MINISTRIES COURSES
HANDBOOK 2020

🔍 CHC Ministry

CHC
CHRISTIAN HERITAGE COLLEGE

Christian Heritage College
Ministries Courses Handbook 2020

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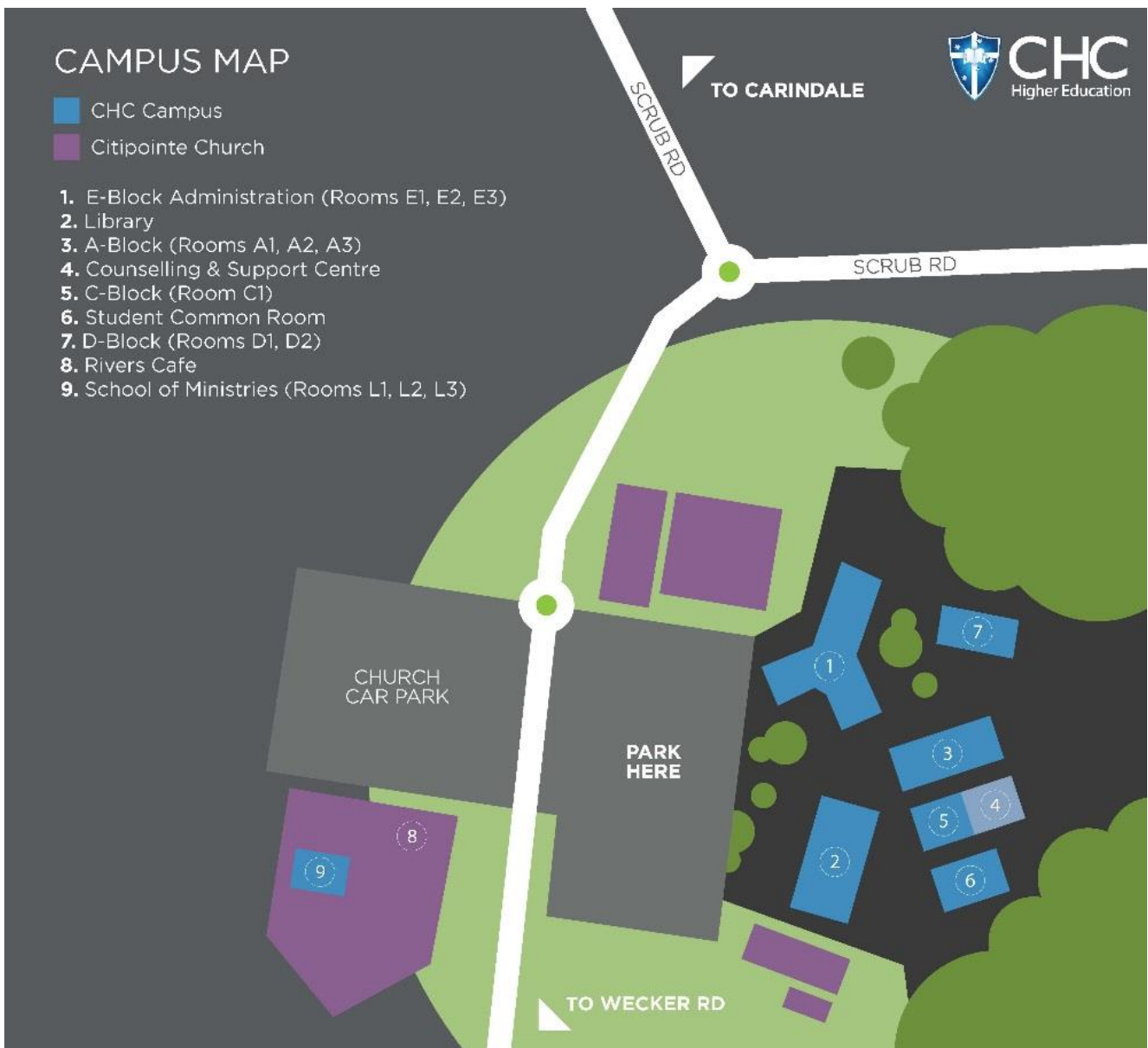*All CHC policies, documents and forms referred to in this Handbook are available on relevant pages of the CHC website.*

This Courses Handbook is to be read in conjunction with the CHC Student Handbook 2020.

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Campus map

CAMPUS MAP

- CHC Campus
- Citipointe Church

1. E-Block Administration (Rooms E1, E2, E3)
2. Library
3. A-Block (Rooms A1, A2, A3)
4. Counselling & Support Centre
5. C-Block (Room C1)
6. Student Common Room
7. D-Block (Rooms D1, D2)
8. Rivers Cafe
9. School of Ministries (Rooms L1, L2, L3)

TO CARINDALE

SCRUB RD

CHURCH CAR PARK

PARK HERE

TO WECKER RD

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Welcome

Welcome to Christian Heritage College and to the School of Ministries. The courses offered by the School of Ministries are delivered by Citipointe Ministry College (CMC), which is a ministry of Citipointe Church. The Global Senior Pastor of Citipointe Church, Pastor Mark Ramsey, is the President of Citipointe Ministry College, and the Dean of the School of Ministries is Pastor Andrew Staggs.

From the President of Citipointe Ministry College

Hi and welcome to study in 2020.

God has given us a unique opportunity to impact our world if we are willing to take up the challenge and go to the next level. It is for this reason that I am excited about training within this season.

Genuine success – from God's point of view – is rooted in what God calls us to be, in what God sets as the goals for our lives. Success in our relationships, in our character, with our finances and in our service to Him all stems out of who we are in Him. It is the continuing process of becoming the person God wants you to be and accomplishing the goals He has helped you set.

As the Global Senior Pastor of Citipointe Church and President of Citipointe Ministry College, my staff and I are committed to helping you succeed in life. I am confident that your time with us will be rewarding, fruitful and challenging. Your life will change!

It is a great thing to realise God's plan for your life. Let us prepare for success together. It's great to have you with us.

Pastor Mark Ramsey

From the Dean of the School of Ministries

We count it a privilege that you have chosen Citipointe Ministry College, which is 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

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CHC calendar 2020

For up-to-date information, please check the *Calendar* on the Documents page of the CHC website on a regular basis as dates are subject to change.

		SEMESTER 1, 2020				WINTER SEMESTER, 2020[4]		
COMMENCING	CHC WEEK	POSTGRADUATE BUSINESS (STUDY PERIODS 1-3)[1]	BUSINESS, CHRISTIAN STUDIES, LIBERAL ARTS, SOCIAL SCIENCES	EDUCATION[2]	MINISTRIES	COMMENCING	CHC WEEK	ALL SCHOOLS
3 February	-	Study Period 1 begins / Last day to add: 3 Feb [1]				1 June	1 ⊗	
10 February	- 🎓✝	Census date: 10 Feb [2]				8 June	2 ★	
17 February	O	[3]	2020S1 Orientation: 20 Feb	2020S1 Orientation: 20 Feb	2020S1 Orientation: 20 Feb	15 June	3 ◘	
24 February	1	Last day to drop: 28 Feb [4]				22 June	4	
2 March	2 ⊗	[5]				29 June	5	
9 March	3	Study Period 1 ends [6]				6 July	6	
16 March	4 ★	PG Bus Break						
23 March	5	Study Period 2 begins / Last day to add: 23 Mar [1]						
30 March	6	Census date: 30 Mar [2]						
6 April	7 ❶	[3]			Easter Break[3]			
13 April	- ❷	Last day to drop: 17 Apr [4]	Easter Break	Easter Break	Easter Break[3]			
20 April	8 ◘	[5]						
27 April	9	Study Period 2 ends [6]						
4 May	10 ❸	PG Bus Break			Ministry Development Week			
11 May	11 ⓘ	Study Period 3 begins / Last day to add: 11 May [1]						
18 May	12	Census date: 18 May [2]						
23 May	13	[3]						
1 June	14	Last day to drop: 5 Jun [4]	Study Week					
8 June	15	[5]	Exam Week	Study Week				
15 June	16	Study Period 3 ends [6]	Exam Week	Exam Week	Study Week			

Important Dates: ⊗ Last day for adding units: 2020S1 - **Friday 6 March**; 2020SW - **Friday, 5 June**   ★ Census date (Last day for dropping units without financial penalty): 2020S1 - **Wednesday 18 March**; 2020SW - **Monday, 8 June**
◘ Last day for dropping units without academic penalty: 2020S1 - **Friday 24 April**; 2020SW - **Friday 19 June**   *CHC Events:* 🎓✝ School of Ministries Graduation (2019 graduands): Sunday 16 February   ⓘ Open Night: Thursday, 14 May

Public Holidays: ❶ Good Friday: Friday 10 April   ❷ Easter Monday: Monday 13 April   ❸ Labour Day: Monday 4 May   NB: In 2020, the public holiday for ANZAC Day is Saturday 25 April.

Notes: (1) The postgraduate Business courses are delivered in six Study Periods across the year. Each Study Period has administrative dates that apply to the adding and dropping of units. Units must be dropped on or before census date to avoid financial penalty.
(2) Students in ITE courses are to consult the calendar contained in the *Education Courses Handbook* for the dates that apply to PEP units and Study/Exam Weeks depending upon the semester of enrolment in their course.
(3) The School of Ministries has a two-week Easter break.   (4) 2020SW is a non-compulsory study period with a limited range of units on offer. Not available to commencing students.

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CHC calendar 2020

		SEMESTER 2, 2020				SEMESTER 3, 2020[8]		
COMMENCING	CHC WEEK	POSTGRADUATE BUSINESS (STUDY PERIODS 4-6)[1]	BUSINESS, CHRISTIAN STUDIES, LIBERAL ARTS, SOCIAL SCIENCES	EDUCATION[2]	MINISTRIES	COMMENCING	CHC WEEK	ALL SCHOOLS
6 July	-	Study Period 4 begins / Last day to add: 6 Jul [1]				16 November	1	
13 July	O	Census date: 13 July [2]	2020S1 Def/Supp exams: TBA / 2020S2 Orientation: 16 Jul	2020S1 Def/Supp exams: TBA / 2020S2 Orientation: 16 Jul	2020S1 Def/Supp exams: TBA / 2020S2 Orientation: 16 Jul	23 November	2 ⊗	
20 July	1	[3]				30 November	3	
27 July	2 ⊗	Last day to drop: 31 Jul [4]				7 December	4 ★ 🕊	2020S2 Def/Supp exams: TBA
3 August	3	[5]				14 December	5	
10 August	4 ❹ ★	Study Period 4 ends [6]				21 December[9]	- ❻	Summer Break
17 August	5 ①	PG Bus Break				28 December[9]	- ❼ ❽	Summer Break
24 August	6	Study Period 5 begins / Last day to add: 24 Aug [1]				4 January	6 ■	
31 August	7	Census date: 31 Aug [2]				11 January	7	
7 September	8 ■	[3]			Ministry Development Week	18 January	8	
14 September	9	Last day to drop: 18 Sep [4]				25 January	9 ❾	
21 September	10	[5]			Spring Break[7]	1 February	10	
28 September	-	Study Period 5 ends [6]	Spring Break	Spring Break	Spring Break[7]	8 February	11	
5 October	11 ❺	PG Bus Break				15 February	12	Exam Week
12 October	12	Study Period 6 begins / Last day to add: 12 Oct [1]						
19 October	13 ①	Census date: 19 Oct [2]						
26 October	14	[3]	Study Week					
2 November	15	Last day to drop: 17 Apr [4]	Exam Week	Study Week				
9 November	16	[5]	Exam Week	Exam Week	Study Week			
16 November	-	Study Period 6 ends [6]						

Important Dates: ⊗ Last day for adding units: 2020S2 - **Friday 31 July**; 2020S3 - **Friday 27 November**   ★ Census date (Last day for dropping units without financial penalty): 2020S2 - **Thursday 13 August**; 2020S3 - **Monday 7 December**
■ Last day for dropping units without academic penalty: 2020S2 - **Friday 11 September**; 2020S3 - **Friday 8 January**

CHC Events: ① Open Night: Thursday, 20 August   ① Open Night: Thursday, 22 October   🕊 Graduation (2019 graduands - not School of Ministries): Friday 11 December (proposed)

Public Holidays: ❹ Brisbane Exhibition: Wednesday 12 August   ❺ Queen's Birthday: Monday 5 October   ❻ Christmas Day: Friday 25 December   ❼ Boxing Day: Monday 28 December   ❽ New Year's Day: Friday 1 January   ❾ Australia Day: Tuesday 26 January

Notes:
(5) The postgraduate Business courses are delivered in six Study Periods across the year. Each Study Period has administrative dates that apply to the adding and dropping of units. Units must be dropped on or before census date to avoid financial penalty.
(6) Students in ITE courses are to consult the calendar contained in the *Education Courses Handbook* for the dates that apply to PEP units and Study / Exam Weeks depending upon the semester of enrolment in their course.
(7) The School of Ministries has a two-week Spring break.   (8) 2020S3 is a non-compulsory study period with a limited range of units on offer.   (9) CHC closed Monday 21 December - Friday 1 January (inclusive)

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Important dates 2020

For up-to-date information, please check the *Important Dates* on the [Documents](#) page of the CHC website on a regular basis as dates are subject to change.

Semester 1, 2020	
Close of applications for commencing international students (non-student visa holders)	15 December 2019
Unit Selection Forms – on-time submission (continuing domestic and international students)	20 January
Close of applications for commencing international students (current student visa holders)	1 February
Unit Selection Forms – on-time submission (commencing international students)[1]	10 February
Close of applications for commencing domestic students	18 February
Orientation program for all commencing students	20 February
Semester 1, 2020 commences	24 February
Last day for adding units	6 March
Last day for dropping units without financial penalty **(CENSUS DATE)**	18 March
Mid-semester break (School of Ministries)	6-17 April
Mid-semester break (not School of Ministries)	13-17 April
Last day for dropping units without academic penalty	24 April
Ministry Development Week (School of Ministries)	4-8 May
On-time date for application to graduate - mid-year conferral period	1 June
Semester 1, 2020 exam period	8-19 June
End of Semester 1, 2020	19 June
Semester 1, 2020 results released	6 July
Semester 1, 2020 deferred and supplementary exam period	13-17 July

Winter Semester 2020[2]	
Unit Selection Forms – on-time submission (continuing students)	11 May
Winter Semester, 2020 commences	1 June
Last day for adding units	5 June
Last day for dropping units without financial penalty **(CENSUS DATE)**	8 June
Last day for dropping units without academic penalty	19 June
End of Winter Semester, 2020	10 July
Winter Semester, 2020 results released	27 July

Postgraduate Business courses only:	
Study Period 1, 2020	
Close of applications	20 January
Unit Selection Forms – on-time submission (commencing and continuing students)	27 January
Study Period 1 commences / Last day for adding units	3 February
Last day for dropping units without financial penalty **(CENSUS DATE)**	10 February
Last day for dropping units without academic penalty	28 February
End of Study Period 1	13 March
Study Period 2, 2020	
Close of applications	9 March
Unit Selection Forms – on-time submission (commencing and continuing students)	16 March
Study Period 2 commences / Last day for adding units	23 March
Last day for dropping units without financial penalty **(CENSUS DATE)**	30 March
Last day for dropping units without academic penalty	17 April
End of Study Period 2	1 May
Study Period 3, 2020	
Close of applications	27 April
Unit Selection Forms – on-time submission (commencing and continuing students)	4 May
Study Period 3 commences / Last day for adding units	11 May
Last day for dropping units without financial penalty **(CENSUS DATE)**	18 May
Last day for dropping units without academic penalty	5 June
End of Study Period 3	19 June

CHC Events 2020	
School of Ministries Graduation ceremony (2019 graduands)	*16 February*
Open Night	*14 May*
Open Night	*20 August*
Open Night	*22 October*
CHC Graduation ceremony (2020 graduands) (not School of Ministries)	*11 December*
CHC closed	*21 December-1 January*

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[1] A late enrolment fee will be charged to commencing international students who do not submit their Unit Selection forms for Semester 1, 2020 by this date.

[2] Winter Semester is not available to commencing students.

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Important dates 2020

Semester 2, 2020	
Close of applications for commencing international students (non-student visa holders)	1 May
Close of applications for commencing international students (current student visa holders)	10 June
Unit Selection Forms – on-time submission (continuing domestic and international students)	13 July
Unit Selection Forms – on-time submission (commencing international students)[3]	13 July
Orientation program for all commencing students	16 July
Close of applications for commencing domestic students	15 July
Semester 2, 2020 commences	20 July
Last day for adding units	31 July
Last day for dropping units without financial penalty **(CENSUS DATE)**	13 August
On-time date for application to graduate - end-of-year conferral period	1 October
Ministry Development Week (School of Ministries)	7-11 September
Last day for dropping units without academic penalty	11 September
Mid-semester break (School of Ministries)	21 September-2 October
Mid-semester break (not School of Ministries)	28 September-2 October
Semester 2, 2020 exam period	2-13 November
End of Semester 2, 2020	13 November
Semester 2, 2020 results released	30 November
Semester 2, 2020 deferred and supplementary exam period	7-11 December

Semester 3, 2020[4]	
Unit Selection Forms – on-time submission (continuing students)	26 October
Semester 3, 2020 commences	16 November
Last day for adding units	27 November
Last day for dropping units without financial penalty **(CENSUS DATE)**	7 December
Last day for dropping units without academic penalty	8 January 2021
End of Semester 3, 2020	19 February 2021
Semester 3, 2020 results released	8 March 2020

Postgraduate Business courses only:	
Study Period 4, 2020	
Close of applications	22 June
Unit Selection Forms – on-time submission (commencing and continuing students)	29 June
Study Period 4 commences / Last day for adding units	6 July
Last day for dropping units without financial penalty **(CENSUS DATE)**	13 July
Last day for dropping units without academic penalty	31 July
End of Study Period 4	14 August
Study Period 5, 2020	
Close of applications	10 August
Unit Selection Forms – on-time submission (commencing and continuing students)	17 August
Study Period 5 commences / Last day for adding units	24 August
Last day for dropping units without financial penalty **(CENSUS DATE)**	31 August
Last day for dropping units without academic penalty	18 September
End of Study Period 5	2 October
Study Period 6, 2020	
Close of applications	28 September
Unit Selection Forms – on-time submission (commencing and continuing students)	5 October
Study Period 6 commences / Last day for adding units	12 October
Last day for dropping units without financial penalty **(CENSUS DATE)**	19 October
Last day for dropping units without academic penalty	6 November
End of Study Period 6	20 November

CHC Events 2020	
School of Ministries Graduation ceremony (2019 graduands)	*16 February*
Open Night	*14 May*
Open Night	*20 August*
Open Night	*22 October*
CHC Graduation ceremony (2020 graduands) (not School of Ministries)	*11 December*
CHC closed	*21 December-1 January*

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[3] A late enrolment fee will be charged to commencing international students who do not submit their Unit Selection forms for Semester 2, 2020 by this date.

[4] Semester 3 is not available to commencing students.

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Section 1: General information

1.1   School of Ministries staff
1.2   Attendance and engagement

1.1   School of Ministries staff

Academic staff

Ps Andrew Staggs (Dean; Undergraduate and Postgraduate Course Coordinator)
Christine Chapman (Academic Coordinator)

Sessional staff

Each semester the School of Ministries contracts sessional lecturers as well as staff from Citipointe Church, Brisbane to teach a range of units in its courses.

Administration staff

Alison Grey (Administration Officer)
Ps Brenton Tuckey (Student Success Officer)

1.2   Attendance and engagement

In addition to the information contained in Section 7.1 of the CHC *Student Handbook*, the following applies to School of Ministries units:

All students

All internal students (and, where possible, external/online students) are required to be actively involved in worship and devotional meetings, ministry seminars, treks, outreach and missions programs and workshops 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 working together, in a range of activities that are others-focussed and that are above-and-beyond their normal commitments.

Internal/on-campus mode units

The School of Ministries may **request a supplementary item** to be completed by a student if more than two unexplained absences are accrued.

Daytime classes commence with prayer and chapel at 8.15am 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 has a culture of capturing the content of lectures and learning environments to enhance learning,

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communication and collaboration for all our students. Audio recordings, video recordings 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.

External/online mode units

Students who are enrolled as external/online students in a unit are encouraged to attend internal classes throughout the semester. Please contact cmc@citipointechurch.com and your lecturer to advise of attendance at internal classes.

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Section 2: Undergraduate courses information

2.1   Courses and modes
2.2   Diploma of Ministry (MS07)
2.3   Bachelor of Ministry (MS11)

2.1   Courses and modes

The undergraduate Ministries courses offered are:

- Diploma of Ministry (MS07)
- Bachelor of Ministry (MS11)

These courses are available in both *internal* and *external/online* modes. Students may enrol in units within their courses in either mode (as offered). Units offered in the internal mode normally involve three hours of scheduled classes per week; however, some internal units may be scheduled as intensives in which the contact hours are condensed into a number of whole or part days. Units offered in the external/online mode are supported by learning resources that are provided to students electronically via a Moodle™ web page.

Please note that not all units are offered in every semester, and modes of offering can vary. For advice regarding the availability of units, modes of offering and unit prerequisite requirements, students should consult the Academic Coordinator. Sample outlines for all units in the undergraduate courses are available on the CHC website.

2.2   Diploma of Ministry (MS07)

The Diploma of Ministry is a one-year course (full-time equivalent) and is available on both a full-time and part-time basis. The course normally consists of the first two semesters of the Bachelor of Ministry, and fulfils the study requirements of International Network of Churches (INC) for ordination as a senior pastor.

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.

The maximum time allowed for the completion of the Diploma of Ministry is five years.

The Diploma of Ministry is nested within the Bachelor of Ministry and provides an early exit point from that award as well as being a stand-alone qualification. Students who successfully complete the Diploma of Ministry may apply to enter the Bachelor of Ministry. Students who are enrolled in the Bachelor of Ministry may exit with the Diploma of Ministry, subject to the completion of course requirements.

All full-time internal students (and, where possible, external/online students) are required to be actively involved in worship and devotional meetings, ministry seminars, outreach and missions programs and workshops for the ongoing enrichment and development of personal and community life.

All full-time internal first year students, and others as requested, are required to attend tertiary writing skills classes to promote good academic practice, unless granted exemption by the Board of Studies.

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Students must make application for a blue card (or equivalent) and have received this card prior to engaging in ministry with children and young people under the age of 18 years of age within the course of their ministry practice units.

Table 1: Course Requirements – Diploma of Ministry

Course title:	Diploma of Ministry		
Course structure:	The course comprises eight core units.		
	A standard unit carrying a weighting of 10 credit points 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). The standard full-time load for the course is four units (40 credit points) per semester. Part-time students normally undertake one or two units per semester.		
	To qualify for the award of the Diploma of Ministry a student must accrue at least 80 credit points, including satisfactory completion of the core units noted below.		
Course content:	Unit	Credit points	Enrolment requirements
	JA101 Biblical Interpretation and Application	10	Nil
	JA102 Biblical Studies in the Old Testament	10	Nil
	JA103 Biblical Studies in the New Testament	10	Nil
	JB104 Spiritual Transformation	10	Nil
	JB105 Theology of Ministry	10	Nil
	JC101 Introduction to Ministry Practice	10	Nil
	JC102 Communication for Ministry	10	Nil
	JC103 Leadership for Life and Ministry	10	Nil

2.3   Bachelor of Ministry (MS11)

The Bachelor of Ministry is a three-year course (full-time equivalent) and is available on both a full-time and part-time basis. The course 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 is designed to equip students with the practical skills to function effectively in a professional ministry context. The course 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.

The course is structured into three fields to provide a framework for professional ministry education:

• *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.

The course is structured in such a way that Field A provides a Ministry Foundation, leading to Ministry Formation in Field B to ensure the undergirding of specific Ministry Practice in Field C.

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The maximum time allowed for the completion of the Bachelor of Ministry is 10 years.

The Diploma of Ministry is nested within the Bachelor of Ministry and provides an early exit point from that award as well as being a stand-alone qualification. Students who successfully complete the Diploma of Ministry may apply to enter the Bachelor of Ministry. Students who are enrolled in the Bachelor of Ministry may exit with the Diploma of Ministry, subject to the completion of course requirements.

All internal students (and, where possible, external/online students) are required to be actively involved in worship and devotional meetings, ministry seminars, treks, outreach and missions programs and workshops for the ongoing enrichment and development of personal and community life.

All full-time internal first year students, and others as requested, are required to attend tertiary writing skills classes to promote good academic practice, unless granted exemption by the Board of Studies.

Students must make application for a blue card (or equivalent) and have received this card prior to engaging in ministry with children and young people under the age of 18 years of age within the course of their ministry practice units or practicum units.

Table 3: Course Requirements – Bachelor of Ministry

Course title:	Bachelor of Ministry		
Course structure:	The course comprises 24 units – 18 core units and six elective units. Two elective units are to be drawn from Field B, and four elective units are to be drawn from Field C.		
	A standard unit carrying a weighting of 10 credit points 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). The standard full-time load for the course is four units (40 credit points) per semester. Part-time students normally undertake one or two units per semester.		
	Students may not undertake more than one practicum unit in any semester, unless permitted by the Board of Studies. Students with two years of full-time ministry experience may apply for transfer of credit for a maximum of two practicum units. Students with considerable ministry experience and ministry education may apply for transfer of credit for a maximum of 80 credit points of coursework units and 20 credit points of practicum units.		
	To qualify for the award of the Bachelor of Ministry a student must accrue at least 240 credit points, including satisfactory completion of the core units noted below. Not more than one grade of Pass Conceded (PC) will be allowed for credit towards the award.		
Course content:	Unit	Credit points	Enrolment requirements
	Core units		
	JA101 Biblical Interpretation and Application	10	Nil
	JA102 Biblical Studies in the Old Testament	10	Nil
	JA103 Biblical Studies in the New Testament	10	Nil
	JB104 Spiritual Transformation	10	Nil
	JB105 Theology of Ministry	10	Nil
	JC101 Introduction to Ministry Practice	10	Nil
	JC102 Communication for Ministry	10	Nil
	JC103 Leadership for Life and Ministry	10	Nil
	JA205 History of Christian Thought and its Practice	10	Nil
	JB201 A Biblical Understanding of the Church	10	Prerequisites: JA101, JA103
	JB203 Christian Ethics	10	Prerequisite: JB105
	JC200 The Holy Spirit in Ministry	10	Nil
	JC211 Engaging in Discipleship	10	Prerequisite: JB104
	JC251 Practicum 1	10	Nil
	JC252 Practicum 2	10	Prerequisite: JC251

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Course content (continued):	Unit	Credit points	Enrolment requirements
	Core units (continued)		
	JC353 Practicum 3	10	Prerequisite: JC252
	JC354 Practicum 4	10	Prerequisite: JC353
	JC391 Directed Study	10	Prerequisites: All core units in Fields A and B; 50cp in Field C; 10cp in Field B elective units
	Elective units – Field B		
	JB204 Reflections in Theology	10	Prerequisite: JB105
	JB205 Christian Apologetics	10	Prerequisite: JB105
	JB314 Jesus - His Life and Ministry	10	Nil
	JB315 Paul - His Life and Theology	10	Nil
	JB316 Major Themes of Luke-Acts	10	Nil
	JB391 Directed Study	10	Prerequisites: All core units in Fields A and B; 50cp in Field C; 10cp in Field B elective units
	Elective units – Field C		
	JC213 Contemporary Preaching	10	Prerequisite: JA101
	JC217 Social Justice and the Local Church	10	Nil
	JC218 Building Community	10	Nil
	JC221 Evangelism and Ministry	10	Nil
	JC310 Effective Teams	10	Nil
	JC312 Engaging in Pastoral Care	10	Nil
	JC314 Ministry and Organisational Management	10	Nil
	JC330 Contemporary Ministry Practice	10	Prerequisite: All non-practicum Field C core units
Rules of progression:	Students must obtain a passing grade in the nominated prerequisite(s), if any, before enrolling in a unit.		

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Section 3: Postgraduate courses information

3.1 **Courses and modes**
3.2 **Graduate Certificate in Ministry (MS43)**
3.3 **Graduate Diploma in Ministry (MS44)**
3.4 **Master of Ministry Leadership (MS51)**

3.1 Courses and modes

The postgraduate Ministries courses offered are:

- Graduate Certificate in Ministry (MS43)
- Graduate Diploma in Ministry (MS44)
- Master of Ministry Leadership (MS51)

The Graduate Certificate in Ministry and Graduate Diploma in Ministry are available in both *internal* and *external/online* modes. Students may enrol in units within their courses in either mode (as offered). Units offered in the internal mode normally involve three hours of scheduled classes per week; however, some internal units may be scheduled as intensives in which the contact hours are condensed into a number of whole or part days. Units offered in the external/online mode are supported by learning resources that are provided to students electronically via a Moodle™ web page.

Units in the Master of Ministry Leadership are offered as intensives in the internal mode only.

Please note that not all units are offered in every semester, and modes of offering can vary. For advice regarding the availability of units, modes of offering and unit prerequisite requirements, students should consult the Academic Coordinator. Sample outlines for all units in the undergraduate courses are available on the CHC website.

3.2 Graduate Certificate in Ministry (MS43)

The Graduate Certificate in Ministry is a one-semester course (full-time equivalent) and is available on both a full-time and part-time basis.

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. Further, the Graduate Certificate 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.

The maximum time allowed for the completion of the Graduate Certificate in Ministry is five years.

The Graduate Certificate in Ministry is nested within the Graduate Diploma in Ministry and provides an early exit point from that award as well as being a stand-alone qualification. Students who successfully complete the Graduate Certificate in Ministry may apply to enter the Graduate Diploma in Ministry. Students who are enrolled in the Graduate Diploma in Ministry may exit with the Graduate Certificate in Ministry, subject to the completion of course requirements.

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All internal students (and where practically possible external/online students) are required to be actively involved in worship and devotional meetings, ministry seminars, treks, outreach and missions programs and workshops for the ongoing enrichment and development of personal and community life.

Students must make application for a Blue Card (or equivalent) and have received this card prior to engaging in ministry with children and young people under the age of 18 years of age within the course of their ministry practice units.

Table 4: Course Requirements – Graduate Certificate in Ministry

Course title:	Graduate Certificate in Ministry		
Course structure:	The course comprises four elective units. A maximum of 20 credit points may be completed in any one field. A standard unit carrying a weighting of 10 credit points 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). The standard full-time load for the course is four units (40 credit points) per semester. Part-time students normally undertake one or two units per semester. A maximum of 10 credit points may be granted for previous studies/recognition of prior learning. To qualify for the award of the Graduate Certificate in Ministry a student must accrue at least 40 credit points, from the units noted below.		
Course content:	Unit	Credit points	Enrolment requirements
	Elective units		
	JA401 Biblical Interpretation and Application	10	Nil
	JA402 Biblical Studies in the Old Testament	10	Nil
	JA403 Biblical Studies in the New Testament	10	Nil
	JB404 Spiritual Transformation	10	Nil
	JB405 Theology of Ministry	10	Nil
	JC401 Introduction to Ministry Practice	10	Nil
	JC402 Communication for Ministry	10	Nil
	JC403 Leadership for Life and Ministry	10	Nil

3.3   Graduate Diploma in Ministry (MS44)

The Graduate Diploma in Ministry is a one-year course (full-time equivalent) and is available on both a full-time and part-time basis. The course fulfils the study requirements of International Network of Churches (INC) for ordination as a senior pastor.

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.

The maximum time allowed for the completion of the Graduate Diploma in Ministry is five years.

The Graduate Certificate in Ministry is nested within the Graduate Diploma in Ministry and provides an early exit point from that award as well as being a stand-alone qualification. Students who successfully complete the Graduate Certificate in Ministry may apply to enter the Graduate Diploma in Ministry. Students who are enrolled in the Graduate Diploma in Ministry may exit with the Graduate Certificate in Ministry, subject to the completion of course requirements.

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All internal students (and where practically possible external/online students) are required to be actively involved in worship and devotional meetings, ministry seminars, treks, outreach and missions programs and workshops for the ongoing enrichment and development of personal and community life.

Students must make application for a Blue Card (or equivalent) and have received this card prior to engaging in ministry with children and young people under the age of 18 years of age within the course of their ministry practice units.

Table 5: Course Requirements – Graduate Diploma in Ministry

Course title:	Graduate Diploma in Ministry		
Course structure:	The course comprises eight core units.		
	A standard unit carrying a weighting of 10 credit points 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). The standard full-time load for the course is four units (40 credit points) per semester. Part-time students normally undertake one or two units per semester.		
	A maximum of 40 credit points may be granted for previous studies/recognition of prior learning.		
	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 core units noted below.		
Course content:	Unit	Credit points	Enrolment requirements
	JA401 Biblical Interpretation and Application	10	Nil
	JA402 Biblical Studies in the Old Testament	10	Nil
	JA403 Biblical Studies in the New Testament	10	Nil
	JB404 Spiritual Transformation	10	Nil
	JB405 Theology of Ministry	10	Nil
	JC401 Introduction to Ministry Practice	10	Nil
	JC402 Communication for Ministry	10	Nil
	JC403 Leadership for Life and Ministry	10	Nil
Other protocols:	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.		

3.4   Master of Ministry Leadership (MS51)

The Master of Ministry Leadership is a one-year course (full-time equivalent), but is available on a part-time basis only, at a rate of one unit per semester over four years. Entry to the course is available in Semester 1 and 2 only. Units in the Master of Ministry Leadership are offered as intensives in the internal mode only. The course aims to provide the ministry professional with an advanced understanding of leadership within the ministry context in order to further enhance students' professional vocation. Concurrent involvement in professional ministry practice is required for the duration of the course.

Ministry leaders at all levels of responsibility, including senior, and 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.

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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.

The maximum time allowed for the completion of the Master of Ministry Leadership is 10 years.

Please refer to detailed Course Structure regarding standard entry and professional ministry experience.

Alternative Entry Provision

An applicant for the Master of Ministry Leadership (AQF Level 9) who does not meet the standard entry requirements may be granted entry if the applicant is a practising professional in a vocation relevant to the course with a minimum of 5 years' full-time equivalent experience in the 10 years prior to making the application. Applicants must provide a Learning/Experience Portfolio to support their admission application. The Learning/Experience Portfolio is a composition of statements and evidence of an applicant's achievements of informal learning outcomes, knowledge, skills and application of knowledge and skills relevant to ministry leadership which are equivalent to AQF Level 8 criteria. Applicants are recommended to contact the Academic Coordinator for advice before preparing the portfolio.

Table 6: Course Requirements – Master of Ministry Leadership

Course title:	Master of Ministry Leadership		
Course structure:	The course comprises eight core units. A standard unit carrying a weighting of 10 credit points 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). A maximum of 20 credit points may be granted for previous studies/recognition of prior learning. 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 noted below.		
Course content:	Unit	Credit points	Enrolment requirements
	JM501 Paradigms of Leadership	10	Nil
	JM502 Identity of the Leader - A Theological Investigation	10	Nil
	JM503 Scholarship and the Ministry Leader	10	Nil
	JM504 Ministry Leadership - A Commissional Paradigm	10	Nil
	JM505 Toward a Kingdom of God Culture	10	Prerequisite: JM504
	JM506 Relational Interaction - A Leadership Perspective	10	Prerequisite: JM504
	JM507 Christian Perspectives on Organisational Management	10	Prerequisite: JM504
	JM508 Ministry Leadership Research Project	10	Prerequisites: 40cp of core units including JM503 and JM504
Rules of progression:	Students must obtain a passing grade in the nominated prerequisite(s), if any, before enrolling in a unit.		

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Section 4: Transition arrangements

4.1   Diploma of Ministry (MS07)
4.2   Bachelor of Ministry (MS11)
4.3   Graduate Certificate in Ministry (MS43)
4.4   Graduate Diploma in Ministry (MS44)

4.1   Diploma of Ministry (MS07)

Prior to 2016, the Diploma of Ministry (MS07) was known as the Diploma of Ministry Studies (MS03). Students who were enrolled in the Diploma of Ministry Studies prior to 2016 and who continued their enrolment into 2016 were transferred into the Diploma of Ministry with no loss of credit, according to the following transition arrangements:

Unit Code	Unit Title (pre-2016)	Unit Code	Unit Title (2016 onwards)
JB101	Spiritual Formation	JB104	Spiritual Transformation
JC201	Relationships and Communication in Ministry (Bachelor early exit ONLY if required)	JC102	Communication for Ministry
JB103	Ministry Formation	JB105	Theology of Ministry
JA104	Cornerstones for Ministry	JC101	Introduction to Ministry Practice
JC202	Leadership for Life and Ministry (Bachelor early exit ONLY if required)	JC103	Leadership for Life and Ministry

4.2   Bachelor of Ministry (MS11)

As a result of renewal of accreditation processes in 2015, the course requirements for the Bachelor of Ministry were amended to take effect from 2016. Students who were enrolled in the Bachelor of Ministry prior to 2016 and who continued their enrolment in this course into 2016 retained the credit gained towards the course requirements, according to the following transition arrangements:

Unit Code	Unit Title (pre-2016)	Unit Code	Unit Title (2016 onwards)
Core Units:			
JA101	Biblical Interpretation and Application	JA101	Biblical Interpretation and Application
JA102	Biblical Studies in the Old Testament	JA102	Biblical Studies in the Old Testament
JA103	Biblical Studies in the New Testament	JA103	Biblical Studies in the New Testament
JA104	Cornerstones for Ministry	JC101	Introduction to Ministry Practice
JA105	History of Christian Thought and its Practice	JA205	History of Christian Thought and its Practice
JA106	History of Christian Thought on Social Justice and its Practice		
JB101	Spiritual Formation	JB104	Spiritual Transformation
JB102	Reflections in Theology	JB204	Reflections in Theology
JB103	Ministry Formation	JB105	Theology of Ministry
JB201	A Biblical Understanding of the Church	JB201	A Biblical Understanding of the Church
JB202	Contemporary Ethics and Compliance	JB203	Christian Ethics
JC200	The Holy Spirit in Ministry	JC200	The Holy Spirit in Ministry
JC201	Relationships and Communication in Ministry	JC102	Communication for Ministry
JC202	Leadership for Life and Ministry	JC103	Leadership for Life and Ministry

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Unit Code	Unit Title (pre-2016)	Unit Code	Unit Title (2016 onwards)
JC211	Engaging in Discipleship	JC211	Engaging in Discipleship
JC251	Practicum 1	JC251	Practicum 1
JC252	Practicum 2	JC252	Practicum 2
JC253	Practicum 3	JC353	Practicum 3
JC354	Practicum 4	JC354	Practicum 4
JC390	Independent Study	JC391	Directed Study
Elective Units:			
JB110	Understanding Social Justice within Mission		Unspecified Field B
JB211	Reflections on Biblical Leadership		Unspecified Field B
JB213	Toward a Christian Worldview for Ministry		Unspecified Field B
JB214	Jesus - His Life and Ministry	JB314	Jesus - His Life and Ministry
JB215	Paul - his Life and Theology	JB315	Paul - his Life and Theology
JB216	Major Themes of Luke-Acts	JB316	Major Themes of Luke-Acts
JB217	Major Themes of the Old Testament		Unspecified Field B
JC210	Effective Teams	JC310	Effective Teams
JC212	Engaging in Pastoral Care	JC312	Engaging in Pastoral Care
JC213	Contemporary Preaching	JC213	Contemporary Preaching
JC215	The Church in Mission		Unspecified Field C
JC216	Cross-cultural Evangelism	JC221	Evangelism and Ministry
Special Practicum Credit:			
JC255	Practicum SJ	JC252	Practicum 2
		JC353	Practicum 3
Unspecified Credit:			
Electives from Field B = Electives to Field B		Up to 20 credit points	
Electives from Field C = Electives to Field C		Up to 40 credit points	

4.3   Graduate Certificate in Ministry (MS43)

Prior to 2016, the Graduate Certificate in Ministry (MS43) was known as the Graduate Certificate in Ministry Studies (MS41). Students who were enrolled in the Graduate Certificate in Ministry Studies prior to 2016 and who continued their enrolment into 2016 were transferred into the Graduate Certificate in Ministry with no loss of credit, according to the following transition arrangements:

Unit Code	Unit Title (pre-2016)	Unit Code	Unit Title (2016 onwards)
JA401	Biblical Interpretation and Application	JA401	Biblical Interpretation and Application
JA403	Biblical Studies in the New Testament	JA403	Biblical Studies in the New Testament
JB401	Spiritual Formation	JB404	Spiritual Transformation
		JC402	Communication for Ministry
JA402	Biblical Studies in the Old Testament	JA402	Biblical Studies in the Old Testament
JB403	Ministry Formation	JB405	Theology of Ministry
JA404	Cornerstones for Ministry	JC401	Introduction to Ministry Practice
		JC403	Leadership for Life and Ministry
JA405	History of Christian Thought and its Practice		10 credit points of unspecified credit
JB402	Reflections in Theology		10 credit points of unspecified credit
JC400	The Holy Spirit in Ministry		10 credit points of unspecified credit
JC490	Independent Study		10 credit points of unspecified credit

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4.4   Graduate Diploma in Ministry (MS44)

Prior to 2016, the Graduate Diploma in Ministry (MS44) was known as the Graduate Diploma in Ministry Studies (MS42). Students who were enrolled in the Graduate Diploma in Ministry Studies prior to 2016 and who continued their enrolment into 2016 were transferred into the Graduate Diploma in Ministry with no loss of credit, according to the following transition arrangements:

Unit Code	Unit Title (pre-2016)	Unit Code	Unit Title (2016 onwards)
JA401	Biblical Interpretation and Application	JA401	Biblical Interpretation and Application
JA403	Biblical Studies in the New Testament	JA403	Biblical Studies in the New Testament
JB401	Spiritual Formation	JB404	Spiritual Transformation
		JC402	Communication for Ministry
JA402	Biblical Studies in the Old Testament	JA402	Biblical Studies in the Old Testament
JB403	Ministry Formation	JB405	Theology of Ministry
JA404	Cornerstones for Ministry	JC401	Introduction to Ministry Practice
		JC403	Leadership for Life and Ministry
JA405	History of Christian Thought and its Practice		10 credit points of unspecified credit
JB402	Reflections in Theology		10 credit points of unspecified credit
JC400	The Holy Spirit in Ministry		10 credit points of unspecified credit
JC490	Independent Study		10 credit points of unspecified credit

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Section 5: Resource requirements

5.1   Computing facilities
5.2   Textbooks
5.3   Other requirements

5.1   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.

5.2   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.

5.3   Other requirements

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

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Section 6: Staff contacts

6.1   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	counselling@chc.edu.au
Disability support	disabilitysupport@chc.edu.au
End-of-Semester examinations	Student Administration (sadmin@chc.edu.au)
Enrolment issues and student enquiries	Student Administration (sadmin@chc.edu.au)
FEE-HELP and HECS-HELP enquiries	Student Administration (sadmin@chc.edu.au)
IT support	itsupport@chc.edu.au
LAUNCH	Student Administration (sadmin@chc.edu.au)
Moodle™ support	moodle@chc.edu.au
International Student Liaison Officer	Stephanie Germain (sgermain@chc.edu.au)
Payment of monies	Pay Online or Student Administration
Resource materials	Library staff
Student Advocacy Officer	studentadvocacy@chc.edu.au
Student grievances	Student Administration (sadmin@chc.edu.au)
Student Life Coordinator	Stephanie Germain (sgermain@chc.edu.au)
Student Representative Council	studentcouncil@chc.edu.au
Student Services	Stephanie Germain (sgermain@chc.edu.au)
Study Support Tutor	studysupport@chc.edu.au
Timetable and Intensives Schedule	Student Administration (sadmin@chc.edu.au)
Tuition fees and student contribution amounts	CHC Business Office
Unit work	Unit lecturers/tutors
School staff	
Dean, School of Ministries	Ps Andrew Staggs
Academic Coordinator	Christine Chapman
Course Coordinator	Undergraduate and Postgraduate courses – Ps Andrew Staggs
School Administration Officer	Alison Grey
Student Success Officer	Ps Brenton Tuckey

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