



Paradise College of Ministries
INFLUENCE YOUR FUTURE TODAY

Student Handbook 2011

Faculty - Christian Ministry

pcóm

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Contents

The Purpose of this Handbook	1
College Vision	2
College History	3
The Paradise College of Ministries Team	4
College Staff	4
Visiting Trainers	4
Guest Trainers	4
Entry Requirements.....	5
Course Outlines.....	6
Certificate IV in Christian Ministry.....	7
Diploma of Christian Ministry.....	7
Course Outcomes	8
A. Certificate IV in Christian Ministry Outcomes.....	8
B. Diploma of Christian Ministry Outcomes	9
Credit Transfer, Recognition of Prior Learning and Assessment Only Options	10
Credit to Other Courses.....	10
Course Assessment	11
A. General Guidelines.....	11
B. Assessment Due Dates.....	11
C. Reassessment of Work	12
D. Special Learning Needs	12
E. Assessment Appeals	12
Graduation	14
A. Requirements	14
B. Celebration Dinner.....	14
C. Celebration Service	14
Fees	15
A. Fees for 2011	15
B. Payment of Fees	16
C. Protection of fees.....	16
D. Withdrawal.....	16
E. Refund of Fees	16
Schedules	18
A. Term Dates 2011	18
B. Orientation Activities.....	18
C. Daily Schedule.....	18
D. Devotions.....	18
E. Timetable	18
Practicalities	20
A. Addresses.....	20
B. Mail Boxes	20
C. Mobile Phones.....	20
D. Student Surveys	20
E. Visitors.....	20

Student Rights.....	21
A. Access to Records.....	21
B. Access and Equity Policy	21
C. Student Support Services.....	21
D. Student Grievance Policy.....	21
E. Access to Student Information	22
Student Responsibilities	23
A. Absenteeism and Punctuality	23
B. Youth Allowance/Austudy/Abstudy.....	23
C. Church Attendance.....	23
D. Courtesy to Trainers	24
E. Dress Code.....	24
F. Termination of Tuition.....	24
G. OH&S.....	24
Library	25
A. Books.....	25
B. Borrowing Procedures	25
C. Computer use and Internet Access.....	25
D. Copyright	25
E. Hours	26
F. Journals and Magazines.....	26
G. Photocopying.....	26
H. T.V./DVD	26
I. Videos/DVDs	26
Appendix A: Australian Christian Churches Articles of Faith	27
Preamble:	27
Appendix B: Access and Equity Policy	31
A. Policy	31
2. Procedure	31
D. Government Legislation Regarding Discrimination	33
Appendix C: OH&S Policy	35
A. Policy	35
B. Procedure	35
C. Reporting	38
D. OH&S Personnel	39
Appendix D: Certificate IV in Christian Ministry	40
Appendix E: Diploma of Christian Ministry	43
Appendix F: ACC Ministerial Code of Conduct	45
The Rationale for a Code	45
The Purpose of the Code	45
The Code of Conduct.....	45
The Implementation of the Code	49
Acknowledgements.....	50

The Purpose of this Handbook

This Student Handbook has been developed to answer your questions about our College and to help you understand some essential information that is important for you to know about studying with us.

Under Government regulations all students studying with Registered Training Organisations must be aware of the information listed below and this Handbook provides this information on the pages indicated:

- The accreditation status of the course6
- Entry requirements5
- Arrangements for the recognition of prior learning..... 10
- The commencement dates and duration of courses 18
- The time commitment involved in undertaking the training offered..... 6, 40-44
- The qualification/certification to be issued on completion or partial completion of the course of study 6-7
- Requirements to achieve the qualification 14
- How the course articulates with other training 10
- Expected employment outcomes8
- Policies on assessment, grading, resubmission of work etc..... 11
- Detailed costs of training 15
- The conditions under which trainees will be eligible to receive a refund of fees 16
- Arrangements for the protection of students' funds 16
- Internal and external grievance/appeal processes.....21
- Students' rights and responsibilities 21 & 23
- Withdrawal arrangements 16
- Conditions under which tuition may be terminated24
- Trainee support services21

We pray that your study experience with us will be rewarding and satisfying and will greatly enhance your future development in God.

College Vision

Paradise College of Ministries is established to provide quality training to equip Christians for effective Christian ministry.

Paradise College is committed to the development of the following six priorities within the lives of our staff and students.

Relationship with God

Our vision is to be people who have an ongoing intimate relationship with the Living God.

Personal Vision

Our vision is to be people who have a God-given vision of who we are in Christ and His plan for our lives.

Christian Character

Our vision is to be people whose Christian testimony and ministry are validated by our Christ-like character.

Church Involvement

Our vision is to be people who recognize God's emphasis on the church and as such have committed ourselves to the leadership, vision and ministry of our local church.

Ministry Skills

Our vision is to be people who are committed to developing effective ministry skills in order to enhance our sphere of influence.

Bible Knowledge

Our vision is to be people who have a passion for God's word and as such have adopted a mindset and lifestyle of continuous, ongoing learning in the word.

In order to emphasise the above six priorities we seek to:

- Present Biblical teaching of the highest order.
- Open all classes to the leading and intervention of the Holy Spirit.
- Expose students to the ministry of church leaders with proven ministerial experience.
- Provide opportunities for on-the-job training of practical ministry skills.
- Create an inspirational learning environment that is both academically sound and personally challenging.
- Foster a close relationship between each student and their local church.

College History

Paradise College of Ministries was established through the Klemzig Assembly of God Church in 1979 and operated as The Adelaide Bible College.

Under the leadership of the Founding President, Ps. Andrew Evans, and the Founding Faculty Head, Ps. Bill Hillbig the College quickly grew to gain credibility and recognition within the Australian Christian Churches.

The fruit of its ministry is seen in the dedicated group of lay-workers, assistant pastors, pastors and missionaries who have gone on to serve the Lord after graduating.

In 1992 the College was formally recognised by the Government as an approved educational provider thus enabling overseas students to enrol in its courses.

Off campus studies were introduced in 1998 allowing students to study in their own homes. This has proven to be a great benefit to individuals and groups who are unable to access our on campus courses.

Our Off campus program was further enhanced in 2004 with the introduction of DVD format enabling us to launch our Off Campus program overseas.

Today the College continues the commitment to clear biblical teaching and dependence on the Holy Spirit that has established it as the state recognized training College for the Australian Christian Churches in South Australia.

The Paradise College of Ministries Team

College Staff

President	Ps Brad Bonhomme
Principal	Ps Greg Johnston
Staff	Timothy Newsham (Registrar, Administrator and Off Campus Coordinator) Helen Birch (Administrative Assistant, Projects Officer and Overseas Student Welfare Officer) Michelle Johnston (Administrative Assistant & Librarian) Ashley Palmer (Off Campus video editor) Cindy Shu (Off Campus video editor)

The College Staff are committed to providing students with the best training possible. The Faculty and Staff are available to assist students in study and personal concerns.

Visiting Trainers

In addition to the lecturing staff the College employs the expertise of a range of visiting Trainers to provide effective, relevant teaching from leaders who are ministering in local church situations.

Guest Trainers

The College takes every opportunity to provide students with the very best guest Trainers and visiting ministries from Australia and overseas whenever they become available throughout the year.

Entry Requirements

Students entering the Certificate IV in Christian Ministry will be expected to:

- Have been a practicing Christian for at least 12 months or be able to satisfy the College faculty that they are of equivalent Christian maturity.
- Have the skills to describe their Christian faith at the level of a basic New Christian's course run by a local church.
- Possess literacy skills which enable them to construct a body of writing divided appropriately into paragraphs and correctly punctuated, along with the skills which enable the reading of a chapter of the Bible and the ability to summarise its content.
- Possess numeracy skills required to complete basic arithmetical calculations such as addition, subtraction, division and multiplication.
- It is expected that all applicants will be actively involved in a local church and that local church involvement will continue if the application is successful.
- Demonstrate support for entry to the course from the appropriate pastoral oversight from the applicant's local church.

Previous study, work experience or other evidence of ability to undertake this level of training as detailed by individual applicants will also be taken into consideration.

Entry into the Diploma would normally require successful completion of the Certificate IV in Christian Ministry or equivalent.

Direct entrance into the Diploma may also be achieved through the successful demonstration of competency in skills and underpinning knowledge to the equivalent level of Certificate IV as evidenced in an approved process of RPL.

Course Outlines

Paradise College of Ministries offers a Certificate IV in Christian Ministry and Diploma of Christian Ministry accredited under the Training & Skills Development Act 2008. The Christian Ministry courses build upon each other so that students who successfully complete one year of study are awarded the Certificate IV in Christian Ministry. Those successfully completing a second year are awarded the Diploma.

Within the Christian Ministry courses you can choose a study stream that meets your needs and interests through the selection of elective studies. The study streams are set out below. The Leadership and Bible Streams are essentially classroom based (approximately 12 contact hours/week) while the Leadership and Ministry Streams are a combination of classroom (approximately 6 contact hours/week) and ministry-based placement consisting of approximately 2 to 3 days per week working with a pastoral supervisor.

Entrance into the Leadership and Ministry Streams is dependent not only upon a successful application into the Christian Ministry courses but also upon the student successfully gaining a ministry placement. The obtaining of a ministry placement is the student's responsibility and generally grows out of the relationship between the student and a local church. It is therefore important to understand that the College cannot guarantee that all applicants to the Leadership and Ministry Streams will find a suitable placement.

All courses are designed for flexible delivery and may be completed at full time or part time study loads. The table below indicates the expected course durations at a full time study load.

Qualification Description	National Course Code	Nominal hours	Course Duration
Certificate IV in Christian Ministry	40541SA	Approximately 550 – 720 hrs depending on the choice of elective units/modules.	52 weeks
Diploma of Christian Ministry	40543SA	Approximately 1140 – 1460 hrs depending on the choice of elective units/modules. (Diploma hours include nested Certificate IV in Christian Ministry hours.)	104 weeks

Each qualification is achieved through a combination of on and off the job training and assessment.

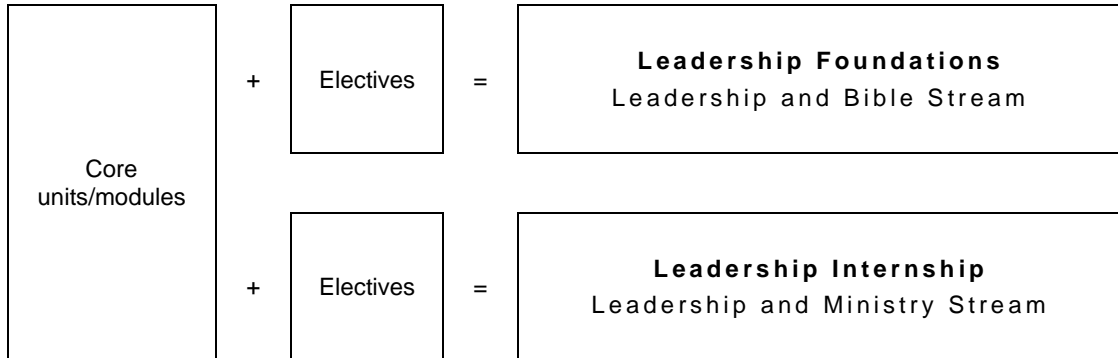
Please see the following Appendices for details of the relevant courses.

Appendix D (p.40) Certificate IV in Christian Ministry

Appendix E (p.42) Diploma of Christian Ministry

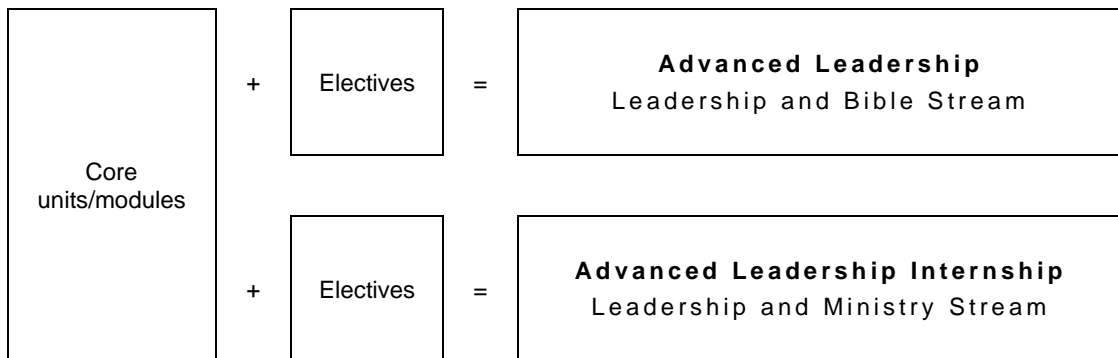
Certificate IV in Christian Ministry

The Certificate IV in Christian Ministry includes core units/modules undertaken by all students plus a choice of elective options to create four unique streams.



Diploma of Christian Ministry

Each of the Certificate IV streams leads into the Diploma of Christian Ministry which includes core units/modules undertaken by all students plus a choice of elective options to create two unique streams.



Course Outcomes

The Diploma of Christian Ministry (including the nested Certificate IV in Christian Ministry) provides appropriate training for candidates applying for employment positions or volunteer roles within the Australian Christian Churches or similar Christian denominations. Appropriate areas of ministry may include pastoral care, youth work, and children's work.

The approach to training of ministers within the Australian Christian Churches is generally informal and is predominantly based upon exposure to practical ministerial experience. As such there is no formal policy on the training prerequisites for candidates applying for ministerial credentials and/or employment within the Australian Christian Churches, however the following guidelines are recommended by the State Executive of the Australian Christian Churches in South Australia.

The Certificate IV in Christian Ministry is accepted as appropriate training for candidates applying for positions such as team members or assistant leaders. For example: assistant small group leaders, junior assistant pastoral roles, Youth and Children's workers.

The Diploma of Christian Ministry is accepted as appropriate training for candidates applying for positions as team leaders. For example: small group leaders, youth or children's leader/pastor, junior pastoral roles, assistant or associate pastoral roles.

It should be noted that applicants for Ministerial Credentials within the Australian Christian Churches are evaluated not only on academic achievement but also upon other factors such as experience, level of Christian maturity, effectiveness in ministry and the evidence of a call of God upon the applicant's life.

The educational outcomes for each level within the course are as follows.

A. Certificate IV in Christian Ministry Outcomes

Students choosing to exit after completion of the Certificate IV in Christian Ministry would be expected to possess competency *at a basic level* in the following:

- Understand an overview of the Bible
- Understand foundational theology, and apply its truths to personal living and church life
- Develop outlines for talks and sermons
- Develop personal spirituality
- Perform basic Bible study methods
- Develop work priorities and work within a team
- Identify and respond to children and young people at risk of harm
- Follow OHS procedures
- Demonstrate foundational skills in platform ministry
- Understand foundational Christian truths, and apply these truths to personal living and church life
- Care for new people and new Christians within the local church
- Share the Christian faith with others
- Contribute as a team member or assistant leader within a local church
- Demonstrate specialty skills or knowledge depending on electives chosen

B. Diploma of Christian Ministry Outcomes

Students choosing to exit after completion of the Diploma of Christian Ministry would be expected to possess all of the outcomes relevant to the Certificate IV award at a more advanced level, demonstrating substantial depth in some areas of knowledge and greater analytical, planning and management abilities.

A Diploma graduate would be expected to possess the following competencies:

- Understand an overview of the Bible with greater depth in specified areas
- Demonstrate advanced skills in platform ministry
- Understand the stages of development of a Christian leader
- Demonstrate effective interpersonal leadership skills
- Maintain personal spirituality
- Understand a broad range of Christian truths, and apply these truths to personal living and church life
- Exegete the Bible with reference to specific literary genres
- Manage personal work priorities and professional development
- Manage team members
- Demonstrate specialty skills or knowledge depending on electives chosen.

Credit Transfer, Recognition of Prior Learning and Assessment Only Options

Students who have completed accredited modules/units at other recognized institutions may apply for Credit Transfer for modules/units that are comparable to those offered at Paradise College of Ministries.

Where a student has completed studies at a recognized institution they will need to provide an academic record plus outlines of modules/units previously studied.

When students, through experience and/or previous studies of non-accredited courses, consider that they meet specific module/unit requirements they may apply for credit with Paradise College of Ministries through our Recognition of Prior Learning or Assessment Only process. The RPL process will require evidence of competency to accompany the application.

There are two levels of credit that can be granted. Full credit meaning the student is exempt from further study for that module/unit. Partial credit meaning the student will be required to complete some further requirement in that module/unit.

If you feel you would like to apply for Credit Transfer or Recognition of Prior Learning or Assessment Only please contact our office for further information.

Credit to Other Courses

The courses at Paradise College are Government accredited and as such credits gained in our courses are generally accepted by other colleges offering similar courses. Paradise College has formal credit transfer arrangements in place with the following Australian Christian Churches colleges:

- Alphacrusis Bible College – Sydney, NSW
- Harvest Bible College – Melbourne, VIC

If you would like further information on this please see our college office.

Course Assessment

A. General Guidelines

Each PCOM module/unit is built upon a series of learning outcomes/elements and accordingly the assessments are made against these learning outcomes/elements. The competency of a learning outcome/element is determined against the benchmark of the assessment criteria of each learning outcome/element.

Competency will be awarded according to the following scale:

CAD	Competency Achieved with Distinction Exceptionally high standard of competency
CAM	Competency Achieved with Merit Above average standard of competency
CA	Competency Achieved Acceptable standard of competency
NYC	Not Yet Competent

A “Competency Achieved” (CA) is awarded for a module/unit where competence is achieved for all learning outcomes/elements. Where competence is not achieved for all learning outcomes/elements a “Not Yet Competent” (NYC) will be awarded.

Merit and Distinction awards will be allocated at a learning outcome/element level and module/unit level where cumulative assessment results indicate skills and knowledge at a level significantly beyond the required competency standard.

Students are required to present their assignments according to the guidelines laid out in the *College Assignment Style Guide*.

Workplace assessment is associated with the ministry placement components of the course. For ministry placement each student is to be allocated an appropriate supervisor who will monitor the student’s progress and report on this progress to the College ministry placement coordinator. The final assessment of the student is to be made by the College ministry placement coordinator in conjunction with the supervisor.

B. Assessment Due Dates

1. Assignments

Assessments may be submitted in either hard copy to the college office or by email to assessment@paradise.asn.au

When submitting assessments by email please insert them as attachments with the following file name:

Surname, First name – Module name – Assignment number – year-month-day

Eg. Smith, Bill – Ephesians – Assignment 1 – 2011-05-26

All assessments including electronic submissions must be submitted by the close of College office hours on the respective due date.

Students may negotiate an extension of the due date with the respective Trainer if they have sufficient reason (e.g. ill health, family or personal circumstances etc.). NB. Being “too busy” is not a sufficient reason. All negotiations must be

made before the due date occurs and the students are required to submit an *Application for Extension* form to the Trainer upon which a new due date is to be recorded and signed by the Trainer. This form is then to be attached to the front of the assignment by the student when it is submitted for marking. These forms are available in the College Library.

All assignments submitted after the due date that do not have a signed *Application for Extension* form attached to them will incur a fine of \$5 per day to a maximum of \$35 for any given module/unit.

2. Examinations

Where a module/unit assessment includes an examination the Trainer will set an examination date. If a student has a sufficient reason why they are unable to attend the examination they may negotiate a new date for the examination with the Trainer. All negotiations must be made before the examination date occurs and the students are required to submit an *Application for Extension* form to the Trainer upon which a new date is to be recorded and signed by the Trainer. This form is then to be attached to the front of the examination by the student when it is undertaken. These forms are available in the College Library.

If an unexpected reason rises on the day of the examination students are required to contact the College office to negotiate a new date for the examination.

All late examinations that do not have a signed *Application for Extension* form attached to them will incur a fine of \$5 per day to a maximum of \$35 for any given module/unit.

C. Reassessment of Work

Where a student has not achieved competency through an assessment, opportunity will be provided for further practice and reassessment. Students are invited to discuss the specific requirements for reassessment with the relevant Trainer. Reassessment will only involve the learning outcomes/elements for which they have not achieved competence.

The reassessment of work must be undertaken by a new due date as agreed by the Trainer otherwise the late fees set out above will apply.

This initial reassessment will incur no fee however additional reassessments will incur a \$15 fee per assessment.

D. Special Learning Needs

If you feel that you have some special learning needs you are invited to discuss these with the College Faculty Head or with one of the College staff members. In this way the College may be able to adjust its delivery or assessment approaches to assist you with your learning needs.

Also, if you feel you require additional tutoring in any unit/module you are invited to discuss this with the College staff.

E. Assessment Appeals

Paradise College of Ministries believes that it is necessary and appropriate for students to be given every opportunity to appeal if they feel that the assessment process has been unfair or if they have felt disadvantaged in any way. Consequently the College

has developed the following guidelines for students to make an appeal if they feel their assessment has been unfair or incorrect.

1. Students are invited to initially discuss any issues of appeal with the Trainer involved.
2. If the student feels the need to take this further, then a formal appeal can be lodged either with the Registrar or to the Trainer on the *Assessment Appeal Form*. Forms are available in the College Library.
3. Appeals are to be lodged within 14 days of the student's receiving the results of assessment.
4. Trainers are to discuss all written appeals with the Faculty Head before responding to the appeal. If the Trainer concerned is the Faculty Head, another staff member is to arbitrate in his/her stead.
5. The Faculty Head is to encourage the Trainer to do a self re-evaluation of the assessment process taking into account the student's comments, and to report back to the Faculty Head within 7 days.
6. If the Trainer feels that the assessment decision should remain as it was, the Faculty Head shall ask two other trainers with the relevant competencies to undertake an independent assessment of the student's material.
7. The reports from the independent assessors shall be lodged with the Faculty Head within 14 days of their accepting the task.
8. The results shall be tallied and the majority decision followed. That is, at least two of the three assessors (i.e., the original assessor plus the two independent assessors) will need to agree in order for a decision to be accepted. If the two independent assessors agree against the original assessor, then the decision of the original assessor will be set aside and the decision of the latter two accepted. If at least one of the independent assessors agrees with the original assessor, then the original decision shall stand.
9. The Faculty Head shall communicate the final decision to the student in writing.
10. No charge or fee is applied to any appeal of the assessment.

Graduation

A. Requirements

To graduate with any award from PCOM, students must complete the course in terms of the following:

- Achieve competency in all module/unit learning outcomes/elements.
- Full payment of fees.

Students satisfying these criteria will be awarded the appropriate certificate together with a Transcript detailing all results achieved.

Students not satisfying the above criteria will be presented with an Unofficial Results report. If full payment of fees has been received the student can request a Statement of Attainment detailing all results achieved thus far.

B. Celebration Dinner

A Celebration Dinner is held in the last week of the College year and the specific date will be published once a venue has been booked. Students are welcome to bring guests. Certificates are awarded to students at the Celebration Dinner.

The cost of the dinner is additional to the college course fees and is included in the Graduation Fee for full time students as outlined in this handbook. Part time students and guests will be charged an appropriate fee.

The College will extend an invitation to the pastor of full-time students to be our guest at the Celebration Dinner.

Please note only students who have settled all financial accounts with the College will receive a certificate for their studies.

C. Celebration Service

In addition to the Celebration Dinner a Celebration Service is held on the Sunday following the Celebration Dinner at 10 am at the Paradise Community Church. We ask all full time and part time students to attend this service, where we pray for and acknowledge the achievements of the students during the year.

B. Payment of Fees

Term fees are to be paid by the end of week one of each term. Students who cannot pay each term's fees at that time must arrange with the College for periodic electronic funds transfer of fees into the PCOM account prior to the first week of the term or will not be allowed to continue their studies.

Students encountering financial difficulties are encouraged to discuss their situation with the Faculty Head.

C. Protection of fees

In accordance with government registration requirements PCOM may only accept payment of fees up to a maximum of \$500 from each individual student prior to the commencement of the course and once the course has begun may only accept payments of fees up to a maximum of \$1,000 in advance.

D. Withdrawal

The College respects student's rights to withdraw from the courses for any reason but ask them to discuss this with the Faculty Head prior to withdrawal. Students are also required to notify the College in writing using the Notification of Withdrawal Form. Where a student is in receipt of Austudy/Youth Allowance/Abstudy the student is required to notify Centrelink of the date at which they withdrew from their studies. The College will also confirm this date with Centrelink.

E. Refund of Fees

The College agrees to refund the appropriate percentage of fees paid if a student decides to withdraw from the course for any reason or if the College terminates studies.

Students wishing to withdraw from their studies are required to notify the College in writing on the *Notification of Withdrawal* form supplied by the College. *Notification of Withdrawal* forms must be submitted to the College before the end of the modules/units from which they are withdrawing. The date of withdrawal will be calculated as the date the *Notification of Withdrawal* form was lodged.

Where a student withdraws from a module/unit prior to 75% of the module/unit duration, (i.e. Before the end of week 6 of a one term module/unit or week 12 of a semester long module/unit) the refund will be calculated, as the balance of fees for the percentage of the module/unit duration remaining. This will result in no record of the module/unit being placed on the academic transcript. Students desiring to complete these module/units at a later date are required to complete the module/units in entirety and are required to pay the full module/unit fee again.

Where a student withdraws from a module/unit after 75% of the module/unit duration (i.e. After the end of week 6 of a one term module/unit or week 12 of a semester long module/unit) no refund of course fees will be paid. Students desiring to complete these module/units at a later date are required to demonstrate competence of incomplete portions of the module/units only and are required to pay 50% of the module/unit fee again.

The following fees are not refundable: Application fees, Administration fees, Student Services fees, Library fees and the cost of books, equipment and other materials needed for the course.

In the event that a student has a grievance about how a refund has been handled the student is invited to complete a *Student Grievance Form* and submit it to the College

Faculty Head. These forms are available in the College Library. Grievances concerning refunds will be handled in accordance with the College *Student Grievance Policy*. The student will be presented with a written statement of the appeal outcome, including reasons for the decision.

Legitimate refunds will be reimbursed by the end of the respective college term.

In the event that the College is unable to complete the delivery of a course or unit/module, the college will refund the portion of fees paid for which training was not received.

Schedules

A. Term Dates 2011

Term One

Monday 14th February to Friday 15th April

Term Two

Monday 2nd May to Friday 1st July

Term Three

Monday 25th July to Friday 23rd September

Term Four

Monday 10th October to Friday 2nd December

B. Orientation Activities

The College conducts various orientation activities prior to the first week of term one.

Certificate IV in Christian Ministry – First year

Leadership Foundations	Monday 7 th February	7:30 pm – 9:30 pm
Leadership Internship	Monday 7 th February Wednesday 9 th February	7:30 pm – 9:30 pm 9:30 am – 12:30 pm
Study Skills Intensive (All Cert IV Students)	Thursday 10 th February Saturday 12 th February	6:30 pm – 9:30 pm 9:30 am – 4:30 pm

Diploma of Christian Ministry – Second year

Advanced Leadership	Wednesday 9 th February	12:30 pm – 2:30 pm
Advanced Leadership Internship	Wednesday 9 th February Wednesday 9 th February	9:30 am – 12:30 pm 12:30 pm – 2:30 pm

C. Daily Schedule

Please see the College Timetable for details of the daily schedule.

D. Devotions

As a College we place a high priority on developing an ongoing daily devotional life and as such we conduct a 35 minute supervised devotional time once a week to help you develop your own approach to reading the Bible and prayer.

This devotional time is compulsory for all full time students, part-time students are welcome to attend.

E. Timetable

The 2011 timetable is available on our website: <http://www.pcom.com.au/datesfees>

It should be noted the College may find it necessary to make alterations to the timetable. If this is necessary the College will notify all students as soon as possible as to how these changes affect their study routines.

Practicalities

A. Addresses

All students must notify the College immediately of any change of address and/or phone number.

B. Mail Boxes

Student mailboxes, situated in the library, are provided for the return of assessments, staff-student communications and all messages received for students. You will be assigned a personal mail box number at the commencement of the college year. Please check your mailbox regularly.

C. Mobile Phones

As mobile phones and other pagers are very disturbing they should be switched off during college activities. If you forget and it rings during a college activity it should not be answered but immediately switched off.

D. Student Surveys

As a College we are committed to excellence in the classroom and want to ensure that we are delivering courses that meet the needs of our students. One way to assess our effectiveness in these areas is to survey the students at the end of each module/unit. We encourage you to provide us with honest and frank responses to the survey questions so that we can continue to improve our module/units and delivery processes.

E. Visitors

You may wish to bring a visitor to class from time to time. You are asked to check with the Faculty Head, arranging this so that we can give a suitable welcome to such visitors.

Student Rights

A. Access to Records

Students have the right to see their student records and files at any time. Requests for student information that are not made in person must be made in writing and signed by the student involved.

Assessment results may be accessed at: www.pcom.com.au/noticeboard

B. Access and Equity Policy

Paradise College aims to uphold requirements of the Equal Opportunity Act of 1984 as it applies to religious training institutions and as such we ask you to familiarize yourself with our Access and Equity Policy in Appendix B (p. 31).

The College recognises that students have individual learning needs and that some students may require specific assistance in order to study successfully. This may particularly be the case with students with a range of disabilities or learning difficulties. The College will make every effort to assist students with particular learning needs and invites you to discuss your personal learning needs with a member of the faculty.

C. Student Support Services

Two Head Students from 2nd Year and two Head Students from 1st Year will assist the student body oversight.

These students, who may be appointed for 6 months or 12 months by the College Staff, will be the contact points for communication of student matters or needs.

When the Staff is absent the Head Students should be viewed as fully representing them to ensure the smooth running of the College.

Matters requiring attention can be drawn to the attention of the Faculty Head and Staff either by direct approach or by Head Student representative submissions.

In addition to Head Students, Staff and Trainers, students who require additional assistance with studies may be offered group tuition during term 1 and private tuition may be available on request throughout the year.

Students with specific learning needs may request specialized modes of assessment e.g. large print, oral exams, extended exam times, interpreted exams for the deaf.

Students experiencing personal difficulties are encouraged to approach the Head Students or Staff for pastoral assistance.

D. Student Grievance Policy

Paradise College of Ministries is committed to the welfare of our students and therefore will treat all student grievances with fairness and impartiality. As such the College encourages communication between students and staff on all areas of student welfare and college life.

Students wanting to raise any issues with the College can do so in a number of ways.

1. The student may approach a Student Representative (Head Student) who may then act as a spokesperson for the student if they so desire.

2. The student may also approach the respective trainer or staff member directly regarding their inquiry.
3. The student also has recall directly to the Faculty Head if deemed necessary.
4. While students are encouraged to resolve grievances informally they may formally present their grievance in writing using the *Suggestion / Grievance Form* available in the College Library.
5. Student Grievance forms are available in the College library to facilitate submission of written grievances.
6. The process of resolving written grievances must begin within 10 working days of receiving the grievance.
7. The student will be presented with a written statement of the appeal outcome, including reasons for the decision where the appeal was made in writing.
8. Completed Student Grievance forms are to be filed in the student's file, along with all related correspondence.
9. Written student grievances and responses are to be kept for a minimum of 5 years.
10. If grievances continue to remain unresolved the student has recall to the Paradise Community Church Executive Team. Grievances presented to the Executive Team must be presented in writing.
11. In addition to the above mentioned options students may request for their grievance to be heard by the Office of the Training Advocate.

Ground Floor
 55 Currie Street
 Adelaide SA 5000

Contact Details:

Office hours: Monday to Friday 8.30 am – 5.30 pm
 Phone: (toll free) 1800 006 488
 Email: trainingadvocate@sa.gov.au
 Post: GPO Box 320 Adelaide SA 5001

12. Finally grievances that remain unresolved may be directed to the Department of Further Education, Employment, Science & Technology.

Department of Further Education, Employment, Science & Technology
 Quality Directorate
 GPO Box 320
 ADELAIDE SA 5001
 Phone: (08) 82263065

E. Access to Student Information

Paradise College will keep all students personal information in confidence but the College may need to make this information available to the appropriate Commonwealth or State regulatory agencies if required.

Students are also asked to give the college permission to allow ministry experience supervisors to have access to student academic records.

Similarly students who are studying in Extension Colleges of Paradise College of Ministries are asked to permit the staff of the Paradise College of Ministries campus in Adelaide to access their student records.

Student Responsibilities

A. Absenteeism and Punctuality

Punctuality is an essential character quality and demonstrates respect for the Trainers and fellow students and therefore students are required to be on time for all scheduled college activities including Chapel services and Prayer Meetings.

Similarly, students are required to attend all lectures for the module/units they are enrolled in. The College Staff recognizes that on various occasions there is a genuine need for absence from College. With the exception of sickness or crisis situations, it is expected that students arrange permission for absence. This is to be done by completing the Student Apology Form and submitting it to the College office prior to the time of absence. In the case of sickness a phone call to the College office at the start of the day is requested and a Student Apology Form is to be completed upon resumption of studies.

A student roll will be kept of class attendance and chapel services. Attendance falling below 75% of classes for any module/unit or chapel services in any term will result in a reappraisal of that student's capacity to remain in the College. If absenteeism has been caused by extenuating circumstances this requirement will be waived at the discretion of the College Faculty. Students are invited to discuss any long term absenteeism with the College Faculty.

Absent students are responsible to ensure that they collect any lecture notes issued while absent and to check whether assessments were set in their absence. This is not the responsibility of the lecturing staff. Similarly, exams that have been missed without adequate notification will be subject to the late penalties as outlined in the Overdue Assessments section.

B. Youth Allowance/Austudy/Abstudy

Youth Allowance, Austudy and Abstudy are available to those who are enrolled in full-time study, subject, of course, to the successful lodgement of a claim with Centerlink.

To apply for this assistance you will need a letter of acceptance from the college confirming that you are a full-time student. This will be sent to you upon your acceptance into the College.

Students receiving these benefits are required to maintain a full time study load throughout the year. According to Centrelink this equates to a minimum enrolment of 75% in each term. In addition to this it is a requirement of Centrelink that full time students submit all assessments by their due dates and attend a minimum of 75% of all lectures.

C. Church Attendance

The College has a strong policy of supporting the local churches of students and therefore while you are enrolled in College we want you to maintain a close link to your own church, which should include regular attendance and involvement. As an opportunity to develop faithfulness we would ask students not to change churches while studying at College. During the year the College staff may liaise with your local Pastor to keep them informed about your progress in College. The College acknowledges the authority of your local church and will always endeavour to respect any requests made to us from your Pastor. In keeping with this vision of supporting your local church the College will require you to obtain permission to be part of certain College activities such as Ministry Trips to other churches.

D Courtesy to Trainers

As a mark of courtesy and respect for the lecturing staff we request that students observe the following:

- Please refer to the Trainers as “Ps.” or “Mrs/Mr.” rather than calling them by their first name.
- Please stand and remain standing when a Trainer enters the classroom until advised to sit.
- We encourage students to interact with the Trainers in class by asking questions etc. however this must always be done in a courteous manner giving respect to the position of the Trainer.

E. Dress Code

Students are expected to dress neatly and modestly at all times. The College atmosphere is reasonably casual and as such casual dress is appropriate but the College Staff reserves the right to speak to any students who dress inappropriately.

F. Termination of Tuition

The College reserves the right to terminate tuition for the following reasons:

- Financial default
- Inappropriate behaviour for ministerial trainees as deemed by the Australian Christian Churches Code of Conduct for Credentialed Ministers. (See Appendix F: ACC Ministerial Code of Conduct p. 45 For a copy of the code.)
- Continued failure to meet course requirements
- Continued class disruption

Students who wish to appeal a decision to terminate their tuition have recourse to the actions outlined in the Student Grievance Policy. p. 21

G. OH&S

In order to ensure a safe environment for staff, Trainers and students we ask you to familiarize yourself with and conform to our OH&S policy as documented in Appendix C (p. 35).

Library

A. Books

There are three types of books available in the Library, namely:

- Reference books that are marked NOT FOR LOAN. These are held in one area of the Library and may only be used in the Library.
- Reference books that are marked OVERNIGHT LOAN ONLY. These are stored on the general shelves.
- All other books may be borrowed for ONE WEEK only.

In fairness to fellow students undertaking similar assessments it is crucial that books be returned on time. Persistent lateness may result in loss of borrowing rights for a period of time.

B. Borrowing Procedures

Library resources are catalogued under the Dewey classification system and details are stored in the Library computer.

Borrowing, searching and reservation procedures are outlined in the Library. Up to three books may be borrowed at a time and MUST NOT be borrowed without following the correct procedures.

Students may only borrow a book in their own name. Books are not to be passed to another student, but must first be returned to the Library, then borrowed by the student in their name.

All resources borrowed from the Library must be returned to the BOOK RETURN area. Books are not to be removed from the BOOK RETURN area without being cleared by the Librarian first.

C. Computer use and Internet Access

Computers are available in the library for student use with access to the internet for study purposes.

Under normal circumstances it is not necessary to reserve time on the computers but at times of peak use it may be necessary to reserve computer time through the Librarian or Administrative Staff.

D. Copyright

As a College we pay a copyright royalty each year which allows our students and staff to copy materials for personal study use. Please familiarize yourself with the copying limits displayed near to the Library photocopier and discuss this with our office if you are uncertain about these guidelines.

E. Hours

The library is open on Monday and Tuesday from 9.00 am to 9.30 pm and on Wednesday from 9.00 am to 5.00 pm.

F. Journals and Magazines

A range of journals and magazines that may be borrowed for one week is also available.

G. Photocopying

Photocopying facilities are also available for student use in the library at 10c per copy. Please take note of photocopying limits and copyright regulations as posted in the library.

H. T.V./DVD

This equipment is available for students to view DVDs in the Library upon bookings with the administrator.

I. Videos/DVDs

The Library has a number of videocassettes/DVDs that may be borrowed for one week.

Appendix A: Australian Christian Churches Articles of Faith

These articles of faith of the Australian Christian Churches, grounded in these scriptures, are given as a basis for belief, fellowship and ministry “that we all preach the same thing” (1 Corinthians 1:10). Let it be remembered, however, that this is not given as a summary of the complete revelation of biblical truth, only that it covers our present needs as to these fundamental doctrines. These are found in the United Constitution Article 5.

Preamble:

The Holy Scriptures, known as the Bible are the inspired Word of God and our all-sufficient rule for faith and practice.

1. The Eternal Godhead

We believe in the unity of the true and living God who is the eternal, self-existent one, who has revealed Himself as one being in three persons – Father, Son and Holy Spirit, and who is the Creator and preserver of things visible and invisible – Deuteronomy 6:4; Mark 12:29; Matthew 28:19; Genesis 1:1; Psalm 86:9-10; Isaiah 43:10-11; John 1:1-3

2. The Lord Jesus Christ

We believe in the Lord Jesus Christ, the second person of the triune Godhead, who was and is the eternal Son of God; that he became incarnate by the Holy Spirit and was born of the Virgin Mary.

We believe in his sinless life, miraculous ministry, substitutionary atoning death, bodily resurrection, glorious ascension, and abiding intercession – Isaiah 7:14; Matthew 1:23; Hebrews 7:26; 1 Peter 2:22; Acts 2:22, 10:38; 2 Corinthians 5:21; Hebrews 9:12; Luke 24:39; 1 Corinthians 15:4; Acts 1:9; Ephesians 4:8-10; Romans 8:34; Hebrews 7:25.

3. The Holy Spirit

We believe in the Holy Spirit, the third person of the triune Godhead, who proceeds from the Father and the Son, and is ever present and active in the work of convicting and regenerating the sinner, and sanctifying and guiding the believer into all truth – John 14:26; John 16:8-11; 1 Peter 1:2; Romans 8:14.

4. The Holy Scriptures

We believe in the verbal, plenary inspiration of the Holy Scriptures, namely the Old and New Testaments in their original writings. All Scripture is given by inspiration of God, and is infallible, inerrantly revealing the will of God concerning us all in all things necessary to our salvation, and is absolutely supreme and sufficient in authority in all matters of faith and conduct. The Bible does not simply contain the Word of God, but is, in reality, the complete revelation and very Word of God, inspired by the Holy Spirit, so that whatever is not contained therein is not to be enjoined as an article of faith – Matthew 5:17,18; 24:35; John 4:39; 2 Timothy 3:16,17; 2 Peter 1:19-21.

5. The Devil

We believe in the personality of the devil, who, by his influence, brought about the downfall of man, and now seeks to destroy the faith of every believer in the Lord Jesus Christ – Genesis 3:1-15; Matthew 4:1-11; Luke 4:1-13; James 4:7; 1 Peter 5:8; John 13:2.

6. The Fall of Man

We believe that God created man by specific, immediate act and in his image and likeness, morally upright and perfect, but fell by voluntary transgression. Consequently, all men are separated from original righteousness, being depraved and without spiritual life – Genesis 1:26-31, 3:1-7; Romans 5:12-21.

7. The Atonement

We believe that God's answer to man's sinful state is in the death of his Son, the Lord Jesus Christ upon the cross, whose sufferings and shed blood have made full atonement for the sins of the whole world, both original and actual, and there is no other ground for salvation – 2 Corinthians 5:18-21; Galatians 1:4; Ephesians 1:7; Colossians 1:14; Hebrews 9:25,25; 1 Peter 1:19,20.

8. The Salvation of Man

We believe salvation is received through repentance toward God and faith in the Lord Jesus Christ. This experience is also known as the new birth and is an instantaneous and complete operation of the Holy Spirit whereupon the believing sinner is regenerated, justified, and adopted into the family of God and becomes a new creation in Christ Jesus and heir to eternal life – Titus 2:11, 3:5-7; 1 Peter 1:23; 1 John 5:1.

9. The Church

The Church is the body of Christ, the habitation of God through the Spirit, with divine appointments for the fulfillment of her great commission. Each believer, born of the Spirit, is an integral part of the general assembly and church of the first-born which are written in heaven – Ephesians 1:22-23, 2:22; Hebrews 12:23.

10. Water Baptism

We believe that Baptism, by single immersion, in the name of the Father, and of the Son, and of the Holy Spirit, is enjoined upon all who have repented and have believed in Christ as Savior and Lord, and that it is symbolic of our identification with Christ in his death, burial and resurrection – Matthew 28:19-20; Acts 10:47-48, 2:38-39; Romans 6:4-5; Colossians 2:12; Mark 16:16.

11. The Lord's Supper

We believe the Lord's Supper, consisting of the elements of bread and fruit of the vine, is the symbol expressing our sharing the divine nature of our Lord Jesus Christ (2 Peter 1:4); a memorial of his sufferings and death (1 Corinthians 11:26); and a prophecy of his second coming (1 Corinthians 11:26), and is enjoined upon all believers "until He comes" – Luke 22:15-20; Matthew 26:26-28; Acts 20:7.

12. Sanctification

Sanctification is an act of separation from that which is evil, and of dedication unto God. We believe it is the glorious provision for every believer in Christ to be made pure in heart and wholly sanctified, through the operation of the Holy Spirit, by the blood of Jesus and the Word of God – John 17:15-19; Acts 15:8-9; 1 Thessalonians 4:3-4; Hebrews 2:11; 1 Thessalonians 5:23-24; Hebrews 10:16-19; Romans 12:1-2.

13. The Baptism in the Holy Spirit

We believe that the Baptism in the Holy Spirit is the bestowing of the believer with the power to be an effective witness for Christ. This experience is distinct from, and subsequent to, the new birth; is received by faith, and is accompanied

by the manifestation of speaking in tongues as the Spirit gives utterance, as the initial evidence – Luke 24:49; Acts 1:4,5,8; 2:1-4; 8:15-19; 11:14-17; 19:1-7.

Despite the fact that there are many groups today who believe that speaking in tongues may or may not accompany the Baptism with the Spirit, our Fellowship is emphatic that the scriptural teaching is that speaking in tongues is the initial evidence or consequence of receiving the Baptism with the Spirit. All of our State Executives are resolute in upholding this Biblical position and do not process credential applications by any candidate who is not clear about this.

14. The Gifts of the Spirit

We believe in the present day operation of the nine supernatural gifts of the Holy Spirit, as recorded in 1 Corinthians 12. We also believe in the ministry gifts of Christ, as recorded in Ephesians 4:11-13.

15. Divine Healing

In accordance with the teachings of the Scriptures, we trust our heavenly Father to protect and heal our bodies from sickness and disease. We believe that divine healing for the body, as with all redemptive blessings of God, has been provided for us by the atoning death and victorious resurrection of our Lord Jesus Christ; it is the privilege of all believers and it is appropriated by faith in our heavenly Father's unfailing promises – Exodus 15:26; Isaiah 53:4; Matthew 8:16,17; 1 Peter 2:24; Psalms 103:3; James 5:14-15; Mark 16:17-18.

16. The Second Coming of Christ

We believe in the premillennial, imminent and personal return of our Lord Jesus Christ to gather His people unto Himself. Having this glorious hope and earnest expectation, we purify ourselves, even as he is pure, so that we may be ready to meet him when he comes – John 14:1-3; James 5:7-8; Titus 2:13; 1 Thessalonians 4:15-17; 2 Thessalonians 2:1; 1 John 2:28, 3:2,3.

17. The Millennium

We believe in the return of the Lord Jesus Christ to set up his millennial reign on this earth – Zechariah 14:5; Daniel 7:22; Revelation 5:9-10; Psalms 96:10-13; Psalms 11; Revelation 20:1-10. This statement on Prophecy allows for either Pre, Mid, or Post Tribulation theories regarding the return of Christ.

18. The Punishment of the Wicked

We believe in the everlasting punishment of the wicked (in the sense of eternal torment) who wilfully reject and despise the love of God manifested in great sacrifice of his only Son upon the cross for their salvation – Matthew 25:46; 13:49-50; Luke 12:47-48; 2 Thessalonians 1:8-9; Romans 6:23; Revelation 20:11-15. We believe that the devil and his angels and whosoever is not found written in the book of life shall be consigned to everlasting punishment in the lake which burns with fire and brimstone, which is the second death – Revelation 19:20; Revelation 20:10-15.

19. The New Heavens and the New Earth

"We, according to his promise, look for new heavens and a new earth wherein dwells righteousness" – 2 Peter 3:13; Revelation Chapters 21 and 22.

20. Creation

We believe that the heavens and earth and all original life forms, including man,

were made by the specific immediate creative acts of God as described in the account of origins presented in Genesis, and that all biological changes which have occurred since creation are limited to variation within each species. We believe that creation was by the specific immediate act of God and there is room for those who believe the Gap Theory of Genesis 1:1-2 and those who accept the "Young Earth" position.

Appendix B: Access and Equity Policy

A. Policy

Paradise College of Ministries is committed to meeting the needs of the individual students and the community as a whole, through the integration of access and equity guidelines.

Paradise College of Ministries will ensure that equity principles for all, regardless of race, gender, age, social or educational background or any disability that may be present, are implemented through fair allocation of resources (including human resources) and the right to equality of opportunity without discrimination.

Paradise College of Ministries will ensure that no applicant for admission to the College will be disadvantaged in any way by virtue of their race, gender, age (recognising of course the minimum age), social or educational background or disability.

2. Procedure

1. The College will ensure the establishment of non – discriminatory student selection procedures that encourage fair access for members of under represented groups.
2. The College will ensure that any relevant access and equity issues are considered during course development.
3. The College will ensure that staff members understand this policy and are aware of its implications through regular reviews and discussion of this policy in the College Staff meetings.
4. The College will ensure that Trainers are aware of this policy by including relevant information in the Trainer Handbook.
5. The Extension College will ensure that students are aware of this policy by inclusion of relevant information in the Student Handbook.

Some Implications With Respect to College Life

Staff members need to be aware that there are two types of discrimination:

- a. *Direct discrimination* occurs when a person is treated unfairly because of their gender, race, and age or because they have a disability.
- b. *Indirect Discrimination* is more difficult to identify and often occurs unintentionally. Indirect Discrimination often occurs when there is a requirement (a rule, a policy, or a system) that appears fair but has an unfavourable effect on one group compared to another. If the impact on the policy is proportionally worse on one group over another (eg. one culture over another, or women over men) then indirect discrimination is probably occurring.

With those two aspects in mind, the following applies:

- a. Any assessment adopted must be fair to all and must not discriminate against any particular student or group of students. For example, students who find it difficult to express themselves in writing may be offered oral assessment or the opportunity to record their assessment on audio tape. Similarly students with physical disabilities may be allowed to record their answers using appropriate technologies such as computers, large print

materials etc. Trainers are encouraged to be aware of such needs and to discuss alternative assessment methods with the Faculty Head.

- b. Students who have satisfied basic entrance competencies in English, and yet still find it difficult to present assignments in that language, should be given an extension to allow them the extra time needed to present finished assignments. Trainers are asked to carefully monitor students whose first language is not English to ensure that a fair assessment is being made.
- c. Teasing or horseplay based on gender, race, social or educational background is to be discouraged within the College community.
- d. If staff members or students become aware of any policy of the College that they regard to be indirectly discriminatory, or if they become aware of instances of direct discrimination, they are requested to draw same to the attention of the Faculty Head or Registrar immediately.

D. Government Legislation Regarding Discrimination

Jurisdiction and Legislation	Grounds of Discrimination	Area Covered	Process for Decision Making
Human Rights and Equal Opportunity Commission (HREOC) Act 1986 Incorporate IL0111 Convention concerning Discrimination in Employment and Occupation (Federal)	Branches of human rights and discrimination in employment on the basis of race, colour, sex, religion, political opinion, national extraction, social origin, age, medical record, criminal record, marital status, impairment, disability, nationality, sexual preference, trade union activity.	Breaches of human rights and discrimination in employment and occupation	Complaint must be in writing, matter is then investigated and conciliation attempted, if cannot be conciliated, the Human Rights Commissioner can report the complaint to the Attorney General
Racial Discrimination Act 1975 (Federal)	Race, colour, national or ethnic origin, immigration (or that of relative or associate)	Access to places and facilities, land, housing and other accommodation, provision of goods and services, right to join trade unions, employment	Complaint must be in writing, matter is then investigated and conciliation attempted, if cannot be conciliated may be referred to public hearing of HREOC for determination. Determination registered with Federal Court which has powers of enforcement
Sex Discrimination Act 1984 (Federal)	Sex, marital status, pregnancy, family responsibility (dismissal only), sexual harassment	Covers direct and indirect discrimination (not State employees where sex is covered), employment, partnerships, qualifying bodies, registered organisations, employment agencies, education, goods, services and facilities, accommodation, land, clubs, awards, enterprise agreements	As above
Disability Discrimination Act 1993 (Federal)	Physical, intellectual, psychiatric, sensory, neurological or learning disabilities, physical disfigurement, presence in body of disease-causing organism (eg HIV virus)	Employment, education, access to premises, accommodation, buying or selling land, activities of clubs, sport administration of commonwealth laws and programs, provisions of goods and services and facilities	As above

Jurisdiction and Legislation	Grounds of Discrimination	Area Covered	Process for Decision Making
Affirmative Action (Equal Employment for Women) Act 1986 (Federal)		Covers private sector (with more than 100 employees) and higher education, requires organisations to develop and implement programs to identify and eliminate barriers for women	Organisations covered required to report annually to the Director of Affirmative Action. Penalty for non-compliance is being named in Parliament and ineligibility for some Federal government contracts
Industrial Relations Act 1998 Industrial Relations Reform Act 1993	Race, Colour, sex, sexual preference, age, physical or mental disability, marital status, family responsibilities, pregnancy, religion, political opinion, national extraction or social origin	Discrimination in employment (termination and industrial awards and agreements)	Complaint to the Australian Industrial Relations Commission for conciliation, if appropriate, or referred to the Industrial Relations Court for resolution
South Australian Equal Opportunity Act 1984	Sex, sexuality, marital status, pregnancy, race, age, physical and intellectual impairment (but does not include mental illness)	Employment, partnerships, clubs and associations, qualifying bodies, education, provision of goods and services, accommodation, sale of land, sexual harassment, advertising (including employment agencies)	Complain in writing to Commissioner for Equal Opportunity, complaint investigated and conciliation attempted, if unsuccessful matter is referred to the Equal Opportunity Tribunal for a public hearing and determination, Tribunal gives a legal judgement which is enforceable by law

FOR FURTHER INFORMATION ABOUT LEGISLATIVE REQUIREMENTS:

COPIES OF **STATE ACTS** MAY BE OBTAINED FROM:

THE STATE INFORMATION CENTRE
 AUSTRALIS CENTRE, 77 GRENFELL STREET
 ADELAIDE SA 5000
 PH: 8204 1900 FAX: 8204 1909

COPIES OF **FEDERAL ACTS** MAY BE OBTAINED FROM:

THE AUSTRALIAN GOVERNMENT INFORMATION SHOP
 60 WAYMOUTH STREET
 ADELAIDE SA 5000
 PH: 8231 0144 FAX: 8231 0135

Appendix C: OH&S Policy

A. Policy

Paradise College of Ministries is committed to ensuring that all staff, Trainers and students of the College are safe from injury and risk to health and safety.

This commitment means that the College will:

- Provide and explain the relevant policies to all staff, trainers and students.
- Ensure a safe work and study environment is maintained.
- Ensure safe work and study practices are implemented.
- Ensure that all relevant legislative requirements are met.

B. Procedure

1. OHS Monitoring

1. OHS issues will be regularly raised and discussed in the College staff meetings.

2. Accident Prevention Policy

a) Awareness

- a. It is the College's policy to increase the awareness of all people in occupational health and safety matters through informative awareness methods and programs designed to reduce the risk of personal injury.

b) Objectives

- a. The central objective of this policy is the maintenance of a healthy and safe workplace and the total elimination of all workplace accidents. The College will endeavour to:
 - Provide safe buildings, plant and systems of work.
 - Ensure compliance with legislative requirements and standards.
 - Provide staff, contractors, volunteers and students with information, instruction, training and supervision for their safety.
 - Provide support that will assist staff, contractors, volunteers and students in maintaining their psychological and physical health.

c) Responsibilities of the College

- a. The College has the responsibility to provide a safe system of work for all its personnel. It is the responsibility of the College to ensure that policies, legislation and all instructions regarding occupational health and safety are implemented. The College will be responsible to:
 - Provide a safe workplace.
 - Implement Occupational Health & Safety policies and procedures.

- Actively promote and be involved in those policies and procedures.
- Provide resources to meet the College's OH&S commitments.

d) Responsibilities of Employees, Volunteers & Students

- a. The College, whilst recognising its obligations to take all practical action to safeguard the safety and health of each person, expects that each person will exercise due care and attention to their work and to use any necessary safety equipment and protective clothing provided and:
- Follow all OH&S policies and procedures.
 - Report all hazards to the OH&S co-ordinator.
 - Comply with all lawful instructions.
 - Not behave in a wilful and reckless manner.

e) Consultation Policy

- a. Consultation is an ongoing process ensuring everyone is given a genuine opportunity to consult. The College is committed to encouraging consultation and co-operation between administration, employees and voluntary workers and students. It will involve all parties in workplace changes likely to affect their safety and health.
- b. Consultation Covers:
- Hazard identification.
 - Risk assessment.
 - Hazard elimination.
 - Possible improvements.
- c. Employees and volunteers will not be disadvantaged through the involvement in the consultation process and all people will be given sufficient time and opportunity to consider information or advice when given.

3. OH&S Guidelines

a) General Guidelines

- a. All college employees, volunteers and students are required to observe the following guidelines:
- No smoking in the college building.
 - No alcohol or drugs on college property.
 - Know and observe details of emergency response and evacuation plans.
 - All work at heights must have permission of the OH&S co-ordinator before commencement.
 - Do not undertake work for which you are not qualified. Eg. electrical maintenance.
 - Be responsible for your own actions and do absolutely nothing to endanger another person's health or safety. i.e. No dangerous horseplay or dangerous practical jokes.
 - Report all potential hazards, accidents and near misses to the

OH&S co-ordinator.

- Keep work areas neat and tidy at all times.
- Seek assistance if required to lift heavy items.
- Observe hygiene standards located in kitchen areas.
- Be aware of the hazards of sitting for extended periods at computer screens and sit appropriately, and rest as necessary.

b. In the light of the policies and rules above, the College draws attention of staff, Trainers and students to the following:

b) Altar Ministry

- a. Students, staff or Trainers praying for others at altar calls must ensure that the person for whom they are praying will be adequately protected from danger of falling by either providing a responsible catcher or by sitting the person on a chair before prayer.

c) Computer Facilities

- a. Extended periods of work with computers can result in general fatigue and eyestrain, whilst repetitive tasks and incorrect posture will result in consistent aches and pains. Consequently current OH&S guidelines indicate that people working for long periods at computers should organise their work so as to allow a five to ten minute rest every hour. This rest should include a change of position and stretching exercises as appropriate.
- b. Posture can be improved by adjusting chair height so that the operator's feet are comfortably placed on the floor (or footrest) and your arms are at an approximately 90-degree angle.
- c. The screen should be positioned to avoid reflection from lights and windows and at a suitable distance so that it can be easily read.

d) Electrical Equipment

- a. To minimise the risk of electrical shock all power outlets are protected by built in Residual Current Devices and are labeled accordingly.
- b. Where electricity is supplied to moveable equipment through an outlet that is not protected by built in RCD (as in situations away from the college premises) a portable RCD must then be used.
- c. Where a portable RCD is used it must always be tested (by means of the built in test facility) before it is used. If after testing the RCD does not trip it must be repaired or replaced.
- d. Appropriately licensed personnel must perform any work performed on electrical equipment.
- e. Electrical equipment that is mal-functioning must be brought to the attention of the College staff, or the OH&S coordinator.

e) Fire Safety

- a. The College will undertake to communicate the procedures involved in evacuation and the location of fire equipment to the users of the College at least twice each year.
- b. All users of college premises need to be familiar with the location of all EXITS and fire extinguishers and apparatus on campus, and in

the Church building. Please consult available maps to determine location.

- c. It is the user's responsibility to understand fire drill procedures displayed around the college premises.
- d. Users are asked to attend any instructions on the use of fire devices given by the College.

f) **First Aid**

- a. There is a first aid kit located in the College office.
- b. All accidents must be reported to College staff or the OH&S Coordinator.
- c. The accident and any aid administered must be recorded in the Aid Administration booklet attached to the First Aid kit.

g) **Lifting**

- a. Never attempt to lift anything that is beyond your capacity.
- b. Always bend your knees and keep your back straight when picking up items
- c. If you have experienced back problems in the past do not attempt to lift heavy objects. Ask someone else to do it for you.

h) **Lighting**

- a. Always ensure that there is adequate lighting for all tasks.

i) **Work and Study Areas**

- a. Always ensure that all work areas are clean and clear of clutter so as to avoid the danger of accident by tripping.
- b. Place all rubbish in the bins provided.
- c. Ensure that kitchen bench spaces are left clean and tidy and that all dishes are washed.
- d. Do not leave tea towels or any cleaning cloths in a bundle on the bench tops or draped near any bin.
- e. Do not sit or climb on any desks or tables.
- f. Where there are tables with fold up legs, ensure that they have been fully extended before use.

C. Reporting

1. The appropriate OH&S personnel are identified at the end of this policy.
2. You are required to report any accidents, and are also encouraged to report any unsafe environments or practices to the appropriate personnel.
3. Reports of accidents or near misses are to be made on the *OH&S Accident Report Form* available in the Library.
4. Reports of perceived hazards are to be made on the *OH&S Perceived Hazard Form* available in the Library.
5. Completed OH&S Accident Report Forms and OH&S Perceived Hazard Forms are to be filed in the Occupational Health & Safety Policy Review file along with

all related correspondence. A copy of the OH&S Accident Report Form is also to be filed in the student's file.

D. OH&S Personnel

OH&S Officers:	Phillip Farlam	Phone extension 188
	Roger Head	Phone extension 123
	Greg Johnston	Phone extension 130

Appendix D: Certificate IV in Christian Ministry

Leadership Foundations – Leadership and Bible Stream

The Leadership and Bible stream within the Certificate IV in Christian Ministry provides an understanding of essential Biblical truths and foundational leadership principles. To complete this stream you will undertake all core units/modules and the elective units/modules below.

In order to gain competence in the Certificate IV in Christian Ministry students are required to complete a minimum of 23 units/modules comprising of 17 core units/modules listed below and a minimum of 6 elective units/modules. Elective units/modules must equate to a minimum of 200 nominal hours.

Core units/modules

Unit/Module Number	Unit/Module Name	Nominal Hours
BSBCMM401A	Make a presentation	30
BSBWOR402A	Promote team effectiveness	50
BSBCMN402A	Develop work priorities	40
CHCHILD401A	Identify and respond to children and young people at risk of harm	30
CMBT401	Old Testament Survey	40
CMBT402	New Testament Survey	40
CMBT405	Romans	20
CMBT406	Ephesians	20
CMBT407	The Doctrine of the Bible	10
CMBT408	The Doctrines of God and Man	10
CMBT409	The Doctrine of Salvation	10
CMML401	Homiletics	10
CMPD401	Spirituality 1	20
CMSS401	Bible Study Methods	20
HLTOHS200A	Participate in OHS processes	20
SRSCOP011B	Develop an integrated time management plan	
SRSCOP014B	Prepare to study	5

Elective units/modules

CMBT403	The Gospel of John	20
CMBT410	The Doctrine of Last Things	10
CMBT411	The Doctrine of the Church	10
CMBT412	The Holy Spirit	20
CMBT413	The Fatherhood of God	10
CMBT414	The Person of Christ	20
CMML402	Foundations of Christian Leadership*	10
CMML403	Principles of Servant Leadership	10
CMML404	Biblical Leaders 1*	10
CMML405	Discovering Your Ministry	10

CMML409	Caring for New People	10
CMML410	Children's Ministry in the Church	10
CMML411	Personal Evangelism	10
CMML413	Relationships and Family Issues*	20
CMPD403	Life Principles 1*	20

Please note that subjects marked * will not be delivered live in class in 2011 but will be delivered off campus by DVD.

Leadership Internship – Leadership and Ministry Stream

The Leadership and Ministry stream within the Certificate IV in Christian Ministry provides an understanding of essential Biblical truths and develops leadership skills through practical ministry experiences. To complete this stream you will undertake all core units/modules and the following elective units/modules below.

In order to gain competence in the Certificate IV in Christian Ministry students are required to complete a minimum of 23 units/modules comprising of 17 core units/modules listed below and a minimum of 6 elective units/modules. Elective units/modules must equate to a minimum of 200 nominal hours.

Core units/modules

Unit/Module Number	Unit/Module Name	Nominal Hours
BSBCMM401A	Make a presentation	30
BSBWOR402A	Promote team effectiveness	50
BSBCMN402A	Develop work priorities	40
CHCHILD401A	Identify and respond to children and young people at risk of harm	30
CMBT401	Old Testament Survey	40
CMBT402	New Testament Survey	40
CMBT405	Romans	20
CMBT406	Ephesians	20
CMBT407	The Doctrine of the Bible	10
CMBT408	The Doctrines of God and Man	10
CMBT409	The Doctrine of Salvation	10
CMML401	Homiletics	10
CMPD401	Spirituality 1	20
CMSS401	Bible Study Methods	20
HLTOHS200A	Participate in OHS processes	20
SRSCOP011B	Develop an integrated time management plan	
SRSCOP014B	Prepare to study	5

Elective units/modules

BSBATSIL410B	Manage Stress	30
BSBPMG510A	Manage projects	60
CHCODMIN305D	Work within the administrative protocols of the organisation	75
CMML408	Participate in evangelistic activities	60

CMML406	Communicate the Christian message in a small to medium size group within a church or Christian organisation	40
CMML407	Provide pastoral care in a church or Christian organisation	80

Appendix E: Diploma of Christian Ministry

Advanced Leadership – Leadership and Bible Stream

The Leadership and Bible stream within the Diploma of Christian Ministry provides deeper understanding of Biblical truths and leadership principles. To complete this stream you will undertake all core units/modules and the following elective units/modules below.

In order to gain competence in the Diploma of Christian Ministry students are required to complete the requirements of the Certificate IV in Christian Ministry and a minimum of 18 units/modules comprising of 11 core units/modules listed below and a minimum of 7 elective units/modules. Elective units/modules must equate to a minimum of 260 nominal hours.

Core units/modules

Unit/Module Number	Unit/Module Name	Nominal Hours
BSBFLM501A	Manage personal work priorities and professional development	60
BSBFLM512A	Ensure team effectiveness	60
CMBT505	1 Corinthians	20
CMBT507	The Pastoral Epistles	20
CMML501	Principles of Public Speaking	40
CMML502	Christian Leadership Development	10
CMML503	Interpersonal Leadership	20
CMPD501	Spirituality 2	10
CMPD502	Personal Development 2	20
CMPD503	Life Principles 2	20
CMSS501	Biblical Exegesis	20

Elective units/modules

CMBT509	James	10
CMBT510	1 & 2 Peter	10
CMBT502	The Psalms*	10
CMBT504	The Synoptic Gospels*	20
CMBT506	2 Corinthians*	20
CMBT508	Hebrews*	20
CMCS501	Apologetics	10
CMCS502	Contemporary Christian Issues*	20
CMCS503	World Religions and the Cults*	20
CMCS504	Introduction to Missions*	20
CMHS501	Introduction to Church History*	40
CMML504	Biblical Leaders 2*	10
CMML509	Ministerial Ethics*	10
CMML505	Spiritual Gifts in Ministry	10
BSBATSIL410A	Manage Stress*	30

Please note that subjects marked * will not be delivered live in class in 2011 but will be delivered off campus by DVD.

Advanced Leadership Internship – Leadership and Ministry Stream

The Leadership and Ministry stream within the Diploma of Christian Ministry provides deeper understanding of Biblical truths and develops higher leadership skills through practical ministry experiences in which you will be responsible for leading and managing others. To complete this stream you will undertake all core units/modules and the following elective units/modules below.

In order to gain competence in the Diploma of Christian Ministry students are required to complete the requirements of the Certificate IV in Christian Ministry and a minimum of 18 units/modules comprising of 11 core units/modules listed below and a minimum of 7 elective units/modules. Elective units/modules must equate to a minimum of 260 nominal hours.

Core units/modules

Unit/Module Number	Unit/Module Name	Nominal Hours
BSBFLM501A	Manage personal work priorities and professional development	60
BSBFLM512A	Ensure team effectiveness	60
CMBT505	1 Corinthians	20
CMBT507	The Pastoral Epistles	20
CMML501	Principles of Public Speaking	40
CMML502	Christian Leadership Development	10
CMML503	Interpersonal Leadership	20
CMPD501	Spirituality 2	10
CMPD502	Personal Development 2	20
CMPD503	Life Principles 2	20
CMSS501	Biblical Exegesis	20

Elective units/modules

CMCS501	Apologetics	10
CHCORG428A	Reflect and improve upon professional practice	120
CHCORG525C	Recruit and co-ordinate volunteers	70
CHCORG627B	Provide mentoring support to colleagues	60
CMML506	Communicate the Christian message in a range of settings within a church or Christian organisation	40
CMML507	Provide and manage pastoral care in a church or Christian organisation	80
CMML508	Participate in and manage evangelistic activities	60

Appendix F: ACC Ministerial Code of Conduct

The Rationale for a Code

Ministry is a call to serve both God and people. Credentialed Ministers are firstly accountable to God (1 Corinthians 4:4-5), but also to church members and those who receive ministry (Ephesians 4:1-2). Ministers are public figures whose lives are on display and are viewed with considerable public scrutiny. A high degree of conformity is expected with the biblical call to holiness (Matthew 5:48; Titus 2:7-8). Accordingly, pastoral relationships are to be characterised by love, justice, care, and compassion (Micah 6:8). A minister is firstly a disciple of the Lord Jesus Christ, (1 John 2:6) and as such ministry is grounded by prayer, Bible study, regular worship and a readiness to follow the guidance of the Holy Spirit (Matthew 28:19-20).

Ministers of our Movement are to live and minister in accordance with biblical values. Additionally, it is expected that every profession have a code of conduct that sets an example of excellence for the society in which it seeks to minister. Ministers are to be examples in the creation of healthy communities.

The following are guidelines are designed to identify areas, articulate relevant principles, note areas of caution, and state what is clearly prohibited in terms of biblical conduct for Ministers in our movement.^a

The Purpose of the Code

This code is intended to guide the behaviour of Ministers in our Movement. It is articulated to assist leaders to serve in such a manner that it will cause our churches and ministries to be safe places for all; places where integrity is honoured, accountability is practised, misconduct is not concealed, and forgiveness is encouraged to bring about healing and restoration.

Article 15 of the United Constitution and Article 8.3 of the National By-Laws provides for action that may be taken where the holder of a ministerial certificate has committed improper conduct.

Improper conduct is generally regarded as behaviour that in all the circumstances of a case is an inappropriate or incorrect way of discharging a person's duties, obligations, or responsibilities.

This Code of Conduct sets out the standard that is expected of credentialed Ministers, and therefore is an important document for determining whether a person has committed improper conduct.

A breach of a "Prohibited" provisions will always be improper conduct and will result in disciplinary action. A breach of a "Cautionary" provision, depending on the circumstances may be improper conduct, and may result in disciplinary action.

The Code of Conduct

1. Pastoral Example

Ministers should be "above reproach" (1 Timothy 1:11-12). The values of the Gospel of Christ should be obvious to members of the church and wider society (Matthew 5:16; 1 Corinthians 11:1). It is also important for an effective minister to have a healthy lifestyle and a balance of service, recreation, and family (Ecclesiastes 3:1-11; Titus 1:6). This lifestyle should also be supported and encouraged for all members of church staff.

Ministers should be good citizens and obey the laws of the community (Proverbs 24:21; Romans 13:14; 1 Peter 2:11-17). The only rare exception may be when a

^a This Code of Conduct will set the basis for acceptable behaviour by ministers of the AOG in Australia. Behaviour inconsistent with this may form the basis for disciplinary procedures See AUSTRALIAN CHRISTIAN CHURCHES NATIONAL CONFERENCE NATIONAL BY-LAWS May 1999 – ARTICLE 8, 13.4.11 Restoration and Reinstatement of Disciplined Ministers.

Christian engages in non-violent civil disobedience as a matter of protest (Acts 4:18-20).

Caution

Addictive behaviours: Scripture requires that we exercise caution in the use of alcohol (Proverbs 20:1; 1 Corinthians 6:12; 1 Corinthians 8). Abstinence is a stand that is highly respected in our Movement. Extreme caution must also be exercised with all potentially addictive and harmful behaviours that bring unwarranted harm to the body or jeopardise our own or another's faith.

Language: The use of offensive language should also be avoided (such as swear words, sexual connotations, and racial or religious slurs).

Prohibited

A Minister must avoid drunkenness, gambling, and abstain from the use of all illegal drugs (Romans 13:13; Galatians 5:21). A Minister must not smoke.

2. Ministry Matters

Authority to minister comes from Jesus Christ; the head of the Church (Matthew 28:18; 1 Corinthians 12:27). Christian leadership must never be manipulative or authoritarian (John 15:15). Ministers are servants of Christ, who should endeavour to become servant leaders as modelled by Jesus (John 13:314). Leadership in all its dimensions must always be accountable, and it is essential that ministers act responsibly in the best interests of those they serve (James 3:1; 1 Peter 5:2-4).

Caution

Qualifications: Ministers must not misrepresent their competence, qualifications, training, or experience. Ministers should recognise their level of skill and experience. If they are unsure, they must seek additional advice from other colleagues or other professionals.

Pastoral relationships: Ministers should also be aware of the danger of dependency developing in pastoral relationships, and seek supervision or advice when such concerns arise. A balance should be found between the need for mutual support and the need for accountability.

Ministry gifts: It is a Pentecostal distinctive to honour the role of the Holy Spirit who imparts spiritual gifts (1 Corinthians 12:7). There are a variety of gifts (1 Corinthians 12:4) and the true exercise of these gifts will always be consistent with the fruit of the Spirit (Galatians 5:22-23). For example, prophecy is to be exercised for "strengthening, encouragement and comfort" (1 Corinthians 14:3). A leader must always be willing to held accountable, admitting to the possibility of human error when exercising the gifts of the Spirit (1 Thessalonians 5:19-21).

Public statements: We live in a society that has become increasingly sensitive to matters of discrimination and vilification. A Minister must show respect and godly care to all people, inside or outside the Christian community (Colossians 4:6). Care must be taken in how Ministers speak of the ministry of others in public (Mark 9:40) since reputation is something highly valued in Scripture (Proverbs 22:1).

Care must be exercised when Ministers express a personal opinion on controversial matters. They must distinguish expressing an opinion from speaking on behalf of a local church or the Movement (1 Corinthians 7:12).

Staffing and volunteers: There is a need for transparency and Godly motivation in any employment or ministry offer extended to a Minister, staff member, or volunteer serving in another church b . The offer must only be made with the

^b Obviously, this would apply to churches inside and outside our Movement.

prior knowledge and agreement of the Senior Minister of the church where they currently serve. It is inappropriate that an approach be made to a Minister or staff member serving in a church that is geographically local. It is additionally inappropriate for a Minister or staff member serving in a pastoral team to seek a position in a neighbouring church without the endorsement of their Senior Minister.

After retirement or resignation from a ministry, the Minister must terminate existing pastoral relationships to allow their successor to assume responsibility. Friendships may continue as long as the end of the pastoral relationship is mutually recognised. Any request for a continuing pastoral relationship must only occur with the permission of the new Senior Minister or the person who has overall pastoral oversight.

It is unethical to be employed by a church, to build up that ministry, and then resign or be dismissed and then start a new work incorporating former church members without the prior knowledge and consent of the former Senior Minister. It is also unethical for a Minister to do anything to encourage a member of another church to join his or her church/ministry.

Prohibited

A Minister must not be abusive in any way toward others (1 Timothy 3:2-5; Titus 1:7).

The misuse of authority can be a particular temptation in leadership and must be avoided. Ministers must not attempt to use the gifts of the Holy Spirit to manipulate or coerce a person. This includes attempting to use healing for financial gain; attributing miracles for personal glory; or using a word of knowledge to control an individual; or using prophecy to change church membership or to enlist support for a ministry. Accountability in all areas of ministry is essential.

3. Sexual Behaviour

Sexuality is a gift from God and integral to human nature. Ministers must value this gift by maintaining chastity in singleness and faithfulness in marriage (Proverbs 5:18, 6:32; 1 Corinthians 7:2). Homosexual behaviour is forbidden by Scripture (Romans 1:24-25). c

Caution

Children: Being especially vulnerable, children are entitled to be safe and protected. Ministry to children needs to be characterised by absolute trustworthiness. The Senior Minister and leadership of the local church are responsible to implement the appropriate Child Protection Policy for their State or Territory. d

Physical contact: Caution must always be exercised when initiating or receiving physical contact including gestures of comfort that may be unwanted or misinterpreted.

Pastoral conversations: A Minister must be careful in pastoral conversations when a person talks about sexual problems. Consideration must always be given to whether it is appropriate to refer a person to a suitable counsellor.

Ministry to people in the sex industry requires clear boundaries, a high level of accountability and mixed gender peer support (Proverbs 5:21).

Pastoral relationships: It is only in the rarest of circumstances that a pastoral relationship can legitimately develop into a romantic relationship. If two single people meet in a pastoral setting (not a counselling relationship), and there is

^c Assemblies of God Policies 13.4.2 Homosexuality and Lesbianism.

^d Assemblies of God Policies 13.4.9 Protection of Children

mutual attraction, then it is important for both parties to acknowledge that the nature of the relationship is changing. Once mutually recognised and acknowledged, it is the responsibility of the Minister to disclose this to the Senior Minister or their supervisor, and to arrange for someone else to assume pastoral responsibility for that person. e

Prohibited

All inappropriate sexual behaviour is forbidden. A Minister must not have a sexual relationship with a member of the church or anyone who is receiving, or has recently received, pastoral ministry. It is never acceptable to blame the person who has received counselling or ministry.

Sexual innuendo or compliments of a sexual nature are always inappropriate.

A Minister must not view pornographic material or go to places of commercialised sex such as strip clubs or visit a brothel (Matthew 5:28; 2 Peter 2:14a; Proverbs 5:3-6; 1 Corinthians 6:18-20; Ephesians 5:12). f Additionally, they must avoid chat rooms or internet sites of a sexual nature.

4. Financial Matters

A Minister must set an example and have integrity in all their financial dealings. This would include the timely payment of debts, the effective management of finances, as well as providing for their family (Romans 13:7-8). Failure to do so will have a significant impact on the church and the perceptions of the wider community.

The Senior Minister and the leadership of the local church have responsibility for the sound management of church and ministry finances. They may or may not be involved in actual transactions, but must ensure the implementation of a proper system for financial integrity and accountability. All church and ministry accounts should be independently audited.

Caution

Conflicts of interest: It is important to avoid any potential conflict between personal finances and pastoral responsibilities. If there is anything that could lead to a conflict of interest, then it must be immediately disclosed to the Board or Elders. It is important to disclose to the Senior Minister or Board or Eldership any personal gift or bequest (2 Corinthians 8:21; James 2:1, 2-4).

A leader must avoid borrowing money from, or lending money to, a person with whom there is a pastoral relationship.

Particular care must be exercised in the appointment of a spouse or family member to a paid position in the church or ministry. It must be done only with careful consultation with the Board or Eldership.

Taxation: A Minister must exercise caution with tax minimisation strategies and must not improperly use fringe benefit allowances.

Prohibited

A Minister must not seek additional personal advantage or financial gain because of a pastoral role. Naturally, this includes any benefit to a spouse and/or immediate member of his or her family. Various professions forbid dual relationships (2 Timothy 2:4). For example, a doctor cannot enter into a business relationship with a patient. A Minister must disclose to their Board or Eldership any situation that could be viewed as a dual relationship, including business

^e As a suggestion: before any dating or physical contact, there should be a gap of three months for a member of a church or youth group, and no less than a year if there was any counselling ministry. Mental health professions would consider this the minimum time required and even then, it is not generally accepted as appropriate behaviour.

^f Assemblies of God Policies 13.4.6 Pornography.

agreements.

A Minister must never borrow or take church funds without proper authorisation. A Minister must not seek financial support from people in a previous church or ministry unless there is authorisation by the current Senior Minister, Eldership, or Board. On termination of employment with a church (ministry or agency), a Minister must not expect a payment that is excessive, illegal or by private arrangement. In cases of dispute, the matter must be referred to the State President or their appointee.

5. Confidentiality ⁹

Trust is essential in pastoral ministry. Those involved in pastoral care must note that both formal interviews and casual conversations in a ministry context are pastoral encounters where confidences are shared and confidential information received. This information must not be disclosed, and must be treated with the utmost care. Exceptions include when disclosure is required by law (subpoena or abuse notifications), there are concerns for the safety of the person or others, or when the information is in the public domain.

Caution

Pastoral records: Pastoral notes and records are important, but caution must be taken with securing them. Any record of a pastoral counselling session is considered a health record, which is governed by national legislation. Computer records must be password protected and access limited to authorised persons. Paper records must be locked up and access limited to authorised personnel.

Particular care must be exercised in the publication of personal information in church directories, newsletters, rosters, and websites, etc. This also extends to publishing voices and images of individuals.

Confidentiality should be preserved in peer supervision or in mentoring relationships. All care should be taken to avoid disclosing those being discussed. Preachers should be careful with sermon illustrations, in teaching and especially in publications (Proverbs 11:13).

Prohibited

A Minister must not disclose confidential pastoral conversations except if required by law or if there is a concern for the safety of the person or another person (James 5:16).

6. Ministerial Development

It is important to continue to develop ministry skills through a variety of means including education, professional supervision, peer support, mentoring, and a regular ministry review (Proverbs 27:17). It is expected that Ministers will regularly attend District, State, and National Conferences and special events, and undertake ongoing professional development (Romans 13:7). This includes an expectation the Ministers demonstrate a loyalty the Movement and its vision, values, and mission.

The Implementation of the Code

If questions arise with areas of “Caution,” the individual Minister must talk to a supervisor, mentor, consult with peers, and if necessary pursue voluntary counselling.

With any breach of the Code of Conduct in a “Prohibited” area the Minister in breach must notify the State President (or the person fulfilling those duties at that time) within 7 days (24 hours if civil or criminal action is involved). See National By-laws, Article 8. The State President will implement the Grievance Policy of the Australian Christian

⁹ Assemblies of God Policies 13.4.4 Pastoral Confidentiality; 13.4.10 Confidentiality Guidelines

Churches upon notification.

Failure to notify in accordance with the paragraph above will itself be a “Prohibited” breach of the code.

Acknowledgements.

This code has drawn on the following codes of conduct, ethical statements, and ministerial guidelines: Faithfulness in Service: A national code for personal behaviour and the practice of pastoral ministry by clergy and church workers (General Synod of the Anglican Church of Australia Child Protection Committee, Draft -2004) Code of Professional Ethics for the practice of Pastoral Ministry: A guide for church workers and their communities (General Synod of the Anglican Church of Australia Child Protection Committee, Draft 2003)

The Code of Good Practice: (Anglican Church of Australia Diocese of Canberra and Goulburn, 2005) Code of Ethics applicable to ministers of Churches of Christ and The protocol for investigating complaints on matters pertaining to Sexuality: (Churches of Christ in Australia adopted 1997 and amended for Churches of Christ in Queensland 1998-1999)

Pentecostal Ministerial Ethics: Pastor Harry Leesment (1988) Statement of Moral Integrity: Pastor Rick Warren. A Statement of Restoration and Re-instatement of Disciplined Ministers.

New South Wales Registration Board Guidelines for Psychologists.