



MINISTRIES COURSES **HANDBOOK 2021**

 CHC Ministry

CHC
CHRISTIAN HERITAGE COLLEGE

**Christian Heritage College
School of Ministries
Ministries Courses Handbook 2021**

Published by:

Christian Heritage College
322 Wecker Road
Carindale Queensland 4152

PO Box 2246
Mansfield BC QLD 4122
AUSTRALIA

Phone: (07) 3347 7900
Web: <http://www.chc.edu.au>
Email: study@chc.edu.au

ABN: 94 107 091 001

Copyright © 2021 Christian Heritage College

Information in this publication was correct at time of printing: February 2021
Version 1

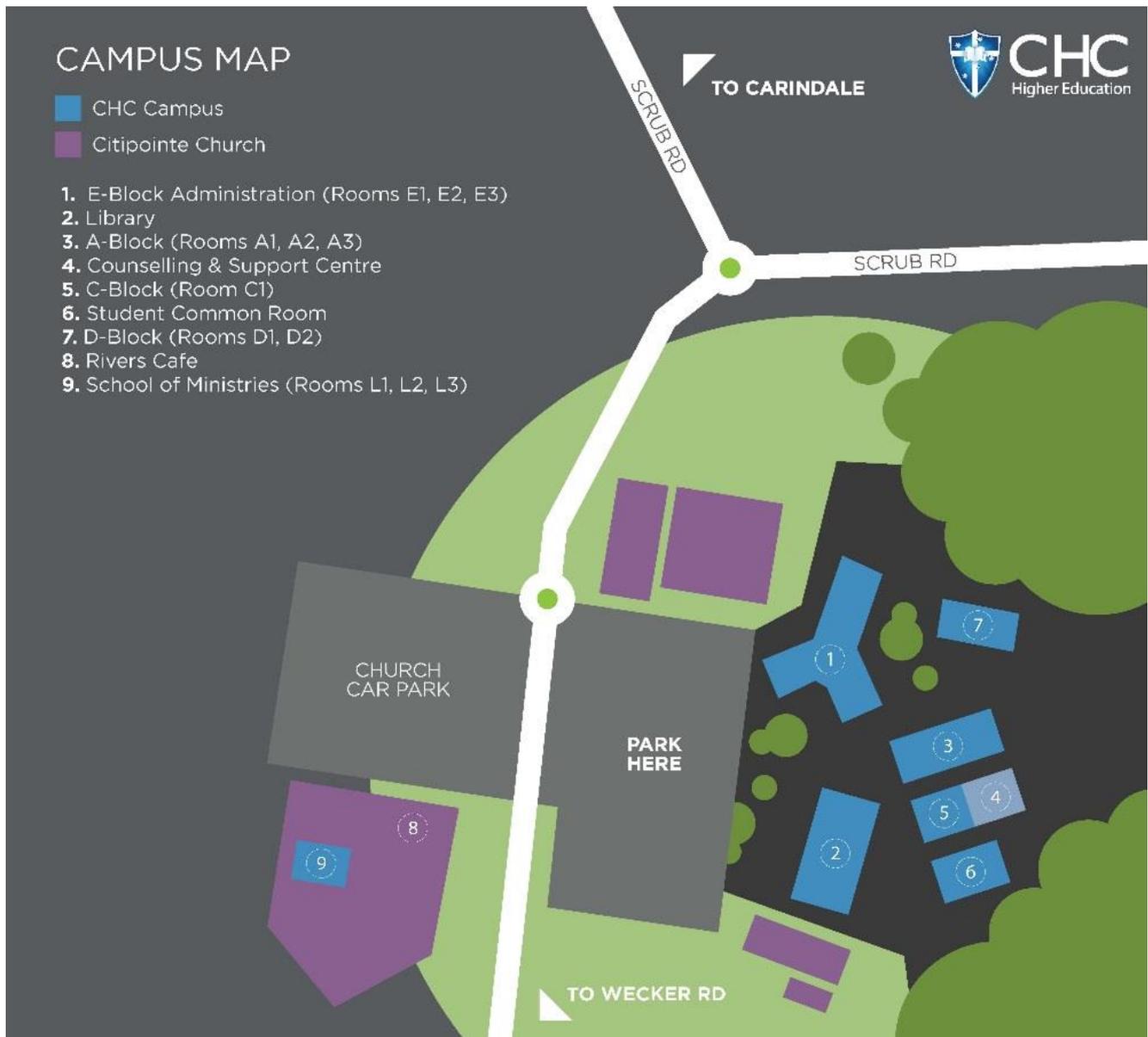
All CHC [policies](#), [documents](#) and [forms](#) referred to in this Handbook are available on relevant pages of the [CHC website](#).

This Courses Handbook is to be read in conjunction with the CHC Student Handbook 2021.

Contents

Campus map	4
Welcome	5
CHC calendar and Important 2021	6
Section 1: General information	7
1.1 School of Ministries staff	7
1.2 Attendance and engagement	7
Section 2: Undergraduate courses information	9
2.1 Courses and modes	9
2.2 Undergraduate Certificate in Ministry Leadership (MS08)	9
2.3 Diploma of Ministry (MS07)	10
2.4 Bachelor of Ministry (MS11)	11
Section 3: Postgraduate courses information	13
3.1 Courses and modes	13
3.2 Graduate Certificate in Ministry (MS43)	13
3.3 Graduate Diploma in Ministry (MS44)	14
3.4 Master of Ministry Leadership (MS51)	15
Section 4: Resource requirements	17
4.1 Computing facilities	17
4.2 Textbooks	17
4.3 Other requirements	17
Section 5: Staff contacts	18
5.1 Staff contacts	18

Campus map



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 2021.

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

Calendar and Important Dates

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

These documents provide 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.

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)

Mrs 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

Ashleigh Lakhanpal (Administration Officer)

Alison Grey (Student Success Coordinator)

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.

Classes commence with prayer and chapel at 6pm on Mondays, and 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, 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.

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.

Section 2: Undergraduate courses information

2.1 Courses and modes

2.2 Undergraduate Certificate in Ministry Leadership (MS08)

2.3 Diploma of Ministry (MS07)

2.4 Bachelor of Ministry (MS11)

2.1 Courses and modes

The undergraduate Ministries courses offered are:

- Undergraduate Certificate in Ministry Leadership (MS08)
- Diploma of Ministry (MS07)
- Bachelor of Ministry (MS11)

These courses are available in both *internal* and *external/online* modes (except Undergraduate Certificate in Ministry Leadership which is only available in online mode). 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 Undergraduate Certificate in Ministry Leadership (MS08)

The Undergraduate Certificate in Ministry Leadership comprises four (4) core units. It 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 practical experience in ministry, teamwork and leadership with an experienced supervisor.

Course title:	Undergraduate Certificate in Ministry Leadership		
Course structure:	The Undergraduate Certificate in Ministry Leadership comprises four (4) core units. It is designed to develop students' foundational knowledge and skills in the fields of ministry and leadership by including a broad study into the important of communication, self-leadership, project management and leadership generally, and to provide practice experience in ministry, teamwork, and leadership with an experienced supervisor. A standard unit carrying a weighting of 10 credit points has an EFTSL value of 0.125 and a semester workload of 150 hours. This includes elements such as scheduled online contact time, personal study, and preparation of assessment tasks. Unit outlines include a breakdown of these elements as they apply to each unit. The standard full-time load for the course is four units, or 40 credit points, over one semester. To qualify for the award of the Undergraduate Certificate in Ministry Leadership a candidate shall accrue an aggregate of at least 40 credit points, including satisfactory completion of the core units noted below.		
Course content:	Unit	Credit points	Enrolment requirements
	JC102 Communication for Ministry	10	Nil
	JC103 Leadership for Life and Ministry	10	Nil
	JC251 Practicum 1	10	Nil
	JC252 Practicum 2	10	Pre- or Corequisite: JC251

2.3 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 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, 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 academic writing skills (AWS) 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.

Table 1: Course Requirements – Diploma of Ministry

Course title:	Diploma of Ministry		
Course structure:	<p>The course comprises eight (8) core units.</p> <p>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.</p> <p>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.</p>		
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

2.4 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.

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 academic writing skills (AWS) 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:	<p>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.</p> <p>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.</p>

Course structure (continued):	<p>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.</p> <p>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.</p>		
Course content:	Unit	Credit points	Enrolment requirements
<i>Core units</i>			
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
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
<i>Elective units – Field B</i>			
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
<i>Elective units – Field C</i>			
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.		

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.

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.

All full-time internal first year students, and others as requested, are required to attend academic writing skills (AWS) 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.

Table 4: Course Requirements – Graduate Certificate in Ministry

Course title:	Graduate Certificate in Ministry		
Course structure:	<p>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.</p> <p>A maximum of 10 credit points may be granted for previous studies/recognition of prior learning.</p> <p>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.</p>		
Course content:	Unit	Credit points	Enrolment requirements
	<i>Elective units</i>		
	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 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.

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.

All full-time internal first year students, and others as requested, are required to attend academic writing skills (AWS) 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.

Table 5: Course Requirements – Graduate Diploma in Ministry

Course title:	Graduate Diploma in Ministry		
Course structure:	<p>The course comprises eight core units.</p> <p>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.</p> <p>A maximum of 40 credit points may be granted for previous studies/recognition of prior learning.</p> <p>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.</p>		
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.

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:	<p>The course comprises eight core units.</p> <p>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).</p> <p>A maximum of 20 credit points may be granted for previous studies/recognition of prior learning.</p> <p>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.</p>		
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 Commissioned 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.		

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	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	Joyce Mok (studentservices@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 Services (studentservices@chc.edu.au)
Student Representative Council	studentcouncil@chc.edu.au
Student Services	Joyce Mok (studentservices@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 Accounts Office (accounts@chc.edu.au)
Unit work	Unit lecturers/tutors
<i>School staff</i>	
Dean, School of Ministries	Ps Andrew Staggs
Academic Coordinator	Christine Chapman
Course Coordinator	Ps Andrew Staggs
School Administration Officer	Ashleigh Lahkanpal
Student Success Coordinator	Alison Grey
Student Success Officer	Ps Brenton Tuckey