CHC
Higher Education

MINISTRIES COURSES HANDBOOK 2019

Christian Heritage College
School of Ministries
Ministries Courses Handbook 2019

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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
Fax: (07) 3347 7911
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.

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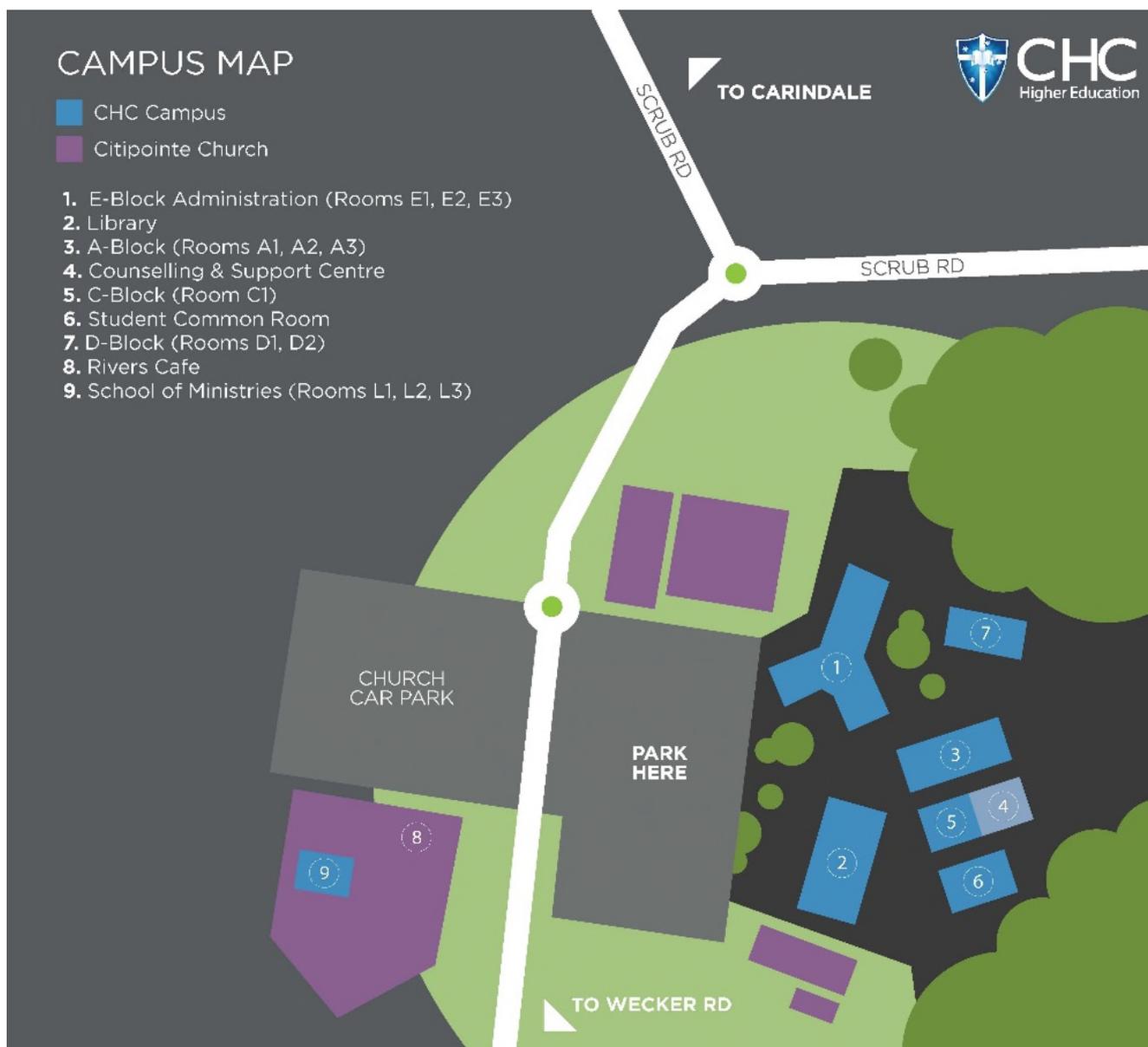CHC Ministries Courses Handbook 2019   Page iii of 30   Author: Student Administration
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Campus map

CAMPUS MAP

- CHC Campus
- Citipointe Church

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

TO CARINDALE

CHC Higher Education

SCRUB RD

SCRUB RD

CHURCH CAR PARK

PARK HERE

TO WECKER RD

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Welcome

Welcome to Christian Heritage College and to the School of Ministries. The courses offered by the School of Ministries are delivered by Citipointe Ministry College (CMC), which is a ministry of Citipointe Church. The 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 2019.

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

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CHC calendar 2019

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

			SEMESTER 1, 2019						WINTER SEMESTER, 2019[3]		
COMMENCING	CHC WEEK	AUSTRALIA STUDIES CENTRE	POSTGRADUATE BUSINESS COURSES (STUDY PERIODS 1-3)	BUSINESS CHRISTIAN STUDIES SOCIAL SCIENCES	EDUCATION[1]	MINISTRIES	LIBERAL ARTS	COMMENCING	CHC WEEK	ALL SCHOOLS
28 January	-		*SP1 Last day to add: 1 Feb*					3 June	1 ⊗	
4 February	-		Study Period 1 begins [1]					10 June	2 ★	
11 February	-		*SP1 census date: 11 Feb* [2]					17 June	3 ◘	
18 February	O	Arrive 19 Feb *2019S1 Orientation*	[3]	*2019S1 Orientation*	*2019S1 Orientation*	*2019S1 Orientation*	*2019S1 Orientation*	24 June	4	
25 February	1		*SP1 Last day to drop: 1 Mar* [4]					1 July	5	
4 March	2 ⊗		[5]					8 July	6	
11 March	3	CS254 trip: 16-17 Mar	Study Period 1 ends [6]					15 July		*2019S1 Def/Supp exams 2019S2 Orientation*
18 March	4 ★		*PG Bus Break SP2 Last day to add: 22 Mar*							
25 March	5 ⚐†		Study Period 2 begins [1]							
1 April	6	Outback trip: 4-7 Apr	*SP2 Census date: 1 Apr* [2]							
8 April	7		[3]							
15 April	8 ◘ ❶		*SP2 Last day to drop: 18 Apr* [4]			*Easter Break²*				
22 April	- ❷ ❸	*Easter Break*	[5]	*Easter Break*	*Easter Break*	*Easter Break²*	*Easter Break*			
29 April	9		Study Period 2 ends [6]							
6 May	10 ❹	Sydney trip: 10-12 May	*PG Bus Break SP3 Last day to add: 10 May*			*Ministry Development Week*				
13 May	11		Study Period 3 begins [1]							
20 May	12		*SP3 Census date: 20 May* [2]							
27 May	13		[3]				*Study Week*			
3 June	14	*Exam Week Depart 6 June: Non-STEM*	*SP3 Last day to drop: 6 Jun* [4]	*Study Week*						
10 June	15		[5]	*Exam Week*	*Study Week*					
17 June	16	Depart 22 June: QUT STEM	Study Period 3 ends [6]	*Exam Week*	*Exam Week*	*Study Week*				

Important Dates: ⊗ Last day for adding units: 2019S1 - **Friday 8 March**; 2019SW - **Friday, 7 June**   ★ Census date (Last day for dropping units without financial penalty): 2019S1 - **Wednesday 20 March**; 2019SW - **Monday, 10 June**
◘ Last day for dropping units without academic penalty: 2019S1 - **Friday 19 April**; 2019SW - **Friday 21 June**   *CHC Events:* ⚐† School of Ministries Graduation (2018 graduands): 31 March

Public Holidays: ❶ Good Friday: Friday 19 April ❷ Easter Monday: Monday 22 April ❸ ANZAC Day: Thursday 25 April ❹ Labour Day: Monday 6 May

Notes: (1) Students in ITE courses are to consult the calendar contained in the *Education Courses Handbook* for the dates that apply to PEP units and Study/Exam Weeks depending upon the semester of enrolment in their course.   (2) The School of Ministries has a two-week Easter break.   (3) 2019SW is a non-compulsory study period with a limited range of units on offer. Not available to commencing students.

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SEMESTER 2, 2019 | SEMESTER 3, 2019[6]

COMMENCING	CHC WEEK	AUSTRALIA STUDIES CENTRE	POSTGRADUATE BUSINESS COURSES (STUDY PERIODS 4-6)	BUSINESS CHRISTIAN STUDIES SOCIAL SCIENCES	EDUCATION[4]	MINISTRIES	LIBERAL ARTS	COMMENCING	CHC WEEK	ALL SCHOOLS
1 July	-		SP4 Last day to add: 5 July					18 November	1	
8 July	-		Study Period 4 begins [1]					25 November	2 ⊗	
15 July	O	Arrive 17 July / 2019S2 Orientation	SP4 Census date: 15 July [2]	2019S1 Def/Supp exams / 2019S2 Orientation	2019S1 Def/Supp exams / 2019S2 Orientation	2019S1 Def/Supp exams / 2019S2 Orientation	2019S1 Def/Supp exams / 2019S2 Orientation	2 December	3	
22 July	1		[3]					9 December	4 ★ ⚓	2019S2 Def/Supp exams
29 July	2 ⊗		SP4 Last day to drop: 2 Aug [4]					16 December	5	
5 August	3	CS254 trip: 10-11 Aug	[5]					23 December[7]	- ❼ ❽	Summer Break
12 August	4 ❺ ★		Study Period 4 ends [6]					30 December[7]	- ❾	Summer Break
19 August	5		PG Bus Break / SP5 Last day to add: 23 Aug					6 January	6 ◪	
26 August	6		Study Period 5 begins [1]					13 January	7	
2 September	7		SP5 Census date: 2 Sep [2]					20 January	8	
9 September	8 ◪	Outback trip: 12-15 Sept	[3]			Ministry Development Week		27 January	9 ❿	
16 September	9		SP5 Last day to drop: 20 Sep [4]					3 February	10	
23 September	10		[5]			Spring Break[5]		10 February	11	
30 September	-	Spring Break	Study Period 5 ends [6]	Spring Break	Spring Break	Spring Break[5]	Spring Break	17 February	12	2019S3 Exam Week
7 October	11 ❻	Sydney trip: 11-13 Oct	PG Bus Break / SP6 Last day to add: 11 Oct							
14 October	12		Study Period 6 begins [1]							
21 October	13		SP6 Census date: 21 Oct [2]							
28 October	14	Exam Week / Depart 31 Oct: Non-STEM	[3]	Study Week			Study Week			
4 November	15		SP6 Last day to drop: 8 Nov [4]	Exam Week	Study Week		Exam Week			
11 November	16	Depart 16 Nov: QUT STEM	[5]		Exam Week	Study Week				
18 November	-		Study Period 6 ends [6]							

Important Dates: ⊗ Last day for adding units: 2019S2 - **Friday 2 August**; 2019S3 - **Friday 29 November**   ★ Census date (Last day for dropping units without financial penalty): 2019S2 - **Thursday 15 August**; 2019S3 - **Monday 9 December**
◪ Last day for dropping units without academic penalty: 2019S2 - **Friday 13 September**; 2019S3 - **Friday 10 January**   **CHC Events:** ⚓ Graduation (2019 graduands - not School of Ministries): Friday 13 December
Public Holidays: ❺ Brisbane Exhibition: Wednesday 14 August   ❻ Queen's Birthday: Monday 7 October   ❼ Christmas Day: Wednesday 25 December   ❽ Boxing Day: Thursday 26 December   ❾ New Year's Day: Wednesday 1 January   ❿ Australia Day: Monday 27 January
Notes: (4) Students in ITE courses are to consult the calendar contained in the *Education Courses Handbook* for the dates that apply to PEP units and Study / Exam Weeks depending upon the semester of enrolment in their course.
(5) The School of Ministries has a two-week Spring break.   (6) 2019S3 is a non-compulsory study period with a limited range of units on offer. Not available to commencing students.   (7) CHC closed Monday 23 December - Friday 3 January (inclusive)

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Important dates 2019

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

Semester 1, 2019	
Close of applications for commencing overseas students (applying from overseas)	*1 November 2018*
Close of applications for commencing overseas students (applying from within Australia)	*14 January*
Close of applications for commencing Postgraduate Business students	*14 January*
Unit Selection Forms – on-time submission (continuing domestic students)	*18 January*
Unit Selection Forms – on-time submission (commencing and continuing overseas students)[1]	*4 February*
Close of applications for all other commencing domestic students	*18 February*
Orientation program for commencing overseas students *(compulsory)*	*20-21 February*
Orientation program for ALL commencing students	*21 February*
Classes commence	*25 February*
Last day for adding units	*8 March*
Last day for dropping units without financial penalty **(CENSUS DATE)**	*20 March*
Mid-semester break (School of Ministries)	*15-26 April*
Last day for dropping units without academic penalty	*19 April*
Mid-semester break (not School of Ministries)	*22-26 April*
On-time date for application to graduate - mid-year conferral period	*1 June*
Ministry Development Week (School of Ministries)	*6-10 May*
Semester 1, 2019 exam period	*10-21 June*
End of Semester 1, 2019	*21 June*
Semester 1, 2019 results released	*8 July*
Semester 1, 2019 deferred and supplementary exam period	*15-19 July*

CHC Events	
School of Ministries graduation ceremony (2018 graduands)	*31 March*

Study Period 1, 2019 (Postgraduate Business courses only)	
Last day for adding units	*1 February*
Classes commence	*4 February*
Last day for dropping units without financial penalty **(CENSUS DATE)**	*11 February*
Last day for dropping units without academic penalty	*1 March*
End of Study Period 1	*15 March*

Study Period 2, 2019 (Postgraduate Business courses only)	
Last day for adding units	*22 March*
Classes commence	*25 March*
Last day for dropping units without financial penalty **(CENSUS DATE)**	*1 April*
Last day for dropping units without academic penalty	*18 April*
End of Study Period 2	*3 May*

Study Period 3, 2019 (Postgraduate Business courses only)	
Last day for adding units	*10 May*
Classes commence	*13 May*
Last day for dropping units without financial penalty **(CENSUS DATE)**	*20 May*
Last day for dropping units without academic penalty	*6 June*
End of Study Period 3	*21 June*

Winter Semester 2019[2]	
Unit Selection Forms – on-time submission (continuing students)	*13 May*
Classes commence	*3 June*
Last day for adding units	*7 June*
Last day for dropping units without financial penalty **(CENSUS DATE)**	*10 June*
Last day for dropping units without academic penalty	*21 June*
End of Winter Semester, 2019	*12 July*
Winter Semester, 2019 results released	*29 July*

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[1] A late enrolment fee will be charged to overseas students who do not submit their Unit Selection forms for Semester 1, 2019 by this date.
[2] Winter Semester is not available to commencing students.

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Semester 2, 2019	
Close of applications for commencing overseas students (applying from overseas)	1 May
Close of applications for commencing overseas students (applying from within Australia)	10 June
Close of applications for commencing Postgraduate Business students	10 June
Unit Selection Forms – on-time submission (commencing and continuing overseas students)[3]	1 July
Unit Selection Forms – on-time submission (continuing domestic students)	1 July
Close of applications for all other commencing domestic students	15 July
Orientation program for commencing overseas students (compulsory)	18-19 July
Orientation program for ALL commencing students	19 July
Classes commence	22 July
Last day for adding units	2 August
Last day for dropping units without financial penalty (CENSUS DATE)	15 August
On-time date for application to graduate - end-of-year conferral period	1 October
Ministry Development Week (School of Ministries)	9-12 September
Last day for dropping units without academic penalty	13 September
Mid-semester break (School of Ministries)	23 September-4 October
Mid-semester break (not School of Ministries)	30 September-4 October
Semester 2, 2019 exam period	5-15 November
End of Semester 2, 2019	15 November
Semester 2, 2019 results released	9 December
Semester 2, 2019 deferred and supplementary exam period	10-14 December

CHC Events	
CHC graduation ceremony (2019 graduands) (not School of Ministries)	14 December
CHC closed	23 December-3 January

Study Period 4, 2019 (Postgraduate Business courses only)	
Last day for adding units	5 July
Classes commence	8 July
Last day for dropping units without financial penalty (CENSUS DATE)	15 July
Last day for dropping units without academic penalty	2 August
End of Study Period 4	16 August

Study Period 5, 2019 (Postgraduate Business courses only)	
Last day for adding units	23 August
Classes commence	26 August
Last day for dropping units without financial penalty (CENSUS DATE)	2 September
Last day for dropping units without academic penalty	20 September
End of Study Period 5	4 October

Study Period 6, 2019 (Postgraduate Business courses only)	
Last day for adding units	11 October
Classes commence	14 October
Last day for dropping units without financial penalty (CENSUS DATE)	21 October
Last day for dropping units without academic penalty	8 November
End of Study Period 6	22 November

Semester 3, 2019[4]	
Unit Selection Forms – on-time submission (continuing students)	25 October
Classes commence	18 November
Last day for adding units	30 November
Last day for dropping units without financial penalty (CENSUS DATE)	10 December
Last day for dropping units without academic penalty	10 January 2020
End of Semester 3, 2019	21 February 2020
Semester 3, 2019 results released	9 March 2020

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[3] A late enrolment fee will be charged to overseas students who do not submit their Unit Selection forms for Semester 2, 2019 by this date.

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

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Section 1: General information

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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; Undergraduate Course Coordinator)
Christine Chapman (Academic Coordinator; External Studies Coordinator)
Dr Sam Hey (Postgraduate Course Coordinator)
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

Nicholas Kok (Administration Officer)
Paige Hutchison (Student Success Officer)

1.2   School of Ministries practices

1.2.1   Attendance and Engagement

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 and may even fail a unit because of their inability to satisfy course attendance requirements.

Internal mode units

In order to maximise learning, it is important to engage appropriately in the learning opportunities and activities of the program. Students are therefore expected to attend **at least 85% of class time (33 hours per unit)** unless a reason for absence (such as sickness, traffic hold-ups, mechanical breakdown or attendance at family ceremonies) has been **accepted** by the unit lecturer.

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Students who are unable to attend classes on a given day should phone the School of Ministries Reception (3343 8888) or email cmc@citipointechurch.com by 9.00am so that lecturers can be notified. To substantiate reasons for absences of more than two days, students are to provide the School of Ministries with a medical certificate for that period. Some units specifically require attendance for a pass.

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

Classes commence with chapel at 8.30am on Tuesdays, Wednesdays and Thursdays. This is a significant opportunity for students and lecturers to meet and build community. Students are expected to make this time a priority.

All students are expected to be punctual in their attendance at all School of Ministries activities.

External/online mode units

Students who undertake studies by external/online mode are expected to remain in communication with the unit lecturer and/or tutor, participate in Moodle™ activities, and complete the required readings and assessments.

Students who are enrolled as external/online students in a unit are permitted to attend a maximum of four (4) internal classes throughout the semester. Please contact your lecturer to request extra attendance at internal classes.

1.2.2   Classroom conduct

CHC 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 the planned learning activities;
- appropriate use of personal computers (see below);
- turning mobile phones off or on silent mode;
- ignoring calls and messages during class times; and
- avoiding eating in classes, except where required by medical conditions.

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.

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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. The request for extension form must be **completed online** on the CHC website. The request will then be submitted to the unit lecturer for approval or non-approval, with or without penalty. The School Administration Officer will then record the approval or non-approval on Moodle and notify the student via their student email.

- Penalties for non-compliance will apply. 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).
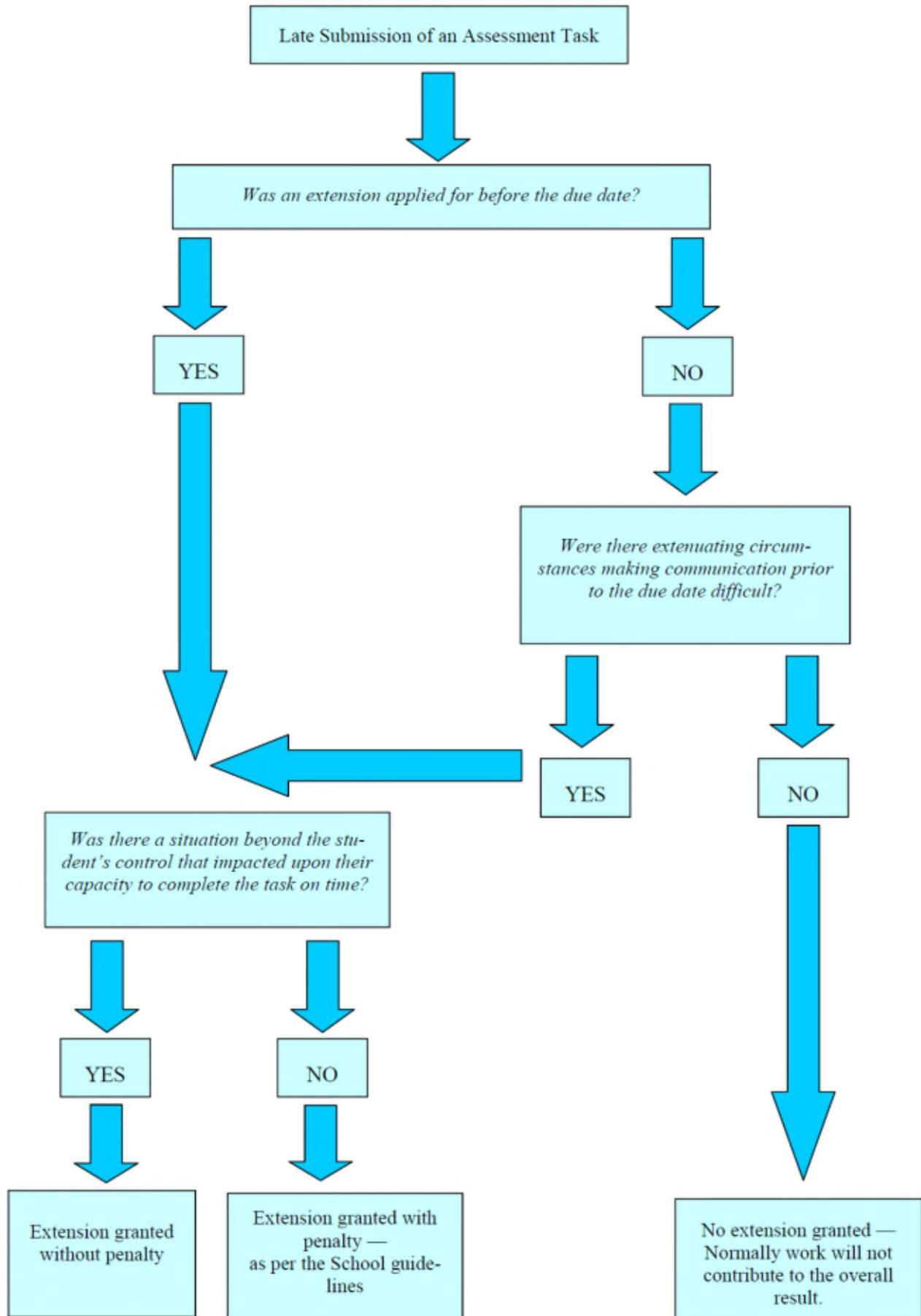
Please see CHC Policy: *Extensions* for a full statement regarding the process for applying for an extension, the circumstances under which extensions may be given and the conditions which apply to extensions.

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 a 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.

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:

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CHC EXTENSION POLICY

```
                    ┌─────────────────────────────────────┐
                    │  Late Submission of an Assessment Task │
                    └─────────────────────────────────────┘
                                    ↓
        ┌──────────────────────────────────────────────────────┐
        │  Was an extension applied for before the due date?    │
        └──────────────────────────────────────────────────────┘
              ↓                                      ↓
          ┌───────┐                              ┌───────┐
          │  YES  │                              │  NO   │
          └───────┘                              └───────┘
              │                                      ↓
              │            ┌──────────────────────────────────────┐
              │            │  Were there extenuating circum-        │
              │            │  stances making communication prior    │
              │            │  to the due date difficult?            │
              │            └──────────────────────────────────────┘
              │                   ↓                    ↓
              │               ┌───────┐            ┌───────┐
              ↓    ←──────────│  YES  │            │  NO   │
              │               └───────┘            └───────┘
              ↓                                        │
   ┌──────────────────────────────────┐               ↓
   │  Was there a situation beyond the stu- │
   │  dent's control that impacted upon their│
   │  capacity to complete the task on time? │
   └──────────────────────────────────┘
        ↓                    ↓                        │
    ┌───────┐            ┌───────┐                    │
    │  YES  │            │  NO   │                    │
    └───────┘            └───────┘                    │
        ↓                    ↓                        ↓
  ┌──────────────┐  ┌──────────────────┐  ┌──────────────────────┐
  │ Extension     │  │ Extension granted │  │ No extension granted — │
  │ granted       │  │ with penalty —    │  │ Normally work will not │
  │ without       │  │ as per the School │  │ contribute to the      │
  │ penalty       │  │ guide-lines       │  │ overall result.        │
  └──────────────┘  └──────────────────┘  └──────────────────────┘
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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/online*.

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

Intensives:

Internal mode units that are scheduled as intensives have their 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.

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

External/online mode

Units that are offered in the external/online 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/online students include those who enrol in units in the external/online mode for reasons of convenience as well as location.

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

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.

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Section 2: Undergraduate courses information

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

2.1   Courses and modes

The undergraduate Ministries courses offered are:

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

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

Please note that not all units are offered in every semester, and modes of offering can vary. For advice regarding the availability of units, modes of offering and unit prerequisite requirements, students should consult 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/online students) are required to be actively involved in worship and devotional meetings, ministry seminars, outreach and missions programs and workshops for the ongoing enrichment and development of personal and community life.

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

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

Table 1: Course Requirements – Diploma of Ministry

Course title:	Diploma of Ministry		
Course structure:	The course comprises eight core units.		
	A standard unit carrying a weighting of 10 credit points has a semester workload of 150 hours, which includes aspects such as scheduled contact time, personal study, preparation of assessment tasks and examinations (as applicable). The standard full-time load for the course is four units (40 credit points) per semester. Part-time students normally undertake one or two units per semester.		
	To qualify for the award of the Diploma of Ministry a student must accrue at least 80 credit points, including satisfactory completion of the core units noted below.		
Course content:	Unit	Credit points	Enrolment requirements
	Core units		
	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	
	Elective units		
	There are no elective units available in this course.		
Rules of progression:	Students must obtain a passing grade in the nominated prerequisite(s), if any, before enrolling in a unit.		
Other protocols:	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.

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- *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/online students) are required to be actively involved in worship and devotional meetings, ministry seminars, outreach and missions programs and workshops for the ongoing enrichment and development of personal and community life.

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

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

Table 3: Course Requirements – Bachelor of Ministry

Course title:	Bachelor of Ministry		
Course structure:	The course comprises 24 units – 18 core units and six elective units. Two elective units are to be drawn from Field B, and four elective units are to be drawn from Field C.		
	A standard unit carrying a weighting of 10 credit points has a semester workload of 150 hours, which includes aspects such as scheduled contact time, personal study, preparation of assessment tasks and examinations (as applicable). The standard full-time load for the course is four units (40 credit points) per semester. Part-time students normally undertake one or two units per semester.		
	Students may not undertake more than one practicum unit in any semester, unless permitted by the Board of Studies. Students with two years of full-time ministry experience may apply for transfer of credit for a maximum of two practicum units. Students with considerable ministry experience and ministry education may apply for transfer of credit for a maximum of 80 credit points of coursework units and 20 credit points of practicum units.		
	To qualify for the award of the Bachelor of Ministry a student must accrue at least 240 credit points, including satisfactory completion of the core units noted below. Not more than one grade of Pass Conceded (PC) will be allowed for credit towards the award.		
Course content:	Unit	Credit points	Enrolment requirements
	Core units		
	JA101 Biblical Interpretation and Application	10	
	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	

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Course content (continued):	Unit	Credit points	Enrolment requirements
	Core units (continued)		
	JC101　Introduction to Ministry Practice	10	
	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
	Elective units – Field B		
	JB204　Reflections in Theology	10	Prerequisite: JB105
	JB205　Christian Apologetics	10	Prerequisite: JB105
	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
	Elective units – Field C		
	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
Rules of progression:	Students must obtain a passing grade in the nominated prerequisite(s), if any, before enrolling in a unit.		
Other protocols:	Nil		

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Section 3: Postgraduate courses information

3.1   Courses and modes

The postgraduate Ministries courses offered are:

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

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

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

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

Table 4: Course Requirements – Graduate Certificate in Ministry

Course title:	Graduate Certificate in Ministry		
Course structure:	The course comprises four units.		
	A standard unit carrying a weighting of 10 credit points has a semester workload of 150 hours, which includes aspects such as scheduled contact time, personal study, preparation of assessment tasks and examinations (as applicable). The standard full-time load for the course is four units (40 credit points) per semester. Part-time students normally undertake one or two units per semester.		
	A maximum of 20 credit points may be completed in any one field.		
	A maximum of 10 credit points may be granted for previous studies/recognition of prior learning.		
	To qualify for the award of the Graduate Certificate in Ministry a student must accrue at least 40 credit points, from the units noted below.		
Course content:	Unit	Credit points	Enrolment requirements
	Elective units		
	JA401 Biblical Interpretation and Application	10	
	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	
Rules of progression:	Students must obtain a passing grade in the nominated prerequisite(s), if any, before enrolling in a unit.		
Other protocols:	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.

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

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

Table 5: Course Requirements – Graduate Diploma in Ministry

Course title:	Graduate Diploma in Ministry		
Course structure:	The course comprises eight core units.		
	A standard unit carrying a weighting of 10 credit points has a semester workload of 150 hours, which includes aspects such as scheduled contact time, personal study, preparation of assessment tasks and examinations (as applicable). The standard full-time load for the course is four units (40 credit points) per semester. Part-time students normally undertake one or two units per semester.		
	A maximum of 40 credit points may be granted for previous studies/recognition of prior learning.		
	To qualify for the award of the Graduate Diploma in Ministry a student must accrue at least 80 credit points, including satisfactory completion of the core units noted below.		
Course content:	Unit	Credit points	Enrolment requirements
	Core units		
	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	
	Elective units		
	There are no elective units available in this course.		
Rules of progression:	Students must obtain a passing grade in the nominated prerequisite(s), if any, before enrolling in a unit.		
Other protocols:	Students may, with permission of the Course Coordinator, choose a maximum of one unit at postgraduate level from another school at CHC or a university or other accredited higher education provider, subject to the relevance of the unit to the area of ministry.		

3.4   Master of Ministry Leadership (MS51)

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

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

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

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

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

Alternative Entry Provision

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

Table 6: Course Requirements – Master of Ministry Leadership

Course title:	Master of Ministry Leadership
Course structure:	The course comprises eight core units.
	A standard unit carrying a weighting of 10 credit points has a semester workload of 150 hours, which includes aspects such as scheduled contact time, personal study, preparation of assessment tasks and examinations (as applicable).
	A maximum of 20 credit points may be granted for previous studies/recognition of prior learning.
	To qualify for the award of the Master of Ministry Leadership a student must accrue at least 80 credit points, including satisfactory completion of the units noted below.

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Course content:	Unit	Credit points	Enrolment requirements
	Core units		
	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 Commissional 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	Prerequisites: 40cp of core units including JM503 and JM504
	Elective units		
	There are no elective units available in this course.		
Rules of progression:	Students must obtain a passing grade in the nominated prerequisite(s), if any, before enrolling in a unit.		
Other protocols:	Nil		

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Section 4: Transition arrangements

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

4.1   Diploma of Ministry (MS07)

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

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

4.2   Bachelor of Ministry (MS11)

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

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

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

4.3   Graduate Certificate in Ministry (MS43)

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

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

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4.4   Graduate Diploma in Ministry (MS44)

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

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

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Section 5: Resource requirements

5.1   **Computing facilities**
5.2   **Text books**
5.3   **Other requirements**

5.1   Computing facilities

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

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

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

5.2   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.

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Section 6: Staff contacts

6.1   Staff contacts

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

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

Topic/Issue	Staff Member
Accommodation	Stephanie Germain (sgermain@chc.edu.au)
Australia Studies Centre	Joyce Mok (joyce.mok@chc.edu.au)
Counselling and Support Centre	counselling@chc.edu.au
Disability support	disabilitysupport@chc.edu.au
End-of-Semester examinations	Student Administration (sadmin@chc.edu.au)
Enrolment issues and student enquiries	Student Administration (sadmin@chc.edu.au)
FEE-HELP and HECS-HELP enquiries	Student Administration (sadmin@chc.edu.au)
IT support	itsupport@chc.edu.au
LAUNCH	Student Administration (sadmin@chc.edu.au)
Moodle™ support	moodle@chc.edu.au
Overseas Student Liaison Officer (OSLO)	Stephanie Germain (sgermain@chc.edu.au)
Pastoral care	Pastor Stuart Sudholz (School of Ministries)
Payment of monies	Pay Online or Student Administration
Resource materials	Library staff
Student Advocacy Officer	studentadvocacy@chc.edu.au
Student grievances	Student Administration (sadmin@chc.edu.au)
Student Life Coordinator	Stephanie Germain (sgermain@chc.edu.au)
Student Representative Council	studentcouncil@chc.edu.au
Student Services	Stephanie Germain (sgermain@chc.edu.au)
Study Support Tutor	studysupport@chc.edu.au
Timetable and Intensives Schedule	Student Administration (sadmin@chc.edu.au)
Tuition fees and student contribution amounts	CHC Business Office
Unit work	Unit lecturers/tutors
School staff	
Dean, School of Ministries	Pastor Andrew Staggs
Course Coordinators	Undergraduate courses – Pastor Andrew Staggs Postgraduate courses – Dr Sam Hey
Academic and External Studies Coordinator	Christine Chapman
School Administration Officer	Nicholas Kok
Student Success Officer	Paige Hutchison

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