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Alphacrucis  
College

# Handbook for the Diploma in Christian Leadership

Christian Studies Department

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Welcome

It is our pleasure to welcome you to Alphacrucis and our Diploma in Christian Leadership. 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 Diploma in Christian Leadership is an NZQA approved and accredited, foundational level programme in Christian Studies tailored towards those who are preparing for Christian ministry and leadership within church communities, the not-for-profit sector and a wide range of community vocations. This programme enables students to complete the New Zealand Diploma in Christian Studies (Level 5) with a strand in Leadership.

This leadership and ministry programme provides a unique opportunity to engage in 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 diploma combines contemporary scholarship with an emphasis on the dynamic experience of the presence of God. The 2 different pathways of internship in the leadership programme offer you an internship component of 25% or 50% depending on your needs, focus and leadership experience.

The Diploma can be undertaken by fulltime study in campus based papers, or by distance e- learning. From time to time intensives are 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 Diploma in Christian Leadership please contact:

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Alphacrucis International College  
60 Rockfield Road, Penrose  
Auckland.

Email: [info@acnz.ac.nz](mailto:info@acnz.ac.nz)  
Phone: +64 9 580 1500

# 1. Programme Aims

## 1.1. Purpose and Opportunities

The Diploma in Christian Leadership is designed to prepare people for ministry and leadership in a variety of situations. The roles of pastoral leadership, youth, worship, children’s ministries, missions, and leadership in the not-for-profit sector or other community organisations, are all appropriate positions that the Diploma equips you for.

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

### 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.

# 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.

# 3. Faculty

Lecturer	Subject Area
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<b>Auckland Faculty</b>	
Steve Allen	Theology
Robert Coenradi	Mission/ Evangelism
Dr Sean du Toit	New Testament
Dr Michael Frost	Theology
Kerry Gordon	Ethics/Church History
Paul Gordon	Leadership/ Pastoral
Margie Lamborn	Internships
Jacqui Fuller	Pastoral Ministry
Ray Moxham	Old Testament
Jack Zoutenbier	Theology

## **4. Admission to the Diploma in Christian Leadership**

### **4.1. Admission regulations**

#### Domestic Student Entry Requirements:

Applicants must have:

- a minimum of 14 numeracy credits at Level 1 or higher in Mathematics or Pāngarau on the Directory of Assessment Standards; and
- fifty credits at Level 2 or above with at least 12 credits in each of three subjects including a minimum of 8 literacy credits at Level 2 or higher in English or Te Reo Māori; of which 4 credits must be in reading and 4 credits must be in writing; and
- the literacy credits were selected from a schedule of approved achievement standards and unit standards found on the NZQA website at 'Literacy requirements for University Entrance'

or equivalent to the above

NCEA equivalence can include:

- New Zealand University Entrance
- Overseas equivalent qualifications
- Other NZQA approved Level 3 or 4 certificates

Students must be 17 years of age or over.

Students aged over 20 years old can apply for mature student entry which may require supporting evidence from an employer.

A satisfactory pastoral reference.

#### International Student Entry Requirements:

International students must meet all of those conditions listed above for domestic students, AND;

International students for whom English is not a first language must meet one of the following conditions:

- IELTS academic score of 5.5 with no band score lower than 5, or;
- TOEFL (pBT) score of 550 (with an essay score of 5 TWE), or;
- TOEFL (iBT) score of 46 (with a writing score of 20), or;

- University of Cambridge English Examination FCE or FEC for schools with a score of 162 and no less than 154 in each skill, or;
- NZCEL Level 4 qualification (with the academic endorsement), or;
- Pearson Test of English (Academic) score of 42, or
- City & Guilds IESOL B2 Communicator with a score of 42, or;
- complete two years study at a New Zealand secondary school and achieve either NCEA Level 3 or New Zealand University Entrance or both.

## **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 Diploma programmes**

#### **Where the other institution 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. Diploma in Christian Leadership Regulations**

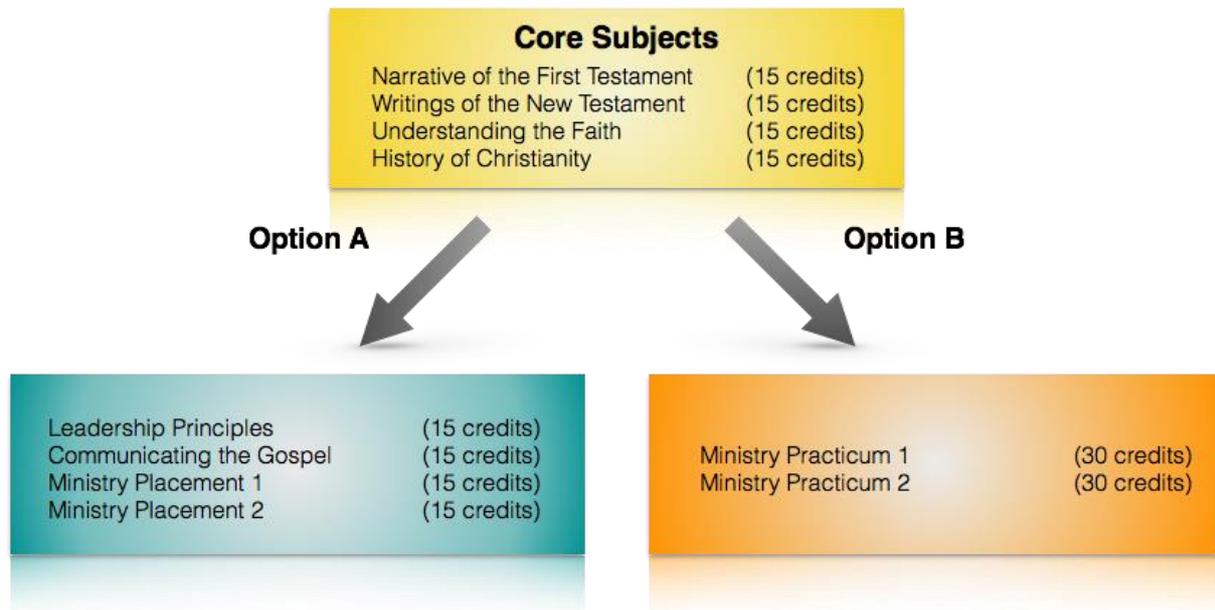
### **5.1. Completion requirements**

- a. The successful candidate must complete 120 credits at Level 5 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 Diploma 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. Choose between two pathways

Students have the choice between two different pathways. Option A includes 30 credits of ministry placement (total of 200 hours placement time), whereas Option B includes 60 credits of ministry placement (total of 400 hours placement time). These are outlined below:



## 5.3. 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 unless otherwise approved by the Head of Christian Studies.

6. All assignments must be typed and submitted in a Word document. 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

## 5.4. Attendance

Campus students are expected to attend all lectures and be prepared to participate in all college activities. An attendance record for all students will be kept. Where any student's attendance falls below 80% the attendance record will be referred to Dean of Christian Studies and may result in the student not being awarded the Diploma. Where students are studying the subject by distance, accessing the weekly lectures and the submission of assessment material by the required dates is evidence of attendance.

**NB.** Campus students will be required to attend weekly tutorials on campus. Details will be in the Campus timetable.

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

## 5.5. Assessment

### 5.5.1. 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.

### 5.5.2. 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.

### 5.5.3. 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.

### 5.5.4. 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.

### **5.6. Awarding the Diploma**

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

1. Meeting the Diploma regulations
2. Accounts department clearance
3. Library clearance

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

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

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

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

### **5.7. Length of Academic Year**

The year consists of 34 study weeks and 4 holiday weeks giving a total of 38 weeks.

## **6. Curriculum**

### **6.1. Papers**

Subject / Paper	Credits
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<b>Core Subjects</b>	
Narrative of the First Testament	15
Writings of the New Testament	15
Understanding the Faith	15
Communicating the Gospel	15
<b>Option A</b>	
Leadership Principles	15
Communicating the Gospel	15
Ministry Placement 1	15
Ministry Placement 2	15
<b>Option B</b>	
Ministry Practicum 1	30
Ministry Practicum 2	30

## 6.2. Subject Availability

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

- Semester length campus class
- Online
- Intensive & online

### 6.2.1. Semester length classes

These are taught at the Alphacrucis campus.

See the annual calendar for subject availability (on website)

### 6.2.2. Intensive delivery.

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

### 6.3. Paper Descriptions

#### **BIB101 Narrative of the First Testament**

This paper provides an overview of the First Testament in light of the historical and cultural framework of the Ancient Near East. Student will study key themes, as well as principles and insights derived from the First Testament, for contemporary life and ministry.

#### **BIB102 Writings of the New Testament**

This paper seeks to introduce the content of the books of the NT with a view to providing a basis for further reading and study. The primary focus will be on the message of each book within its particular historical-cultural setting, with some attention being given to its contribution to the theology of the NT as a whole. Selected critical issues will be dealt with on occasion.

#### **THE101 Understanding the Faith**

This paper provides you with the opportunity to explore those beliefs that are foundational to Christianity. It argues that what we believe about God (our theology) has a practical impact upon our life and ethics and, therefore, provides an overview of Christian faith, and reflects on the ways in which this faith informs our everyday life and calling. The topics addressed range from the doctrine of God, creation and sin, to discussion on the person and work of Christ, and the nature of the coming kingdom of God.

#### **HIS101 History of Christianity**

This paper is an introduction to the rich and inspiring heritage of Christian tradition. It explores early church formation, the challenges of the medieval era, the repercussions of the renaissance and the reasons for the reformation. Major revivals are analysed as well as the effectiveness of modern missionary movements.

#### **LEA101 Leadership Principles**

This paper will help students to find answers to these questions in the light of contemporary leadership theory and a Christian worldview. We will explore theory on leadership skills, traits and behaviours and consider the important question of what makes a leader great or...what would make you a great leader

#### **MIN102 Communicating the Gospel**

In this paper, students will find themselves engaging with the historical, biblical and theological roots for communicating the Gospel and gaining the skills (along with the empowering of the Spirit) to communicate effectively. In doing so, students will explore ways to engage with a world where the acceptance of the Christian story is counter-cultural, as well as ways to connect the good news of the kingdom to contemporary social concerns.

#### **MIN103-106 Ministry Practicum and Placements**

These internship papers incorporate learning experiences at a practical level as well as giving opportunity to reflect on both the practice and theory of ministry.