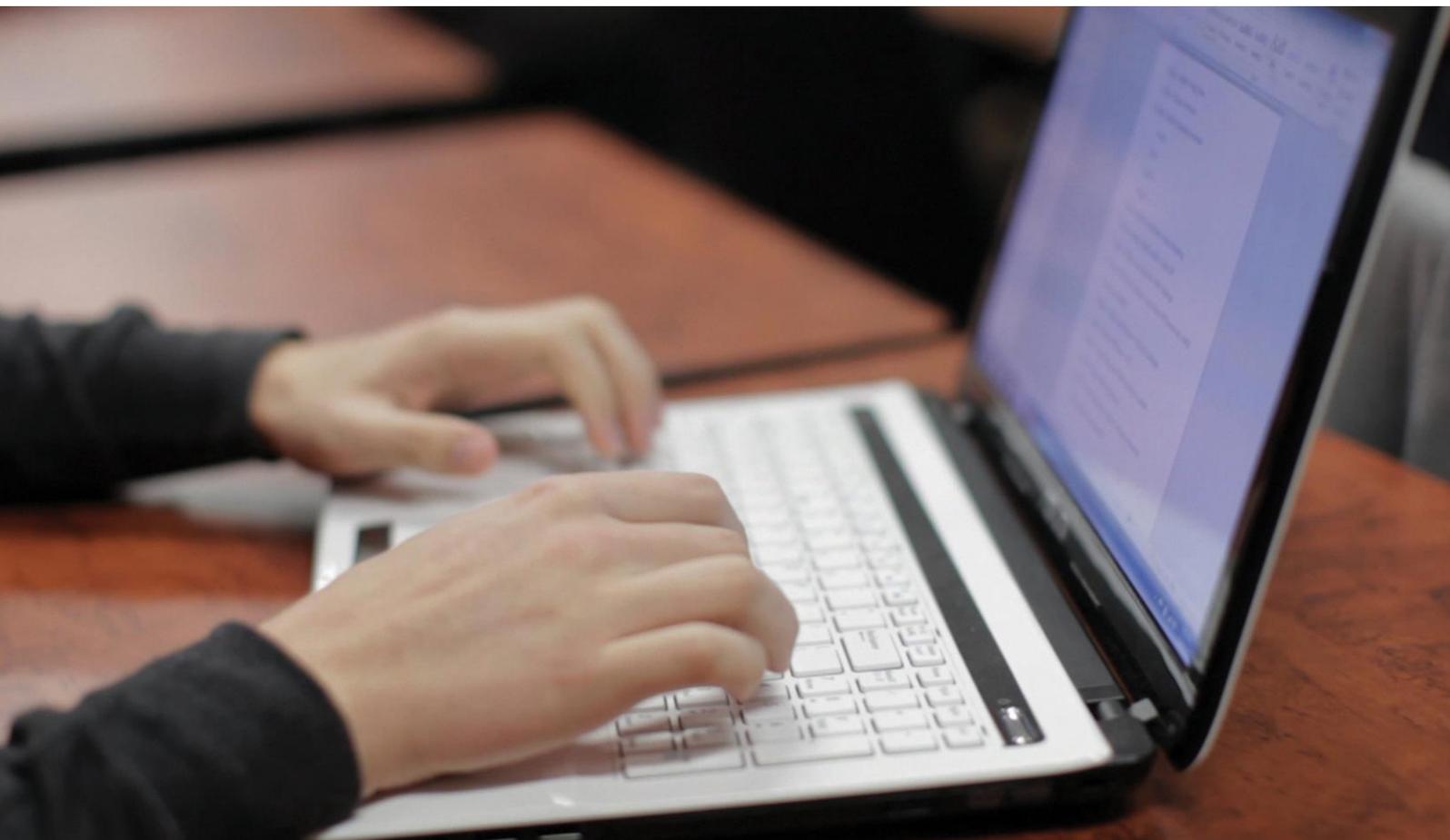




Student Handbook



Assemblies of God Paradise Inc Trading as Influencers Leadership College
57 Darley Rd, Paradise SA 5075
CRICOS NO. 01027C
Ph: (08) 8336 0033
Fax: (08) 8336 0005
Email: study@influencerslc.com
Web: www.influencerslc.com

Version Date: 20 Aug. 14. This Handbook may not be copied without permission from Influencers Leadership College.

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Why have a handbook?

There are a lot of new things for you to learn this year, including how the college works. We have tried to make things easy to understand so we have developed a guide to help you know what is the essential information. We have included symbols throughout the handbook which are parts you really need to read. Of course you should read the rest as well!



Your money – If you see this sign then your money is involved



Government info - The government have info you need to know



Study information - This is info that will help you pass



College Culture - This will tell you how we like things done



International Students - All the information in this book is relevant to you, however, sometimes we need to tell you some extra information

College Vision

Thank you for your interest in Influencers Leadership College. We are a Government accredited Bible College located in Influencers Church, Adelaide, South Australia.

Influencers Church is one of the largest Pentecostal churches in Australia and has a heritage of successful ministry and church growth experience as well as the prophetic freshness of being on the cutting edge of what God is doing today. Consequently our courses provide excellent opportunity for personal growth and ministry development through exposure to trainers and staff with proven ministry experience.

We have a passion to help our students develop the God given call upon their lives through practical teaching and openness to the Holy Spirit, in a supportive family atmosphere.

Information about the church may be found at the church website at <http://www.influencerschurch.com/home/>.



Influencers Leadership College exists to equip Christians for effective Christian leadership.

We want to see you:

Study - 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.

Learn - be people who are committed to developing effective ministry skills in order to enhance your sphere of influence.

Serve – be people who recognize God's emphasis on the church and as such have committed yourself to the leadership, vision and ministry of your local churches.

Grow - be people whose Christian testimony and ministry are validated by your Christ-like character.

Go - be people who have an ongoing intimate relationship with the Living God and a God-given vision of who you are in Christ and His plan for your life.

We do this by

- Presenting outstanding Biblical teaching
- Being open to the leading and intervention of the Holy Spirit
- Being taught by church leaders who know what they're doing
- Letting you have a go at practical ministry skills
- Inspiring you to understand your Bible and apply it
- Helping you grow within your own church

Influencers Leadership College teaches according to the Australian Christian Churches Articles of Faith; see Appendix A to see what we believe in.

The Influencers Leadership College Team

College Staff



Ps Greg Johnston
Principal



Michelle Johnston
Administrative Assistant
Librarian



Ps Timothy Newsham
Registrar
Administrative Manager



Helen Birch
Student Academic Advisor



Denise Craig
Compliance Officer

Doran Joubert
Student Welfare Officer



Josiah Hall
Off Campus Video Editor

We are committed to providing you with the best training possible. We want to help you not just learn information but support you as you study with us.

Trainers

Our regular lecturers serve in significant ministries around Australia; some are local church based, other serve in International ministries. All our lecturers have proven themselves in ministry and believe passionately in passing on what they have learnt to the next generation.

Course Accreditation



Influences Leadership College is a fully Accredited RTO Code 0262.

The Certificate IV and Diploma in Christian leadership are fully VET accredited Courses under National Vocational Education and Training Regulator Act 2011. We follow the guidelines laid down by ASQA and the AQF including the Standards for NVR Registered Training Organisations 2012.

ASQA is the Australian Skills Quality Authority and AQF is the Australian Qualifications Framework.

We are also registered to train International students under The Education Services for Overseas Students (ESOS) Act 2000. CRICOS no.01027C.

We offer a Certificate IV in Christian Leadership and a Diploma of Christian Leadership.

The official names and hours are listed below:

Qualification Description	National Course Code	Nominal hours	Course Duration
Certificate IV in Christian Leadership	10319NAT	Approximately 530 – 610 hrs. depending on the choice of elective units.	52 weeks
Diploma of Christian Leadership	10320NAT	Approximately 1060 – 1275 hrs. depending on the choice of elective units	52 weeks

Deciding how to study

You chose from:

Leadership Study Stream

- Mainly classroom based
- 9 hours classroom per week
- 2.5 hours ministry experience per week

Leadership Internship Stream

- Classroom and ministry based
- 6 hours classroom per week
- 2 days ministry experience per week

The Leadership Internship is designed for those who want to develop leadership insights and ministry skills through practical ministry experiences. Working with a mentor you will invest into the life of your local church and develop leadership skills in the process. If you want to do the Internship stream it is up to you to gain a ministry placement with your local church before the start of term. What this means is that you should speak to your Pastor and see if they agree to be your mentor for a year. They need to be willing to invest their time and knowledge with you. They need to provide opportunities for you to minister within different areas of church life. Internship is an intense year of serving and growing, but also lots of fun.

The Leadership Studies course provides understanding of essential biblical truths and foundational leadership principles and is ideal for those who want to lay solid foundations for their Christian life and development. You serve in your local church as well, but the emphasis is much more on understanding God and His Word. As you study God's Word we expect to see you grow and develop in your Christian life.

Next you chose your study load.

Full time

- Full load as outlined above

Part Time

- Take as many or as few units as you want at a time

Next you chose how to study, though it is also possible to do a mixture of both options.

On Campus

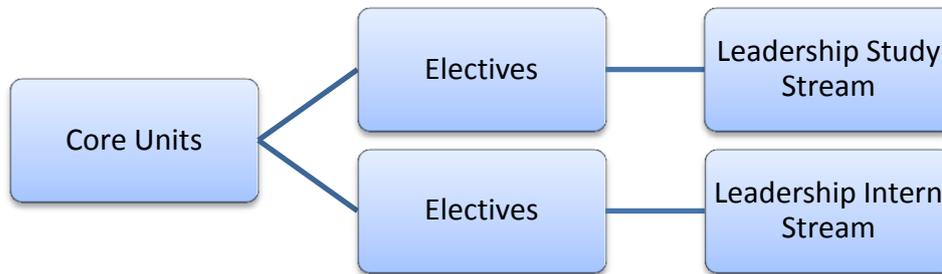
- Attend classes at our campus

Off Campus

- Classes are watched via DVD or Online

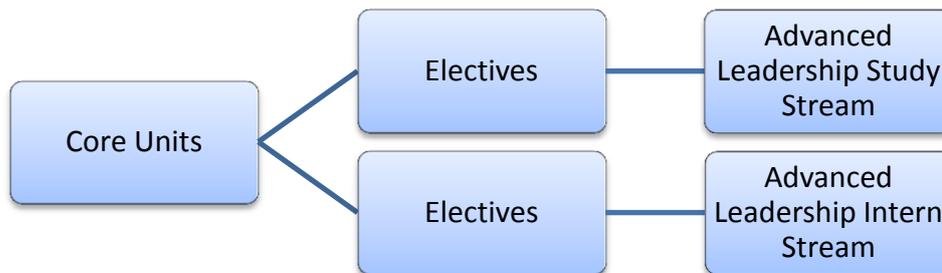
Certificate IV in Christian Leadership

In the Cert IV there are 8 units that everyone does this is called the core, after this you pick 6 electives that make up the stream you've chosen.



Diploma of Christian Leadership

In the Diploma you can then chose whether to keep on the same stream or switch to the other one. There are 7 core units that everyone takes; you then pick 6 electives that make up your stream.



Appendix B has a list of the core units and the electives that you can chose from in the Certificate IV.

Appendix C has a list of the core units and the electives you would chose from in the Diploma.

Many of our electives are made up of a couple of subjects; you can see how they fit together in the appendix.



Due to your visa conditions, International Students will have to take the full time study option, usually we advise you to do the Study stream as well, but feel free to ask us about your choices.

You can do up to 25% of your studies via DVD, as long as you are still in classroom for at least one unit, again ask us if you need to know more about this.

Where does the course lead?

Just to answer the big question straight away.

Within the Australian Christian Churches (ACC) becoming a Pastor is more about the call of God on your life and how that has been shown in what you do in your local church, rather than completing a Bible College course.

However, if you are being considered for a pastoral position, the ACC recommend that in order to gain official credentials as a pastor, candidates should have completed at least one year of Bible training and as such all of our courses provide sufficient training to meet this requirement.

Certificate IV in Christian Leadership

With a Cert IV you might find yourself fulfilling the role of a:

Team member or assistant leader.

This may mean you work or volunteer as a small group assistant or in a junior pastoral role.

Diploma in Christian Leadership

The Diploma is appropriate training for you if you want to be a team leader.

You might be a small group leader, a youth/children's leader, a junior pastor or an assistant pastor.

Credit to other courses

Our courses are recognised by other colleges and will provide you with credit towards a higher course of study; we have arrangements in place with:

Alphacrusis Bible College – Sydney, NSW
Harvest Bible College – Melbourne, VIC
Tabour Christian College – Adelaide, SA

If you would like to know more, please ask at the college office.

College Guarantee



We promise to provide the services that we offer to you at the price we agreed, however, if we are not able to offer the agreed services, we will initially offer alternative units. If for some reason we as a College have to close then we will assist you in enrolling with another College and arrange a refund of your fees in line with our refund policy.

How to get into the College

If you have any questions about our courses you can jump online to www.influencerslc.com or give us a call on 08-8336-0033.

Once you have decided that you want to join us, you need to make sure you meet the entry criteria. (We've set it out below.)

If you can tick all the boxes on the checklist then fill in an application form. (It's on the web site.)

Send us your application.

If you are successful, then we will send you enrolment information. This will be a letter of Offer, an Enrolment agreement (or Written agreement if you're an International student) and details of your orientation.

You need to read the forms and the handbook, sign your agreement and send it back to us. That's it you're ready to start...easy!

If you are an on-campus student and taking one of our units that involves you carrying out ministry experience in your local church, then, after enrolment, you are required to complete a Police Check before we can release you into ministry experience. This is free of charge for all of our college students.

You can access the police check application form at:

http://www.sapolice.sa.gov.au/sapol/services/information_requests/police_checks.jsp

To obtain the free police check as a volunteer you will need to take the completed form to your local police station with 100 points of I.D; they will stamp the form. Please indicate on the form that you are a volunteer working with vulnerable groups and will be applying for a free VOAN check. Once the police have stamped the form you then need to bring it to us at the college and we will apply the relevant code and get it sent off for you.

You will also need to take part in child safe environment training before starting ministry experience as part of your college course. This is in line with the current Australian Christian Churches policy on Child Protection. This is a non-accredited course and is currently offered for free by the College.

Checklist for entry

- Have been a Christian for 12 months
- Be able to explain your faith to the level a new Christian would understand
- Be able to read and write enough to write a paragraph and read Scriptures
- Be able to do easy maths
- Be involved in your church and stay involved in your church
- Have your pastoral oversight agree for you to come

To get into the Diploma we would expect you to have completed the Certificate IV.

If you can show the skills involved in the Certificate in some other way we may be able to give you Recognition of Prior Learning (RPL) and admit you straight to the Diploma.



International students who do not have a home church in Adelaide are welcome to make Influencers Church their place of worship.

International students must be 18 years of age or over.

International students must show evidence of English proficiency. This is to be assessed either through a formal English testing procedure (IELTS) or similar testing, or where appropriate, how well you communicate with us throughout the enrolment process.

Your visa requirements also need you to have a certain standard of English, this is different for each country, please check for your specific country.

<http://www.immi.gov.au/students/students/chooser/>

Where an IELTS is required a minimum test result of 5.5 is required.

Your enrolment procedure is pretty similar

1. – Check out our handbook online
2. – Fill in an application form (available online) and email to us at study@influencerslc.com

Provide proof of your English proficiency with the application and the letter from your Pastor (all this is detailed in the application for)

3. - If your successful we will send you an Enrolment Pack, you MUST return the signed written agreement to us before we can proceed.
4. – Once we have received your agreement we will notify PRISMS that we have enrolled you and issue you with a CoE.
5. – You then take the CoE when you apply for your Visa.
6. – Once you arrive in Australia, please contact us if you require any help. In your Enrolment pack we will include details of your orientation.

At orientation, please come to the front office so we can say hello.

If you already studying with another RTO and have been there for less that 6 months we need you to get a Letter of Release from them.

To do this, complete an application form, if you are successful we will then give you a Letter of Offer, you take this to your current RTO and they will decide if they are going to release you. If they agree, you will then bring that Letter of Release from them to us.

We understand that it's a huge decision to come to a different country and study and so it's really important that you think through all the options, we've got some more things for you to think about on page 39. If you've got any questions, please don't hesitate to contact us.

What will you learn?

By the end of the Cert IV you should be able to:

- Show high levels of personal leadership and lead others
- Work with admin process within your church
- Understand an overview of the Bible
- Understand foundational theology and be able to apply it to your life and the church life
- Develop outlines for talks and sermons
- Develop personal spirituality
- Understand leadership as the Bible teaches it and apply it to your own and church life
- Perform basic Bible study methods

Demonstrate specialty skills or knowledge depending on electives chosen such as:

- 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 leading praise and worship
- 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

By the end of the Diploma you should be able to do everything in the Cert IV and also be able to:

- Understand an overview of the Bible with greater depth in specified areas
- 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 such as:

- Demonstrate advanced skills in platform ministry
- Mentor others
- Develop a Biblical World View
- Analyse the history of the Church
- Analyse missions
- Manage evangelism and care of New Christians

How to Pass



You will be assessed on what you learn.

Assessments may be:

- Essays
- Short Answers
- Work based
- Watching you do something

All of our units have what are called performance criteria; this means you need to be able to perform certain things (criteria) in order to pass. We call this being competent. We use a scale to say how well we think you can do something.

NYC <ul style="list-style-type: none">•Not yet competent•You get another chance	CA <ul style="list-style-type: none">•Competency Achieved•Acceptable standard of ability	CAM <ul style="list-style-type: none">•Competency achieved with Merit•Above average ability	CAD <ul style="list-style-type: none">•Competency achieved with Distinction•Exceptionally high abilities
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If you are doing the Internship stream, we will ask your mentor to comment on your work, we also ask you to get one other person to give a report on how you are doing, this is someone who works with you, not your best mate!

Due Dates



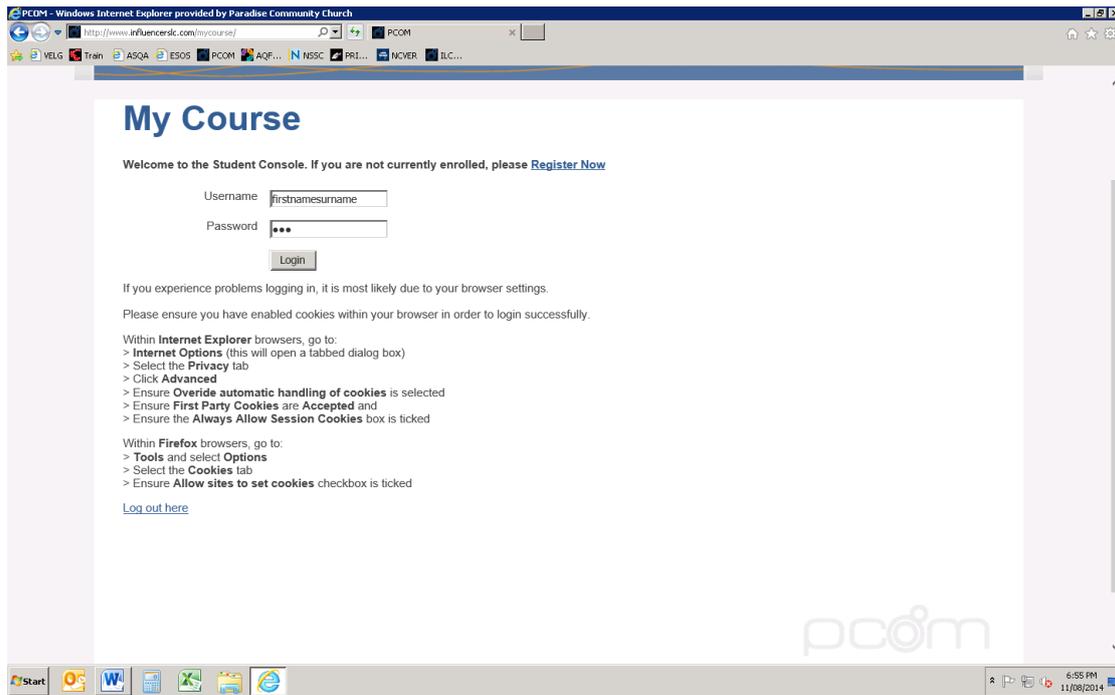
An essential lesson of leadership is to learn to meet deadlines and therefore you will need to hand things in on time or else we will charge you late fees.

For every day late we charge \$5 up to \$35 per subject. If you have not handed in your assignment, 7 days after the due date you will automatically be charged \$35.

All assignments must be submitted via our student portal, you access this via your my course log in.

After enrolment you will be given a log on to the my course portal, the web address is www.influencerlc.com/mycourse

You put in your username, this is first name and surname with no capitals or space. We then issue you with a password, you put this in and you can then access all your student information.



On your portal you'll find a tab that says my assignments, this lists all your subjects, if you click on a subject you then open up a page with more tabs, one of these says submit assignment, follow the instructions on the page from there.

Look at the inside cover of your training and assessment plan for a copy of the link.

Preparing and presenting assignments



Your study at ILC will require you to complete a variety of assignments. Some of these will include reports and personal responses to subject material. Some of the assignments are only short and will not require extra reading or bibliographical details. Generally, the lecturers will tell you what they expect of you. In many cases you will be asked to base your answers on research and you will then be expected to read a variety of books, journals or other sources and draw both ideas and brief quotations from these in preparing your work. An essay should never be simply an unstructured discussion of your own opinions. Rather, it should show that you have developed opinions and ideas by interacting thoughtfully with good literary sources and can support your argument with reference to those sources.

Where you draw your ideas from the work of others, you are required to acknowledge them with appropriate references and entries in a bibliography. Using other people's work or ideas without appropriate acknowledgement is called *plagiarism* and is tantamount to cheating in that you are presenting the ideas of others as your own. Naturally, there are many areas of common knowledge that you don't need to reference but where you are drawing on someone else's research or ideas or borrowing their wording, you must acknowledge this by appropriate in-text referencing and entries in a bibliography.

Please see the college Assignment Style Guide for details about how to make reference to your study resources. This available at www.influencerslc.com/noticeboard

If you answer a question by copying large portions of someone else's work, even if you give the reference, this is still plagiarism.

We take plagiarism very seriously at the college, you will be given one warning and if you do it again will stop your enrolment.

Layout and Cover sheets

It makes it much easier to read and grade your work if it's laid out in easy to understand format. Below we set out some guidelines for how we like your work to look.

Font: Arial size 11 (if it's too small we can't read it!)
Page Layout: A4 only
Scriptures: Scriptures should be written in italics
Format: Please submit ALL assignments as word documents

Always keep your own copy of the assignment.

Word Limits

When you are given a set number of words for an assignment you are expected to stay within a range of 10% either way of the required number. (i.e. for an essay/assignment of 1,000 words you are expected to stay within the range of 900 to 1,100 words; for an essay/assignment of 2,000 words you are expected to stay with the range of 1,800 to 2,200 words etc.) You are likely to be penalised if your paper is not within these limits. When you are given a range of words (e.g. 1,000-1,500) you are expected to stay within the given range.

Note that a few direct quotations may be included in the number of words. But they should not usually occupy more than about ten per cent of the total number of words. If in your

answer you refer to lengthy sources put these as appendices at the end of your assignment. An appendix is not included in your word count. Similarly, footnotes are not included in the word count.

Referencing is a skill you might not have done before; it looks a bit complicated, but once you do it a few times it gets much easier. We've included detailed information in how to do it in the assignment study guide. Available at: <http://influencerslc.com/noticeboard/>

Need more time to complete an assignment?

You can apply for an extension if you are not going to be able to get your assignment done, but "too busy" isn't a good enough reason. Please apply for an extension via you mycourse portal.

If you get a NYC

If you are marked as NYC we will talk with you about what you need to do to get a CA, it might just be one part of an assignment you've missed or maybe you didn't understand the question.

We will give you a chance to submit your assignment again.



We will give you another due date, if your work is handed after this then late fees will apply.

The first time you have another go we won't charge you but if you need to try again then there is a \$15 fee for each reassessment.

Need extra help

If you find that you are really struggling to understand how to do references, we have a study skills intensive that you can do, please speak to us in the college if you would like extra support.

If you need extra help, because of your particular circumstances, please talk to us in the office, we can make reasonable adjustments to our assessments as well as the way we train you.

If you are struggling to understand something, again come and talk to us as we are more than happy to help.

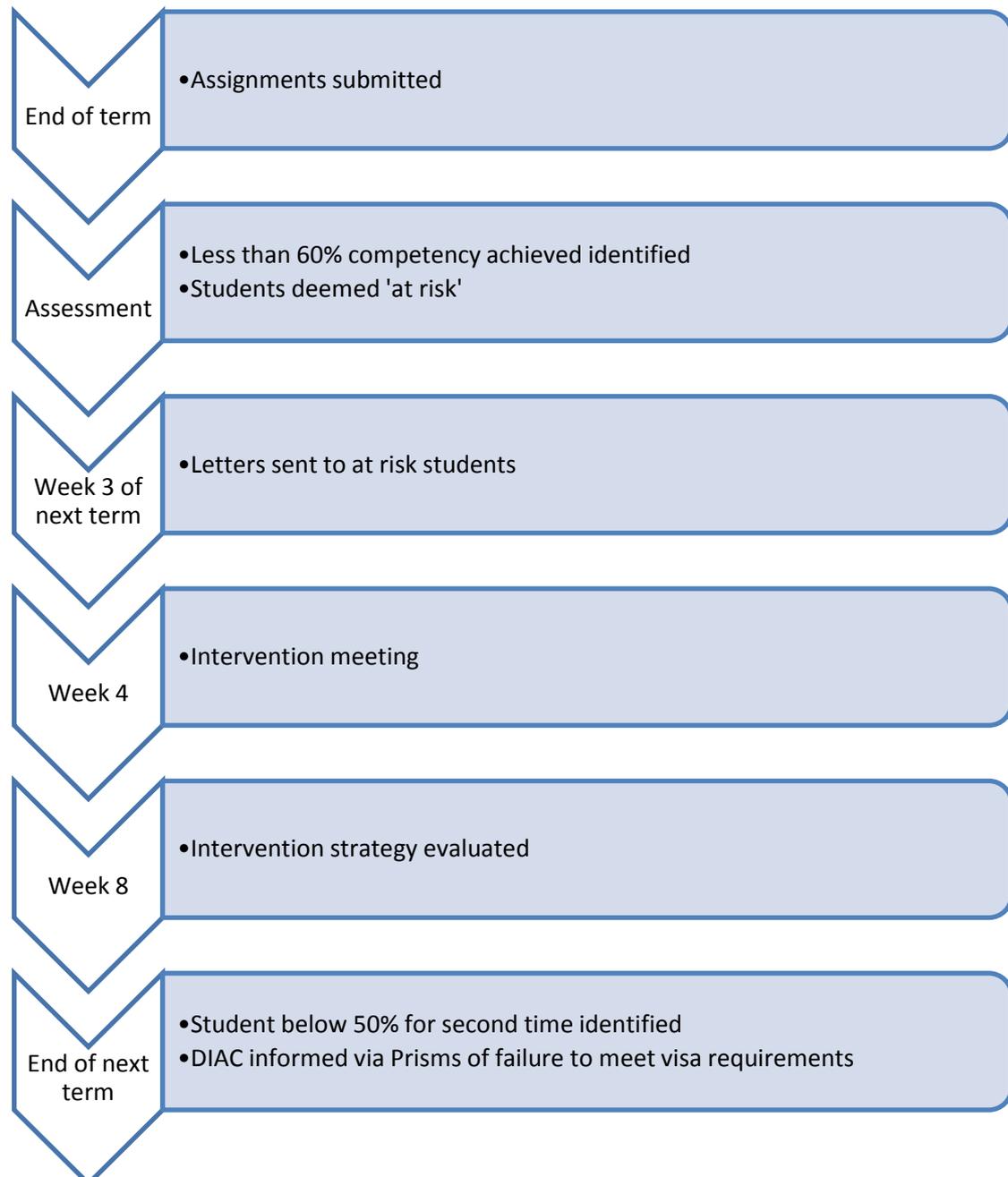
International Students Assessment process



Really, really important information for you. Your visa is dependant on you handing in and gaining a minimum of CA in your units.

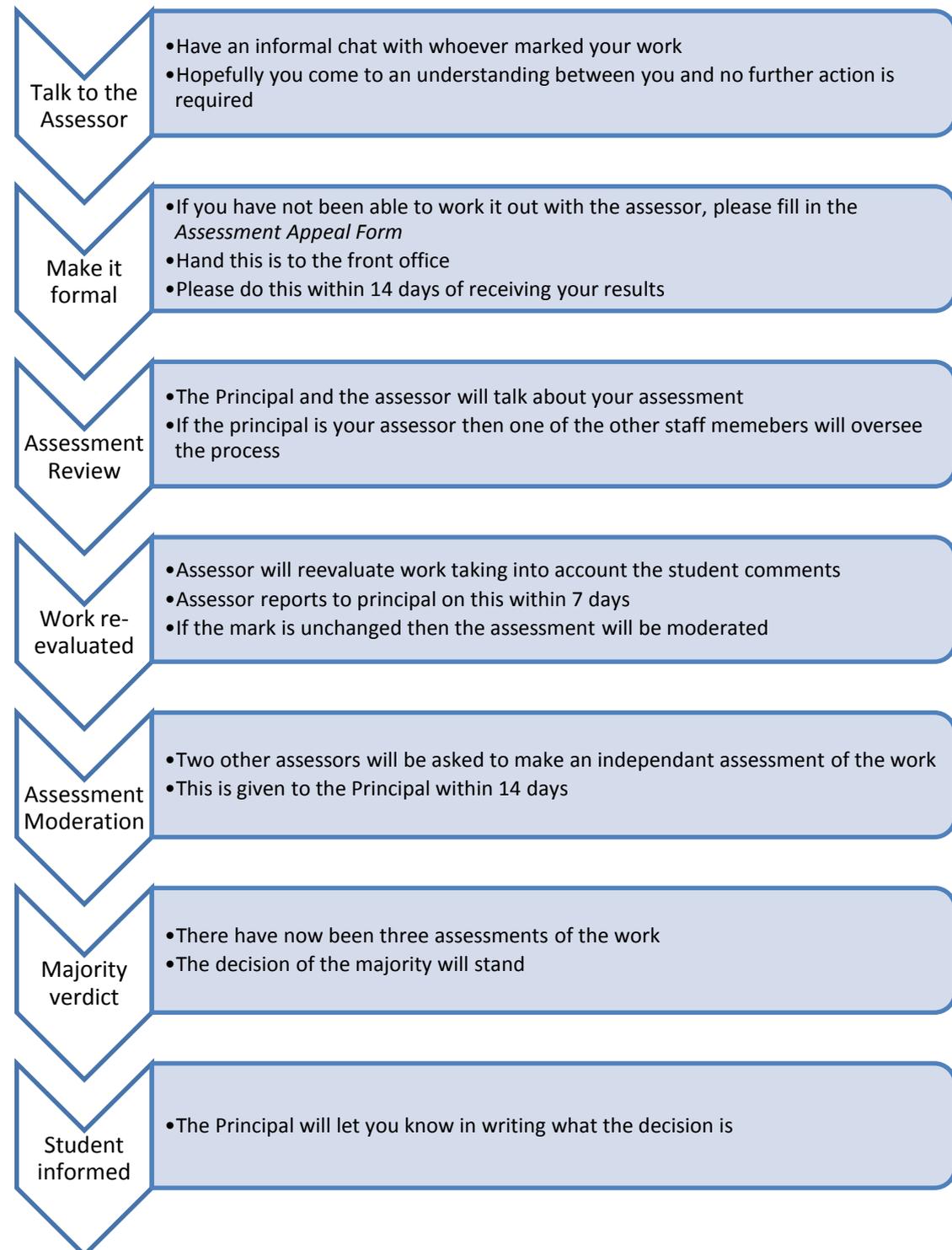
Your visa conditions mean you must show 'satisfactory course progress'. This means you must pass at least 50% of all of your units. If you fail to do this for two consecutive terms then we legally need to report you as being non-compliant with your visa. This might mean losing your visa.

We use the following process to assess this; we will go through this with you at orientation.



If you don't agree with your mark

You are welcome to come and tell us if you don't agree with your mark or if you feel that the way you were assessed wasn't fair. Please follow the process below.



No charge or fee is applied to any appeal of the assessment.

Other routes to getting credit

If you have studied at another Registered Training Organisation or College you can apply for direct credit if your course or units are the same as the ones we offer. This is called Credit Transfer.

We will need to see an academic transcript or record of what you have already done. We may also ask to see outlines of the course.

If your previous learning or life experience means you already feel you can do what is covered by a unit, then you can apply for Recognition of Prior Learning (RPL).

Recognition of Prior Learning

If you are able to get RPL we may be able to give you full credit towards a unit or when we look at what you have done we might find some gaps between what you know and what you need to know to pass the unit. We will then give you credit for the parts you do know and ask you to learn the parts that are missing.

In order to apply for RPL we need you to fill in some forms and show us evidence of what you have previously learned. Please ask at the office for details.

The other option is to apply for Assessment Only. If you think you know what you need to but haven't previously been taught it or learned it through experience you can apply for this option and we will let you sit the assessments that go with each unit.

There are fees for some of these option and we will tell you them on page 25.



As an International student you are allowed to apply for Credit Transfer and RPL, however, you need to know that this will reduce the amount of the course that you need to complete and so will reduce the time that your course will take. This will affect your CoE and the length of time we can give you a CoE for.

Withdrawal

If for whatever reason you want or need to withdraw from your course we ask that you talk to us first. Please then fill in a *Student Withdrawal Form* and hand it in to the College office.

If you receive Austudy/Youth Allowance/Abstudy you need to let Centrelink know of the date that you withdraw. We also have to confirm this with Centrelink.



If as an International Students you chose to withdraw from your studies we must report to the Department of Education via PRISMS that you are not complying with your visa conditions.

If you don't get in touch with us for a full term then we will consider that you have "inactively" withdrawn. We will try to contact you and give you 21 days to get in touch with us. After this we will cancel your CoE.

Graduation

If you want to graduate (and why wouldn't you!!)

To graduate with an award from ILC, you must:

- Achieve competency in all units
- Pay all your fees

If you do this you will get an Award telling you what you achieved and a transcript of all your results.

If you haven't paid your fees we can give you an Unofficial result of what you have done, but you won't be allowed to receive it publicly but you are still welcome to come to the Celebration Dinner.

If you've paid your fees but haven't quite finished everything, you will get an official Statement of Attainment which you can receive at the Celebration Dinner.

Time to Celebrate



You've worked hard and pushed through and so we like to celebrate whatever you have achieved.

Celebration Dinner

We have a Celebration Dinner together on the last week of College for the year, we like to dress up a bit and go somewhere special. It's a chance to relax have some fun and get those Certificates and Diplomas that you worked so hard for.

You are more than welcome to bring guests to the dinner but you will have to pay for them as well.



The cost of the dinner is additional to the college course fees and is included in the Graduation Fee for full time students. We will tell you about this on page 25. Part time students and guests will be charged an appropriate fee.

We will invite your pastor to be our guest at the dinner.

Celebration Service

Influencers Church will have been supporting you practically but also spiritually as you join with our college and so we like to celebrate your achievements with them.

During one of our church services you will be invited onto the stage and the church will have the chance to pray for you as you continue on your journey.

We'll let you know when this is happening.

Fees

Fees for 2014

Course Fees:

Certificate IV in Christian Leadership: See web site for current info

Diploma of Christian Leadership: See web site for current info

There is no application fee for domestic students

International students pay an \$AU100 application fee this is due payable before we will process your CoE.

Administration fee: \$AU55 per quarter

This is payable by all full time on-campus students.

Part time on-campus students will pay it upon completion of their studies and before they graduate.

VET in schools and off-campus students do not pay this fee.

Part time Studies:

These fees are charged on a per subject basis.

Contact College Office for details.

Assessment Fees:

If you hand your assignments in late we will charge you \$5 for every day it is late up to a maximum of \$35 per subject. Late fees are automatically charged 7 days after the due date.

Additional Reassessment Fees:

If you are found NYC there is no charge for your first re-submission.

If you are still NYC after a first re-submission then we will charge \$15 to assess the work again.

RPL Assessment Fee: 25% of the unit price

Many of our units are made up of different subjects, therefore we charge 25% of each subject that you want to RPL. Please ask in at the College Office for details.

Additional Copies of qualifications.

If you need another copy of your Award, Statement of Attainment or Transcript we will charge \$20 for each of these official certificates.

Discounts:

We offer some discounts at the college.

Spouse Discount:

If you are married to someone who is either currently studying with us, or used to, then we give you a 40% discount.

Ministerial Discount:

Pastors/ministers who hold a credential with a recognised religious group are entitled to a 40% discount of course fees.

Audit Discount:

You can study with us and not do the assessments or work towards the Certificate or Diploma. We refer to you as being an audit student. You pay 50% less fees but you are not able to get any official or unofficial results from us.

Paying your fees

Fees are due at the end of week two of each term. We prefer you to pay by electronic funds transfer; we also accept cash.

If you are not able to pay in full we can arrange a direct deposit transfer to be set up, please speak to the office staff to arrange this.

If you do not have the facilities to do direct deposits then please speak to the office staff to make payment arrangements.

If you start your course and due to something unplanned happening you find you are struggling with money, please come and talk to us.

Protection of fees



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



International Students Only - ILC may only accept pre payment of fees up to 50% of the total course cost from each individual student prior to the commencement of the course. Following course commencement ILC may only accept further payment of fees no sooner than 2 weeks before the start of the next study period.

Refund of Fees

If you withdraw or are asked to leave the course we will refund you fees that you've paid in advance.

We will work out how many weeks you have attended class for and refund you for the classes you didn't attend.

There won't be any official record of you having attended the class.

If you decide to complete the unit at another time we will charge you the difference between what you paid before and the current price.

Some fees are not refundable, these are:

- Application fees
- Administration fees
- Cost of books, equipment and other materials needed for the course.

If you don't agree with how we have calculated your refund then you can fill in a *Student Grievance Form* and submit it to the College Principal. These forms are available in the College Library. We then follow the *Student Grievance Policy* that we have. We will let you know in writing what we decide and why we have decided it. Any refund due will be paid by the end of the term.

If we can't continue to deliver a course or unit then we will refund you the parts we can't deliver



Students may apply for the refund by ticking the application box on the Withdrawal form. The refund will be paid within 2 weeks of the day on which the course ceased to be provided. In the event ILC cannot fulfil its refund obligations the refund will be handled by the Tuition Protection Service.

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 Centrelink.

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.

If you receive one of these benefits then you must attend College full time. This means you must be enrolled and attend 75% of all the classes in your course and submit all assessments by their due dates.

Important Dates

All up to date information can be found on our web site www.influencerslc.com

How things work

Addresses

Let us know within 14 days of any changes to your address phone number or email.

Devotions

We hold devotions together every Wednesday morning. As a College we don't just want you to learn information, we want to help you grow spiritually and one of the ways of doing this is daily devotions. We'll help you develop your own approach to reading the Bible and prayer.

All full time students must attend and part time students are welcome.

Mail Boxes

All students will be allocated a mail box. This is where we put any communication from us to you.

Do not put anything in there that you want to give to us, you must hand everything into the college office.

You will be given your own mailbox at the beginning of the year, please check it regularly.

Mobile Phones

People's mobile phones going off in class is really disturbing for every one, so please turn them off. If you forget and it rings in class we expect you NOT to answer it but reject the call. If you think it may be urgent, quietly leave the class and return the call.

Student Surveys

As a College we want to do the very best that we can and so we want you to tell us how you think we are going. We welcome informal feedback but we also give out surveys at the end of each unit for you to be honest about what you thought of the training.

We also give out a survey once a year where we want your feedback on the course as a whole.

Please be honest in your opinions, it's the only way that we can make sure we are doing the best we can.

Visitors

If you want to bring a visitor to the class, please check with the office Staff to arrange this, we want anybody who is visiting with us to feel welcome.

Student database

We have an interactive portal on which you can see all the subjects you are enrolled in, your timetable for the term and what assignments are due. We also return all assignments to you via the portal, it'll soon be you most visited website!!

www.influencerlc.com/mycourse

Your rights

Accessing your information

It is really important to us that we treat you and your information confidentially. However, sometimes we need to make your information available to Commonwealth or State regulatory agencies if required. This includes immigration and Centrelink.

We ask your permission to allow ministry experience mentors to have access to student academic records.

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

You have the right to see any records that we hold about you. Please apply in person at the College office. If you can't come in person please put your request in writing and sign it.

Access and Equity

We do our best to make sure that we comply with all government Acts regarding Equality and Anti Discrimination. We have a list on our website of the Commonwealth, Federal and State legislation that we comply with. www.influencerslc.com

We also recognise that students are individuals and that you may have specific learning needs. We are happy to work with you in any way we can to make sure you are successful in gaining your qualification.

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.

Please discuss this with the College staff as soon as possible.

Student Support Services

At Influencers Leadership College it is important to us that you feel we are not just teaching you things but also supporting you throughout your time with us.

We have a student welfare officer who is able to meet with you and talk to you about anything that may be going on in your life; we can also help with academic issues by providing tuition. If it's been a while since you studied we have a Study Skills intensive course that we offer free of charge to help you learn how to pass your studies.

If you are having personal difficulties please speak to the college staff so we can arrange pastoral assistance for you.



If you find you are struggling with English, we are able to help you find a local course that specialises in teaching English. Please speak to our International Student Welfare Officer for details.

Student Grievance Policy

At the college we recognise that sometimes things don't always go to plan and you have the right to complain about our services. We do our best to make sure you are treated fairly if you do this.

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

1. Please speak directly to the person who is involved. Open and honest communication is the best policy.

2. You are also free to talk to the Principal about the issue.
3. If you are not happy with the answer or don't feel you can resolve an issue informally you can present your grievance in writing by using the *Suggestion / Grievance Form* available in the College Library.
4. We will start looking at the issue within 10 days of you giving it to us.
5. We will let you know in writing what we have decided including the reasons for our decision.
6. We will keep all forms and related paperwork in your student file for a minimum of five years.
7. If you are not happy with our decision you can appeal to the Influencers Church Executive Team. This must be done in writing.
8. In addition to the above mentioned options students may request for their grievance to be heard by the Office of the Training Advocate.

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

Address\\ Ground Floor\ 55 Currie Street\Adelaide SA 5000

9. Finally grievances that remain unresolved may be directed to the Australian Skills Quality Authority.

This can be done through accessing their on-line complaint form at <https://rms.asqa.gov.au/registration/newcomplaint.aspx>

Students should refer to <http://www.asqa.gov.au/complaints/make-a-complaint---domestic-students/submit-a-complaint-to-asqa.html> for details on how to use this form.



International Students, if we have had to decide to terminate your CoE then you have a few more avenues open to you.

Let us know within 20 days of getting your *Intent to Notify* letter that you don't agree with our decision.

Have someone with you when you talk to us.

We will:

Keep you enrolled at the college whilst you appeal, though we may not allow you to attend class if there are some serious circumstances.

The College will maintain the student's enrolment while the complaints and appeals process is ongoing, unless extenuating circumstances apply.

As well as the appeal process for domestic students' you can also appeal to DoE through the ESOS online enquiry form.

<https://aei.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/Pages/ESOSEnquiry.aspx>

or through the ESOS helpline 02 6240 5069.

Finally grievances that remain unresolved can be directed to the Overseas Students Ombudsman.

<http://www.ombudsman.gov.au/pages/making-a-complaint/complaints-the-ombudsman-can-investigate/overseas-students.php>

If you do decide to appeal to an outside agency we will not notify DAC until one of the external agencies has got back to us.

You can appeal to as many external agencies as you want.

You still have rights to legal remedies.

What you need to do

Be on time



Walking into a class late is rude; it shows a lack of respect for the lecturer and your classmates. We are training leaders at this college, little things such as regularly being late shows a lack of character. Please be on time, this includes College Connect. We know that sometimes being late can't be avoided, but please don't make it a lifestyle.

We expect you to attend all your classes. If you are going to be absent then you need to let us know in advance by filling in an *Apology Form*. You can also use this form if you are sick or a crisis occurs and you miss a class.

We keep a roll of attendance, if you fall below 75% we will talk to you about your ability to keep going in that class.

If you do miss class, please speak to your fellow classmates about what you missed, you can't use being off as an excuse for missing an assessment.

Be polite

We believe in giving honour where it is due and we honour our lecturers.

We encourage you to interact with them in class by asking questions etc, but please be polite when you do this.

Go to Church

While you are at the College we expect you to go to Church, and we also expect you to go to YOUR church. We ask you not to change churches whilst you are studying with us. We want you to thrive and grow where you are. We also really believe in the local church and we expect you to get involved in your church, not just attend. We may at times speak with your Pastor to let them know how you are getting on and we recognise their authority and will try our best to respect any requests from them.

If you are going to be involved in College activities such as Ministry Trips we will ask you to check with your Pastor first for permission to be involved.

What to wear

We dress casually at college, but always modestly and appropriately, if we think you are not dressed appropriately we will talk to you about this.

Be Safe

We don't want you to get hurt whilst you are at the College so please follow ILC WHS Policy; this is available on our website. www.influencerslc.com

Stopping your enrolment

We have the right to stop your enrolment. We wouldn't do this lightly but it is sometimes necessary. The reasons we would do it are:

You aren't paying your fees.

Your behaviour is inappropriate; we use the Australian Christian Churches Code of Conduct for Credentialed Ministers. See Appendix D: ACC Ministerial Code of Conduct p. 49 as the standard of behaviour that we expect.

You don't come to class and don't complete your assessments.

You have been counselled regarding plagiarism.

You continually cause disruption in the class.



International Students please also note:

The reasons we would terminate your enrolment are the same as for a domestic student and also includes the procedure on page 21, but how we do it will vary, we will:

Send you a letter called *Intent to Notify*. This lets you know that we are going to Notify DIAC via PRISMS and when we plan on doing it.

If you don't agree with our decision to terminate your enrolment then you are allowed to appeal using the process on p.31.

What we provide

As well as incredible teaching, we also provide lots of other services for you.

Lots of books

We have an amazing amount of resources in our Library. There are over 5,000 books, DVD's magazines etc. for you to access.

Reference books, some of these need to stay in the library and are not for loan, others you can have overnight and we also provide a huge range of general books that you can borrow for one week.

We also have DVDs, periodicals and Christian magazines covering a variety of subjects.

To borrow a book

ALWAYS bring your book to the library window and have a member of staff check it out.

If you give the book to someone else and they lose it, you'll need to pay for it.

Returning Books

We have a book return box; please put returned books in there. You can't take books from the book return area!!! If there is a book in there that you need, speak to the librarian.

Opening times

The library is open on Monday and Tuesday from 9.00am to 9.30pm and on Wednesday to Thursday from 9.00am to 5pm. If you need to use the library on a Friday please ask at the church reception for the key.

T.V. /DVD

You can view DVD's in the library.

Free computer use

You can use the computers in the library for assignments and to access the internet, normally you don't need to book, however, if it's getting really busy, speak to the staff and we will try and make sure everyone gets a fair go.

Copyright

As a College we pay money each year to let you and the staff photocopy materials for personal use, we are only allowed to copy a certain amount of books etc, therefore please make sure you do not exceed the limits, they are posted on the photocopier.

Photocopying

If you need something photocopied, please ask, we charge 10c per copy.

Kitchen

We have a kitchen in the college with fridge, microwave and facilities to make hot drinks. We supply tea, coffee and the Aussie staple Milo

International Students



This section really is all about you and includes information to help you decide if Australia is where you want to come to study.

A really useful website is www.studyinaustralia.gov.au. It lets you search for courses and different places that you can study, it tells you other students' stories and how much it all costs to live in this country.



For example the cost of living in Australia per year is:

- You - \$18,610
- Your partner - \$6,515
- Your first child - \$3,720
- Every other child - \$2,790

Government info

This webpage <http://australia.gov.au/people/students/international-students> is also a really good one to let you look at the different areas of government that cover International Students.



Here is a link to the government information called the ESOS framework that helps you to know your rights and responsibilities.

<https://aei.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/ESOSQuickInformation/Documents/ESOS%20Factsheets/ESOS%20Factsheets%202012/The%20ESOS%20framework.pdf>

The rest of the information here is specific to Adelaide.

Where to stay

Unfortunately we don't have accommodation on campus, but there are a couple of options for you:

International student residencies

Torrens Valley International Residence

- <http://www.tvir.biz/index.htm>
- Contact:
 - Torrens Valley International Residence
 - 41-69 Smart Road
 - Modbury SA 5092
 - Phone: +61 8 8161 2724
 - Fax: +61 8 8161 2805
 - Email: tvir@tvir.biz

Hosanna Heights

- <http://www.hosannaheights.com/index.html>
- Contact:
 - Hosanna Heights
 - 101 Morialta Road
 - Rostrevor SA 5073
 - Phone: +61 8366 9400
 - Fax: +61 8165 3322
 - Email: info@hosannaheights.com

Private Rental Properties

You can stay on a private rental, useful sites for find rentals are:

www.domain.com.au

www.realestate.com.au

www.myhome.com.au

We may be able to help find you some temporary accommodation for a week or two till you find something, contact the office if you want to ask about this.

Work in Australia

Most student visas let you work in Australia, but there are really strict limits to the amount of hours you can work per week during term time. Usually you can't work more than 40 hours per fortnight. You're not allowed to work until your course has started.

If you have a spouse, they are also allowed to work, but again only 40 hours per fortnight.

Check out www.immi.gov.au for details.

Education Costs for Dependent Children

If you bring school age children with you, they MUST go to school here in Australia. They can go to public school or private, there are costs associated with both these options. Two private Christian schools that we would recommend are:

Torrens Valley Christian School

- <http://www.tvcs.sa.edu.au/>
- Contact:
- 1227 Grand Junction Rd,
- Hope Valley SA 5090
- Ph: +61 8 8265 2077

Temple Christian College

- <http://www.templecc.sa.edu.au/>
- Contact:
- Mile End Campus
- 2-10 Henley Beach Rd
- Mile End SA 5031

International Student Health Cover

There are costs associated with health care in Australia and so all International students need to have health insurance in place BEFORE you arrive in Australia. At ILC we don't offer this insurance, but here is a link to an excellent government resource that tells you all about it.

<http://www.health.gov.au/internet/main/publishing.nsf/Content/health-privatehealth-consumers-ovc.htm>

Arrival Arrangements

If you need any help when you arrive, one of our staff or volunteers can meet you at the airport and take you to where you are staying. Please give us two weeks notice if you need this help.

Emergency, Health, Community and Legal Services

Here are some useful numbers and contacts for you:

Police / Fire / Ambulance Emergency

Call -000

Non Emergency Police Assistance

Call 131444

Medical Assistance

Doctors/ Dentist

- Windsor Village Medical Centre
- Sudholz Rd
- Windsor Gardens
- 8261 1822

Modbury Hospital

- Smart Rd
- Modbury
- 8161 2000

Royal Adelaide Hospital

- North Terrace
- Adelaide
- 8222 4000

Womens & Childrens Hospital

- 72 King William Road
- North Adelaide
- 8161 7000

International Students Advocate

Office of the Training Advocate

- Contact Details:
- Ground Floor
- 55 Currie Street
- Adelaide SA 5000
- Office hours: Monday to Friday 8.30am – 5.30pm
- Phone: (toll free) 1800 006 488
- (The 1800 006 488 phone service is monitored after hours in urgent circumstances – in urgent circumstances please leave a message so an officer can contact you as soon as possible.)
- Email: trainingadvocate@sa.gov.au
- Post: GPO Box 320 Adelaide SA 5001
- Web: www.trainingadvocate.sa.gov.au

Appendix A: Statement of Faith

We believe:

The Bible is the inspired and only infallible and authoritative written Word of God.

There is one God, creator of all things, eternally existent in three persons, God the Father, God the Son, and God the Holy Spirit.

In the deity of our Lord Jesus Christ, in his virgin birth, in his sinless life, in his miracles, in his atoning death, in his bodily resurrection and in his ascension to the right hand of the Father.

In the rapture of the church.

In the resurrection of both the saved and the lost; the one to everlasting life and the other to everlasting damnation.

In the personal future return of Christ to this earth in power and glory.

The only means of being cleansed from sin is through repentance and faith in the precious blood of Christ and that regeneration by the Holy Spirit is absolutely essential for personal salvation.

In the baptism of the Holy Spirit for all believers who ask and in the present day reality of the operation in the supernatural gifts of the Holy Spirit.

In the power of God to heal the human body in answer to faith and prayer.

In the observance of the ordinances of Christian baptism by immersion for all believers and the Lord's Supper.

Appendix B: Certificate IV in Christian Leadership

Leadership Study Stream

You must complete 14 units, our 8 core and 6 electives from the ones we offer below. Elective units must equate to a minimum of 165 hrs.

Unit Number	Unit/Subject Name	Nominal Hours
Core units		
BSBMGT405A	Provide personal leadership	50 hrs
CHCADMIN305F	Work within the administration protocols of the organisation	75 hrs
CHLLDM403A	Explore Christian leadership insights	30 hrs
	Includes Lessons from biblical leaders	(10 hrs)
	Includes Foundations of Christian leadership	(10 hrs)
	Includes Jesus leadership style	(10 hrs)
CHLLDM401A	Research the Bible and prepare a sermon	65 hrs
	Includes Develop your spiritual life	(35 hrs)
	Includes How to study the Bible	(20 hrs)
	Includes How to prepare a sermon outline	(10 hrs)
CHLCPM401A	Research principles of healthy church life	10 hrs
CHLBAT401A	Explore foundational Christian beliefs	30 hrs
	Includes Exploring salvation	(10 hrs)
	Includes Exploring the Bible	(10 hrs)
	Includes Exploring God as Father	(10 hrs)
CHLBAT402A	Explore foundations of Christian identity	40 hrs
	Includes Exploring Romans	(20 hrs)
	Includes Exploring Ephesians	(20 hrs)
CHLBAT403A	Survey the Bible	60 hrs
	Includes Old Testament Survey	(30 hrs)
	Includes New Testament Survey	(30 hrs)
Elective units		
CHLCPM403A	Explore ministry skills	30 hrs
	Includes Discovering your ministry	(10 hrs)
	Includes Evangelism made easy	(10 hrs)
	Includes Caring for new people	(10 hrs)
CHLCPM402A	Explore children's ministry	30 hrs
CHLCPM404A	Explore music and worship in the Church	30 hrs
CHLLDM404A	Explore relationships and family issues	30 hrs
CHLBAT404A	Explore biblical books	20 hrs
	Includes Exploring John	(20 hrs)
CHLBAT405A	Explore the Christian Church	20 hrs
	Includes Exploring the Church	(10 hrs)
	Includes Exploring the last things	(10 hrs)
CHLBAT406A	Explore the nature of God	50 hrs
	Includes Exploring the nature of God	(10 hrs)
	Includes Discover the Holy Spirit	(20 hrs)
	Includes Discover the real Jesus	(20 hrs)

Leadership Internship Stream

You must complete 14 units, our 8 core and the 6 electives below.

Elective units must equate to a minimum of 165 hrs.

Unit Number	Unit/Subject Name	Nominal Hours
Core units		
BSBMGT405A	Provide personal leadership	50 hrs
CHCADMIN305F	Work within the administration protocols of the organisation	75 hrs
CHLLDM403A	Explore Christian leadership insights	30 hrs
	Includes Lessons from biblical leaders	(10 hrs)
	Includes Foundations of Christian leadership	(10 hrs)
	Includes Jesus leadership style	(10 hrs)
CHLLDM401A	Research the Bible and prepare a sermon	65 hrs
	Includes Develop your spiritual life	(35 hrs)
	Includes How to study the Bible	(20 hrs)
	Includes How to prepare a sermon outline	(10 hrs)
CHLCPM401A	Research principles of healthy church life	10 hrs
CHLBAT401A	Explore foundational Christian beliefs	30 hrs
	Includes Exploring salvation	(10 hrs)
	Includes Exploring the Bible	(10 hrs)
	Includes Exploring God as Father	(10 hrs)
CHLBAT402A	Explore foundations of Christian identity	40 hrs
	Includes Exploring Romans	(20 hrs)
	Includes Exploring Ephesians	(20 hrs)
CHLBAT403A	Survey the Bible	60 hrs
	Includes Old Testament Survey	(30 hrs)
	Includes New Testament Survey	(30 hrs)
Elective units		
BSBPMG510A	Manage projects	60 hrs
BSBWOR404B	Develop work priorities	40 hrs
CUSOHS301A	Follow occupational health and safety procedures	10 hrs
CHLLDM404A	Explore relationships and family issues	30 hrs
CHLCPM405A	Participate in evangelistic activities	70 hrs
CHCPAS401B	Undertake pastoral care work	45 hrs

Appendix C: Diploma of Christian Leadership

Advanced Leadership Studies Stream

You must complete 13 units, our 7 core units and 6 of the electives from the ones we offer below. Elective units must equate to a minimum of 200 hrs.

Unit Number	Unit/Subject Name	Nominal Hours
Core units		
BSBWOR501B	Manage personal work priorities and professional development	60 hrs
BSBWOR502A	Ensure team effectiveness	60 hrs
CHLLDM501A	Develop Christian leadership insights	50 hrs
	Includes Christian leadership development	(10 hrs)
	Includes Interpersonal leadership	(20 hrs)
	Includes Insights for Living	(20 hrs)
CHLLDM502A	Develop spiritual disciplines	45 hrs
CHLCPM501A	Develop a church planting strategy	10 hrs
CHLBAT501A	Analyse biblical leadership	40 hrs
	Includes Analysing 2 Corinthians	(20 hrs)
	Includes Analysing the Pastoral Epistles	(20 hrs)
CHLBAT502A	Analyse the Christian Scriptures	20 hrs
	Includes How to interpret the Bible	(20 hrs)
Elective units		
BSBCM401A	Make a presentation	30 hrs
CHLBAT503A	Analyse biblical books	20 hrs
	Includes Analysing 1&2 Peter	(10 hrs)
	Includes Analysing James	(10 hrs)
CHLBAT504A	Analyse Christian missions	40 hrs
	Includes Introduction to missions	(20 hrs)
	Includes World religions and cults	(20 hrs)
CHLBAT505A	Analyse spirituality in the church	30 hrs
	Includes Analysing 1 Corinthians	(20 hrs)
	Includes Spiritual Gifts in Ministry	(10 hrs)
CHLBAT506A	Analyse history of the church	40 hrs
CHLBAT507A	Analyse the Synoptic Gospels	20 hrs
CHLBAT508A	Develop a biblical worldview	40 hrs
	Includes Contemporary Christian issues	(20 hrs)
	Includes Ministerial ethics	(10 hrs)
	Includes The Bible. Truth, myth or lie?	(10 hrs)
CHLBAT509A	Interpret the Old Testament in light of the Christian faith	30 hrs
	Includes Old Testament Essentials	(10 hrs)
	Includes Analysing Hebrews	(20 hrs)

Advanced Leadership Internship Stream

You must complete 13 units, our 7 core units and the 6 electives below. Elective units must equate to a minimum of 200 hrs.

Unit Number	Unit/Subject Name	Nominal Hours
Core units		
BSBWOR501B	Manage personal work priorities and professional development	60 hrs
BSBWOR502A	Ensure team effectiveness	60 hrs
CHLLDM501A	Develop Christian leadership insights	50 hrs
	Includes Christian leadership development	(10 hrs)
	Includes Interpersonal leadership	(20 hrs)
	Includes Insights for Living	(20 hrs)
CHLLDM502A	Develop spiritual disciplines	45 hrs
CHLCPM501A	Develop a church planting strategy	10 hrs
CHLBAT501A	Analyse biblical leadership	40 hrs
	Includes Analysing 2 Corinthians	(20 hrs)
	Includes Analysing the Pastoral Epistles	(20 hrs)
CHLBAT502A	Analyse the Christian Scriptures	20 hr
	Includes How to interpret the Bible	(20 hrs)
Elective units		
CHCORG525D	Recruit and co-ordinate volunteers	70 hrs
CHCORG627B	Provide mentoring support to colleagues	60 hrs
CHLBAT505A	Analyse spirituality in the church	30 hrs
	Includes Analysing 1 Corinthians	(20 hrs)
	Includes Spiritual Gifts in Ministry	(10 hrs)
CHLCPM502A	Manage evangelistic activities	50 hrs
CHLCPM503A	Manage pastoral care and services in a church or Christian organisation	90 hrs
CHLLDM504A	Communicate the Christian message in a range of settings within a church or Christian organisation	85 hrs

Appendix D: 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.

^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.

The Code of Conduct

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 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.

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 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.

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

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

^c Assemblies of God Policies 13.4.2 Homosexuality and Lesbianism.

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 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.

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

^d Assemblies of God Policies 13.4.9 Protection of Children

^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.

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 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.

Confidentiality^g

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

^g Assemblies of God Policies 13.4.4 Pastoral Confidentiality; 13.4.10 Confidentiality Guidelines

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).

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 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.