

J. Christian Ministry Higher Certificates

TEE College offers a variety of Higher Certificate programmes in the Christian Ministry stream.

Each of these has a particular focus in an area of Christian Ministry – beginning with a foundation in discipleship and then equipping students for particular ministry areas.

These programmes differ from our Theology stream of programmes in that their subject matter is thematic, integrated and interdisciplinary, while retaining a practical focus on skilled, informed and ethical ministry.

This booklet contains the information for the following three Christian ministry higher certificates:

- **Higher Certificate in Christian Leadership & Management**
- **Higher Certificate in Christian Proclamation**
- **Higher Certificate in Christian Worship**

These Higher Certificates are designed to:

- provide the knowledge, skills and values you will need to help you do theology in your context and in other less familiar contexts;
- help you think more deeply and critically about Scripture, the Church, ministry and a variety of contexts;
- enable you to put into practice—in church and community contexts—what you are learning;
- stimulate and develop your personal spirituality as you learn to incorporate your studies into your life and ministry;
- develop academic disciplines and competencies that will enable you to continue to study beyond this programme should you so wish;
- provide an introduction to general theological disciplines with the option to continue with a Diploma, or gain entrance to an undergraduate degree.

Accreditation

- TEE College is registered with the Department of Higher Education and Training (DHET) as a Private Higher Education Institution, and it offers qualifications accredited by the Council on Higher Education (CHE).
- These three Higher Certificates are registered with the South African Qualifications Authority (SAQA) at level 5 on the National Qualifications Framework – Higher Certificate in Christian

Leadership & Management (ID 93927), Higher Certificate in Christian Proclamation (ID 94840), and the Higher Certificate in Christian Worship (ID 94842)

Who may register for these qualifications?

- Any person wishing to register for the above H.Cert's must have successfully completed Grade 12 / Standard 10 (South African National Senior Certificate - NSC), or equivalent. Alternatively, they must have successfully completed the TEEC Access Assessment.

People who are unsure about their available time or ability to study formally have two options: to start this Higher Certificate and use its progression options to further study, or to use the TEEC Access Assessment to evaluate appropriate study paths.

The Access Assessment eliminates complications over entrance requirements, and also sets students on an academically realistic path. More information about the Access Assessment is available from the College or the website.

Note that the Christian Ministry Higher Certificates are significantly different from the Theology programmes offered by TEEC, and the Higher Certificate in Theology in particular. It is not possible to transfer credit between these two programme streams.

Please speak to College staff if you need clarity as to how these Higher Certificates relate to other programmes.

If your studies are part of preparation for formal recognition of ministry, then do check with your church training authorities whether this is an appropriate study path for you.

Graduation requirements:

To complete any of the 120-credit Christian Ministry Higher Certificates and graduate, you must:

- complete all four Fundamental courses (48 credits);
- complete all six Core courses (72 credits)

We recommend that:

- you balance your course load over the year between the first and second semesters;
- you register for no more than 24 credits in a semester if you study part-time;
- you set aside at least three hours of study time per week for each course;
- you give yourself more study time in the weeks leading up to due dates for assignments, as you may need to carry out practical work done away from your desk;

- you attend a tutorial group, if any are available near you.

Programme structure

The Christian Ministry Higher Certificates share the same programme structure, namely four fundamental courses and six core courses. The themes of the fundamental courses are common to all programmes. Courses are to be taken in order (as indicated by their course code).

Programme codes

LM - Higher Certificate in Christian Leadership & Management

PR - Higher Certificate in Christian Proclamation

WP - Higher Certificate in Christian Worship

These programmes are semesterised, and registrations are limited to two courses per semester

Courses:

The fundamental themes

The four fundamental themes are common to all programmes

Course Code	Course Name	Course Status	Credits
4xx01	A person called by God	Fundamental	12
4xx02	Called to share good news	Fundamental	12
4xx03	Serving in and through the Church	Fundamental	12
4xx04	The world in which we serve	Fundamental	12

xx - will be the programme code

Higher Certificate in Christian Leadership and Management

After completing the four fundamental courses (4LM01, 4LM02, 4LM03 & 4LM04) you will continue with the following:

Course Code	Course Name	Course Status	Credits
4LM10	Introduction to Christian Leadership	Core	12
4LM20	Introduction to Christian Management	Core	12
4LM30*	Introduction to Administration	Core	12
4LM40*	Introduction to Financial Leadership & Management	Core	12

Course Code	Course Name	Course Status	Credits
4LM50**	Introduction to Team Ministry & Conflict Management	Core	12
4LM60**	Introduction to Transformational Leadership & Project Management	Core	12

* Only available Second Semester 2018

** Not available in 2018

Higher Certificate in Christian Proclamation

After completing the four fundamental courses (4PR01, 4PR02, 4PR03 & 4PR04) you will continue with the following:

Course Code	Course Name	Course Status	Credits
4PR10	Introduction to Christian Proclamation	Core	12
4PR20	Preparing to speak – Biblical exegesis	Core	12
4PR30*	Preparing to speak – Christian theology & spirituality	Core	12
4PR40*	Preparing to speak – Preaching skills	Core	12
4PR50**	Preparing to teach – Leading small groups	Core	12
4PR60**	Speaking in different contexts	Core	12

* Only available in Second Semester 2018

** Not available in 2018

Higher Certificate in Christian Worship

After completing the four fundamental courses (4CW01, 4CW02, 4CW03 & 4CW04) you will continue with the following:

Course Code	Course Name	Course Status	Credits
4WP10	Introduction to Christian Worship	Core	12
4WP20	Understanding the framework of worship	Core	12
4WP30*	Spirituality for worship	Core	12
4WP40*	Leading in worship	Core	12
4WP50**	Contexts of worship	Core	12
4WP60**	Technology for worship	Core	12

* Only available in Second Semester 2018

** Not available in 2018

Study Path:

These are lock-step programmes and courses are to be attempted in the order given.

Each course “credit” requires about 10 hours of work. Therefore 12 credit course requires about 120 hours. You will do this work between your registration with the College and the date of the final assessment in the course. This includes reading, course work, and work done 'away from the desk' as well as preparation and writing of assignments. Registering early gives you more time to complete the course.

Articulation & Progression

Completion of fundamental courses on a Christian ministry higher certificate is recognised (and can be credited for the equivalent course) on other higher certificates in the Christian ministry stream (this does not apply to the Higher Certificate in Theology on the theology programme stream).

Bachelor of Theology: If you did not previously have at least a National Senior Certificate with University Entrance (or equivalent), then any completed Higher Certificate meets the entrance requirement for an undergraduate degree in Theology (B.Th). However note that you are not able to transfer any credits from the Higher Certificate to the B.Th.

Student enrolment contract

Applications must be submitted on the official programme registration form providing the applicant’s personal details, including contact information, NLRD data and the requested courses, as well as indicate delivery options. The applicant signs an undertaking to abide by the Rules & Regulations of the College and acknowledge responsibility for their student account. The form includes the College’s statutory information, contact details, operating hours and bank details.

This form is sent to current students in October each year, and is available on request or from the College web site.

Study Fees

Course Fees paid in full at registration are discounted (less than the full price). This is **Option A**. Registering early in the registration period means that you will also receive your study material early

which will give you a head-start with your studies and assignments. It is also possible to **pay by instalment** – This is **Option C**. You pay a deposit for each course when you register. The four instalments must be completed by the end of May (first semester courses) or by the end of September (second semester courses).

If you do not meet your Option C payment obligations then you forfeit the instalment option – all future registrations must be paid in full at the discounted price (Option A).

Students outside South Africa and students who select a Courier postage option are charged their postage fees. These fees are based on weight and can only be worked out when the student's parcel is packed and dispatched, and will be charged to your student account.

Fees 2018

A registration application is ALWAYS accompanied by a payment – either the full discounted course fees (Option A) or the course deposits (Option C).

No payment of course fees = no registration.

Application fee

In each year that a student registers for courses (Full or Repeat) the annual application fee applies. This is only paid once in an academic year, and it is not refundable.

Annual application Fee (paid once per academic year)	R 400
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If you pay only the annual application fee then you will not be registered a student with TEE College. The application fee must be paid together with the relevant courses fees (given below) in order to be registered.

Course fees

Your course materials include everything you need for the course. You do not need to buy any additional materials.

When you Repeat a course you will not receive the workbooks again, you will use the ones you have. You will receive a new assignment booklet and you must complete the new assignment questions.

Pay in Full: When you pay your course fees in full at registration then you use the **Option A** price.

Fees paid in FULL	Option A
Fee for EACH course	R 980
Fee to REPEAT a course	R 800

Pay in Instalments: The College permits students to pay for up to 2 courses by instalment - *See the programme application form for details.* For Option C courses you will pay the deposit for each course at registration, and you will pay the balance in instalments.

Fees paid in INSTALMENTS	Full Price	Option C	
		pay at registration	monthly payments
Fee for EACH course	R 1 150	R 510	R 160 x 4
Fee to REPEAT a course	R 920	R 400	R 130 x 4

First Semester

Register and pay the deposits: 01 November to 31 January.
Instalment due dates: 28 February, 31 March, 30 April & 31 May.

Second Semester

Register and pay the deposits: 01 April to 31 May.
Instalment due dates: 30 June, 31 July, 31 August & 30 September.

Accounts not settled by May/September are charged interest.

If you previously registered using Option C and did not pay by the final due date, then you will not be offered option C in future years. This means that all courses must be paid for in full at registration.

First semester instalments must be settled before Option C is offered for second semester registrations.

Component fees for 2018

It is possible, under certain conditions, to complete the work of a course over two consecutive years. See the *Rules, Regulations & Policies* booklet for information about this.

Your Final Results Letter will indicate which courses qualify for work being carried to the next semester showing which components (assignments) need to be registered in the next semester.

Fee to Repeat ONE assessment on a course	R 460
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Fees for Components must be paid in full at registration, there is no instalment option. If you are only registering for outstanding Components (no Full or Repeat courses) then you do not pay the

annual application fee.

Carrying incomplete courses across semesters

Where a course qualifies for a Component registration (in a subsequent academic period) then the component must be completed as required – *See the Rules & Regulations booklet*, the work cannot be carried forward indefinitely!

Qualifying Incomplete work in:	Can be carried forward to:
Semester 1	Semester 2 of the same year Semester 1 of the following year
Semester 2	Semester 1 of the following year

Cancellations

Students who cancel their courses in writing before the due date of the first assignment will be charged a cancellation fee of 40% of the total course fee, the balance of the course fee paid is refunded to the person or institution who made the payment. All administration fees are non-refundable.

Courses cancelled after the due date of the first assignment must be paid for in full, even if no work is done.

See the “Registration Regulations” in the Rules, Regulations & Policies booklet.

Student Financial Aid

TEE College does not hold funds for bursaries. Please contact your denominational authorities as some churches do provide bursary assistance to their students.

Some Financial Institutions will grant you a study loan (such as EduLoan). You need to apply in good time. Request a Quote (also called a Pro-Forma Invoice) from the College to support your loan application (First get the quote from the College, then apply to the financial institution for the loan, and then register).

Remember that such a loan incurs fees. If you use a loan to pay your fees in full at registration (the lower Option A price), then it is possible that the discounted price together with your loan fees, can still be less than the full price of the course (the Option C price). Carefully work out the costs of each payment option and then follow the plan that saves you the most.

Student complaints

Any student wishing to make a complaint against the College or any staff member is required to complete the “Student Complaint Form”. This is available upon request from the Academic Administrator. The complaint will be investigated and the complainant advised of any outcome. A “Complaint” is not the same as an “Appeal” of academic work. See the *Rules & Regulations* for the Appeal process.

Health & Wellness Policy

The College is committed to providing a healthy and safe working environment for staff and visitors and complies with the Occupational Health & Safety Act as well as the requirements of the DHET through an annual inspection and the provisions of the Staff Manual.

Policy on Disability

The College “Non-discrimination & Disability Policy” is available upon request.

Assessments

All assessments on a course must be passed in order to pass the course, courses are not passed on “average”. See the following course descriptions for course credit values. See the Rules & Regulations for how assessment results contribute to the final course result

Assessment Dates - 2018

Courses on this programme are offered twice in an academic year.

First Semester

The first semester registration period is from 01 November to 31 January. Assessment dates for the first semester are shown below:

Course	First Assessment	Second Assessment
4xx01	19 Apr 2018	21 Jun 2018
4xx02	24 Apr 2018	26 Jun 2018
4xx03	19 Apr 2018	21 Jun 2018
4xx04	24 Apr 2018	26 Jun 2018
4xx10	19 Apr 2018	21 Jun 2018

4xx20	24 Apr 2018	26 Jun 2018
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Second Semester

The second semester registration period is from 01 April to 31 May. Assessment dates for the second semester are shown below:

Course	First Assessment	Second Assessment
4xx01	31 Jul 2018	02 Oct 2018
4xx02	07 Aug 2018	06 Oct 2018
4xx03	31 Jul 2018	02 Oct 2018
4xx04	07 Aug 2018	06 Oct 2018
4xx10	31 Jul 2018	02 Oct 2018
4xx20	07 Aug 2018	06 Oct 2018
4xx30	31 Jul 2018	02 Oct 2018
4xx40	07 Aug 2018	06 Oct 2018

Emergency date - Students who do not post their assignment on or before the Due Date may post the assignment up to SEVEN calendar days after the due date. Assignments posted during this period will be marked but will have 10 marks deducted from their final mark. Assignments posted after these 7 days will not be marked.

Extensions - no extensions are given. However, do not give up if you do not submit work or have failed an assessment! Continue with the remaining course work.

If you successfully pass at least half the assessments in a course then you can (under certain conditions) carry the completed work to the next academic year or semester and then only register for the outstanding course components. This is explained in the *Rules, Regulations & Policies* booklet and will reflect on your Results Letter.

<p>Instructions for submitting assignments can be found in the final section of this year book.</p>
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Course Descriptions

Course codes are programme-specific. A two-letter programme code is part of the course code. Because fundamental courses share the same theme across programmes, it is important to ensure that you are registered on the correct programme for your fundamental courses.

The Fundamental courses are described next. The Core courses for each Higher Certificate programme follow afterwards.

Fundamental courses - common to all programmes

Programmes use the following codes:

LM - Christian Leadership and Management

PR - Christian Proclamation

WP - Christian Worship

xx - represents the programme code for the fundamental courses.

A person called by God - 4xx01

An introduction to Christian discipleship

	Level	Credits
<i>Fundamental</i>	<i>Introductory</i>	<i>12</i>

Course Outline:

This course integrates aspects of the major theological disciplines and focuses them specifically on developing a Christian view of living as a person called by God. This course works on the premise that a person's external Christian praxis must be founded on their personal, internal faith. A person in Christian leadership / management must be secure in her/his call, character and spirituality before taking up the call to lead or manage others. Students will exegete biblical texts to gain insight into discipleship. Students will also explore the theological views of others and begin to develop their own theology of discipleship. This course will also challenge students to consider the way their faith shapes their character, ethics and morals. Models of spirituality will assist students to practice a balanced faith. The development of study skills will be integrated into course material and assessments to provide student development at the point of delivery.

Course Outcomes:

This course will be useful for those considering their role as a person who is called within the Christian community.

If you complete this course successfully, you should be able to:

- Outline a biblical understanding of being called by God;
- Outline a theology of being called by God;
- Outline the ethical / moral characteristics of a person called by God;
- Outline the spiritual dimension of being a person called by God;
- Outline the call to every Christian to be a worshipper

Course Material:

2 Workbooks

Assessments:

Two written assessments, no examination

Called to share good news - 4xx02

An Introduction to the Christian gospel

	Level	Credits
<i>Fundamental</i>	<i>Introductory</i>	12

Course Outline:

This course explores the basic elements of what Christians believe with the purpose of introducing students to a Christian world-view so that the student's praxis is shaped by an understanding of her / his faith. Students will consider God's ideal for creation, humanity's place in this ideal, the problem preventing this ideal, God's solution to the problem, humanity's place in this solution and responsibility towards God's restored ideal. This is done by exploring biblical and theology texts, introducing students to the skill of theologising. Students will be expected to demonstrate respect for people who hold differing world-views. The development of study skills will be integrated into course material and assessments to provide student development at the point of delivery.

Course Outcomes:

This course will be useful for those wishing to understand the central message of the Christian faith.

If you complete this course successfully, you should be able to:

- Outline the ethically responsible use of the Bible, bearing in mind the context and need for hermeneutics;
- Explain and apply foundational tools for biblical exegesis;
- Outline a biblical overview of God's interaction with creation;
- Outline a Christian theological understanding of God, creation, humanity, sin, salvation and God's regenerative and restorative work;
- Outline God's initiative in self-revelation through human and other

- agents;
- Outline a theology of God’s relationship with people throughout history;
- Apply a theology of God’s *basileia* to developing a Christian world-view;
- Outline an ethical and pastoral response to people at various stages of their faith journey;
- Apply a theocentric spirituality as a foundation for Christian witness.

Course Material:

2 Workbooks

Assessments:

Two written assessments, there is no examination

Serving in and through the Church - 4xx03

An overview of the Church

	Level	Credits
<i>Fundamental</i>	<i>Introductory</i>	12

Course Outline:

This course outlines the organisational and theological development of Christian communities throughout biblical and ongoing eras. The nature of the Church as a place of worship, care, nurture, learning and community life etc. will be outlined, as well as the roles and structures which sustain and flow from the Church. Models of worship from various traditions will be discussed. Students will explore the Church’s agency as God’s body on earth, and the Church’s missional focus to the broader community as the foundation for their own role within Christian mission. The development of study skills will be integrated into course material and assessments to provide student development at the point of delivery.

Course Outcomes:

This course will be useful for those wishing to understand the nature, role and structure of the Christian Church.

If you complete this course successfully, you should be able to:

- Outline God’s Trinitarian relationship with the Church;
- Trace key events in the historical development of the Church through biblical texts and history;
- Outline various aspects of the nature and purpose of the Church;
- Discuss theology as the rational task of the Church;
- Discuss worship as the spiritual response of the Church;
- Discuss mission as the moral response of the Church;

- Explain different models of being the Church;
- Identify and outline current paradigmatic shifts in Church culture and praxis.

Course Material:

2 Workbooks

Assessments:

Two written assessments, there is no examination

The world in which we serve - 4xx04

An introduction to missional care

	Level	Credits
<i>Fundamental</i>	<i>Introductory</i>	12

Course Outline:

This course outlines the Church’s role as the agents of God to bring about the *basileia* of God. This course combines respectful and responsible pastoral care and social development as an integral dimension of proclaiming the good news of God’s mission. Students will learn models and skills for analysing the needs and world-view of the people who are to be served by the Church’s mission. The inclusion of the broader community into the *missio Dei* will form a strong influence in the Christian leader and manager’s role in planning and managing the life and mission of the local church. Students will outline principles of good stewardship of human and financial resources. The development of study skills will be integrated into course material and assessments to provide student development at the point of delivery.

Course Outcomes:

This course will be useful for those wishing to understand the mission of God carried by the Christian Church.

If you complete this course successfully, you should be able to:

- Outline a biblical view of Christian mission;
- Outline a theology of transformational mission;
- Outline and evaluate the Church’s missional praxis in history;
- Analyse the basic needs and dynamics of a community and identify aspects that need transformation;
- Outlines models for transformation;
- Design a process to address issues of transformation in a community;
- Apply Christian insights on transformation from the perspective of the mission of God (*missio Dei*).

Course Material:

2 Workbooks

Assessments:

Two written assessments, no examination

Availability of Core Courses

Please note the following:

4xx10 and 4xx20 - available in both semesters 2018

4xx30 and 4xx40 - will be available in the second semester of 2018

4xx50 and 4xx60 - are not available in 2018

Core courses - CHRISTIAN LEADERSHIP & MANAGEMENT***Introduction to Christian Leadership - 4LM10***

	Level	Credits
<i>Core</i>	<i>Introductory</i>	<i>12</i>

Course Outline:

This course defines and outlines the role of a Christian leader in relation to biblical models of leadership. Students will engage with a theological world-view for leaders and learn to lead from a Christian perspective. Students will consider the significance of a leader's integrity and spirituality as a prerequisite for exercising the gift of leadership. Personality types and emotional intelligence will be discussed as influences on the gift of leadership. Students will explore their own leadership style and evaluate its efficacy and possible adjustments to be made as s/he develops as a leader. Students will also develop skills for analysing situations and developing vision and strategy.

Course Outcomes:

This course will be useful for those wishing to understand the practice of leadership in the mission of God.

If you complete this course successfully, you should be able to:

- Outline examples of biblical leaders;
- Outline a theology of leadership;
- Outline the morals and character of a Christian leader;

- Outline the functions and responsibilities of a leader;
- Outline key Christian principles of leadership;
- Outline and evaluate styles of leadership;
- Outline and apply a process of developing a personal vision, mission and goals;
- Outline a process for developing the vision and mission of a Christian organisation.

Course Material:

2 Workbooks

Assessments:

Two written assessments, no examination

Introduction to Christian Management - 4LM20

	Level	Credits
<i>Core</i>	<i>Introductory</i>	<i>12</i>

Course Outline:

This course defines and outlines the role of a Christian manager in relation to biblical models of management. Students will engage with a theological world-view for managers and learn to manage from a Christian perspective. Students will consider the significance of a manager’s integrity and spirituality as a prerequisite for exercising the role of a manager. Students will explore their own management style and evaluate its efficacy and possible adjustments to be made as s/he develops as a manager. Students will develop skills to assess various situations and apply an appropriate managerial response. Personality types and emotional intelligence will be discussed as influences on the performance of management.

Course Outcomes:

This course will be useful for those wishing to understand the practice of management in the mission of God.

If you complete this course successfully, you should be able to:

- Outline the biblical foundation for management;
- Outline a theology of management;
- Outline the morals and character of a Christian manager;
- Outline the functions and responsibilities of a manager;
- Outline models for mentoring relationships;
- Outline and evaluate styles of management;
- Outline models and tools for management.

Course Material:

2 Workbooks

Assessments:

Two written assessments, no examination

Introduction to Administration - 4LM30

	Level	Credits
<i>Core</i>	<i>Introductory</i>	<i>12</i>

Course Outline:

This course defines and outlines the role of administration for leaders and managers in support of the mission of God. Students will be introduced to the significance of accurate record keeping, both financial and administrative, and the skills of extracting information from reports for analysis. Students will consider the appropriate use of data, including the ethical implications such as confidentiality. Students will also develop knowledge and skills for appointing and managing personnel, both remunerated and volunteer.

Course Outcomes:

This course will be useful for those wishing to understand the practice of administration in the mission of God.

If you complete this course successfully, you should be able to:

- Outline the morals and character for a Christian administrator;
- Define the functions and responsibilities of an administrator;
- Outline principles and methods of record keeping and the use of information;
- Analyse and extract information from a range of types of reports;
- Outline styles of reporting and communication;
- Outline principles and methods of personnel management.

Course Material:

2 Workbooks

Assessments:

Two written assessments, no examination

Introduction to Financial Leadership & Management -

4LM40

	Level	Credits
<i>Core</i>	<i>Introductory</i>	<i>12</i>

Course Outline:

This course outlines the imperative of being good stewards of all that is entrusted to us by God, and being seen to be so. Students will engage with the need to fund the mission of God, and account for financial contributions towards that end. To achieve this, students will develop basic skills in financial planning, budgeting, accounting and reporting. Students will identify the accountability of a treasurer or financial officer to the members of the organisation and to the judiciary.

Course Outcomes:

This course will be useful for those wishing to understand the practice of financial leadership and management in the mission of God.

If you complete this course successfully, you should be able to:

- Outline the moral and fiduciary responsibilities of a person appointed to financial leadership or management;
- Outline a biblical and theological view of financial management;
- Outline the principles for setting financial goals for Christian organisations;
- Outline and apply a method of budgeting for a Christian organisation;
- Define and outline the responsibilities of a treasurer or financial officer;
- Apply the skills of basic accounting;
- Apply the skills of financial reporting.

Course Material:

2 Workbooks

Assessments:

Two written assessments, no examination

Introduction to Team Ministry and Conflict Management - 4LM50

Stream	Level	Credits
<i>Core</i>	<i>Introductory</i>	<i>12</i>

Course Outline:

This course develops a biblical and theological understanding of the need

for diversity for organisational effectiveness, and the tensions which arise out of diversity. Students will gain self-awareness in terms of their own team role, and an understanding of the roles played by other people. Models of managing this diversity to achieve organisational goals will be learned and applied. Methods of managing interpersonal tension and conflict will also be learned.

Course Outcomes:

This course will be useful for those wishing to understand Christian ministry as a team endeavour and to manage group dynamics and interpersonal conflict.

If you complete this course successfully, you should be able to:

- Outline a biblical understanding of team ministry;
- Outline a theological understanding of team ministry;
- Outline and apply a theory of team roles;
- Outline key principles for leading a team;
- Outline the role of mentors, and guidelines for the relationship between mentors and those being mentored;
- Outline a model of managing diversity;
- Outline models of conflict resolution and management.

Course Material:

2 Workbooks

Assessments:

Two written assessments, no examination

Introduction to Transformational Leadership & Project Management - 4LM60

	Level	Credits
<i>Core</i>	<i>Introductory</i>	<i>12</i>

Course Outline:

This course outlines the leader and manager's roles and responsibilities in assisting Christian organisations to take the next step towards fulfilling their vision and mission. Students will learn the principles of transformational leadership which are ethically responsible and pastorally astute. Strategies for change which are contextually suitable will be explored by way of scenarios. The basic knowledge of project management will be learned so that Christian organisations can be more efficient and effective in carrying forward the mission of God.

Course Outcomes:

This course will be useful for those wishing to understand a leader's role

as change-agent, and a manager's role of fulfilling projects within a vision and mission.

If you complete this course successfully, you should be able to:

- Outline the biblical mandate for change;
- Outline the theological mandate for conversion, change and reformation within the mission of God;
- Outline the responsible practice of transformational leadership and change management;
- Outline strategies for achieving change and when they are contextually appropriate;
- Outline the elements and methods of project management;
- Apply basic project management skills and processes.

Course Material:

2 Workbooks

Assessments:

Two written assessments, no examination

Core courses - CHRISTIAN PROCLAMATION

Introduction to Christian Proclamation - 4PR10

	Level	Credits
<i>Core</i>	<i>Introductory</i>	<i>12</i>

Course Outline:

This course explores the historical and historical roots of Christian proclamation to understand the variety of contexts and modes in which proclamation can take place. Students will consider and evaluate current ecclesial trends including traditional, modern and postmodern paradigms. This course presents Christian proclamation as an integral part of a greater whole, particularly as a role within a worship service. Students will be taught to consider the theological rationale for the ordering of worship and to develop the order of the service accordingly.

Course Outcomes:

This course will be useful for those wishing to understand the practice of Christian proclamation.

If you complete this course successfully, you should be able to:

- Outline a biblical and theological rationale for Christian proclamation;
- Outline a brief history of how the gospel has been proclaimed in various eras and in different church traditions;
- Outline how Christian proclamation has historically served or hindered

- peoples' understanding of God;
- Outline the place of proclamation in the broader context of Christian service;
- Outline the theological considerations for designing and preparing a time of time of preaching or teaching;
- Prepare an outline for a worship service;
- Describe the role and responsibilities of a preacher within a ministry team.

Course Material:

2 Workbooks

Assessments:

Two written assessments, no examination

Preparing to speak - 4PR20

Biblical Exegesis

	Level	Credits
<i>Core</i>	<i>Introductory</i>	<i>12</i>

Course Outline:

As the use of scripture is a distinguishing prerequisite for Christian proclamation, students will be taught how to work with the Bible responsibly. The responsible use of the Bible includes developing hermeneutical skills to exegete and apply scripture. Students will gain insight into the spatial and historical developments throughout the Bible, and how these developments affect the meaning and application of the text. Apart from developing the student's own hermeneutical skills, this course will provide guidance on the use of resources such as concordances, commentaries and dictionaries. Various methods of planning sermons or teaching material in relation to scripture will be discussed, e.g. using a lectionary or working sequentially through a portion of scripture.

Course Outcomes:

This course will be useful for those wishing to improve their ability to exegete biblical texts as an integral part of preparing to preach or teach.

If you complete this course successfully, you should be able to:

- Locate biblical events spatially and historically in a context and time;
- Outline and apply various models of biblical exegesis e.g. historical grammatical, narrative, rhetorical etc;
- Identify biblical themes and explore their relationship with current situations;

- Outline and use various tools and resources for biblical studies, such as concordances, commentaries and dictionaries;
- Outline models for choosing appropriate biblical texts to preach or teach on;
- Outline the responsible use of biblical texts in appropriate contexts.

Course Material:

2 Workbooks

Assessments:

Two written assessments, no examination

Preparing to Speak - 4PR30

Christian Theology & Spirituality

	Level	Credits
<i>Core</i>	<i>Introductory</i>	<i>12</i>

Course Outline:

This course explores the theological roots and current theological developments in Christian proclamation. Students will develop basic understanding of the core Christian doctrines and learn how to apply these to situations within their context. Students will also encounter ways of thinking theologically to develop a Christian perspective as the basis for their proclamation. As people who seek to proclaim the Christian faith, the spirituality of the speaker is fundamental and therefore this will be a focus of this course. As proclamation is able to alter the opinions or behaviour of others, the pastoral and ethical requirements for preachers and teachers will be developed in the student.

Course Outcomes:

This course will be useful for those wishing to improve their knowledge of theology and spirituality, and their ability to think theologically and speak ethically as an integral part of preparing to preach or teach.

If you complete this course successfully, you should be able to:

- Outline the theological background to Christian proclamation.
- Outline the central Christian doctrines;
- Outline and apply models of theologising;
- Apply theology to various contexts;
- Outline models for choosing appropriate theological themes from which to preach or teach;
- Outline models for developing the spiritual life of preachers or teachers;
- Prepare prayers for use in a variety of public contexts;

- Outline the pastoral and ethical considerations for Christian proclamation.

Course Material:

2 Workbooks

Assessments:

Two written assessments, no examination

Preparing to Speak - 4PR40

Preaching Skills

	Level	Credits
<i>Core</i>	<i>Introductory</i>	<i>12</i>

Course Outline:

This course focuses on the knowledge and skills required to develop and present well structured, reasonable sermons or short talks. The focus is on the method of preparation and delivery as a deliberate process. Not only will the rational and emotional content of the proclamation be explored, but also the character and integrity of the speakers. Students will learn to consider the needs of the audience as participants and to develop preaching and teaching series which strategically develop the knowledge, faith, spirituality and theology of the hearers, so as to lead them to an appropriate and responsible application of the message. In an era where people are ever-increasingly surrounded by multimedia messaging, the responsible use of multimedia and related technologies will be explored. During this course students will apply their knowledge and skill to planning sermons for regular worship services.

Course Outcomes:

This course will be useful for those wishing to improve their knowledge and skill in preparing and presenting teaching or sermons.

If you complete this course successfully, you should be able to:

- Outline the elements of communication and hindrances to effective communication;
- Outline methods of communication and their effectiveness;
- Outline the elements of rhetoric and their relevance for contemporary communication;
- Identify educational, spiritual and social needs and set goals for preaching or teaching plans;
- Outline the use of various media as integral to preaching and teaching;
- Prepare sermons for preaching in the context of regular worship services.

Course Material:

2 Workbooks

Assessments:

Two written assessments, no examination

Preparing to Teach - 4PR50

	Level	Credits
<i>Core</i>	<i>Introductory</i>	<i>12</i>

Course Outline:

A particular and intentional form of teaching usually takes place in small groups, the purpose of which is more than informational, but also formational. For these settings which are used more for teaching than for preaching, students will learn some basic principles of education. The leading and facilitation of small groups is discussed as the undergirding of the teaching. Not only will this course focus on the dynamics of presentation with small groups, but also the development of curriculum and resources. To improve the efficacy of such teaching, students will be taught to analyse the context, needs, developmental stage and culture of the people in the group. The place of the teaching ministry will also be discussed as a locus of spiritual formation and pastoral care, often developing knowledge and skills for people to cope and overcome difficulties.

Course Outcomes:

This course will be useful for those wishing to improve their knowledge and skill in preparing for, leading and presenting teaching to small groups.

If you complete this course successfully, you should be able to:

- Outline the group dynamics for teaching small groups;
- Outline the educational principles for holistic cognitive and spiritual formation;
- Outline models and methods for teaching and learning for a group context;
- Outline and apply models of developing teaching material for small groups;
- Outline considerations for intergenerational ministry;
- Design teaching series for contexts such as camps, workshops or short courses;
- Assess the educational needs of a small group;
- Outline how small groups and Christian teaching contribute to pastoral care.

Course Material:

2 Workbooks

Assessments:

Two written assessments, no examination

Speaking in Different Contexts - 4PR60

	Level	Credits
<i>Core</i>	<i>Introductory</i>	12

Course Outline:

This course focuses on the context in which preaching and teaching occurs. Firstly emphasis will be given to proclaiming the Christian faith in specific situations which mark transitional moments in the lives of people and communities. Sermons for times of sorrow, such as funerals or tragedy, as well as sermons for times of joy such as weddings and baptisms, will be explored. Such situations need pastoral and ethical awareness, as well as understanding of the theological and cultural protocols to be followed. Students will also engage the skills needed to speak within various councils of their church. The opportunities and responsibility of publically addressing the members of one's community in times of turmoil and celebration will also be considered. The focus will then shift to the recipients of Christian proclamation, especially preparing and presenting speeches, sermons or teaching to people of various ages and who hold different worldviews.

Course Outcomes:

This course will be useful for those wishing to improve their knowledge and skill in preparing and presenting teaching or sermons in a variety of contexts.

If you complete this course successfully, you should be able to:

- Prepare funeral services and sermons for a range of causes of death;
- Prepare homilies for various contexts e.g. graveside committals, the unveiling of tombstones etc.;
- Prepare worship services and sermons for weddings;
- Prepare homilies for addressing church special focus groups;
- Outline generation theory and its impact on Christian proclamation.

Course Material:

2 Workbooks

Assessments:

Two written assessments, no examination

Core courses - CHRISTIAN WORSHIP

Introduction to Christian Worship - 4WP10

	Level	Credits
<i>Core</i>	<i>Introductory</i>	<i>12</i>

Course Outline:

This course outlines the development of worship within biblical Israel and the Church. The words used to describe worship will be explored, as well as the images of worship such as the Tabernacle and the Temple. Various roles in worship will be considered in relation to worship today. Students will explore the rhythm of the Church calendar. This course will also consider the potential risks when disruptions like disunity or pride are allowed to run unchecked.

Course Outcomes:

This course will be helpful for those wishing to have an overview of worship in the Bible.

If you complete this course successfully, you should be able to:

- Outline the development of worship within biblical history;
- Outline and interpret biblical images of worship;
- Identify and evaluate biblical role players in worship;
- Outline and evaluate places of worship in the Bible;
- Outline the place of festivals in the Bible in relation to the Church year;
- Outline the role, form and places of worship in the history of the Church;
- Identify from the Bible common dangers for people involved in leading worship.

Course Material:

2 Workbooks

Assessments:

Two written assessments, no examination

Understanding the framework of Worship - 4WP20

	Level	Credits
<i>Core</i>	<i>Introductory</i>	<i>12</i>

Course Outline:

This course develops the biblical knowledge of worship and explains the theological importance of worship as a whole, and each component of the

worship service. The relationship between orderly and spontaneous worship will be explored, as well as the need for order and structure in leading a worship event. This course will develop the knowledge and skills for students to plan worship services which are theologically sound and which follow a meaningful progression.

Course Outcomes:

This course will be helpful for those who wish to understand the theological significance and relationships between the various components of a worship service.

If you complete this course successfully, you should be able to:

- Outline the focus of worship on the triune God;
- Outline the goal of creation as worship;
- Outline the theological place and significance of worship within the *Basileia* of God;
- Discuss the sacraments as loci of worship;
- Analyse components of a worship service, outlining the theological significance;
- Outline the relationship between the various components of worship and the reasons for certain arrangements;
- Outline the use of space, furniture and equipment in worship;
- Outline the theological rationale for structuring the relationships within a worship service;
- Develop an order of service which demonstrates theological understanding and cohesion.

Course Material:

2 Workbooks

Assessments:

Two written assessments, no examination

Spirituality for Worship - 4WP30

	Level	Credits
<i>Core</i>	<i>Introductory</i>	<i>12</i>

Course Outline:

This course adds to the biblical knowledge and theological understanding of worship, the knowledge, skills and values of spirituality for people who lead others in worship. Without spirituality, worship becomes a lifeless human endeavour, and so the personal and corporate spirituality of Christians is explored in this course. The place of planned and extemporary prayers in personal and corporate worship is discussed, and

students will develop the skill of leading others in prayer.

Course Outcomes:

This course will be helpful for students who wish to understand the necessity for spirituality as a foundation for Christian worship.

If you complete this course successfully, you should be able to:

- Outline and practice various models of spirituality for developing spiritual vibrancy for people involved in leading worship;
- Outline the spiritual skills of listening to God and discerning the leading of the Holy Spirit;
- Outline the types of prayer and write prayers appropriate to the various stages of a worship service;
- Discuss and apply the use of the Bible in worship;
- Outline spiritual disciplines for preparing for worship
- Outline expressions or styles of spirituality in worship events (e.g. Taizé).

Course Material:

2 Workbooks

Assessments:

Two written assessments, no examination

Leading in Worship - 4WP40

	Level	Credits
<i>Core</i>	<i>Introductory</i>	<i>12</i>

Course Outline:

This course looks more specifically at the practical elements of leading worship, applying the knowledge gained thus far. Students will learn to be deliberate in leading worship, in both the use of words and silence, as well as music. Students will be taught to see worship as a cohesive whole with variable components placed strategically to lead participants on a journey. The management of tension and disunity between those leading worship is included in this course.

Course Outcomes:

This course will be helpful for students who wish to understand how to plan and lead a time of worship.

If you complete this course successfully, you should be able to:

- Discuss the place of music, speech, prayers and silence in worship;
- Apply biblical, theological and spiritual knowledge to selecting or designing the participatory elements of a worship event (e.g. songs,

- music, prayers, responses movement, etc.);
- Outline the arrangement of an order of service;
- Outline the relationship between worship and proclamation;
- Discuss the effect of volume, tempo and rhythm on worship;
- Outline the visibility and invisibility of people who lead worship;
- Outline the process of recruiting and developing a worship team;
- Outline how to resolve tensions and conflict in a worship team;
- Outline the requirements and models for managing relationships among people who lead worship.

Course Material:

2 Workbooks

Assessments:

Two written assessments, no examination

Contexts of Worship - 4WP50

	Level	Credits
<i>Core</i>	<i>Introductory</i>	<i>12</i>

Course Outline:

As worship takes places in a vast range of contexts, both formal and informal, students will learn how to analyse the context in which worship will take place and how to make adjustments to retain authenticity for each context. The development of study skills will be integrated into course material and assessments to provide student development at the point of delivery.

Course Outcomes:

This course will be helpful for students who wish to understand the various contexts in which worship takes place.

If you complete this course successfully, you should be able to:

- Outline the understanding and application of worship in traditional, modern and postmodern worship services;
- Analyse the traditions of a gathering of worshippers in order to facilitate authentic worship;
- Plan and lead multi-generational and multicultural worship;
- Plan and lead worship as a ministry of mission;
- Plan and lead worship in the context of small groups e.g. Bible study groups;
- Plan and lead worship in less formal contexts such as church camps etc.;

- Plan and lead worship for occasions like weddings, funerals, Baptisms and Holy Communion;
- Plan and lead worship for high seasons of Advent, Christmas, Lent, Easter, Ascension and Pentecost.

Course Material:

2 Workbooks

Assessments:

Two written assessments, no examination

Technology for Worship - 4WP60

Stream	Level	Credits
<i>Core</i>	<i>Introductory</i>	<i>12</i>

Course Outline:

This course deals with the technological aspects of worship, such as the use of lighting, sound amplification and the arrangement of furniture so as to engage the whole person in the experience of worship. Students will also learn some practical knowledge about sound systems, including the correct utilisation and maintenance of equipment such as microphones. Students will learn to identify inappropriate design or handling of audio-visual media and its negative effects on worship. The physical placement of instruments and people for leading worship in relation to each other is explored.

Course Outcomes:

This course will be helpful for students who wish to understand the use of media and technology to enhance the access to, participation in and experience of worship.

If you complete this course successfully, you should be able to:

- Outline the ways in which the five physical senses can be used to enhance the spiritual act worship;
- Outline the deliberate use of space, objects within and movement through that space to convey meaning and enhance worship;
- Discuss the visual, acoustic and aesthetic effects of the shape and construction material used for a building;
- Identify and describe the various components available for sound engineering, including what each component does;
- Identify proper technique for using a microphone;
- Describe how to set up and balance a sound system;
- Describe ways to position the instruments and members of a worship group.

Course Material:

2 Workbooks

Assessments:

Two written assessments, no examination

**Instructions for submitting assignments can be found in
a later section of this year book.**