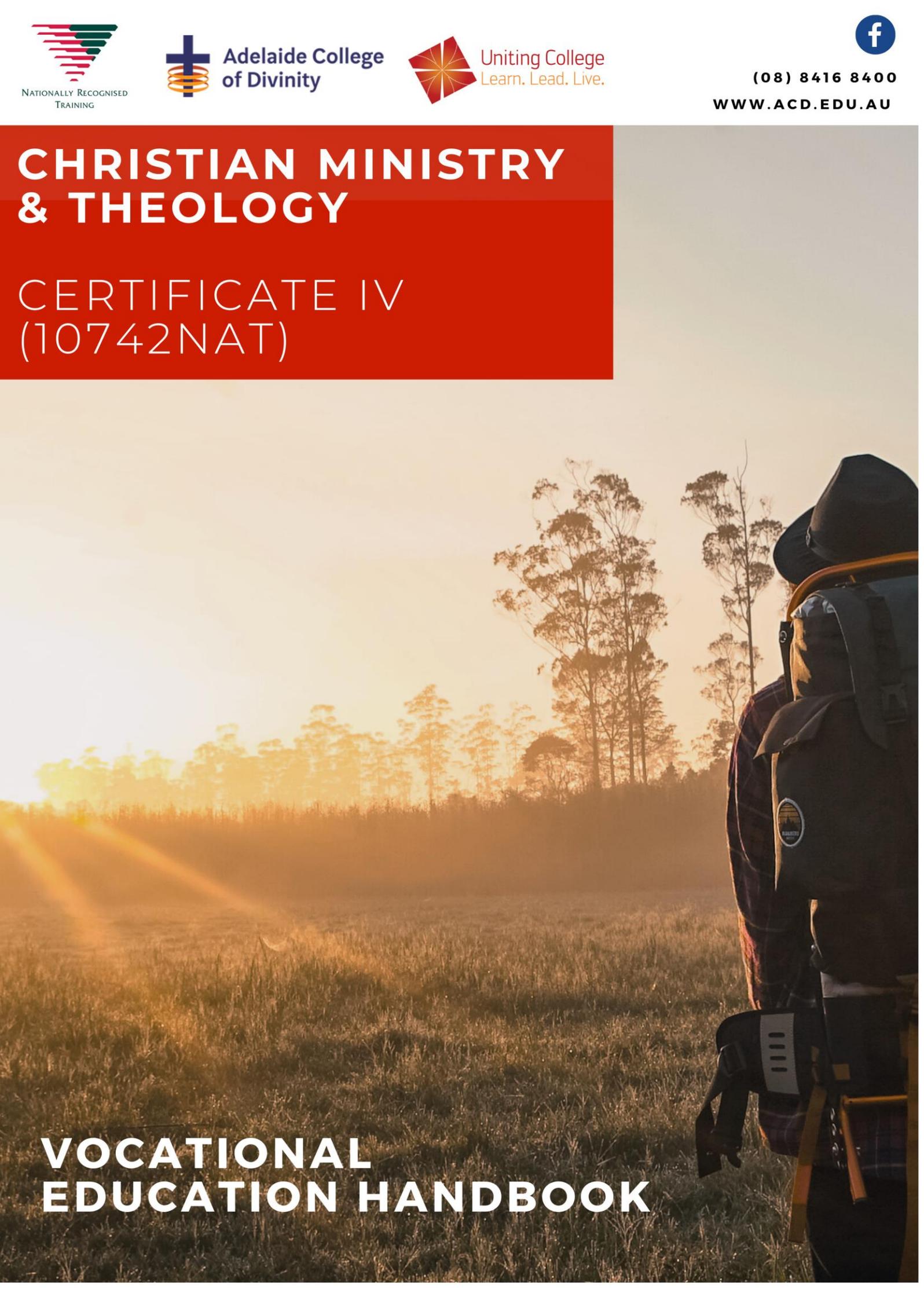


CHRISTIAN MINISTRY & THEOLOGY

CERTIFICATE IV
(10742NAT)



VOCATIONAL
EDUCATION HANDBOOK

This Handbook is published by the Adelaide College of Divinity Inc. and contains information about ACD Vocational Education and Training (VET) courses. Every effort has been made to ensure the accuracy of the Handbook at the time of printing. Please contact the ACD Student Services or the ACD website for up to date information.

Student Services

Adelaide College of Divinity
312 Sir Donald Bradman Drive
Brooklyn Park
SA 5032
Telephone: 08 8416 8400
www.acd.edu.au
Email: vet@unitingcollege.edu.au

Adelaide College of Divinity Inc.
RTO 4863
ABN 86680954246
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Mission Statement:

ACD is committed to equipping men and women in an environment which fosters mutual learning and dialogue in theological education.

Vision Statement:

ACD VET is committed to developing practical and theological knowledge which has implications in the real world.

Theological Framework:

ACD has always been a place of ecumenical learning, formed in 1979 when several different denominations came together to offer an institution of high quality theological and ministry orientated teaching.

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Welcome to Adelaide College of Divinity Vocational Education & Training (VET) Department

OVERVIEW:

The *Certificate IV in Christian Ministry and Theology* (10742NAT – Adelaide College of Divinity 4836) offers students a foundation in Christian ministry as well as the outworking of Theology in practice. It will equip lay people for ministry and leadership within the local church, workplace, and general faith life of the individual as well as enhance personal growth.

This course is designed to help students:

- Deepen their relationship with God,
- Expand their knowledge of the Bible
- Equip for ministry in the church and community
- Develop leadership and communication skills

There are 9 units within this course. There are 6 core theology and ministry units and 3 electives taken from training packages. Refer to page 6 for description of each unit.

This certificate can be studied on campus or online with Uniting College of Leadership and Theology. Online students study concurrently with on campus students.

UCLT On campus classes are held on Tuesdays at 312 Sir Donald Bradman Drive, Brooklyn Park, South Australia. Click [here](#) for the 2020 UCLT Timetable.

ACD also has member colleges who offer the Cert IV in Christian Ministry and Theology including

- CEDAL in Western Australia ([website](#))
CEDAL on campus classes are held at Star St Uniting Church, Carlisle, Western Australia. Click here for the 2020 CEDAL timetable.
- Australian Lutheran College (ALC) in South Australia ([website](#))
ALC units are offered online throughout Australia

This course can be completed in 1 year as a full-time load, or over 2 years as part-time study. Students would engage in approximately 50 hours of work per unit, with a total of approximately 570 hours of engagement for the entirety of the Certificate IV qualification. Each unit requires a total of 5-7 hours work per week, over 9 weeks. This time includes face to face or online lectures, videos, podcasts, reading, research, personal reflection, online quizzes and questionnaires, personal devotion and prayer, contribution to forums as well as assessment preparation and engagement.

Access to the internet and a PC or laptop is required to engage in this course of study. It is also assumed that students in this course have a faith in Jesus Christ and are involved in a local church.

This course is also available for audit, apply to audit [here](#). This means that a student can attend lectures and access course material but does not need to submit assessments, and will not gain a qualification.

Intern Year

Intern Year is a young adult program for 18 to 25 year olds who are active members of their local congregation and seek to grow as a leader, live life with purpose and learn the foundations of Christian discipleship, ministry and mission. Intern Year students join a community of students and undertake units in the nationally recognised Certificate IV in Christian Ministry and Theology. (10742NAT – Adelaide College of Divinity 4836).

Lay Preacher Accreditation

People wishing to gain accreditation as Lay Preachers with the Uniting Church of South Australia are required to complete 4 core units of the Certificate IV in Christian Ministry and Theology. (10742NAT – Adelaide College of Divinity 4836). This training will cover biblical interpretation, Christology, theology and also worship and preaching.

Employment Outcomes

Within the Uniting Church, completion of this course may lead to Lay Preacher Accreditation, and paid Ministry of Pastor roles. The Lay Preacher and Ministry of Pastor Core competencies are addressed within this course. This course also is targeted to Aboriginal and Torres Strait Islander Christian Leaders and Elders.

APPLICATION PROCEDURE

Entry requirements

- Successful completion of year 12 or equivalent (e.g. completion of Cert III or work/ life experience)
- If the student has not completed year 12, they will be required to complete a pre-entry admissions test.
- In order to engage in this course it is expected that you are an active committed member of a church congregation where you have opportunity to serve and lead.

Admission and Enrolment

Visit www.acd.edu.au for information and to apply online for admission and enrolment with ACD. Contact ACD Student Services for further information. 08 8416 8400.

You will be required to complete an online admission form first. You may be asked to complete a test as a part of your admission. Once your admission has been accepted, you will be sent a confirmation of admission letter by email with your student login details.

Following this you will need to enrol in the units of study and select your mode of study. Enrolment are available on a term-by-term basis. If you live in South Australia, you will have the option to apply for a scholarship. .

You will be asked to complete some questions and engage in an activity as part of your enrolment. The purpose of this is to identify any learning needs you may have so that we may assist you.

Learning support

Within the Vocational Education and training sector, we seek to support students with learning needs and disabilities. Within your admission form, you will have the opportunity to disclose any disabilities you have and advise the ACD if you require any support with your learning. Students that identify as requiring leaning support will meet with the Vet Coordinator to establish a support plan.

Credit Transfer

Students who have undertaken previous study in the Christian Ministry and Theology course with another RTO may apply for credit transfer into the Certificate IV in Christian Ministry & Theology with ACD. You may also apply for credit for the elective units you have completed within another VET course if they appear on the course elective list. You will need to complete the Credit Application form and provide a transcript of your complete units. Please contact the VET coordinator to discuss further.

RPL

ACD-VET promotes acknowledgement of traditional and non-traditional forms of learning as valid pathways for recognition of competency achievements. RPL is an assessment process that provides acknowledgement of the skills and knowledge gained through like experiences, work experience, previous training, and formal education.

RPL is a process whereby the student must demonstrate that they have knowledge and skills that match the competencies and elements in the unit of study. This requires the student to collect a variety of forms of evidence and to pay a fee to have their application assessed. Please contact the VET coordinator if you think you may be eligible for RPL.

If the student is deemed by the VET coordinator as eligible to apply for RPL they must pay the unit fee, then the student will be provided with the application forms. The VET coordinator will then review the application and contact the student for verification that RPL is achieved or if further evidence is required. The cost for RPL is \$420 per unit.

Students may apply for RPL only for the elective units on offer at enrolment. RPL is not available for core units.

FEES AND FINANCE

2021 Student fees:

\$100 Admission Fee (non-refundable)

\$430.00 per Unit.

Total cost

9 Units x \$430 + \$100 Fee = \$3,970.00

At present, the Certificate III and Cert IV courses are not approved for Commonwealth Government VET Student Loans, which are only available for Diploma and more advanced qualifications ([see here for further information](#)). However, enrolled students may be eligible for Centrelink-administered support payments (*Austudy, Abstudy, Youth Allowance, Pensioner Education Supplement*).

We also encourage students to refer to the provider handbooks (Uniting College, Australian Lutheran College, and CEDAL) to learn about the various Scholarship options available.

Withdrawals and Census dates

Students have up to week 4 of any unit to withdraw from the unit and be eligible for a refund. Please note there is census date for the 2 day intensive in February.

UCLT 2021 CENSUS DATES			
Unit Code and Name	Unit Name	Unit Commencement date	Census date- last day to withdraw
CMTTHE402	Christian Scriptures	11 th Feb	10 th March
CMTTHE404	Discipleship and Spiritual Practices	11 th Feb	10 th March
CMTTHE403	Knowing and Sharing Jesus	28 th April	28 th May
CMTMIN401	Christian Ethics	28 th April	28 th May
CMTMIN402	Christian Beliefs	21 st July	18 th Aug
SIRXMG003	Christian Leadership	21 st July	18 th Aug
CHCDIV001	Work with Diverse People	21 st July	18 th Aug
CMTTHE401	Worship and Preaching	13 th Oct	10 th Nov

UNIT INFORMATION

CMT CORE UNITS

‘Christian Beliefs’

CMTTHE401 Interpret and discuss Christian Scripture and Theology

In this unit, you will explore and discuss some of the key theological beliefs of the Christian faith. You’ll compare some of the different theological interpretations and views, and develop an understanding and appreciation of some of the varying Christian traditions of church and theology.

‘Christian Scriptures’

CMTTHE402 Interprets theological data

Within this unit, you will study an overview of the Scriptures, with an emphasis on the Gospels. The main aim of this unit is to equip you with strategies for effective interpretation and application of the Scriptures.

‘Knowing and Sharing Jesus’

CMTTHE403 Compare and present information on a theological theme or issue

In this unit, you will grow in your understanding, knowledge and experience of Jesus Christ through the theological avenues of Scripture, Reason, Tradition and Experience. You will understand and appreciate more deeply the person and work of Christ in the world historically and today, and in

your own life. You will explore the Christian imperative to share the truth and love of Jesus Christ with the people in your world in ways that help them to understand, know and experience Jesus for themselves.

'Discipleship & Spiritual Practices'

CMTTHE404 Compare and apply new theological insights

Within this unit, you will be learning about discipleship and the living out of your Christian faith. This unit will take a personal and practical approach to spiritual formation through the experiential engagement in different spiritual practices.

'Ministry & Ethics'

CMTMIN401 Explain the application of Christian ethics to contemporary life issues

Within this unit, you will be learning about the way in which ethics shape people and cultures. You will explore different ethical theories, and how Christian ethics can and should shape who we are and how we live our lives. You will also explore the idea of shalom, and its implications for shaping our ethics, in contrast to people of other faiths and of no faith.

'Worship and Preaching'

CMTMIN402 Communicate theological information

In this unit, we will focus on what it means to communicate Jesus through our worship services and through preaching his message. We'll explore different facets of worship, the practicalities of preaching, and engage with a variety of issues that may help or hinder our ability to communicate clearly. Within this unit, students will be equipped with knowledge and skills to be able to lead a worship service, and preach a basic sermon.

*Completion of CMTTHE402 is an essential requirement to commence this unit.

ELECTIVE UNITS AT UCLT

CHCDIV001 Work with diverse people

This unit describes the skills and knowledge required to work respectfully with people from diverse social and cultural groups and situations, including Aboriginal and/or Torres Strait Islander people. This unit applies to all workers but will specifically apply to those working in Christian communities.

SIRXMGT003 Provide Leadership to others

Within this unit, you will learn Christian Leadership principles and have the opportunity to reflect and develop your own areas of strength and weakness. This unit will provide you will skills and knowledge to lead others to deliver the organisational vision through the development of performance plans and demonstration of leadership behaviours.

This unit applied to senior personnel working in a diverse range of sectors and context. In this setting, the unit will relate specifically to Christian ministry.

BSBPEF402 Develop Personal Work Priorities

This unit will assist you to understand the importance of time management for ministry planning. We will look at how God's design of our own personalities link to the way we manage our time. You will be given a lot of tips, hints and plans for personal, ministry and work related time management and priority setting.

LAY PREACHER REQUIREMENTS

If you are a candidate for Lay Preacher Accreditation you will need to complete the following 4 units of the CIVCMT:

CMTTHE401	Interpret and discuss Christian Scripture and theology
CMTTHE402	Interpret Theological Data
CMTTHE403	Compare and present on a theological theme or issue
CMTMIN402	Communicate theological information

These units will give you a basic theological education and opportunity to develop your Lay Preacher skills in the following areas:

- a) preparing material for worship appropriate to local contexts
- b) facilitating shared planning of worship services
- c) setting up and utilising worship spaces
- d) speaking and leading in worship settings
- e) undertaking exegesis of biblical texts
- f) developing sermons appropriate to local contexts
- g) presenting sermons appropriate to local contexts
- h) ability to articulate a biblical and theological basis for Christian worship
- i) ability to explain the shape and elements of Christian worship
- j) ability to undertake evaluation and act on feedback
- k) ability to articulate the scope and implications of the “Code of Ethics and Ministry Practice for Lay Preachers”.

Following completion of the above training, Lay Preacher candidates will be assessed by the lay Preacher committee.

In South Australia: Refer to the Lay Preacher Handbook for further details <https://sa.uca.org.au/lay-preachers/> or contact the Chairperson of the Lay Preachers’ Committee: Max Howland, 0414 910 419.

GENERAL INFORMATION FOR STUDENTS

Assessments

Each unit contains a number of assessments that must be deemed 'Satisfactory' in order for you to be successful in gaining competence of the unit. Due dates for submissions are provided in your course outline and via the student learning system *ACD Online*.

Should a student be deemed 'unsatisfactory' they will be provided with an opportunity to re-submit within 14 days of receiving feedback.

Extensions:

All assessments are due on the dates indicated in your student unit outline and on ACD Online. If you require an extension you will need to abide by the policies and procedures of the ACD in regard to extensions and ensure you request the extension via ACD online. [Extension Form Request](#).

Extension requests need to be submitted prior to the due date. Extensions can be granted for up to 14 days. Extensions beyond 14 days will need to be granted by the Academic Dean of ACD.

Plagiarism:

Plagiarism is the use of another person's words or ideas as if they were one's own. It may occur as a result of lack of understanding and/or inexperience about the correct way to acknowledge and reference sources. It may result from poor academic practice, which may include poor note taking, careless downloading of material or failure to take sufficient care in meeting the required standards. Please read the ACD definition of plagiarism. [Link](#)

Referencing

You must reference your sources in all your assessments. This includes doing footnotes and providing a bibliography. Refer to the Assessment Guidelines document for information on how to reference. [Assessment Style Guide](#).

Change of Enrolment

Should a student wish to withdraw from a unit or revert to audit status they are required to complete the online '[Change of Enrolment form](#)'.

Course Completion

When a student has gained competency in all 9 units of the course they are eligible to graduate from the Cert IV in Christian Ministry and Theology. Students will need to complete an '[Application to Graduate](#)' form. Then they will be issued their certificate within 30 days. Students are encouraged to also participate in the Graduation Ceremony to commemorate their achievement in May of each year.

ACD Student Polices

Please view this [link](#) to access policies that are relevant to Student life including:-

- Equal Opportunity Policy
- Inclusive Language Guidelines
- Grievance Procedures.
- Student Fee Policy.
- Students with Disabilities Policy
- Appeals against final grades
- Confidentiality Guidelines
- Privacy Guidelines
- Status/Credit Transfer
- Students with Disabilities

The Adelaide Theological Library at Adelaide College of Divinity

The ATL plays a vital role in the academic and community life of the ACD. The libraries strengths lies in the area of biblical studies, as well as their holdings of theological and ministry journal series. They have a strong collection of books and online material to support the learning, training, and teaching that happens within the departments of the ACD.

If you need further assistance, please don't hesitate to get in touch with one of our friendly library staff:

Adelaide Theological Library
312 Sir Donald Bradman Drive,
Brooklyn Park, SA 5032

08 8416 8416

theo.library@flinders.edu.au

Like us on Facebook for the latest news

Library Hours:

Monday, Wednesday, Thursday and Friday: 9.00 am – 5.00 pm

Tuesday 9.00 am – 7.00 pm (during teaching times)

Student ID Cards:

All enrolled students are eligible to be issued with a Student Identification Card from the Adelaide College of Divinity.

Please contact Student Services for Student ID via email college.divinity@flinders.edu.au.

Community Life at UCLT

Chapel	Tuesdays 12:40	20 Minutes
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Community Days are held twice per year, at the beginning of each semester, consisting of a shared lunch and Information sessions.

VET Orientation Day at UCLT

Held in Week 1 in first semester each year. Vet Orientation is scheduled for Wednesday 27th January 2021.

VET TEACHING TEAM

	<p>Jessie Sanders ACD VET Co-ordinator VET Director at UCLT</p> <p>Unit teacher:</p> <ul style="list-style-type: none">• CMTTHE404: Discipleship and Spiritual Practices
	<p>Emma Graetz</p> <p>Unit Trainer</p> <ul style="list-style-type: none">• BSBPEF402 'Develop Personal Work Priorities'
	<p>Anna Doecke</p> <p>Unit Assessor: BSBPEF402 'Develop Personal Work Priorities'</p>
	<p>Adrian Blenkinsop</p> <p>Unit trainer and assessor:</p> <ul style="list-style-type: none">• CMTTHE402. 'Christian Scriptures'• CMTMIN401 'Ministry and Ethics'• CHCDIV001 'Working with Diverse People'• CMTTHE403. 'Christian Beliefs'
	<p>Treena Denny</p> <p>Unit Trainer and assessor:</p> <ul style="list-style-type: none">• CMTTHE401. 'Knowing and Sharing Jesus Christ'• CMTMIN402 'Worship and Preaching' <p>Unit assessor:</p> <ul style="list-style-type: none">• SIRXMGT003 :

CERTIFICATE IV

CHRISTIAN MINISTRY & THEOLOGY

2021

	TERM 1	TERM 2	TERM 3	TERM 4
27 jan	27 jan - 6 apr	27 apr - 22 jun	20 jul - 14 sept	12 oct - 7 dec
27 jan	ORIENTATION DAY			
2 & 3 feb	DEVELOP PERSONAL WORK PRIORITIES (TWO-DAY INTENSIVE)			
	CHRISTIAN SCRIPTURES (CMTTHE402)	KNOWING & SHARING JESUS (CMTTHE403)	WORKING WITH DIVERSE PEOPLE (CHCHIV001)	PREACHING & WORSHIP (CMTMIN402)
	DISCIPLESHIP & SPIRITUAL PRACTICES (CMTTHE404)	MINISTRY & ETHICS (CMTTHE401)	CHRISTIAN LEADERSHIP (SIRXMG003)	CHRISTIAN BELIEFS (CMTTHE401)
AM 10am - 12noon				
PM 1.15 - 3.15pm				

Certificate IV (10742NAT)
Is offered by Adelaide College of Divinity,
a Registered Training Organisation (RTO:4863)

