

### 5.1 STAFF CONTACTS

Knowing who to contact means that you will be able to deliver and receive communication more effectively. The table below indicates the person(s) to whom you should direct your enquiries depending upon the issue involved.

While all staff may be consulted about general matters and questions, certain issues are the responsibility of the staff members listed below. If in doubt about whom you should approach regarding an issue, please ask at the Student Administration Office.

Topic/Issue	Staff Member
Counselling and Support Centre	<a href="mailto:counselling@chc.edu.au">counselling@chc.edu.au</a>
Disability support	<a href="mailto:disabilitysupport@chc.edu.au">disabilitysupport@chc.edu.au</a>
Examinations	School Administration Officers
Enrolment issues and student enquiries	Student Administration ( <a href="mailto:sadmin@chc.edu.au">sadmin@chc.edu.au</a> )
FEE-HELP and HECS-HELP enquiries	Student Administration ( <a href="mailto:sadmin@chc.edu.au">sadmin@chc.edu.au</a> )
IT support	<a href="mailto:itsupport@chc.edu.au">itsupport@chc.edu.au</a>
LAUNCH	Student Administration ( <a href="mailto:sadmin@chc.edu.au">sadmin@chc.edu.au</a> )
Moodle support	<a href="mailto:moodle@chc.edu.au">moodle@chc.edu.au</a>
International Student Officer	<a href="mailto:studentservices@chc.edu.au">studentservices@chc.edu.au</a>
Payment of monies	<a href="#">Pay Online</a> or Student Administration
Resource materials	Library staff
Student Advocacy Officer	<a href="mailto:studentadvocacy@chc.edu.au">studentadvocacy@chc.edu.au</a>
Student grievances	Student Services ( <a href="mailto:studentservices@chc.edu.au">studentservices@chc.edu.au</a> )
Student Representative Council	<a href="mailto:studentcouncil@chc.edu.au">studentcouncil@chc.edu.au</a>
Student Services	<a href="mailto:studentservices@chc.edu.au">studentservices@chc.edu.au</a>
Study Support Tutor	<a href="mailto:studysupport@chc.edu.au">studysupport@chc.edu.au</a>
Timetable	Student Administration ( <a href="mailto:sadmin@chc.edu.au">sadmin@chc.edu.au</a> )
Tuition fees and student contribution amounts	CHC Accounts Office ( <a href="mailto:accounts@chc.edu.au">accounts@chc.edu.au</a> )
Unit work	Unit lecturers/tutors
<i>School staff</i>	
Dean, School of Ministries	Ps Andrew Staggs
Academic Coordinator	Christine Chapman
School Administration Officer	Anastasia Lambert
Student Success Coordinator	Alison Doedens