



AC

Alphacrucis
College

Handbook for the
Certificate in Christian
Ministries
2024

Contents

WELCOME	3
PROGRAMME AIMS AND OUTCOMES	4
PURPOSE AND OPPORTUNITIES	4
OUTCOMES	4
GRADUATE ATTRIBUTES FOR ALL ALPHACRUCIS PROGRAMMES	4
ACCREDITATION INFORMATION	5
NZQA	5
ASSEMBLIES OF GOD IN NEW ZEALAND	5
OTHER LINKS	5
FACULTY	5
ADMISSION	6
ADMISSION REGULATIONS	6
ADMISSION POLICY	6
OTHER REQUIREMENTS.....	6
CREDIT	6
POLICY FOR AWARDING CREDIT	6
CROSS CREDITS, CREDIT TRANSFERS, RPL	7
REGULATIONS	8
COMPLETION REQUIREMENTS	8
GRADUATION REQUIREMENTS.....	8
ASSESSMENT.....	9
EXTENSIONS FOR ASSIGNMENTS	9
RESUBMISSIONS AND RESITS	9
APPEALS	10
CURRICULUM	11
ATTENDANCE	11
SUBJECT AVAILABILITY	11
PAPER DESCRIPTIONS	12

WELCOME

It is our pleasure to welcome you to Alphacrucis and our Certificate in Christian Ministries (Level 4). We are delighted you have responded to the call of God on your life and taken this important step to thoroughly prepare yourself for ministry. The Certificate in Christian Ministries is an NZQA approved and accredited, foundational level programme in Christian Studies that enables students to complete the New Zealand Certificate in Christian Ministry (Level 4) with a strand in internship.

This programme provides a unique opportunity to engage in theological and ministry education within the framework of a Pentecostal-Charismatic expression of the faith. Alphacrucis has developed a strong theological underpinning to the dynamic experiences of Pentecostal-Charismatic practice. This is critical for the development of the next generation of leaders who want to combine an empowering of the Spirit with thorough training and a Christian worldview. The certificate combines contemporary scholarship with an emphasis on the dynamic experience of the presence of God.

The certificate can be undertaken by full-time or part-time study through distance e-learning. From time-to-time, intensives may be offered in various locations through the country.

Once you have completed this programme, please talk to the Head of Studies or the Registrar about continuing on with Alphacrucis so that we can provide the most efficient service.

We look forward to having you on the journey with us.

Leeana Kukutai

National Director

To discuss any aspects of the Certificate in Christian Ministries please contact:

Margie Lamborn
Head of Studies
Alphacrucis College
60 Rockfield Road, Penrose
Auckland.

Email: Margie.lamborn@acnz.ac.nz
Phone: 027 305 4480

PROGRAMME AIMS AND OUTCOMES.

PURPOSE AND OPPORTUNITIES

The programme gives students an introduction to Christian theology, biblical studies and discipleship as they relate to Christian ministry and pastoral practice in a variety of contexts.

The Internship programme provides learners with the opportunity to engage with Christian communities (churches and/or other faith-based agencies) and apply theoretical learning with ministry practice experience under appropriate mentoring and supervision.

The College has a strong ethos for shaping Christian and professional character and this is expressed through the graduate attributes detailed below which shape the content and delivery of all papers.

OUTCOMES

A graduate from the programme will be able to:

- integrate foundational knowledge of selected biblical principles and Christian beliefs and apply to specified communities, acknowledging bicultural or multicultural contexts
- apply biblical and theological principles to own faith journey and to that of others
- apply biblical, theological and ministry skills in a mentored practical ministry context to support the spiritual development of individuals and groups
- organise and prioritise tasks and responsibilities in the provision of practical ministry to individuals and groups
- set goals and make plans for providing practical ministry to individuals and groups

GRADUATE ATTRIBUTES FOR ALL ALPHACRUCIS PROGRAMMES

Attribute 1. Christian Worldview:

A knowledge of the Christian story, derived from the Scriptures and tradition of the church. An awareness of the implications of this story for self-identity in the context of local and global communities. This includes a commitment to engage with alternate worldviews, showing appreciation of the values and perspectives of others.

Attribute 2. Integrity and Justice:

The ability to apply a Christian worldview in the diverse situations and responsibilities of life, and to exercise faith, hope, love and generosity as prevailing attitudes. This includes the active promotion of the gospel, social justice, equality, mutual respect and an ecological ethos.

Attribute 3. Communication:

The ability to communicate effectively to a range of audiences, in appropriate contexts using high levels of verbal, written and technological skills. This includes visual and media literacy, numeracy, rhetoric and persuasion.

Attribute 4. Personal and Social Skills:

Demonstrate relational skills that incorporate the flexibility for both independent and collaborative situations. This includes personal and group organizational skills, conflict management and resolution, as well as the ability to value and respect the opinions of others.

Attribute 5. Critical and Creative Thinking:

A capacity for critical and reflective thinking that is explored not only individually but within a community context. This includes a capacity to be creative and to research, analyse and resolve problems in innovative and prophetic ways.

Attribute 6. Professional Knowledge:

Use and maintain knowledge about a discipline or field, in terms of theoretical, conceptual and methodological elements, striving continually and independently to secure further knowledge and where appropriate, defined professional skills.

ACCREDITATION INFORMATION

NZQA

Alphacrucis is registered as a Private Training Establishment accredited by the New Zealand Qualifications Authority under the provisions of the Education Act 1989. The college holds a Category 2 status, meaning NZQA is Confident in its Educational Outcomes and Self-assessment capability. Alphacrucis College has NZQA approval for this programme and accreditation to deliver it.

Alphacrucis is required to ensure that all our programmes are consistent with not only the graduate outcomes for this programme but also with other providers across New Zealand. Consistency of graduate outcomes provides assurance that all graduates of New Zealand qualifications meet the outcomes to an equivalent, nationally acceptable standard. Assuring national consistency supports the credibility of New Zealand qualifications, both in New Zealand and internationally.

ASSEMBLIES OF GOD IN NEW ZEALAND

Alphacrucis is the national ministry training college of the Assemblies of God in New Zealand Inc.

OTHER LINKS

Alphacrucis has relationships with many other Pentecostal and Charismatic churches and movements, and also participates on a regular basis in meetings of the Christian Theological and Ministry Education Sector (CTMES), and the Association of the Pentecostal and Charismatic Bible Colleges of Australasia (APCBC).

Alphacrucis has links with the Asia Pacific Education Office of the Assemblies of God (APEO).

Links have been developed with many Bible colleges and schools in New Zealand and overseas, including the Asia Pacific Theological Association of the Assemblies of God (APTA), of which the College is a charter member.

FACULTY

Lecturer/Tutor	Subject Area
All distance subjects	
Ani Tangimataiti	Christian Discipleship
Dawn Dalloway	Christian Worldview
Dave Crosson	Introduction of the Old Testament
Stephen Gerbault	Introduction to the New Testament
Margie Lamborn	Fieldwork I, II

ADMISSION

ADMISSION REGULATIONS

Applicants must have:

- successfully passed NCEA Level 1 or equivalent
- must be 17 years of age or over
- students aged over 20 years old may apply for mature student entry.
- selection and mentoring by the learner's faith community may be required

For International students for whom English is not a first language:

- a minimum English language IELTS (Academic) 5.5. or equivalent is required.

Please also note that any internship placement with an organisation that involves engagement in children's work must meet compliance with the requirements and regulations regarding safety checks as set out in the Vulnerable Children's Act 2014.

ADMISSION POLICY

Admission to the Certificate on Christian Ministries is determined by application. In deciding whether or not to admit a student, the College will take into account:

- Satisfactory fulfilment of entry requirements
- The application form and its content

The College retains the right to refuse admission to a programme if the student is deemed to be unlikely to cope academically, or if the application form or character references indicate that a student is likely to struggle with college life and college discipline.

OTHER REQUIREMENTS

To successfully complete the course, students will require regular access to a computer and the internet.

CREDIT

POLICY FOR AWARDING CREDIT

Policies for awarding credit are outlined as follows:

- a) The determination whether a candidate has satisfactorily completed a paper is made by the Academic Committee on the recommendation of the Head of Studies in which the paper is offered.
- b) In order to complete a paper satisfactorily and to gain the number of credit points specified for that paper a candidate shall:
 - attend classes as required by the Attendance Policy of the College
 - complete required assessments as outlined in the paper
 - reach a satisfactory level of achievement in assessments as outlined in the paper
- c) Where a candidate is prevented by unavoidable disruption from satisfying the requirements the policy for aegrotat passes will be followed

- d) Students must satisfy the requirements of all the Learning Outcomes in order to pass each paper and achieve the qualification.
- e) Late assignments will attract a penalty of 3% per day up to a maximum of 21%. No essay will be accepted more than one calendar week after the due date.
- f) All assignments must be typed. Hand-written assignments will be returned to the student and will incur the 3%/day penalty until submitted in an acceptable format.

Important Note: Please see the **Alphacrucis Student Handbook** for the relevant policies and processes for extension requests, attendance requirements, aegrotat passes, resubmissions, re-enrolments and appeals.

CROSS CREDITS, CREDIT TRANSFERS, RPL

Cross Credit Policy

Cross-crediting may be available for a student who has qualified for a Diploma or Certificate at Alphacrucis, or a student who did not complete, or was not a candidate for an award but who successfully completed one or more papers from a Schedule of Papers of Study at Alphacrucis. Cross credit may be given for a specified paper or papers where previous study is regarded as having satisfied both the outcomes and the assessment requirements of the Paper.

If the applicant is eligible for credit for previous studies, they should request advice from the Programme Director about credit when accepting the offer of admission.

The application process for Cross-Credits includes the following:

1. Student to Complete Application Form

An application form is available from the Registrar's office or can be downloaded from the College website (acnz.ac.nz), or from Moodle. Students are to complete the application form and lodge it with the Registrar. Applications for cross credits are free.

2. Assessment of Cross Credit Application

The Registrar's forward to the Head of Studies for approval or otherwise. A student refused credit may appeal through the normal mechanisms provided for in the Student Handbook.

3. Approval

If cross-credits are approved for a particular paper, the Registrar will record 'Cross-credited' on the Record of Learning for the relevant student.

Credit Transfer Policy

Credit transfer refers to credit that is awarded on the basis of prior formal learning or study at another tertiary institution. Credit transfer may be given for a specified paper or papers where previous study is regarded as having satisfied both the outcomes and the assessment requirements of the Paper.

If the applicant is eligible for credit for previous studies, they should request advice from the Programme Director about credit when accepting the offer of admission. Please note that credits gained before 2007 may not be eligible for cross credit.

The Head of Studies is responsible for overseeing the credit transfer applications and will report to the Academic Committee all credit transfers awarded once per Semester.

Recognition of Prior Learning

Recognition of prior learning (RPL) refers to learning that has taken place outside of formal education and training, including knowledge, skills, competencies, and attributes which may have been learnt during work experience, through involvement with community organisations or activities or sporting groups and activities, or through general life experience.

RPL can be used in two ways: first, to gain access to a course or qualification or for credit in the CCM. RPL is different to credit transfer because the student is *being assessed* to determine if they have met the learning outcomes in a particular paper outside of formal education. In determining the applicability of RPL, the Academic Committee may require assessment including (but not necessarily limited to) methods such as:

- a) preparation of a portfolio with examples of previous work;
- b) letters from employers or community leaders explaining applicant experience, responsibilities, skills and capacities;
- c) a direct assessment of applicant skills by requiring the applicant to perform the skill;
- d) a 'challenge' test, which requires the applicant to undergo assessment to see if the applicant has met the required standards;
- e) a reflective essay combined with other evidence, where the applicant explains what you have learnt, how they learnt it, and how it relates to their current course or qualification; or a combination of all these methods.

REGULATIONS

COMPLETION REQUIREMENTS

- a) The successful candidate must complete 120 credits at Level 4 in the prescribed subjects.
- b) The normal duration of the course for full time students is 2 semesters. These are normally studied consecutively.
- c) The maximum period in which to complete the Certificate is within 8 semesters or 4 years. This includes any suspensions in study or repeated papers. Students may enrol for part-time study.
- d) Students will make subject selections each academic year or semester. Students may request guidance prior to finalising their annual selection of subjects. Applications for guidance must be made to the Dean of Christian Studies prior to the commencement of papers.

GRADUATION REQUIREMENTS

The following conditions are applied to the conferral of the Certificate:

- a) Meeting the Certificate regulations
- b) Accounts department clearance
- c) Library clearance

Students meeting these conditions will be presented to the Academic Committee to have the Certificate awarded. The Academic Committee may award the Certificate with merit or distinction according to the following definitions:

Merit: a grade average of 75 across all papers contributing to credit in the Certificate

Distinction: a grade average of 85 or higher across all papers contributing to credit in the Certificate

Where a student is awarded merit or distinction this will be recorded on the Certificate award.

ASSESSMENT

Assignments, Tests, Examinations

All papers will be assessed using a variety of assessment tools. The paper outlines for each subject will clearly state the requirements for completing the course.

Grading Policy

- A candidate's grade for a paper offered by the College is determined upon an assessment of performance in required coursework and/or examinations.
- Grades for assessments and overall papers for a candidate are recorded as follows:

Grade	Percentage Range
A+	90-100%
A	85-89%
A-	80-84%
B+	75-79%
B	70-74%
B-	65-69%
C+	60-64%
C	55-59%
C-	50-54%
D	40-49%
E	below 40%
DNC	Did Not Complete

EXTENSIONS FOR ASSIGNMENTS

Extensions of assignment deadlines will only be granted on the following grounds:

- i. Medical illness (certified by Doctor's Certificate)
 - ii. Extreme Hardship
 - iii. Compassionate Grounds
- Requests for extensions **must be submitted** via the link found on the Moodle website
 - Requests for extensions must be made before the due date of the assignment
 - Requests for extensions should **not** be made to individual lecturers
 - In extreme cases, students who are unable to complete the assessment for a paper due to extenuating circumstances, will, subject to approval by the Academic Committee, receive an 'Extension' (E) grade for that paper. The student then has a period of time determined in discussion with the lecturer (usually one month - maximum of 60 days) to complete any/all assessment for that paper. The student will incur no financial penalty in this case, due to the extreme nature of his/her situation. Further, once any/all forms of assessment have been submitted, the 'Extension' grade will be replaced by the new grade.
 - Extensions will not be granted for reflections where the contribution to the final grade is less than 5%

RESUBMISSIONS AND RESITS

Where a student receives a 'Fail' grade for completed assessment, and the lecturer believes that the student has made a genuine effort to satisfy the assessment requirements, the lecturer may decide to ask the student to re-submit that assessment. If this occurs, the student will be given an 'Incomplete' grade, and has three weeks following the notification of the grade to re-submit the assessment. If the

re-submitted assessment is deemed satisfactory, the 'Incomplete' grade will be replaced by a new grade. This grade will be 75% of the mark given for the resubmitted assignment e.g. If the marker gives a resubmitted assignment a grade of 80% the actual mark received will be 60%. This penalty will be incurred down to a minimum of 50%.

In the event of the assessment not being re-submitted within the stipulated period, the student will receive a 'Fail' grade. Students will only be allowed to re-submit one piece of assessment per paper, and further unsatisfactory assessments will result in a 'Fail' grade (unless exceptional circumstances are approved by the Academic Director).

If a student fails to satisfactorily meet all the Learning Outcomes in a particular paper, s/he will receive a permanent 'Fail' on his/her transcript. If the student then wishes to pass the paper, s/he must re-enrol (with a 50% discount on the enrolment fees only if a grade of 30% or greater was initially achieved) and resubmit all forms of assessment required by the lecturer. If approved by the relevant lecturer, and if the 'Fail' grade was not the result of poor attendance, the student will not be required to attend classes. If this resit is not completed by the end of the semester following the fail grade, then students wishing to redo the paper will be required to pay full-fees and attend all classes. A student will not be permitted to repeat a paper more than once.

APPEALS

A student is free to appeal against the grade given in any assignment if s/he believes that some error in grading has occurred or if there are more general concerns about the grade given. The process of appeals is as follows:

Discuss the Result with the marker

- If a student has reason to believe that an error has been made or an injustice exists after receipt of notification of paper results, the student may discuss such matters with the marker responsible for that aspect of the paper.
- The purpose of this initial phase is to clarify the result and to correct incorrect perceptions and misunderstandings.
- This phase may be resolved by the student accepting the result, or the marker determining to re-address the issue (i.e. supplementary, re-marking of paper, etc.)

Lodgement of Appeal

- Should the student not be satisfied with the outcome of such discussions, the student may apply for a review of the matter and/or re-grading of the assessment.
- Applications must be submitted, in writing, to the Academic Committee within fourteen (14) days of the publishing of the grade.
- All applications must be accompanied by supporting information and documentation. The specific grounds on which a request for a review is based must be stated clearly.
- Such reviews could lead to no change or to either a less favourable or more favourable outcome for the student.
- The review shall be completed by the relevant department head (Alphacrucis) and one or two other faculty, apart from the marker.
- After the review has been completed, students should not expect staff members to respond to informal approaches or pressures.
- Notice of the outcome of any review will be communicated in writing to the student requesting the review.

Aegrotat

A student prevented from completing any major item or items of work for assessment in a paper, or who considers that his or her performance in completing any major item or items of work for assessment in a paper has been impaired by illness or injury or bereavement or any other critical circumstance, may apply for aegrotat consideration for the paper.

Appeals to NZQA

Should a student believe that the above process has been unjust the student may lodge a claim with the Disputes Resolution Service: <https://tedr.org.nz/>

CURRICULUM

Students will need to successfully complete the following papers:

	Component (Subject)	Level	Credit	Subject Code
1	Introduction to the Old Testament	4	15	BIBD01
2	Introduction to the New Testament	4	15	BIBD02
3	Christian Worldview	4	15	THED01
4	Christian Discipleship	4	15	SPID01
5	Fieldwork 1	4	30	MIND01
6	Fieldwork 2	4	30	MIND02
	Total credits		120	

ATTENDANCE

Where students are studying the subject by distance the submission of assessment material by the required dates and accessing lectures in Moodle is evidence of attendance. When any student's attendance falls below 80% the attendance record will be referred to Head of Studies and may result in the student not being awarded the Certificate.

Students may be excused for notified absence caused by illness or other unavoidable circumstances. See the student handbook for full details of attendance requirements.

SUBJECT AVAILABILITY

Papers in the curriculum may be available through several delivery options:

- Online
- Intensive & online

Intensive delivery

These lectures are blended with the resources provided through Alphacrucis' on-line e-learning platform, Moodle. The intensives may be delivered from Alphacrucis' Penrose campus or from time to time in selected locations through NZ.

PAPER DESCRIPTIONS

BIBD01 Introduction to Old Testament

This paper provides students with the foundational skills of interpreting the Old Testament Scriptures and identifying basic themes and values.

BIBD02 Introduction to New Testament

This paper provides students with the foundational skills of interpreting the New Testament Scriptures and identifying basic themes and values.

THED01 Christian Worldview

This paper sets out the theological content of a Christian worldview, derived from the Scriptures and Christian tradition. It provides the basic skills necessary to model and teach this worldview to the church and society.

SPID01 Christian Discipleship

This paper introduces students to contemporary Christian approaches to spiritual disciplines and spirituality. It focuses particularly on the way in which Pentecostal/Charismatic movements have experienced God.

MIND01/2 Fieldwork 1 & 2

Fieldwork 1 & 2 provide students with the opportunity to learn church-related skills and knowledge through work experience in a prescribed range of local church areas and departments.