

## **ACD CERTIFICATES IN MINISTRY AND DIPLOMA OF PASTORAL MINISTRY**

The ACD suite of certificate and diploma courses in ministry can assist you to:

- identify and enhance the gifts with which you are endowed by God;
- develop further the knowledge, attitudes and skills which will equip you for ministry;
- support others, and be supported by others, in discovering gifts, identifying your call to ministry and preparing for intentional Christian service;
- be firmly grounded in the Christian faith through Biblical, theological and pastoral studies and practice, and through the practice of prayer, study, worship and spiritual discipline in a community of Christians.

This flexible program allows you to plan and design your own pathway to achieve these goals using the building blocks of our Certificates I, II, III and IV and Diploma of Pastoral Ministry.

You can begin by enrolling out of interest in one or more topics not related to a particular award, or you can set off on the route to a Certificate I, II, III and IV or the Diploma in Pastoral Ministry.

Our topics are grouped under three main headings:

Bible, Theology and Heritage  
The Life, Ministry and Mission of the Church  
Personal Development for Christian Service

Under these headings, you can expect to find topics that will address the following areas:

Bible, Theology and Heritage:

Experiencing Scripture in your life  
Thinking about the God we know  
God talk that makes sense and speaks to today  
Engaging our heritage  
Our living heritage

The Life, Ministry and Mission of the Church:

Communicating meaningfully  
Caring and nurturing  
Discerning right and wrong  
Sharing our stories  
Equipping yourself to

- build faith with children
- develop your skills with young people

Practicing ministry

Personal Development for Christian Service:

Spirituality  
Experiencing God  
Leadership skills  
Life skills  
Discovering your gifts and ministries  
Self-awareness and personal discovery

## Who Can Enrol?

People who wish to enrol in the Certificates in Ministry Program do not need any formal academic qualifications. Admission to the Diploma of Pastoral Ministry course requires completion of the ACD Certificate IV in Ministry or its equivalent.

## Building Your Program.

You can:

- Enrol in order to work toward the Certificate or Diploma of your choice,  
OR
- Enrol in individual topics out of interest or for credit so they can become building blocks for a Certificate or Diploma program.

Work completed for Certificates I, II and III may be credited toward a Certificate IV; however, in many cases there are limits on how many units may be counted.

- (1) Should a student wish to work toward the Certificate IV in Ministry without taking out any of the lesser awards, ie. Certificate I, II, or III, all topics completed that come within the structure of the Certificate IV may be counted toward the award.
- (2) In the case where a student wishes to be awarded more than one Certificate at the same level, ie. more than one Certificate I, normally only one-third of the first award may be credited to the next award.
- (3) However, students who have taken out awards at one level may receive credit up to two-thirds of the units required for a Certificate at a higher level. For example, a student who has been awarded one or more Certificates at level II may be credited with up to two-thirds of the units required for a Certificate III or IV.
- (4) The granting of credit always is dependent on the topic requirements of the Certificate to which the credit is to be applied.

Students who wish to move to the Bachelor of Ministry course and do not have the normal entrance requirements for that course, and have satisfactorily completed the equivalent of one year of full time study at Certificate level, may be eligible for entry to the BMin course. If you are interested in moving to Bachelor level study, you should consult your college academic advisor.

## How Long Does It Take?

Normally certificates and the Diploma in Pastoral Ministry can be completed on a full time basis as follows:

- Certificate I – One term of 6 to 7 weeks or equivalent.
  - Certificate II – One semester of 13 weeks or equivalent.
  - Certificate III – Three terms comprising 6 – 7 weeks or equivalent.
  - Certificate IV – One academic year or equivalent.
  - Diploma of Pastoral Ministry – Two academic years or equivalent (including Certificate IV)
- Most students choose to enrol part-time and spread their study over a longer period of time.
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## CERTIFICATE IV IN MINISTRY

The Certificate IV in Ministry can be completed full-time in one academic year. It may be undertaken in three focus areas: (1) Christian Life Studies – Take a Year; (2) Pastoral Ministry; (3) Spiritual Direction.

The Certificate IV in Ministry has exit points at Certificate I, II or III. See below for information about the requirements for each exit point.

### (1) Certificate IV in Ministry (Christian Life Studies – “Take a Year” Program)

*Convening college: Parkin-Wesley College (PWC)*

*Units required: 40*

This certificate provides an opportunity for young adults to develop insights and skills surrounding life issues, study of the Bible, theology, leadership in the community, youth culture, principles and practice of prayer, spiritual formation, Christian education, community development and social justice.

The program lasts for a year – beginning with an orientation weekend on the last weekend of February, and extending through to November.

This program includes weekly worship and lunch together and fortnightly spiritual formation groups. There are also monthly faith issues seminars – where participants have an opportunity to share insights and raise issues related to being a Christian in Australian society today. Faculty mentors and visiting guests will be part of the monthly seminars. Another important aspect is in being part of a caring community which is exploring creative and faithful ways of being Christian in Australian society today. The selection of topics will require consultation with the academic advisor in the student’s affiliated ACD college.

<b>Bible, Theology, Heritage</b>	<b>Personal Development for Christian Service</b>	<b>Life, Ministry and Mission of the Church</b>
12 units core topics in approved* areas	12 units core topics in approved areas* Attendance at Orientation Seminar is compulsory but no units are awarded	12 units in topics from four areas in this stream specified by affiliated college
4 units of elective topic/s from stream/s specified by affiliated college		

*\*Note: Approved by student’s affiliated college*

### (2) Certificate IV in Ministry (Pastoral Ministry)

*Convenors: All ACD colleges Units required: 40*

The Certificate IV in Ministry (Pastoral Ministry) may be completed on a full-time basis in one academic year or longer on a part-time basis. It is designed to provide participants with a broad grounding in ministry studies in all three of the streams in the Certificates program. It provides the first half of the Diploma in Pastoral Ministry and is a prerequisite for entry to the Diploma course. Students who apply to receive the Certificate I, II, or III awards in this program may be granted credit from these awards for up to one third of the units required for the Certificate IV (Pastoral Ministry).

The selection of topics will require consultation with the academic advisor in the student’s affiliated ACD college.

<b>Bible, Theology, Heritage</b>	<b>Personal Development for Christian Service</b>	<b>Life, Ministry and Mission of the Church</b>
12 units core topics*	8 units core topics*	16 units in four areas of ministry*
Plus 4 more units from any area, in consultation with the academic adviser.		

*\*Note: Approved by student’s affiliated college*

### **(3) Certificate IV in Ministry (Spiritual Direction)**

*Convenors: ACD Colleges and Ecumenical Spiritual Directors' Association (SA)*

*Units required: 40*

The Certificate IV in Ministry (Spiritual Direction) is a two-year part-time program that aims to prepare aspiring spiritual directors for this ministry. Those wishing to participate need to have had the experience of receiving spiritual direction themselves over a period of time. A personal interview by the directors of the program plus two references are necessary for admission. Candidates will need to demonstrate some background in Spiritual Formation.

The program will incorporate personal prayer/sharing and exercises in active listening; input on the theory and practice of spiritual direction; sessions on religious experience in the Christian tradition; and presentation of focusing papers.

The selection of topics will require consultation with the convener of the program and the academic advisor in the student's affiliated ACD college.

<b>Bible, Theology, Heritage</b>	<b>Personal Development for Christian Service / Life, Ministry and Mission of the Church</b>
12 units as follows: Biblical Studies – 4 units Theology – 4 units History of Spirituality – 4 units	28 units as follows: Spiritual Formation – 4 units Formation Programs I and II – 24 units

## EXIT AT CERTIFICATE I IN MINISTRY

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The Certificate I in Ministry can be completed on a full-time basis in one term (6–7 weeks) or over a longer period part-time. It may be undertaken in the following focus areas: (1) Pastoral Liturgy; (2) Spirituality for Living; (3) Towards a Big Enough Faith.

### (1) Certificate I in Ministry (Pastoral Liturgy)

*Convening college: Catholic Theological College (CTC)*

*Units required: 10*

This Certificate aims to bring a practical and informed understanding of the central points of the reformed liturgy of the Roman Catholic Church to those who take active roles in the preparation and implementation of liturgy. It is particularly aimed at parishioners who participate in any liturgical ministry, and does not presume any formal or informal training in theology or liturgy. The core topics reflect the understanding that the Assembly is at the heart of every liturgical celebration.

The selection of topics will require consultation with the academic advisor in the student's affiliated ACD college.

<b>Bible, Theology, Heritage</b>	<b>Personal Development for Christian Service</b>	<b>Life, Ministry and Mission of the Church</b>
10 units in core topics in up to three areas from topic list provided by CTC		

### (2) Certificate I in Ministry (Spirituality for Living)

*Convening college: St Barnabas' Theological College (SBC)*

*Units required: 10*

This Certificate aims to provide a basic orientation and experience of fundamental accents of spirituality. It covers everything from a basic outline and experience of spirituality in the Christian tradition, to a recognition of the connection between spirituality and action in life. The three broad streams of the Certificates in Ministry program can each be approached with an interest in the spiritual dimension.

The selection of topics will require consultation with the academic advisor in the student's affiliated ACD college.

<b>Bible, Theology, Heritage</b>	<b>Personal Development for Christian Service</b>	<b>Life, Ministry and Mission of the Church</b>
8 units in core topics in up to three areas selected from core topic list provided by SBC		
2 unit elective topic from one of three areas selected from elective topic list provided by SBC		

### (3) Certificate I in Ministry (Towards a Big Enough Faith)

*Convening college: St Barnabas' Theological College (SBC)*

*Units required: 10*

The Christian way of life and thought can have a real invitation to it. For those who are interested in testing the Christian walk or who simply want to do some intentional learning about their faith, this course is ideal. It covers a broad range of areas within the three streams.

The selection of topics will require consultation with the academic advisor in the student's affiliated ACD college.

<b>Bible, Theology, Heritage</b>	<b>Personal Development for Christian Service</b>	<b>Life, Ministry and Mission of the Church</b>
10 units in core topics in up to three areas selected from core topic list provided by SBC		

## **EXIT AT CERTIFICATE II IN MINISTRY**

The Certificate II in Ministry can be completed on a full-time basis in one semester (13 weeks) or over a longer period on a part-time basis. It may be done in the following focus areas: (1) A Big Enough Faith; (2) Adult Faith Education; (3) Basic Catholic Theology; (4) Bible and Theology; (5) Children; (6) Feminist Studies; (7) Lay Preacher Studies; (8) Pastoral Care; (9) Spirituality for a New World; (10) Worship Leading; (11) Youth.

### **(1) Certificate II in Ministry (A Big Enough Faith)**

*Convening college: St Barnabas' Theological College (SBC)*

*Units required: 20*

The Christian way of life and thought has an exciting breadth and challenge to it. A participant in this Certificate will gain a strong grasp of Christian foundations, Christian lifestyle and Christian engagement with the world. The focus is on contemporary application. The selection of topics will require consultation with the academic advisor in the student's affiliated ACD college.

<b>Bible, Theology, Heritage</b>	<b>Personal Development for Christian Service</b>	<b>Life, Ministry and Mission of the Church</b>
16 units in core topics in up to three areas selected from core topic list provided by SBC		
4 units in elective units in any of the three areas selected from elective topic list provided by SBC		

### **(2) Certificate II in Ministry (Adult Faith Education)**

*Convening college: Catholic Theological College (CTC)*

*Units required: 20*

This course is designed for pastoral leaders and education coordinators of local faith communities in the Catholic tradition (parishes and schools) who seek to develop their skills in adult faith education. Participants will learn about the principles and practice of adult faith education and study key areas of theology and Bible foundational to the ministry of the faith educator.

Participants will be accompanied by trained adult educators through the course and will be supported in their practice of education at the local scene. Assessment of this educational practice will form part of the Certificate for which credit will be given.

The selection of topics will require consultation with the academic advisor in the student's affiliated ACD college.

<b>Bible, Theology, Heritage</b>	<b>Personal Development for Christian Service</b>	<b>Life, Ministry and Mission of the Church</b>
6 units core topics in approved* areas	8 units in core topics in approved* area/s	6 units in topics from four areas in this stream specified by affiliated college

*\*Note: Approved by student's affiliated college*

### **(3) Certificate II in Ministry (Basic Catholic Theology)**

*Convening college: Catholic Theological College (CTC)*

*Units required: 20*

This certificate introduces participants to contemporary Catholic theology. It is particularly aimed at parishioners who have not previously embarked on any formal study of theology. The certificate covers the areas of bible, theology and practical theology.

The selection of topics will require consultation with the academic advisor in the student's affiliated ACD college.

<b>Bible, Theology, Heritage</b>	<b>Personal Development for Christian Service</b>	<b>Life, Ministry and Mission of the Church</b>
16 units core topics*		
4 elective units from any area, in consultation with the academic adviser.		

\*Note: Core units are determined by CTC and approved by student's affiliated college

#### **(4) Certificate II in Ministry (Bible and Theology)**

Convening college: *Parkin-Wesley College (PWC)*

Units required: 20

This Certificate provides a basic program in biblical studies and theology for lay people seeking to prepare themselves for adult studies leadership, faith development and ministry tasks. The program offers a continuing education opportunity for Lay Preachers.

The selection of topics will require consultation with the academic advisor in the student's affiliated ACD college.

<b>Bible, Theology, Heritage</b>	<b>Personal Development for Christian Service</b>	<b>Life, Ministry and Mission of the Church</b>
18 units approved* topics as follows: Bible 8 units Theology 8 units Heritage 2 units		
2 unit elective topic from stream specified by affiliated college		

\*Note: Approved by student's affiliated college

#### **(5) Certificate II in Ministry (Children)**

Convening colleges: *Parkin-Wesley College(PWC) & Catholic Theological College (CTC)*

Units required: 20 [Some topics not available in 2004]

This Certificate is designed to equip people to take a responsible and informed leadership role in the development of ministry with children. Units are gained in practical ministry work in the local situation. The selection of topics will require consultation with the academic advisor in the student's affiliated ACD college.

<b>Bible, Theology, Heritage</b>	<b>Personal Development for Christian Service</b>	<b>Life, Ministry and Mission of the Church</b>
8 units in core* topics in approved* areas	4 unit core topic: Either CMPD 052 or CMPD 068	8 units core topics from: CMLW 087 and CMLW 088 <b>and</b> CMLW 152 or CMLW 075 or CMLW 105A and CMLW 105B

\*Note: Approved by student's affiliated college

#### **(6) Certificate II in Ministry (Feminist Studies)**

Convening colleges: *ACD/Sophia*

Units required: 20

This Certificate is designed for people who are seeking to deepen their understanding of a feminist Christian perspective. It includes topics which explore historical, biblical and theological foundations of Christian feminism and provides an opportunity for participants to consider the implications of Christian feminism. The selection of topics will require consultation with the academic advisor in the student's affiliated ACD college.

<b>Bible, Theology, Heritage</b>	<b>Personal Development for Christian Service</b>	<b>Life, Ministry and Mission of the Church</b>
12 units in core* topics in approved* areas		
8 units of elective topics from approved* areas in consultation with academic adviser		

*\*Note: Approved by student's affiliated college*

### **(7) Certificate II in Ministry (Lay Preacher Studies)**

*Convening college: Parkin-Wesley College (PWC)*

*Units required: 22*

This Certificate is offered to students undertaking the topics set down by the UCA, SA Synod's Education for Ministry Committee for the ministry of Lay Preacher. Each topic is compulsory. The selection of topics will require consultation with the academic advisor in the student's affiliated ACD college. The Certificate II in Ministry (Lay Preacher Studies) is recognised as a "professional certificate". The granting of the certificate does not jeopardise a student's units in regard to other Certificates.

<b>Bible, Theology, Heritage</b>	<b>Personal Development for Christian Service</b>	<b>Life, Ministry and Mission of the Church</b>
14 units of core topics in approved* areas		8 units of core topics* plus Workshop (compulsory but no units awarded)

*\*Note: Approved by student's affiliated college*

### **(8) Certificate II in Ministry (Pastoral Care)**

*Convening college: Parkin-Wesley College (PWC)*

*Units required: 20 [Some topics not available in 2006]*

This course is designed for lay people who are elders or pastoral visitors in a local church or community setting. The topic Caring – the Basics of Pastoral Care (CMLW 083) will be a prerequisite to Caring – Part II (CMLW 084). The course offers insights into some important counselling skills and problem solving strategies.

The selection of topics will require consultation with the academic advisor in the student's affiliated ACD college.

<b>Bible, Theology, Heritage</b>	<b>Personal Development for Christian Service</b>	<b>Life, Ministry and Mission of the Church</b>
4 units core topics*	4 units core topics*	12 units core topics*

*\*Note: Approved by student's affiliated college*

### **(9) Certificate II in Ministry (Spirituality for a New World)**

*Convening college: St Barnabas' Theological College (SBC)*

*Units required: 20*

Spirituality is being spoken of everywhere in the world today, from church to business and wide-ranging venues in between. This Certificate builds on the general overview of the Certificate I in Ministry (Spirituality for Living) and seeks to broaden an experience of practices designed to facilitate spiritual health and to see the implications of an accent on spirituality in the wider world. The world is changing and there are old and new discoveries to be made to help us to value God, the world and ourselves anew.

The selection of topics will require consultation with the academic advisor in the student's affiliated ACD college.

<b>Bible, Theology, Heritage</b>	<b>Personal Development for Christian Service</b>	<b>Life, Ministry and Mission of the Church</b>
16 units of core topics in up to three areas chosen from a list provided by SBC		

4 units of elective topics in up to two areas chosen from a list provided by SBC
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**(10) Certificate II in Ministry (Worship Leading)**

*Convening college: Parkin-Wesley College*

*Units required: 20 [Some topics not available in 2006]*

This Certificate is designed for lay people who are testing or developing a ministry in the preparation and leadership of worship. It will provide theological and biblical foundations for their ministry.

A person holding this Certificate would be required, if seeking accreditation as a Lay Preacher in the UCA, to undertake the further topics as outlined under Certificate II in Ministry (Lay Preacher Studies) and then submit to the practical tests and trial services required by the Lay Preachers' Committee of their Presbytery. The selection of topics will require consultation with the academic advisor in the student's affiliated ACD college.

<b>Bible, Theology, Heritage</b>	<b>Personal Development for Christian Service</b>	<b>Life, Ministry and Mission of the Church</b>
12 units core topics*		4 units core topics*
4 elective units from any area selected in consultation with the academic adviser.		

*\*Note: Approved by student's affiliated college*

**(11) Certificate II in Ministry (Youth)**

*Convening college: Parkin-Wesley College (PWC)*

*Units required: 20 [Some topics not available in 2006]*

Local volunteer youth leaders and workers will find that this Certificate will expand their grasp of the biblical, theological and missional foundations for youth work. Units are gained in practical work in the local situation.

The selection of topics will require consultation with the academic advisor in the student's affiliated ACD college.

<b>Bible, Theology, Heritage</b>	<b>Personal Development for Christian Service</b>	<b>Life, Ministry and Mission of the Church</b>
8 units of core topics in approved* areas	4 units in CMPD 094 Youth Ministry Project	4 units in CMLW 237 Youth Ministry – Theology and Strategies
4 units of elective topic/s from stream/s specified by affiliated college		

*\*Note: Approved by student's affiliated college*

## EXIT AT CERTIFICATE III IN MINISTRY

The Certificate III in Ministry can be completed on a full-time basis in 3 terms (approximately 20 weeks) or over a longer period on a part time basis. It may be undertaken in the following focus areas: (1) Bigger Faith, Bigger Mission; (2) Ministry Foundations; (3) Orientation to Ministry – The Living Waters Program.

### (1) Certificate III in Ministry (Bigger Faith, Bigger Mission)

*Convening college: St Barnabas' Theological College (SBC)*

*Units required: 30*

Equipped with a big enough faith, a Christian's service in the world and in the church needs some focus and training. This Certificate builds on the foundation of the Certificate I in Ministry (Towards a Big Enough Faith) and Certificate II (A Big Enough Faith) and provides learning and skills in areas which will enable participants to have greater confidence and ability to exercise their ministry in their local parish and in the wider world. This Certificate works more closely with an Anglican background in view. However, the individual topics and the Certificate as a whole are open to all who are seeking a bigger faith and a bigger mission. The selection of topics will require consultation with the academic advisor in the student's affiliated ACD college.

<b>Bible, Theology, Heritage</b>	<b>Personal Development for Christian Service</b>	<b>Life, Ministry and Mission of the Church</b>
24 units in core topics in up to three areas selected from core topic list provided by SBC.		
6 units elective topics from one of three areas selected from elective topic list provided by SBC.		

### (2) Certificate III in Ministry (Ministry Foundations)

*Convening college: All ACD colleges*

*Units required: 30*

This Certificate is designed for people who wish to establish a firm grounding for present or future pastoral ministry in the Anglican, Uniting or Roman Catholic traditions. The program includes introductory and foundational topics in the areas of Ministry, Bible (Old and New Testaments), Theology, Liturgy and Spirituality. An integrating aspect of the program will be found in the Practicum, which will be directed towards a specific area of ministry.

This program should be of benefit to those who are involved in, or hope to be involved in, pastoral ministry in differing situations - parish/congregation, school, hospital, chaplaincy etc.

There are five areas of study involved - Ministry, Bible, Theology, and Spirituality and Liturgy. A Practicum of either 4 units or 8 units value is required, as indicated below. It will be directed towards an area of the student's ministerial interest after consultation between the student and the respective academic adviser of the particular ACD college in which the student is enrolled. The Practicum will be supervised by a member of faculty of that college.

The selection of topics will require consultation with the academic advisor in the student's affiliated ACD college.

<b>Bible, Theology, Heritage</b>	<b>Personal Development for Christian Service</b>	<b>Life, Ministry and Mission of the Church</b>
8 units of core topics in approved* areas	4 units of core topics in approved* area/s	4 units core* topics and 4 or 8 unit practical project
Plus 6 or 10 units of elective topic/s from stream/s specified by affiliated college		

*\*Note: Approved by student's affiliated college*

### **(3) Certificate III in Ministry (Orientation to Ministry – The Living Waters Program)**

*Convening college: Parkin-Wesley College (PWC)*

*Units required: 32*

This is a 32 unit Certificate that includes the study preparation required for those in the Uniting Church undertaking the "Period of Discernment". This Certificate will provide the core topics required for those applying for the ministries of Lay Pastor, Youth Worker and Community Minister, as well as congregation workers or assistants within the Uniting Church. Most of the topics can be undertaken either on campus or by distance study; however, CMPD068 Basics of Leadership (1 week intensive) and CMPD 059 Orientation Seminar require attendance on-campus.

The selection of topics will require consultation with the academic advisor in the student's affiliated ACD college.

<b>Bible, Theology, Heritage</b>	<b>Personal Development for Christian Service</b>	<b>Life, Ministry and Mission of the Church</b>
8 units core topics in approved* areas	8 units core topics in approved* area/s plus attendance at Orientation Seminar (Compulsory but no units awarded)	16 units approved* topics

*\*Note: Approved by student's affiliated college*

### **DIPLOMA OF PASTORAL MINISTRY**

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*Convenors: All ACD colleges*

*Units required: 40*

Applicants for entry to the course of study leading to the Diploma of Pastoral Ministry must have completed the ACD Certificate IV in Ministry or equivalent. The Diploma may be completed in one year of full-time study or over a longer period on a part-time basis. The selection of topics for the Diploma of Pastoral Ministry will require consultation with a student's academic advisor.

<b>Bible and Theology</b>	<b>Personal Development for Christian Service</b>	<b>Life, Ministry and Mission of the Church</b>
8 units in elective topics in approved* area/s	8 units in elective topics in approved* area/s	8 units in elective Topics in approved* area/s
12 units Supervised Ministry Practice <i>and</i> 4 units of approved* electives <i>or</i> 8 units Ministry Practice Project <i>and</i> 8 units of approved* electives		

*\*Note: Approved by student's affiliated college*