

MINISTRIES COURSES HANDBOOK 2022

CHC
CHRISTIAN HERITAGE COLLEGE



**Christian Heritage College
School of Ministries
Ministries Courses Handbook 2022**

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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

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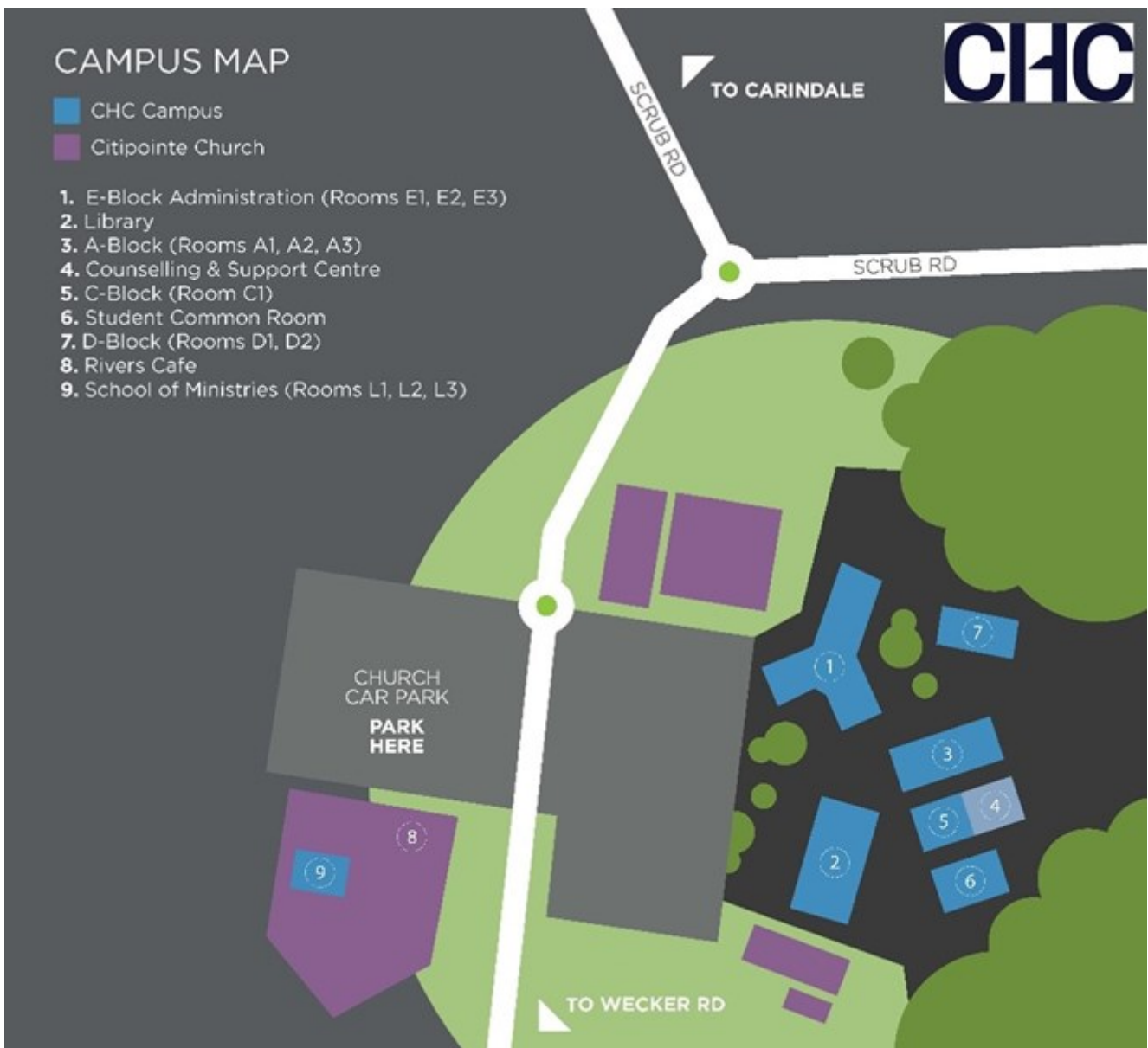
All CHC [policies](#), [documents](#) and [forms](#) referred to in this Handbook are available on relevant pages of the [CHC website](#).

This Courses Handbook is to be read in conjunction with the CHC Student Handbook 2022.

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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 2022.

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

SECTION 1: GENERAL INFORMATION

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

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)

1.2 ATTENDANCE AND ENGAGEMENT

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 workshops and programs for the ongoing enrichment and development of personal and community life. Of particular note is the Ministry Development Week each semester. This compulsory week is designed to get students' head-heart-hands-habits working together, in a range of activities that are others-focussed and above-and-beyond their normal commitments.

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

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

Internal/on-campus mode units

Classes commence with prayer and chapel at 6.00pm 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 of Ministries has a culture of capturing the content of lectures and learning environments to enhance learning, communication and collaboration for all our students. Audio recordings, video recordings, live streaming, and still photography are an active part of the church life, education activities and services. These are regularly reviewed, sometimes edited, and uploaded to the Moodle learning platform, social media pages and the like. Lecturers, staff and contractors endeavour to take care that the content is suitable and safe for all parties involved.

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.

1.3 UNITS AND MODES

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

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

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, and some might also involve scheduled online classes. Units offered in the *external/online* mode are supported by learning resources that are provided to students electronically via a Moodle web page and might also involve scheduled online classes.

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

1.4 UNIT REQUIREMENTS

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

1.5 STUDY LOAD

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

1.6 PREREQUISITE REQUIREMENTS

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

1.7 BLUE CARD

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.

1.8 CALENDAR AND IMPORTANT DATES

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

The School of Ministries Calendar 2022 appears on the following pages.

SEMESTER 1, 2022

WEEK	COMMENCING	IMPORTANT DATES / PUBLIC HOLIDAYS
-	21 February	Orientation Week (program to be advised)
1	28 February	<i>Ministries teaching week</i> Mon 28 Feb: Semester 1, 2022 commences
2	7 March	<i>Ministries teaching week</i> Fri 11 Mar: Last day for adding units
3	14 March	<i>Ministries teaching week</i>
4	21 March	<i>Ministries teaching week</i> Wed 23 Mar: Last day to drop units without financial penalty (census date) Sun 27 March: CMC Graduation Ceremony (2021 graduates)
5	28 March	<i>Ministries teaching week</i>
6	4 April	<i>Ministries study break</i> Mon 4 Apr – Wed 6 Apr: Academic Writing Skills Workshop (AWS)
7 <i>CHC Easter Break</i>	11 April	<i>Ministries study break</i> Mon 11 Apr – Thu 14 Apr: CMC Intensives Fri 15 April: Good Friday public holiday
8	18 April	<i>Ministries teaching week</i> Mon 18 Apr: Easter Monday public holiday Mon 18 Apr: Monday evening classes as normal Fri 22 Apr: Last day to drop units without academic penalty
9	25 April	<i>Ministries teaching week</i> Mon 25 Apr: ANZAC Day public holiday Mon 25 Apr: Monday evening classes as normal
10	2 May	Mon 2 May – Labour Day public holiday Tue 3 May – Fri 6 May: Ministry Development Week (mandatory)
11	9 May	<i>Ministries teaching week</i>
12	16 May	<i>Ministries teaching week</i>
13	23 May	<i>Ministries teaching week</i>
14	30 May	<i>Ministries teaching week</i>
15 <i>CHC Study Week</i>	6 June	<i>Ministries teaching week</i>
16 <i>CHC Exam Week</i>	13 June	<i>Ministries teaching week</i>
17 <i>CHC Exam Week</i>	20 June	<i>Ministries study week</i> Fri 24 Jun: CMC final assessments due; Semester 1, 2022 ends

Ministries non-teaching weeks

SEMESTER 2, 2022

WEEK	COMMENCING	IMPORTANT DATES / PUBLIC HOLIDAYS
-	18 July	Orientation Week (program to be advised)
1	25 July	<i>Ministries teaching week</i> Mon 25 July: Semester 2, 2022 commences
2	1 August	<i>Ministries teaching week</i> Fri 5 Aug: Last day for adding units
3	8 August	<i>Ministries teaching week</i> Wed 10 Aug: Brisbane Exhibition public holiday
4	15 August	<i>Ministries teaching week</i> Wed 17 Aug: Last day to drop units without financial penalty (census date)
5	22 August	<i>Ministries teaching week</i>
6	29 August	<i>Ministries teaching week</i>
7	5 September	Mon 5 Sep – Fri 9 Sep: Ministry Development Week (mandatory)
8	12 September	<i>Ministries teaching week</i> Fri 16 Sep – Last day to drop units without academic penalty
9	19 September	<i>Ministries study week</i> Mon 19 Sep – Wed 21 Sep: Academic Writing Skills Workshop (AWS)
10 <i>CHC Spring Break</i>	26 September	<i>Ministries study week</i> Mon 26 Sep – Thu 29 Sep: CMC Intensives
11	3 October	<i>Ministries teaching week</i> Mon 3 Oct: Queen's Birthday public holiday Mon 3 Oct: Monday evening classes as normal
12	10 October	<i>Ministries teaching week</i>
13	17 October	<i>Ministries teaching week</i>
14	24 October	<i>Ministries teaching week</i>
15 <i>CHC Study Week</i>	31 October	<i>Ministries teaching week</i>
16 <i>CHC Exam Week</i>	7 November	<i>Ministries teaching week</i>
17 <i>CHC Exam Week</i>	14 November	<i>Ministries study week</i> Fri 18 Nov: CMC final assessments due; Semester 2, 2022 ends

Ministries non-teaching weeks

SEMESTER 3, 2022

WEEK	COMMENCING	IMPORTANT DATES / PUBLIC HOLIDAYS
1	21 November	<i>Ministries teaching week</i> Mon 21 Nov: Semester 3, 2022 commences
2	28 November	<i>Ministries teaching week</i> Fri 2 Dec: Last day for adding units
3	5 December	<i>Ministries teaching week</i>
4	12 December	<i>Ministries teaching week</i> Mon 12 Dec: Last day to drop units without financial penalty (census date)
5 <i>CHC Summer Break</i>	19 December	<i>CHC Office Closed</i>
6 <i>CHC Summer Break</i>	26 December	<i>CHC Office Closed</i> Mon 26 Dec: <i>Boxing Day public holiday</i> Mon 27 Dec: <i>Christmas Day public holiday</i>
7	2 January 2023	<i>Ministries teaching week</i> Mon 2 Jan: <i>New Year's Day</i> Tue 3 Jan: Last day to drop units without academic penalty
8	9 January	<i>Ministries teaching week</i>
9	16 January	<i>Ministries teaching week</i>
10	23 January	<i>Ministries teaching week</i> Thu 26 Jan: <i>Australia Day public holiday</i>
11	30 January	<i>Ministries teaching week</i>
12	6 February	<i>Ministries teaching week</i>
13	13 February	<i>Ministries teaching week</i>
14 <i>CHC Exam Week</i>	20 February	<i>Ministries study week</i> Fri 20 Feb: CMC final assessments due; Semester 3, 2022 ends

Ministries non-teaching weeks

SECTION 2: UNDERGRADUATE COURSES INFORMATION

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

2.1 UNDERGRADUATE CERTIFICATE IN MINISTRY LEADERSHIP (MS08)

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

Available: Full-time; Part-time

Rationale: The Undergraduate Certificate in Ministry Leadership is designed to develop students' foundational knowledge and skills in the fields of ministry and leadership by including a broad study into the importance of communication, self-leadership, project management and leadership generally, and to provide practice experience in ministry, teamwork, and leadership with an experienced supervisor.

Structure: 40cp of core units

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

Pathways: Bachelor of Ministry

Content:	<i>Core units</i>	<i>Prerequisites</i>
	JC102 Communication for Ministry	Nil
	JC103 Leadership for Life and Ministry	Nil
	JC251 Practicum 1	Nil
	JC252 Practicum 2	JC251 (or Corequisite)

Enrolment:	This enrolment pattern					
	<i>Commencing Semester 1</i>			<i>Commencing Semester 2</i>		
	Semester 1:	JC102	JC103	Semester 2:	JC102	JC103
		JC251	JC252		JC251	JC252

2.2 UNDERGRADUATE CERTIFICATE IN BIBLICAL STUDIES (MS09)

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

2.3 DIPLOMA OF MINISTRY (MS07)

Duration:	1 year (full-time)	
	The maximum time allowed for completion of the Diploma of Ministry is 5 years.	
Available:	Full-time; Part-time	
Rationale:	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.	
Outcomes:	The Diploma of Ministry fulfils the study requirements of International Network of Churches (INC) for ordination as a pastor.	
Structure:	80cp of core units	

Completion:	To qualify for the award of the Diploma of Ministry, a student must accrue at least 80 credit points, including satisfactory completion of the units as noted below.					
Pathways:	Bachelor of Ministry					
Content:	<i>Core units</i>			<i>Prerequisites</i>		
	JA101	Biblical Interpretation and Application		Nil		
	JA102	Biblical Studies in the Old Testament		Nil		
	JA103	Biblical Studies in the New Testament		Nil		
	JB104	Spiritual Transformation		Nil		
	JB105	Theology of Ministry		Nil		
	JC101	Introduction to Ministry Practice		Nil		
	JC102	Communication for Ministry		Nil		
	JC103	Leadership for Life and Ministry		Nil		
Enrolment:	<i>Commencing Semester 1</i>			<i>Commencing Semester 2</i>		
	Semester 1:	JA101	JA103	Semester 1:	JA102	JB105
		JB104	JC102		JC101	JC103
	Semester 2:	JA102	JB105	Semester 2:	JA101	JA103
		JC101	JC103		JB104	JC102

2.4 BACHELOR OF MINISTRY (MS11)

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

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

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

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

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

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

<i>Core units</i>	<i>Prerequisites</i>
JA101 Biblical Interpretation and Application	Nil
JA102 Biblical Studies in the Old Testament	Nil
JA103 Biblical Studies in the New Testament	Nil
JB104 Spiritual Transformation	Nil
JB105 Theology of Ministry	Nil
JC101 Introduction to Ministry Practice	Nil
JC102 Communication for Ministry	Nil
JC103 Leadership for Life and Ministry	Nil
JA205 History of Christian Thought and its Practice	Nil
JB201 A Biblical Understanding of the Church	JA101, JA103
JB203 Christian Ethics	JB105
JC200 The Holy Spirit in Ministry	Nil
JC211 Engaging in Discipleship	JB104
JC251 Practicum 1	Nil
JC252 Practicum 2	JC251
JC353 Practicum 3	JC252
JC354 Practicum 4	JC353
JC391 Directed Study	All Field A and B core units; 10cp in Field B elective units; 50cp in Field C units

Content (continued):	<i>Elective units – Field B</i>	<i>Prerequisites</i>
	JB204	Reflections in Theology
JB205	Christian Apologetics	JB105
JB314	Jesus - His Life and Ministry	Nil
JB315	Paul - His Life and Theology	Nil
JB316	Major Themes of Luke-Acts	Nil
JB391	Directed Study	All Field A and B core units; 10cp in Field B elective units; 50cp in Field C units
	<i>Elective units – Field C</i>	<i>Prerequisites</i>
JC213	Contemporary Preaching	JA101
JC217	Social Justice and the Local Church	Nil
JC218	Building Community	Nil
JC221	Evangelism and Ministry	Nil
JC310	Effective Teams	Nil
JC312	Engaging in Pastoral Care	Nil
JC314	Ministry and Organisational Management	Nil
JC330	Contemporary Ministry Practice	All non-practicum Field C core units

Enrolment:	<i>Commencing Semester 1</i>			<i>Commencing Semester 2</i>		
	Semester 1:	JA101	JA103	Semester 1:	JA102	JB105
	JB104	JC102		JC101	JC103	
Semester 2:	JA102	JB105	Semester 2:	JA101	JA103	
	JC101	JC103		JB104	JC102	
Semester 3:	JA205	JB201	Semester 3:	JB203	JC200	
	JC211	JC251		JC251	Field C Level 200 Elective	
Semester 4:	JB203	JC200	Semester 4:	JA205	JB201	
	JC252	Field C Level 200 Elective		JC211	JC252	
Semester 5:	JC353	Field B Level 300 Elective	Semester 5:	JC353	JC391	
	Field C Level 200 Elective	Field C Level 300 Elective		Field B Level 200 Elective	Field C Level 300 Elective	
Semester 6:	JC354	JC391	Semester 6:	JC354	Field B Level 300 Elective	
	Field B Level 200 Elective	Field C Level 300 Elective		Field C Level 200 Elective	Field C Level 300 Elective	

SECTION 3: POSTGRADUATE COURSES INFORMATION

3.1 GRADUATE CERTIFICATE IN BIBLICAL STUDIES (MS45)

3.2 GRADUATE CERTIFICATE IN MINISTRY (MS43)

3.3 GRADUATE DIPLOMA IN MINISTRY (MS44)

3.4 MASTER OF MINISTRY LEADERSHIP (MS51)

3.1 GRADUATE CERTIFICATE IN BIBLICAL STUDIES (MS45)

Duration: 1 semester (full-time)
The maximum time allowed for completion of the Graduate Certificate in Biblical Studies is 5 years.

Available: Full-time; Part-time

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

Structure: 40cp of core units

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

Pathways: Graduate Diploma in Ministry

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

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

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

3.2 GRADUATE CERTIFICATE IN MINISTRY (MS43)

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

3.3 GRADUATE DIPLOMA IN MINISTRY (MS44)

Duration:	1 year (full-time) The maximum time allowed for completion of the Graduate Diploma in Ministry is 5 years.	
Available:	Full-time; Part-time	
Rationale:	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.	
Outcomes:	The Graduate Diploma of Ministry fulfils the study requirements of International Network of Churches (INC) for ordination as a pastor.	
Structure:	80cp of core units	
Completion:	To qualify for the award of the Graduate Diploma in Ministry, a student must accrue at least 80 credit points, including satisfactory completion of the units as noted below.	
Exit:	Graduate Certificate in Ministry	
Content:	<i>Core units</i>	<i>Prerequisites</i>
	JA401 Biblical Interpretation and Application	Nil
	JA402 Biblical Studies in the Old Testament	Nil
	JA403 Biblical Studies in the New Testament	Nil
	JB404 Spiritual Transformation	Nil
	JB405 Theology of Ministry	Nil
	JC401 Introduction to Ministry Practice	Nil
	JC402 Communication for Ministry	Nil
	JC403 Leadership for Life and Ministry	Nil
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.	
Enrolment:	The enrolment patterns below represent a full-time on campus study load of 40cp per semester. Other enrolment patterns are possible if students wish to undertake external/online study.	
	<i>Commencing Semester 1</i>	<i>Commencing Semester 2</i>
	Semester 1: JA401 JA403 JB404 JC402	Semester 1: JA402 JB405 JC401 JC403
	Semester 2: JA402 JB405 JC401 JC403	Semester 2: JA401 JA403 JB404 JC402

3.4 MASTER OF MINISTRY LEADERSHIP (MS51)

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

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

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

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

Structure: 80cp of core units

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

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

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

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

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

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

SECTION 4: RESOURCE REQUIREMENTS

4.1 COMPUTING FACILITIES

4.2 TEXTBOOKS

4.3 OTHER REQUIREMENTS

4.1 COMPUTING FACILITIES

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

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

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

4.2 TEXTBOOKS

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

4.3 OTHER REQUIREMENTS

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

SECTION 5: STAFF CONTACTS

5.1 STAFF CONTACTS

5.1 STAFF CONTACTS

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

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

Topic/Issue	Staff Member
Counselling and Support Centre	counselling@chc.edu.au
Disability support	disabilitysupport@chc.edu.au
Examinations	School Administration Officers
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 Officer	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	Hannah Cully (studentservices@chc.edu.au)
Study Support Tutor	studysupport@chc.edu.au
Timetable	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 Lakhapal
Student Success Coordinator	Alison Grey