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Alphacrucis  
College

# Handbook for the Certificate in Christian Ministries

Christian Studies Department

# Contents

1. Programme Aims.....	4
1.1. Purpose and Opportunities.....	4
1.2. Graduate Attributes for all Alphacrucis programmes.....	4
2. Accreditation Information.....	5
3. Faculty.....	5
4. Admission to the Certificate in Christian Ministries .....	6
4.1. Admission regulations.....	6
4.2. Admission Procedure .....	6
4.3. Other requirements .....	6
4.4. Credit Transfers from Other Institutions .....	6
4.4.1. From Certificate programmes.....	6
4.4.2. Applications for Cross Crediting.....	6
4.5. Recognition of Prior Learning .....	6
5. Certificate in Christian Ministry Regulations .....	7
5.1. Completion requirements.....	7
5.2. Policy for awarding credit .....	7
5.3. Attendance .....	8
5.4. Assessment .....	8
5.4.1. Assignments, Tests, Examinations .....	8
5.4.2. Extensions for Assignments:.....	8
5.4.3. Resubmissions and Resits .....	8
5.4.4. Appeals.....	9
5.5. Awarding the Certificate .....	10
5.6. Length of Academic Year .....	10
6. Curriculum.....	10
6.1. Papers.....	10
6.2. Subject Availability .....	10
6.2.1. Intensive delivery.....	10
6.3. Paper Descriptions .....	11

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 in recent years 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

Alphacrucis also works collaboratively with other ministry training providers in New Zealand. This means that students in partner colleges have preferential entry and facilitated cross crediting. Please talk to the Academic Director about continuing your studies with Alphacrucis so that we can provide the most efficient service.

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

Jack Zoutenbier  
Principal

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

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Alphacrucis International College  
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Email: [info@acnz.ac.nz](mailto:info@acnz.ac.nz)  
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<b>Programme Title</b>	<b>Certificate in Christian Ministries</b>
<b>Level</b>	<b>4</b>
<b>Total Credits</b>	<b>120</b>
<b>Total learning hours</b>	<b>1200</b>

## **1. Programme Aims**

### **1.1. Purpose and Opportunities**

#### **Programme Details**

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.

### **1.2. 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.

**Graduate Outcomes for this Programme**

At the completion of this programme, students will be able to:

1. Integrate foundational knowledge of selected biblical principles and Christian beliefs and apply to specified communities, acknowledging bicultural or multicultural contexts.
2. Apply biblical and theological principles to own faith journey and to that of others.
3. Apply biblical, theological and ministry skills in a mentored practical ministry context to support the spiritual development of individuals and groups
4. Organise and prioritise tasks and responsibilities in the provision of practical ministry to individuals and groups.
5. Set goals and make plans for providing practical ministry to individuals and groups.

**2. Accreditation Information**

Alphacrucis is registered as a Private Training Establishment accredited by the New Zealand Qualifications Authority under the provisions of the Education Act 1989. Alphacrucis International 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.<sup>1</sup>

**3. Faculty**

Lecturer/Tutor	Subject Area
<b>Auckland Campus</b>	
Ani Tangimataiti	Christian Worldview/Christian Discipleship
Stephen Gerbault	New Testament
Ray Moxham	Old Testament

<sup>1</sup> <http://www.nzqa.govt.nz/providers-partners/consistency-grad-outcomes/>

## **4. Admission to the Certificate in Christian Ministries**

### **4.1. Admission regulations**

Applicants must have:

- successfully passed NCEA Level 1 or equivalent to the above.

Students 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. International students must also meet the English language proficiency outcomes for Diploma Level 4

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.

### **4.2. Admission Procedure**

#### **For returning Students**

1. Obtain a returning student application form from the Registrar
2. Complete and return application to the registrar
3. You will be notified if an interview is required and whether your application is successful

#### **For new students**

Obtain an application to study at Alphacrucis from the registrar

### **4.3. Other requirements**

Students will require regular access to a computer and internet. It is recommended that students save all their assignments on an external hard drive or USB in case of computer breakdown or theft.

### **4.4. Credit Transfers from Other Institutions**

Students transferring from another institution may be able to transfer credits.

#### **4.4.1. From Certificate programmes**

##### **Where the other institution has an articulation agreement with Alphacrucis**

The cross-crediting allowances will have been determined. Please contact the Alphacrucis Registrar.

##### **For students from institutions that do not have an articulation agreement with Alphacrucis**

Students may submit transcripts which will be assessed for cross-crediting.

#### **4.4.2. Applications for Cross Crediting**

An application form is available from the Registrar.

The fees for cross-crediting are published in the Alphacrucis Application Guide.

### **4.5. Recognition of Prior Learning**

Students may apply for recognition of prior learning. This may be applied to previous study in courses that have no recognised credit rating and to ministry or leadership experience. See the student handbook for details. Students may apply to the Registrar and a decision will be made by the Academic Committee.

## 5. Certificate in Christian Ministry Regulations

### 5.1. 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.

### 5.2. Policy for awarding credit

Policies for awarding credit are outlined as follows:

1. The determination whether a candidate has satisfactorily completed a paper is made by the Academic Committee on the recommendation of the Programme Director or Head of Department in which the paper is offered.
2. In order to complete a paper satisfactorily and to gain the number of credit points specified for that paper a candidate shall:
  - attend classes or participate in online lessons 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
3. Where a candidate is prevented by unavoidable disruption from satisfying the requirements the policy for aegrotat passes will be followed.
4. Students are not required to pass each form of assessment for a paper, but must achieve a cumulative mark of at least 50% overall to pass.
5. 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.
6. 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.

### 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.

1. 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

### 5.3. 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 Christian 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.

### 5.4. Assessment

#### 5.4.1. Assignments, Tests, Examinations

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

#### 5.4.2. Extensions for Assignments:

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

Medical illness (certified by Doctor's Certificate); Extreme Hardship; Compassionate Grounds.

- Extensions will not be granted for reflections (Where the contribution to the final grade is less than 5%)
- Requests for extensions **must be submitted** via the link found on the Moodle website
- 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.

#### 5.4.3. 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 Dean).

If a student fails to achieve 50% overall 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.

#### **5.4.4. 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.

#### **Appeals to NZQA**

Should a student believe that the above process has been unjust the student may lodge a claim with NZQA, P O Box 160, Wellington.

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.

### 5.5. Awarding the Certificate

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

1. Meeting the Certificate regulations
2. Accounts department clearance
3. 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.

### 5.6. Length of Academic Year

The year consists of 34 study weeks and 7 holiday weeks giving a total of 41 weeks.

## 6. Curriculum

### 6.1. Papers

Subject / Paper	Credits
<b>Core Subjects</b>	
Introduction to Old Testament	15
Introduction to New Testament	15
Christian Worldview	15
Christian Discipleship	15
Fieldwork 1	30
Fieldwork 2	30

### 6.2. Subject Availability

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

- Online
- Intensive & online

#### 6.2.1. 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.

### 6.3. 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.