



**CHC**  
Higher Education

# MINISTRIES COURSES HANDBOOK 2017

SCHOOL OF MINISTRIES

**Christian Heritage College  
School of Ministries  
Ministries Courses Handbook 2017**

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*NB: All CHC policy statements, information sheets and forms referred to in this Handbook are available on the [CHC website](#).*

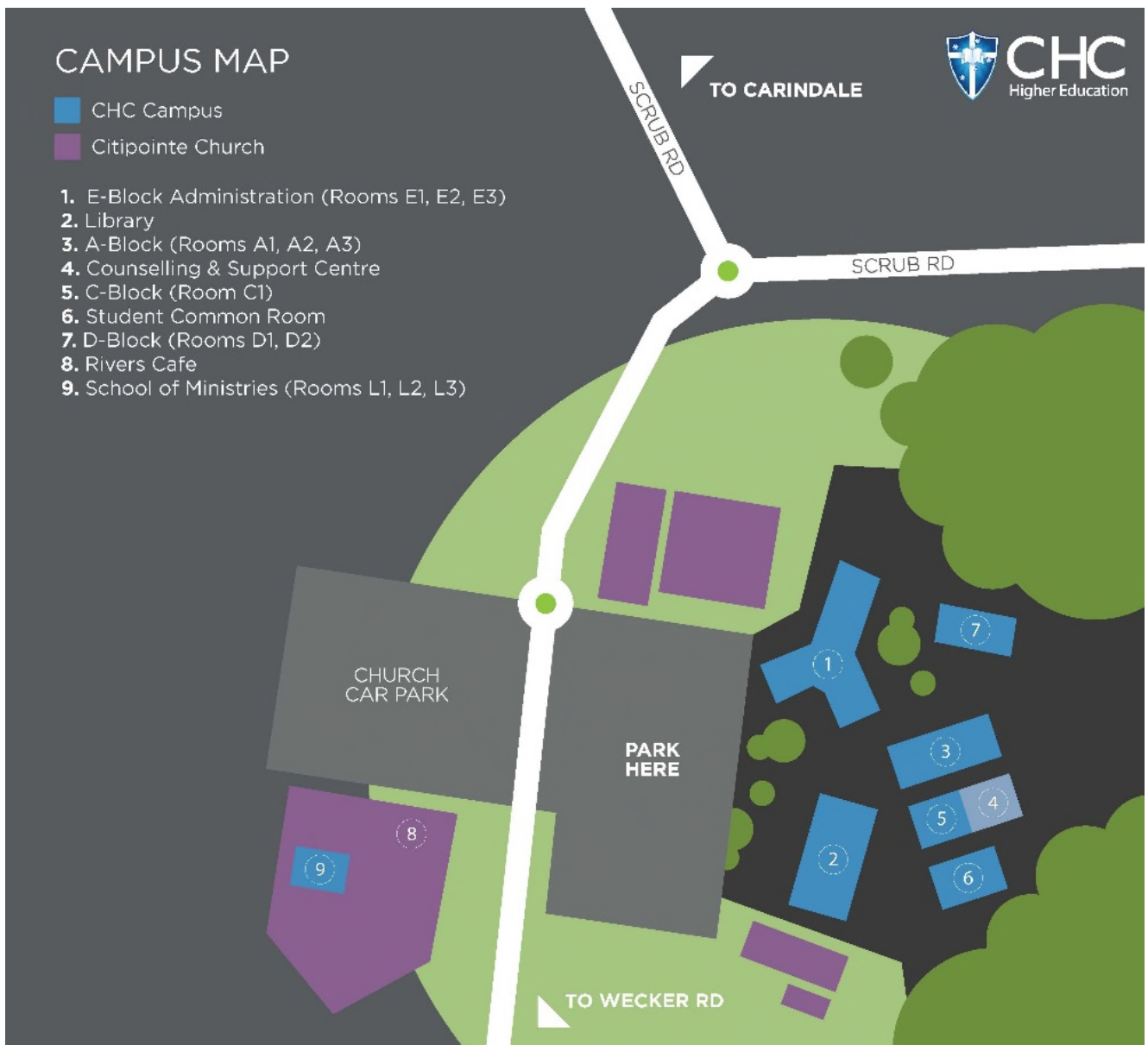
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# Campus map



# 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 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 2017.

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 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*

# CHC calendar 2017

The information provided below is correct at the time of publication. Please check the [Calendar](#) on the CHC website on a regular basis as dates are subject to change.

SEMESTER 1, 2017 (2017S1)						WINTER SEMESTER, 2017 (2017WS) <sup>(4)</sup>					
COMMENCING	CHC WEEK	BUSINESS CHRISTIAN STUDIES SOCIAL SCIENCES	EDUCATION <sup>(1)</sup>	MINISTRIES	MILLIS INSTITUTE	COMMENCING	CHC WEEK	BUSINESS CHRISTIAN STUDIES SOCIAL SCIENCES	EDUCATION	MINISTRIES	MILLIS INSTITUTE
20 February	0	2017S1 Orientation	2017S1 Orientation	2017S1 Orientation	2017S1 Orientation	5 June	1 ☉				
27 February	1					12 June	2 ★				
6 March	2 ☉					19 June	3 ☐				
13 March	3					26 June	4				
20 March	4 ★					3 July	5				
27 March	5 ☞†					10 July	6				
3 April	6					17 July		2017S1 Def/Supp exams 2017S2 Orientation	2017S1 Def/Supp exams 2017S2 Orientation	2017S1 Def/Supp exams 2017S2 Orientation	2017S1 Def/Supp exams 2017S2 Orientation
10 April	7 ①			Easter Break <sup>(3)</sup>							
17 April <sup>(2)</sup>	8 ②	Easter Break	Easter Break	Easter Break <sup>(3)</sup>	Easter Break						
24 April	9 ③										
1 May	10 ④										
8 May	11										
15 May	12										
22 May	13										
29 May	14				Study Week						
5 June	15	Study Week									
12 June	16	Exam Week	Study Week	Study Week							
19 June	17	Exam Week	Exam Week	Exam Week							

**Important Dates:** ☉ Last day for adding units: 2017S1 - **Friday 10 March**; 2017WS - **Friday, 9 June**    ★ Census date (Last day for dropping units without financial penalty): 2017S1 - **Wednesday 22 March**; 2017WS - **Monday, 12 June**

☐ Last day for dropping units without academic penalty: 2017S1 - **Friday 28 April**; 2017WS - **Friday 23 June**

**Public Holidays:** ① Good Friday: Friday 14 April    ② Easter Monday: Monday 17 April    ③ ANZAC Day: Tuesday 25 April    ④ Labour Day: Monday 1 May    **CHC Events:** ☞† School of Ministries Graduation (2016 graduands): Sunday 26 March

**Notes:** (1) Students in initial teacher education courses are to consult the calendar contained in the *School of Education, Humanities and Business – Education courses* handbook for the dates that apply to PEP units and Study/Exam Weeks.

(2) Universities Australia common vacation week    (3) The School of Ministries has a two-week Easter break.    (4) 2017WS is available to Millis Institute students only. Not available to commencing students.

SEMESTER 2, 2017 (2017S2)						SEMESTER 3, 2017 (2017S3) <sup>(8)</sup>					
COMMENCING	CHC WEEK	BUSINESS CHRISTIAN STUDIES SOCIAL SCIENCES	EDUCATION <sup>(5)</sup>	MINISTRIES	MILLIS INSTITUTE	COMMENCING	CHC WEEK	BUSINESS CHRISTIAN STUDIES SOCIAL SCIENCES	EDUCATION	MINISTRIES	MILLIS INSTITUTE
17 July	0	2017S1 Def/Supp exams 2017S2 Orientation	2017S1 Def/Supp exams 2017S2 Orientation	2017S1 Def/Supp exams 2017S2 Orientation	2017S1 Def/Supp exams 2017S2 Orientation	20 November	1				
24 July	1					27 November	2 ⊗				
31 July	2 ⊗ ①					4 December	3				
7 August	3					11 December	4 ★ ➤	2017S2 Def/Supp exams	2017S2 Def/Supp exams	2017S2 Def/Supp exams	2017S2 Def/Supp exams
14 August	4 Ⓢ ★					18 December	5				
21 August	5					25 December <sup>(9)</sup>	Ⓢ Ⓢ	Summer Break	Summer Break	Summer Break	Summer Break
28 August	6					1 January	6 Ⓢ ■				
4 September	7					8 January	7				
11 September	8 ■					15 January	8				
18 September	9					22 January	9 ⑩				
25 September <sup>(6)</sup>		Spring Break	Spring Break	Spring Break <sup>(7)</sup>	Spring Break	29 January	10				
2 October	10 Ⓢ			Spring Break <sup>(7)</sup>		5 February	11				
9 October	11					12 February	12				
16 October	12					19 February	13	Exam Week	Exam Week	Exam Week	Exam Week
23 October	13										
30 October	14	Study Week			Study Week						
6 November	15	Exam Week	Study Week	Study Week	Exam Week						
13 November	16	Exam Week	Exam Week	Exam Week	Exam Week						

**Important Dates:** ⊗ Last day for adding units: 2017S2 - **Friday 4 August**; 2017S3 - **Friday 1 December** ★ Census date (Last day for dropping units without financial penalty): 2017S2 - **Thursday 17 August**; 2017S3 - **Monday 11 December**

■ Last day for dropping units without academic penalty: 2017S2 - **Friday 15 September**; 2017S3 - **Friday 5 January**

Ⓢ Brisbane Exhibition: Wednesday 16 August Ⓢ Queen's Birthday: Monday 2 October Ⓢ Christmas Day: Monday 25 December Ⓢ Boxing Day: Tuesday 26 December Ⓢ New Year's Day: Monday 1 January ⑩ Australia Day: Friday 26 January

① Open Day: Saturday 5 August ➤ Graduation (2016 graduands - not School of Ministries): Friday, 15 December

**Notes:** (5) Students in initial teacher education courses are to consult the calendar contained in the *School of Education, Humanities and Business – Education courses handbook* for the dates that apply to PEP units and Study/Exam Weeks.

(6) Universities Australia common vacation weeks (7) The School of Ministries has a two-week Easter break. (8) 2017S3 is a non-compulsory study period with a limited range of units on offer. Not available to commencing students.

(9) CHC closed Monday 25 December - Monday 2 January (inclusive)



# Important dates 2017

The information provided below is correct at the time of publication. Please check the [Important Dates](#) on the CHC website on a regular basis as dates are subject to change.

Semester 1, 2017 last day of Early Bird payment (QTAC applications)	30 September 2016
Semester 1, 2017 unit selection on-time submission	20 January
Semester 1, 2017 close of applications	18 February
Semester 1, 2017 orientation program for commencing students	22-24 February
Semester 1, 2017 commences	27 February
Semester 1, 2017 last day for adding units	10 March
Semester 1, 2017 last day for dropping units without financial penalty	22 March <sup>1</sup>
School of Ministries graduation ceremony (2016 graduands)	26 March
Semester 1, 2017 mid-semester Break	17-21 April
Semester 1, 2017 last day for dropping units without academic penalty	28 April
On-time date for application to graduate - mid-year conferral	1 May
Winter Semester, 2017 unit selection on-time submission <sup>2</sup>	15 May
Semester 2, 2017 close of on-time applications <sup>3</sup>	19 May
Winter Semester, 2017 commences	5 June
Winter Semester, 2017 last day for adding units	9 June
Winter Semester, 2017 last day for dropping units without financial penalty	12 June <sup>1</sup>
Semester 1, 2017 exam period	12-23 June
End of Semester 1, 2017	23 June
Winter Semester, 2017 last day for dropping units without academic penalty	23 June
Semester 2, 2017 unit selection on-time submission	30 June
Semester 1, 2017 results released	10 July
Semester 2, 2017 close of applications	14 July
End of Winter Semester, 2017	14 July

Semester 1, 2017 deferred and supplementary exam period	17-21 July
Semester 2, 2017 orientation program for commencing students	20 July
Winter Semester, 2017 results released	25 July
Semester 2, 2017 commences	24 July
Applications for 2018 open	1 August
Semester 2, 2017 last day for adding units	4 August
Open Day	5 August
Semester 2, 2017 last day for dropping units without financial penalty	17 August <sup>1</sup>
On-time date for application to graduate - end-of-year conferral	1 September
Semester 2, 2017 last day for dropping units without academic penalty	15 September
Semester 2, 2017 mid-semester Break	25-29 September
Semester 1, 2018 last day of Early Bird payment (QTAC applications)	30 September
Semester 3, 2017 unit selection on-time submission <sup>4</sup>	27 October
Semester 2, 2017 exam period	6-17 November
End of Semester 2, 2017	17 November
Semester 3, 2017 commences	20 November
Semester 3, 2017 last day for adding units	1 December
Semester 2, 2017 results released	4 December
Semester 3, 2017 last day for dropping units without financial penalty	11 December <sup>1</sup>
Semester 2, 2017 deferred and supplementary exam period	11-15 December
CHC graduation ceremony (2016 graduands) (not School of Ministries)	15 December
Semester 3, 2017 last day for dropping units without academic penalty	5 January 2018
End of Semester 3, 2017	23 February 2018
Semester 3, 2017 results released	12 March 2018

<sup>1</sup> Semester Census dates.

<sup>2</sup> Winter Semester is available to Millis Institute students only. Not available to commencing students.

<sup>3</sup> Due date to apply and to submit documentation for major offer round.

<sup>4</sup> Semester 3 is not available to commencing students.

# Section 1: General information

- 1.1 School of Ministries staff
- 1.2 School of Ministries practices
  - 1.2.1 Attendance
  - 1.2.2 Classroom conduct
  - 1.2.3 Extensions
  - 1.2.4 Plagiarism
- 1.3 Modes of study
- 1.4 Transfer of credit

## 1.1 School of Ministries staff

### *Academic staff*

Ps Andrew Staggs (Dean; Course Coordinator, Undergraduate courses)  
Dr Sam Hey (Course Coordinator, Postgraduate courses)  
Mrs Christine Chapman (Academic and External Studies Coordinator)  
Ms Sandra Godde

### 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*

Paige Hutchison (Administration Officer)

## 1.2 School of Ministries practices

### 1.2.1 Attendance

In order to maximise learning, it is important to engage appropriately in the learning opportunities and activities of your course. Students are therefore expected to attend **at least 85% of class time (a minimum of 12 weeks or 36 hours per unit)** unless a reason for absence (such as traffic hold-ups, mechanical breakdown or attendance at family ceremonies) has been accepted by the unit lecturer. Students who are unable to attend classes on a given day should phone the School of Ministries Reception (3343 8888) by 9.00am so that lecturers can be notified.

Varied attendance expectations may apply to CHC Schools and courses, and students have a responsibility to ensure that they are fully aware of the attendance policies that apply to their enrolment. Students may place their results for the semester in jeopardy because of their inability to satisfy course attendance requirements.

Students are also expected to be punctual in their attendance at all School of Ministries activities.

### 1.2.2 Classroom conduct

Christian Heritage College aims to create a constructive environment for academic achievement, for Christian community and for personal growth. The Scriptures establish basic principles of behaviour and respect and CHC expects all students to maintain high standards of Christian conduct. Respect for your fellow students and lecturers include the following:

- polite and appropriate engagement in class discussions;
- mobile phones should be switched off (restricted use of mobile phones may occur with permission from your lecturer, under special circumstances);
- appropriate use of personal computers (see note below);
- non-use of electronic games, mp3 players, etc.; and
- restricted eating and drinking. Students may bring water or appropriate refreshment to class but are requested to eat outside the rooms and to place all rubbish in the waste bins provided.

*Students are welcome to use notebook computers for class note-taking but must ensure that such use does not impede the learning of fellow students. It is understood that such use does NOT include any forms of social media, etc. Appropriate security of personal property remains the responsibility of individual students.*

### 1.2.3 Extensions

CHC Policy: [Extensions](#) sets out the circumstances under which extensions to due dates for assessment tasks may be given, and allows for schools-based conditions for the granting of extensions, including penalties. It is recognised that students may need extensions for work-, illness-, personal-, or mission-related issues and CHC is committed to working with students to accommodate reasonable requests that are made on or before the due date of an assessment item.

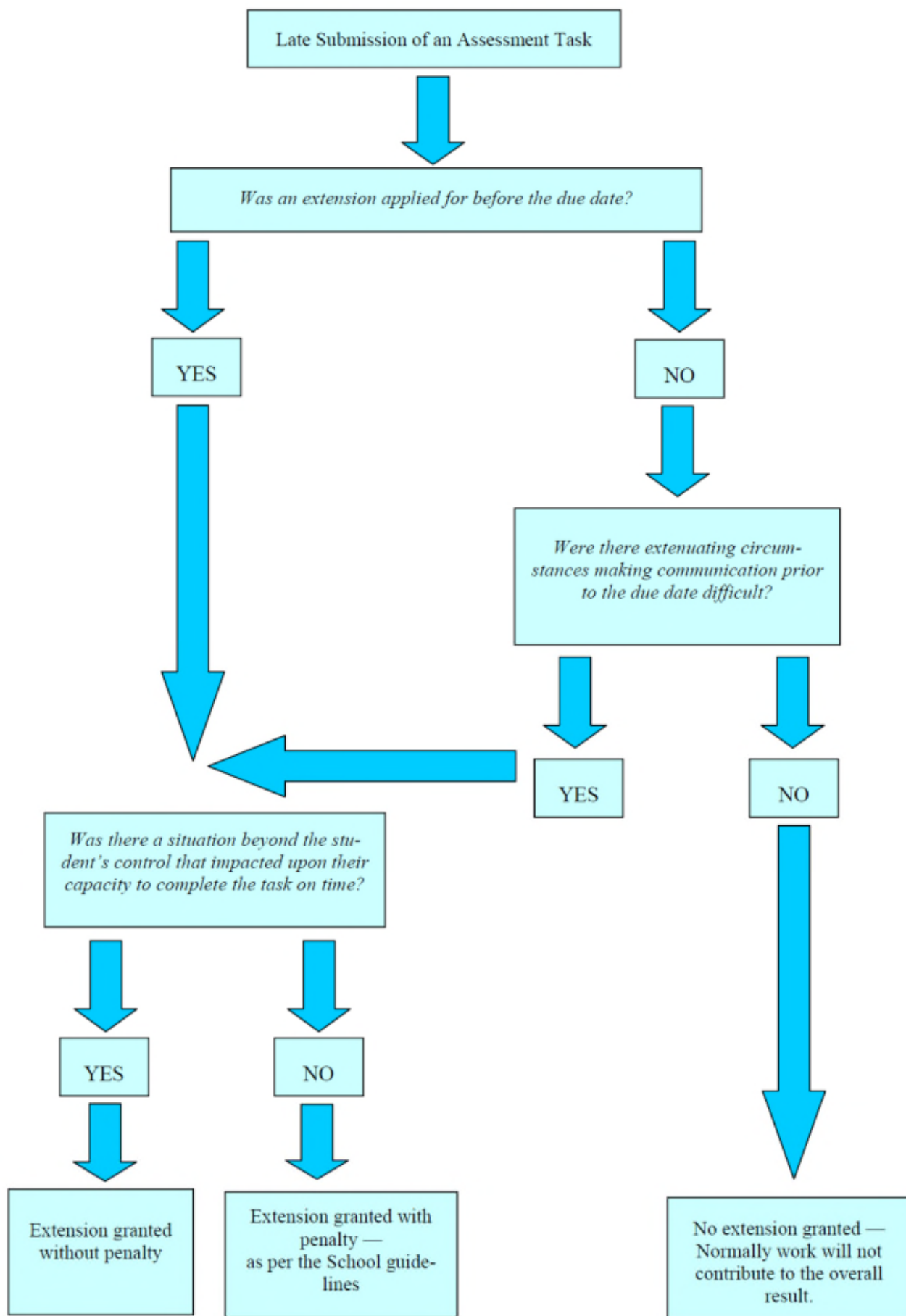
The details of the conditions applied by the School of Ministries are indicated below:

- A [Request for Extension](#) form must be submitted prior to the due date.
- In the case that an assessment task is submitted after the original due date without a completed *Request for Extension* form attached, or after a revised due date without a further completed *Request for Extension* form attached, the assessment task will be graded as a “FAIL” unless exceptional circumstances can be verified for a *Request for Extension* form (or further *Request for Extension* form) not being submitted prior to the due date or revised due date.
- Extensions that are granted with penalty will be for a maximum period of *one week* only.
- For extensions that are granted with penalty, the penalty will be *one grade level*. This is defined as a whole grade level, not as gradations within a grade level, as in the following examples:
  - a task awarded an original grade of Distinction will be awarded a revised grade of Credit;
  - a task awarded an original grade of Credit+ (plus) will be awarded a revised grade of Pass+ (plus).

Please see CHC Policy: [Extensions](#) for a full statement regarding the process for applying for an extension, the circumstances under which extensions may be given and the conditions which apply to extensions.

The following diagram, which is reproduced from CHC Policy: [Extensions](#), sets out the conditions under which requests for extensions will be considered and when penalties will be applied:

# CHC EXTENSION POLICY



Please be aware that, if you are granted an extension of the due date for an assessment item within a unit and that extension continues into a subsequent semester, you are *not* considered to be enrolled in that unit in the subsequent semester. If you are reliant on study support payments through Centrelink and are not undertaking a full time load in a particular semester (as determined by the Australian government) then your eligibility for payments may be nullified, resulting in you not receiving payment for that semester. This arrangement is determined by Australian government legislation and is not a matter that CHC is able to vary.

Students who receive study support payments through Centrelink are to be aware that eligibility for such payments normally requires full time enrolment in a course of study in the specific semester for which payment is made. If you are in any doubt regarding your eligibility, please see the Centrelink website or visit a Centrelink office. Please note that this is general advice only, and that CHC does not provide advice concerning individual students' eligibility for Centrelink payments.

### 1.2.4 Plagiarism

Any assignment submitted as part of CHC work must be the original work of the student who submits it. Although the thinking which goes into preparing the assignment will be based on research and reading, the paper submitted should constitute the student's own ideas, or an evaluation and critique of the ideas of others, and should be written in the student's own words. The ideas of others that have been used in forming opinions must be acknowledged where they occur in the text.

CHC defines plagiarism as the action or practice of using someone else's ideas or phrasing and representing them as your own, either on purpose or through carelessness, without acknowledgment. 'Ideas or phrasing' includes written or spoken material, from whole papers and paragraphs to sentences, statistics and graphs, and even phrases. 'Someone else' can mean an author of a book or journal, an electronic resource such as material found on the worldwide web or another student. Plagiarism also relates to work that is produced co-operatively between two or more students without the lecturer's consent.

Further information regarding, and examples of, plagiarism can be found in CHC Policy: [Academic Integrity](#).

### 1.3 Modes of study

There are two modes in which units in the Ministries courses may be delivered. These modes are *internal* and *external*.

The modes in which particular units are delivered can vary from semester to semester. Information regarding the modes in which units are to be delivered in the coming semester is available in the *Units on Offer* documents that are published on the CHC website.

#### **Internal mode**

Units that are delivered in the internal mode are conducted on campus in a face-to-face context. The contact hours for a unit may be delivered either as **weekly classes** across the semester, or as **intensives** for which the contact hours are condensed into a number of whole days.

All arrangements regarding units that are offered in the internal mode are advertised prior to the beginning of the semester in which they are being offered, in the CHC *Timetable and Intensives Schedule*.

Weekly classes:

Internal mode units that are scheduled with weekly classes normally have three hours of classes per week, although this can differ according to the requirements of particular units.

Involves:		
- on campus lectures and tutorials	- generally 3 hours per week of face-to-face contact	- digital communication
- weekly schedule	- 10-11 hours per week of reading and assessment preparation	- digital learning support
- at least 85% attendance		- communication with staff and students

Intensives:

Internal mode units that are scheduled as intensives have their the contact hours condensed into a number of whole days. These may be scheduled together as consecutive days, or as a series of one-, two- or three-day sessions at various points during the semester, and may be held both at weekends and during holiday periods.

Involves:		
- on campus activities	- generally 4-5 days per semester of face-to-face contact	- digital communication
- in whole-day blocks	- 10-11 hours per week of reading and assessment preparation	- digital learning support
- attendance at each day and at least 85% attendance overall		- communication with staff and students

### External mode

Units that are offered in the external mode are those that are not offered on campus but are undertaken in students' own locations. This mode was traditionally provided for students who did not live within travelling distance of their institution. In today's work, study and social contexts, external students include those who enrol in units in the external mode for reasons of convenience as well as location.

Involves:		
- off campus activities	- digital communication	- appointments can be made with unit lecturers
- study materials	- digital learning support	
- 10 to 11 hours per week of reading and assessment preparation	- communication with staff and students	

## 1.4 Transfer of credit

Students may apply for transfer of credit from previous studies, according to the provisions of CHC Policy: [Transfer of Credit for Domestic Students](#) and CHC Policy: [Transfer of Credit for Overseas Students](#).

Application for transfer of credit should be made at the time of entry into the course, although later applications will be accepted. Students should be aware, however, that transfer of credit will not be granted for units in which students are currently enrolled. Applications for transfer of credit may be made using the [Application for Transfer of Credit](#) form. Students must ensure that all required documentation, as described on the application form, is submitted with the application.

Students may also apply to engage in cross-institutional study towards the requirements of their CHC courses. This involves enrolment at a 'host' institution to undertake studies in units that are relevant to students' courses but are not offered by CHC. *Approval will not be given for cross-institutional study for which equivalent units are offered by CHC.* Applications for cross-institutional study may be made using the [Application for Cross-Institutional Enrolment – Form A](#). Students must ensure that all required documentation, as described on the application form, is submitted with the application.

Not all courses offered by CHC allow for transfer of credit. Where transfer of credit is allowed, a maximum of 50% of a course may be undertaken through transfer of credit and/or cross-institutional study. Any variations to this are indicated in the relevant statement of course rules.

## 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* 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 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 their Course 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.

Students who successfully complete the Diploma in 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 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 students 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.

**Table 1: Course Requirements – Diploma of Ministry**

<b>Course title:</b>	Diploma of Ministry		
<b>Course structure:</b>	<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>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>		
<b>Course content:</b>	Unit	Credit points	Enrolment requirements
	<i>Core units</i>		
	JA101 Biblical Interpretation and Application	10	
	JA102 Biblical Studies in the Old Testament	10	
	JA103 Biblical Studies in the New Testament	10	
	JB104 Spiritual Transformation	10	
	JB105 Theology of Ministry	10	
	JC101 Introduction to Ministry Practice	10	
	JC102 Communication for Ministry	10	
	JC103 Leadership for Life and Ministry	10	
	<i>Elective units</i>		
	There are no elective units available in this course.		
<b>Rules of progression:</b>	Students must obtain a passing grade in the nominated prerequisite(s), if any, before enrolling in a unit.		
<b>Other protocols:</b>	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.

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

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 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 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**

<b>Course title:</b>	Bachelor of Ministry		
<b>Course structure:</b>	<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> <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>		
<b>Course content:</b>	Unit	Credit points	Enrolment requirements
	<i>Core units</i>		
	JA101 Biblical Interpretation and Application	10	
	JA102 Biblical Studies in the Old Testament	10	
	JA103 Biblical Studies in the New Testament	10	
	JB104 Spiritual Transformation	10	
	JB105 Theology of Ministry	10	
	JC101 Introduction to Ministry Practice	10	

<b>Course content (continued):</b>	Unit	Credit points	Enrolment requirements
	<i>Core units (continued)</i>		
	JC102 Communication for Ministry	10	
	JC103 Leadership for Life and Ministry	10	
	JA205 History of Christian Thought and its Practice	10	
	JB201 A Biblical Understanding of the Church	10	Prerequisites:JA101, JA103
	JB203 Christian Ethics	10	Prerequisite: JB105
	JC200 The Holy Spirit in Ministry	10	
	JC211 Engaging in Discipleship	10	Prerequisite: JB104
	JC251 Practicum 1	10	
	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
	JB220 Understanding Social Justice within Mission	10	
	JB314 Jesus - His Life and Ministry	10	
	JB315 Paul - His Life and Theology	10	
	JB316 Major Themes of Luke-Acts	10	
	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	
	JC218 Building Community	10	
	JC221 Evangelism and Ministry	10	
	JC310 Effective Teams	10	
	JC312 Engaging in Pastoral Care	10	
	JC314 Ministry and Organisational Management	10	
	JC330 Contemporary Ministry Practice	10	Prerequisite: All non-practicum Field C core units
<b>Rules of progression:</b>	Students must obtain a passing grade in the nominated prerequisite(s), if any, before enrolling in a unit.		
<b>Other protocols:</b>	Nil		

## 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* 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 mode are supported by learning resources that are provided to students electronically via a Moodle™ web page or, in some cases, via e-mail.

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 their Course 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.

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 full time internal students (and where practically possible external 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.

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**

<b>Course title:</b>	Graduate Certificate in Ministry		
<b>Course structure:</b>	<p>The course comprises four 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 20 credit points may be completed in any one field.</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>		
<b>Course content:</b>	Unit	Credit points	Enrolment requirements
	<i>Elective units</i>		
	JA401 Biblical Interpretation and Application	10	
	JA402 Biblical Studies in the Old Testament	10	
	JA403 Biblical Studies in the New Testament	10	
	JB404 Spiritual Transformation	10	
	JB405 Theology of Ministry	10	
	JC401 Introduction to Ministry Practice	10	
	JC402 Communication for Ministry	10	
	JC403 Leadership for Life and Ministry	10	
<b>Rules of progression:</b>	Students must obtain a passing grade in the nominated prerequisite(s), if any, before enrolling in a unit.		
<b>Other protocols:</b>	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.

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 full time internal students (and where practically possible external 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.

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**

<b>Course title:</b>	Graduate Diploma in Ministry		
<b>Course structure:</b>	<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>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>		
<b>Course content:</b>	Unit	Credit points	Enrolment requirements
	<i>Core units</i>		
	JA401 Biblical Interpretation and Application	10	
	JA402 Biblical Studies in the Old Testament	10	
	JA403 Biblical Studies in the New Testament	10	
	JB404 Spiritual Transformation	10	
	JB405 Theology of Ministry	10	
	JC401 Introduction to Ministry Practice	10	
	JC402 Communication for Ministry	10	
	JC403 Leadership for Life and Ministry	10	
	<i>Elective units</i>		
	There are no elective units available in this course.		
<b>Rules of progression:</b>	Students must obtain a passing grade in the nominated prerequisite(s), if any, before enrolling in a unit.		
<b>Other protocols:</b>	Students may, with permission of the Course Coordinator, choose a maximum of one unit at postgraduate level from another school at CHC or a university or other accredited higher education provider, subject to the relevance of the unit to the area of ministry.		

### 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. Entry to the course is available in Semester 1 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.

**Table 6: Course Requirements – Master of Ministry Leadership**

<b>Course title:</b>	Master of Ministry Leadership		
<b>Course structure:</b>	<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>		
<b>Course content:</b>	Unit	Credit points	Enrolment requirements
	<i>Core units</i>		
	JM501 Paradigms of Leadership	10	
	JM502 Identity of the Leader - A Theological Investigation	10	
	JM503 Scholarship and the Ministry Leader	10	
	JM504 Ministry Leadership - A Commisisonal Paradigm	10	
	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	Prerequisite: JM504
	<i>Elective units</i>		
	There are no elective units available in this course.		
<b>Rules of progression:</b>	Students must obtain a passing grade in the nominated prerequisite(s), if any, before enrolling in a unit.		
<b>Other protocols:</b>	Nil		

## 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:

<i>Unit Code</i>	<i>Unit Title (pre-2016)</i>	<i>Unit Code</i>	<i>Unit Title (2016 onwards)</i>
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:

<i>Unit Code</i>	<i>Unit Title (pre-2016)</i>	<i>Unit Code</i>	<i>Unit Title (2016 onwards)</i>
<b>Core Units:</b>			
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

<i>Unit Code</i>	<i>Unit Title (pre-2016)</i>	<i>Unit Code</i>	<i>Unit Title (2016 onwards)</i>
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
<b>Elective Units:</b>			
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	JC215	Unspecified Field C
JC216	Cross-cultural Evangelism	JC221	Evangelism and Ministry
<b>Special Practicum Credit:</b>			
JC255	Practicum SJ	JC252	Practicum 2
		JC353	Practicum 3
<b>Unspecified Credit:</b>			
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:

<i>Unit Code</i>	<i>Unit Title (pre-2016)</i>	<i>Unit Code</i>	<i>Unit Title (2016 onwards)</i>
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



#### 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:

<i>Unit Code</i>	<i>Unit Title (pre-2016)</i>	<i>Unit Code</i>	<i>Unit Title (2016 onwards)</i>
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

## Section 5: Resource requirements

### 5.1 Computing facilities

### 5.2 Text books

### 5.3 Other requirements

#### 5.1 Computing facilities

All students will require computer and internet access for engaging with their studies. All 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.

#### 5.2 Text books

Each semester a text book list is published on the CHC website along with information about where to purchase the texts. Information about required text books is also included in unit outlines. Students will be expected to have all required text books 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 text books, 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 text book.

#### 5.3 Other requirements

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

# Section 6: Staff contacts

## 6.1 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 CHC Reception.

Topic/Issue	Staff Member
Accommodation	CHC Reception
Australia Studies Centre	Joyce Mok ( <a href="mailto:joyce.mok@chc.edu.au">joyce.mok@chc.edu.au</a> )
Community Development Officers	Stephanie Germain ( <a href="mailto:sgermain@chc.edu.au">sgermain@chc.edu.au</a> ); Mark Jessop ( <a href="mailto:mjessop@chc.edu.au">mjessop@chc.edu.au</a> )
Counselling and Support Centre	<a href="mailto:counselling@chc.edu.au">counselling@chc.edu.au</a>
Director of Student Services	Troy Walsh ( <a href="mailto:TWalsh@chc.edu.au">TWalsh@chc.edu.au</a> )
Disability support	<a href="mailto:disabilitysupport@chc.edu.au">disabilitysupport@chc.edu.au</a>
Enrolment issues and student enquiries	Student Administration ( <a href="mailto:sadmin@chc.edu.au">sadmin@chc.edu.au</a> )
Examinations (Week 15-16)	Student Administration ( <a href="mailto:sadmin@chc.edu.au">sadmin@chc.edu.au</a> )
FEE-HELP and HECS-HELP enquiries	Student Administration ( <a href="mailto:sadmin@chc.edu.au">sadmin@chc.edu.au</a> )
IT support	<a href="mailto:itsupport@chc.edu.au">itsupport@chc.edu.au</a>
LAUNCH	Student Administration ( <a href="mailto:sadmin@chc.edu.au">sadmin@chc.edu.au</a> )
Moodle™ support	<a href="mailto:moodle@chc.edu.au">moodle@chc.edu.au</a>
Overseas students	Student Administration ( <a href="mailto:sadmin@chc.edu.au">sadmin@chc.edu.au</a> )
Pastoral care	Glen Cochrane; Pastor Stuart Sudholz (School of Ministries)
Payment of monies	CHC Reception
Resource materials	Library staff
Student Advocacy Officer	<a href="mailto:studentadvocacy@chc.edu.au">studentadvocacy@chc.edu.au</a>
Student grievances	Student Administration ( <a href="mailto:sadmin@chc.edu.au">sadmin@chc.edu.au</a> )
Student Representative Council	<a href="mailto:studentcouncil@chc.edu.au">studentcouncil@chc.edu.au</a>
Study Support Tutor	<a href="mailto:studysupport@chc.edu.au">studysupport@chc.edu.au</a>
Timetable and Intensives Schedule	Student Administration ( <a href="mailto:sadmin@chc.edu.au">sadmin@chc.edu.au</a> )
Tuition fees and student contribution amounts	CHC Business Office
Unit work	Unit lecturers/tutors
<b>School staff</b>	
Dean, School of Ministries	Pastor Andrew Staggs
Course Coordination	Undergraduate courses – Pastor Andrew Staggs Postgraduate courses – Dr Sam Hey
Academic and External Studies Coordination	Christine Chapman
School Administration Officer	Paige Hutchison