
The Bishop's Certificate and Diploma in
Theology for Ministry

Programme Handbook 2012

Name:

nstm
newcastle school of
theology for ministry

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Newcastle School of Theology for Ministry

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Welcome to the Programme



Welcome!

The Newcastle School of Theology for Ministry was established in 2006 to provide theological education for the training and formation of lay leaders, deacons and priests in the Anglican Diocese of Newcastle.

At the current time there are just over 100 participants in the Bishop's Certificate, Diploma and OLM Formation programmes of the School, many more will be involved in ministry skills streams this year. Participants range in age from young people in their thirties to seniors in their eighties.

Many members of the Diocese of Newcastle have found that the broad and reflective style of the programmes has enabled them to take a further step on their journey of faith and in their commitment to ministry within the life of the Church.

The Newcastle School of Theology for Ministry is a wholly-owned ministry of the Diocese of Newcastle. It has been established to resource and stimulate the members of our congregations. The Bishop's Certificate and Diploma in Theology for Ministry have been developed by the Diocese for the Diocese.

These programmes seek to resource the diocesan vision for congregations to become *Ministering Communities in Mission*, and offer formation routes for ordained local mission and authorised lay ministry.

The school is funded by the Diocese (each participant is significantly subsidised from the Diocesan Ministry Budget) and overseen by a Board

appointed by the Bishop and the Diocesan Council. The school's status was formalised in 2009 by an Ordinance of the Synod.

Participants in the Bishop's Certificate and Diploma programmes are drawn from parishes across the regions of the Diocese, with some very welcome guests from other Dioceses as well.

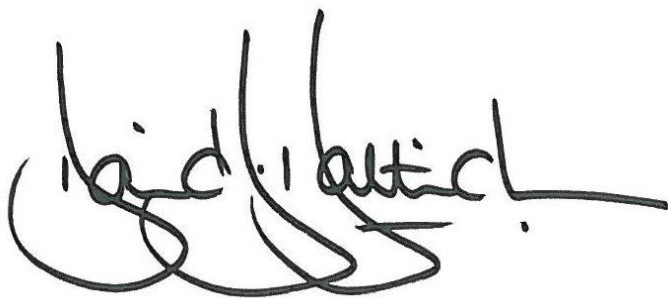
Some participants are in formation for ordained local mission, some are training in ministry teams for authorised lay ministry, some are studying in preparation for other forms of ministry, and others are studying for the development of their own discipleship.

This handbook aims to provide you with an overview of the various components of the programme and how they fit together. All of this information, and much more, is available on the NSTM website at www.schooloftheology.net.

Some of you are commencing studies with us for the first time. Others are returning to the second and third years of a programme, or joining us for the Diploma programme having already been awarded the Certificate.

However you have come to be with us, and for whatever purpose, we are glad that you are part of one of our programmes in 2012. I welcome you warmly into our learning community.

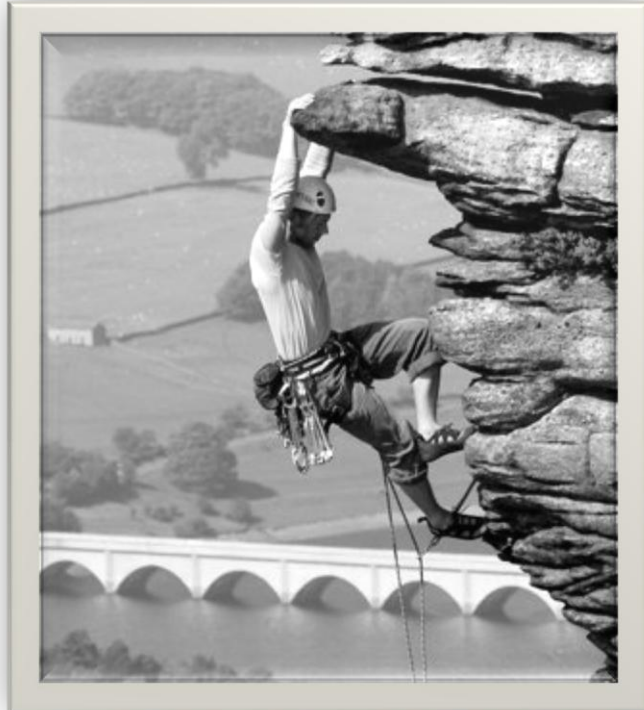
The year ahead of us will be exciting and challenging, I look forward to journeying with you.

A handwritten signature in black ink, appearing to read 'David Battrick', with a stylized flourish at the end.

David John Battrick BSG
Director

Aims of the Programmes

The Bishop's Certificate and Diploma in Theology for Ministry have been designed to help Anglicans in the Diocese of Newcastle to learn about key areas of Christian belief and their relationship to contemporary mission and ministry.



The programmes aim to help participants to understand their Christian faith better, and to be able to apply the Christian faith in the world around them, and particularly in their local area.

The Certificate programme intentionally commences with a focus on mission and Anglican identity in order to provide a platform for the study which is to follow. Participants then move on to foundational tools in the contextual study of the Bible and in pastoral care. The third block of courses focuses on the development of liturgy and on applied ethics.

In the Diploma programme participants build on their expanded knowledge from their Certificate studies in three Biblical areas, Church history, a study of world religions, and an introductory course in applied doctrine.

Participants in the programmes are drawn from:

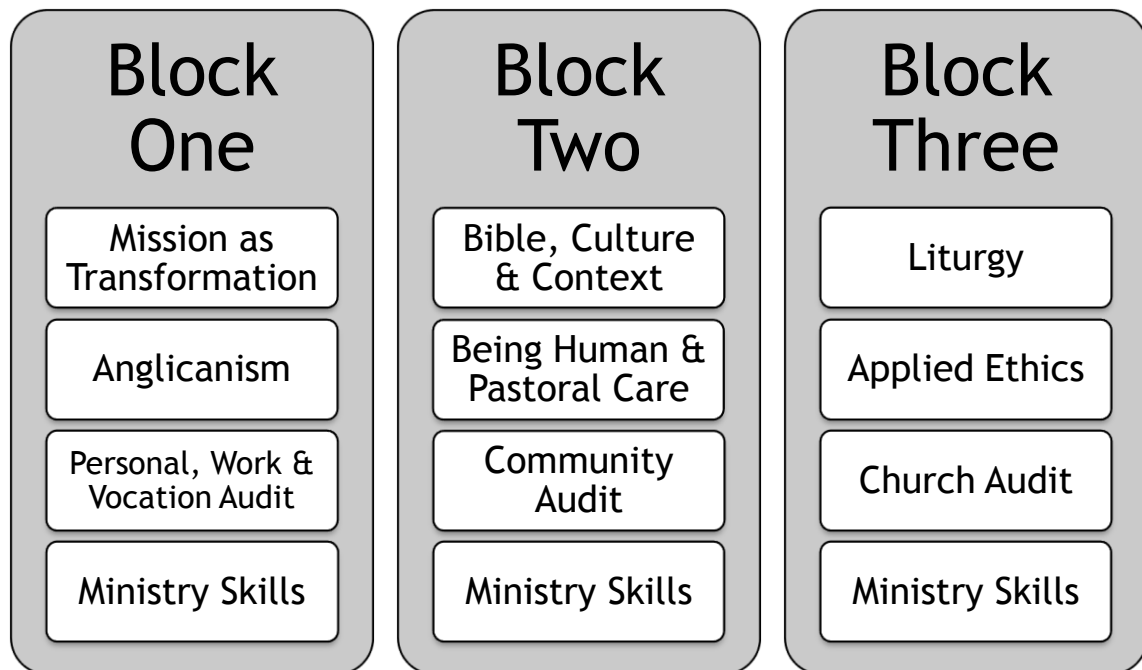
- Anglicans who wish to further their personal learning and discipleship;
- Anglicans who preach and teach within the Diocese;
- Candidates for authorised lay ministry who have been discerned by their parish community to be members of a Parish Ministry Team;
- Candidates for ordained local mission, for whom this is part of their formation and training for ordination;
- Lay employees in Anglican parishes and organisations;
- Candidates for stipendiary ministry who are studying during their discernment process.



Overview of the Bishop's Certificate

The First Three Blocks of Exploration

The Bishop's Certificate programme contains six courses which are delivered in three blocks. In addition to the six courses participants also complete one situation analysis audit in each block and complete one ministry skills stream during their Certificate studies. Participants must study the blocks in the following order:

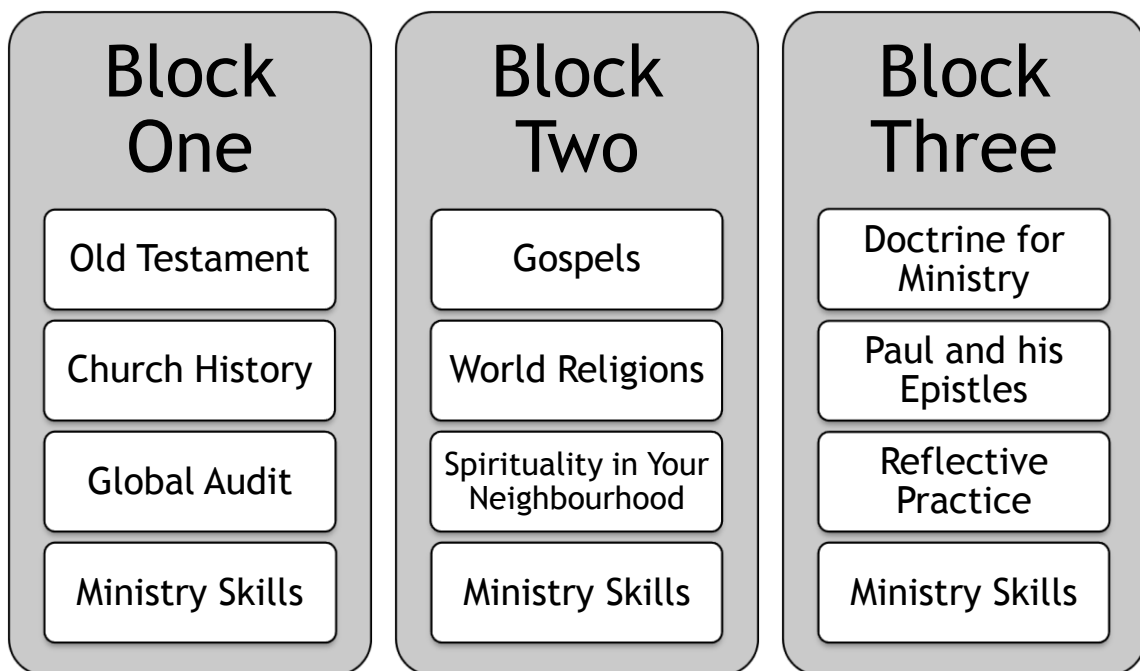


In normal circumstances participants must complete the Bishop's Certificate before commencing studies in the Diploma programme.

Overview of the Bishop's Diploma

The Second Three Blocks of Exploration

The Bishop's Diploma programme contains a further six courses which are delivered in three blocks. In addition to the six courses participants also complete one situation analysis audit in each block and complete one ministry skills stream (a different stream from the one completed during their Certificate studies) during their Diploma studies. Participants must study the blocks in the following order:



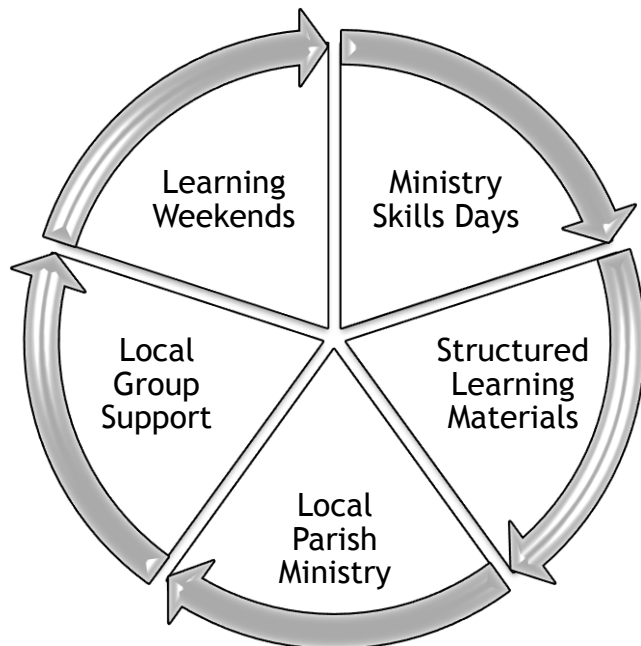
Some participants choose to move on from the Bishop's Diploma programme to further studies in theology at the University of Newcastle.

How it all Fits Together

Five Core Components

There are five core components to your studies:

- Learning weekends;
- Ministry skills days (also called diocesan learning days);
- Structured learning materials;
- Local parish ministry;
- Local group support.



Learning Weekends

You will begin each block of courses by attending a learning weekend.

The learning weekend will provide an opportunity for you to attend learning sessions introducing the courses that you are commencing, as well as sessions on situation analysis. The weekends also provide the opportunity for you to meet with other participants in the programme, and for us to worship together.

At the learning weekends you will receive the course handbook (the learning materials) for the next block of courses, and also the situation analysis handbook for the audit that you will be engaging in.

If you are studying your programme in one year you will attend three learning weekends in one year.

If you are studying your programme over three years you will attend one learning weekend each year for three years. This means that you will attend the first learning weekend in the first year; the second learning weekend in the second year; and the third learning weekend in the third year.

In 2012 the learning weekends will be held at Hunter Valley Retreat. We are still making arrangements for learning weekends in 2013 and will let you know this information in due course.

Ministry Skills Days

During the course of your studies you will attend three ministry skills days in one year in order to complete a ministry skills stream of your choice.

If you are studying your programme over three years you need to choose which year you will complete a ministry skills stream. You are warmly invited to complete a skills stream each year if you wish, at no extra cost, but this decision is up to you. You only need to complete one skills stream to meet the requirements of your programme.

However, if you are being commissioned by the Bishop in a Parish Ministry Team it is expected that you will complete the ministry skills stream most closely associated with your area of leadership in the first year of your studies.

Learning Materials

Each block of courses is delivered through a course handbook. The handbook contains twelve sessions of study for each of the two courses in the block. Alongside the course handbook you will also be using a much smaller situation analysis handbook which will guide you through your situation analysis audit.

There is one course handbook and one situation analysis handbook for each of the three blocks of study in your programme. If you are completing your programme in one year you will roughly be working on one session from each handbook each week.

If you are completing your programme over three years you will be working on one session from each handbook each month.

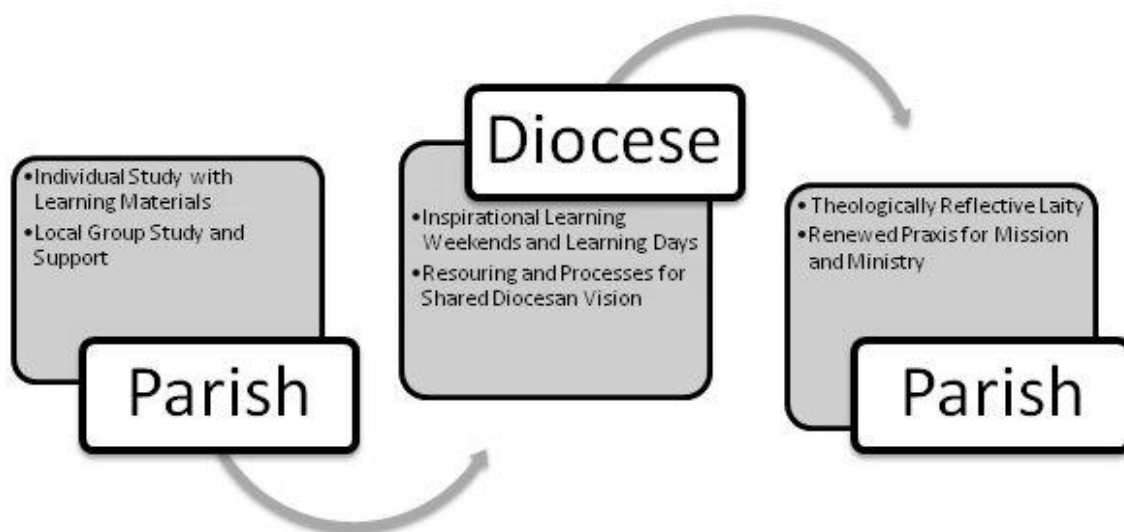
At the end of each block of courses you will be expected to submit one learning journal relating to your studies in the courses, and one learning journal in relation to your situation analysis audit. This means that you will submit six learning journals by the end of the programme (two in each block).

Local Parish Ministry

Alongside the blocks of courses and situation analysis, and your completion of a ministry skills stream, you are expected to be engaged in ministry in your local parish.

The Bishop's Certificate and Diploma programmes are intentionally focused on helping you to develop your God-given gifts for ministry and mission within the context of your local Church.

If you are not a member of a Parish Ministry Team you should discuss with your parish priest the kinds of ministries that you will focus upon in your reflections throughout your studies.



Local Group Support

Where possible, to support you in your studies you will be placed in a local group of other participants in your programme. If it is not possible to place you in a local group a personal tutor will be assigned to you to assist you in your studies.

Schedule for the Programme

The schedule for each block of courses, for participants completing studies in one year and three years, is provided in the opening pages of each course handbook.

The schedule below provides an overview for 2012:

Wk	Wk Beginning	Prog Wk	Events
0	22nd January	-	Provincial Mission Convention: 26th - 29th January (Canberra)
1	29th January	-	Learning Weekend One: 3rd - 5th February (Hunter Valley Retreat)
2	5th February	Week 1	
3	12th February	Week 2	
4	19th February	Week 3	
5	26th February	Week 4	
6	4th March	Week 5	
7	11th March	Week 6	
8	18th March	-	Learning Day: 24th March (BTAC)
9	25th March	Week 7	
10	1st April	-	Holy Week
11	8th April	Week 8	
12	15th April	Week 9	Certificate and Diploma Award Ceremony: 21st April for Previous Cohort
13	22nd April	Week 10	
14	29th April	Week 11	
15	6th May	Week 12	Learning Weekend Two: 11th - 13th May (Hunter Valley Retreat)
16	13th May	-	
17	20th May	Week 1	
18	27th May	Week 2	
19	3rd June	Week 3	
20	10th June	Week 4	
21	17th June	-	
22	24th June	Week 5	
23	1st July	Week 6	
24	8th July	Week 7	

Wk	Wk Beginning	Prog Wk	Events
25	15th July	-	Learning Day Two: 14th July (BTAC)
26	22nd July	Week 8	
27	29th July	-	
28	5th August	Week 9	
29	12th August	Week 10	
30	19th August	Week 11	
31	26th August	Week 12	
32	2nd September	-	
33	9th September	-	Learning Weekend Three: 14th - 16th September (Hunter Valley Retreat)
34	16th September	Week 1	
35	23rd September	Week 2	
36	30th September	Week 3	
37	7th October	Week 4	
38	14th October	-	
39	21st October	Week 5	
40	28th October	Week 6	
41	4th November	-	Learning Day Three: 10th November (BTAC)
42	11th November	Week 7	
43	18th November	Week 8	
44	25th November	Week 9	
45	2nd December	Week 10	
46	9th December	Week 11	
47	16th December	Week 12	

Remember

Participants are on a number of different programmes and learning cycles within the range of NSTM programmes.

You will sometimes receive general communications about NSTM events which may not apply to you. Please check this handbook, and if necessary ask your local group leader, if you are unsure about which events you need to attend.

Quick Guide to Schedule

One Year Programmes

If you are commencing your studies in the Bishop's Certificate or Diploma in 2012 and will complete the programme in one year you are expected to participate in meetings of your local group, submit three sets of two learning journals and participate in the following:

Learning Weekends: 3rd - 5th February 2012
 11th - 13th May 2012
 14th - 16th September 2012

Ministry Skills Days: 24th March 2012
 14th July 2012
 10th November 2012

Three Year Programmes: Second Year

If you are entering the second year of your studies in Bishop's Certificate or Diploma and will be commencing either blocks CM103-4 or DM203-4 this year you are expected to participate in meetings of your local group, submit one set of two learning journals and participate in the following:

Learning Weekend: 11th - 13th May 2012

Three Year Programmes: Third Year

If you are entering the third year of your studies in Bishop's Certificate or Diploma and will be commencing either blocks CM105-6 or DM205-6 this year you are expected to participate in meetings of your local group, submit one set of two learning journals and participate in the following:

Learning Weekend: 14th - 16th September 2012

Learning Weekends

In 2012 learning weekends will be held at Hunter Valley Retreat, Sandy Creek Road, Quorrobolong.

The weekend will commence with worship at 5.30 pm on Fridays and conclude at 5 pm on Sundays. There will usually be a book stall available at the weekends.

Please bring with you:

- Drinks of your choice (we will provide tea, coffee and cordial);
- Your copy of 'A Prayer Book for Australia';
- Your copy of the NRSV Bible;
- Indoor shoes to wear in the Seminar Room;
- Paper and pens.

You will need to bring your situation analysis research with you to the second and third learning weekends to discuss during the situation analysis sessions.

You are advised to bring an umbrella and water proof jacket in case of unfavourable weather.

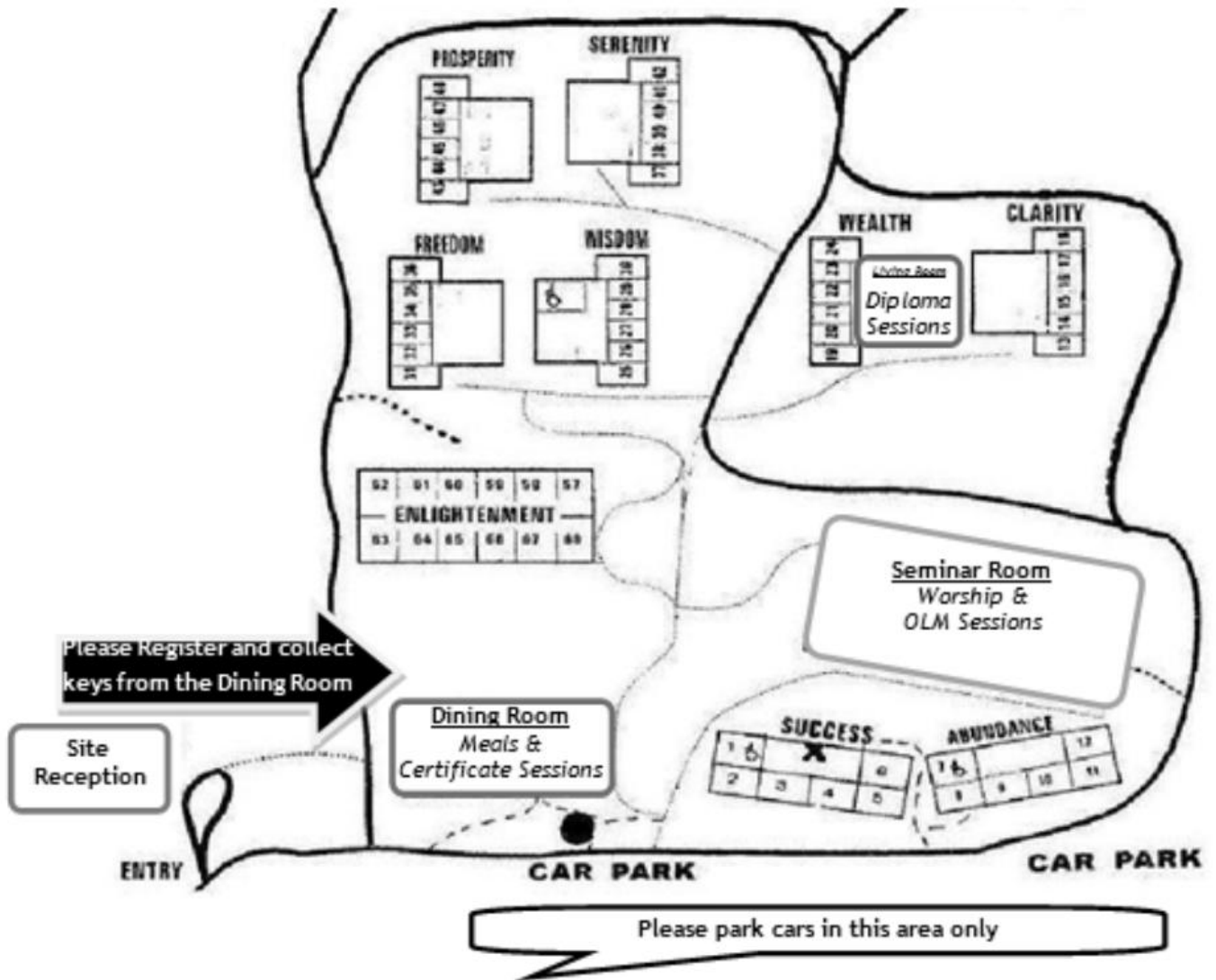
If you have special dietary needs, or there are other ways that we need to help you please remember that it is your responsibility to let us know ahead of each learning weekend.

We will provide further details in preparation for each learning weekend on the NSTM website.

Hunter Valley Retreat

626 Sandy Creek Road, Quorrobolong NSW 2325

Telephone: (02) 4998 6007



From Newcastle

From Newcastle Link Road, exit to F3 Sydney Newcastle Freeway

Continue along Sydney Newcastle Freeway for 14.2 km

Take the ramp to Palmers Road Exit, Freemans Waterhole - 0.6 kms

Turn right onto Palmers Road, Freemans Waterhole after ramp - 3.4 kms

At the roundabout take the 2nd exit onto Freemans Drive, Freemans Waterhole
- 1.6km

Continue on Leggetts Dr, Freemans Waterhole - 6.2

Turn left onto Sandy Creek Road, Mount Vincent - 5.4 km

End 626 Sandy Creek Road, Quorrobolong

From Kurri Kurri

On Mitchell Street, drive towards the roundabout at Victoria Street

At the roundabout take the 2nd exit onto Victoria Street, Kurri Kurri - 0.9 km

At the roundabout take the 3rd exit onto Railway Street, Pelaw Main - 0.3 km

Turn left onto Stanford Street, Kurri Kurri - 1 km

Continue along Kurri Kurri-Mulbring Road, Pelaw Main - 4.6 km

Continue along Leggetts Drive, Mulbring - 5.4 km

Turn right into Sandy Creek Road, Mount Vincent

End 626 Sandy Creek Road, Quorrobolong

Ministry Skills Days

In 2012 the ministry skills days will be held at Bishop Tyrrell Anglican College in Fletcher.

The days will commence at 9 am and conclude at 5 pm.

There will usually be a book stall available at the ministry skills days.

Please bring with you:

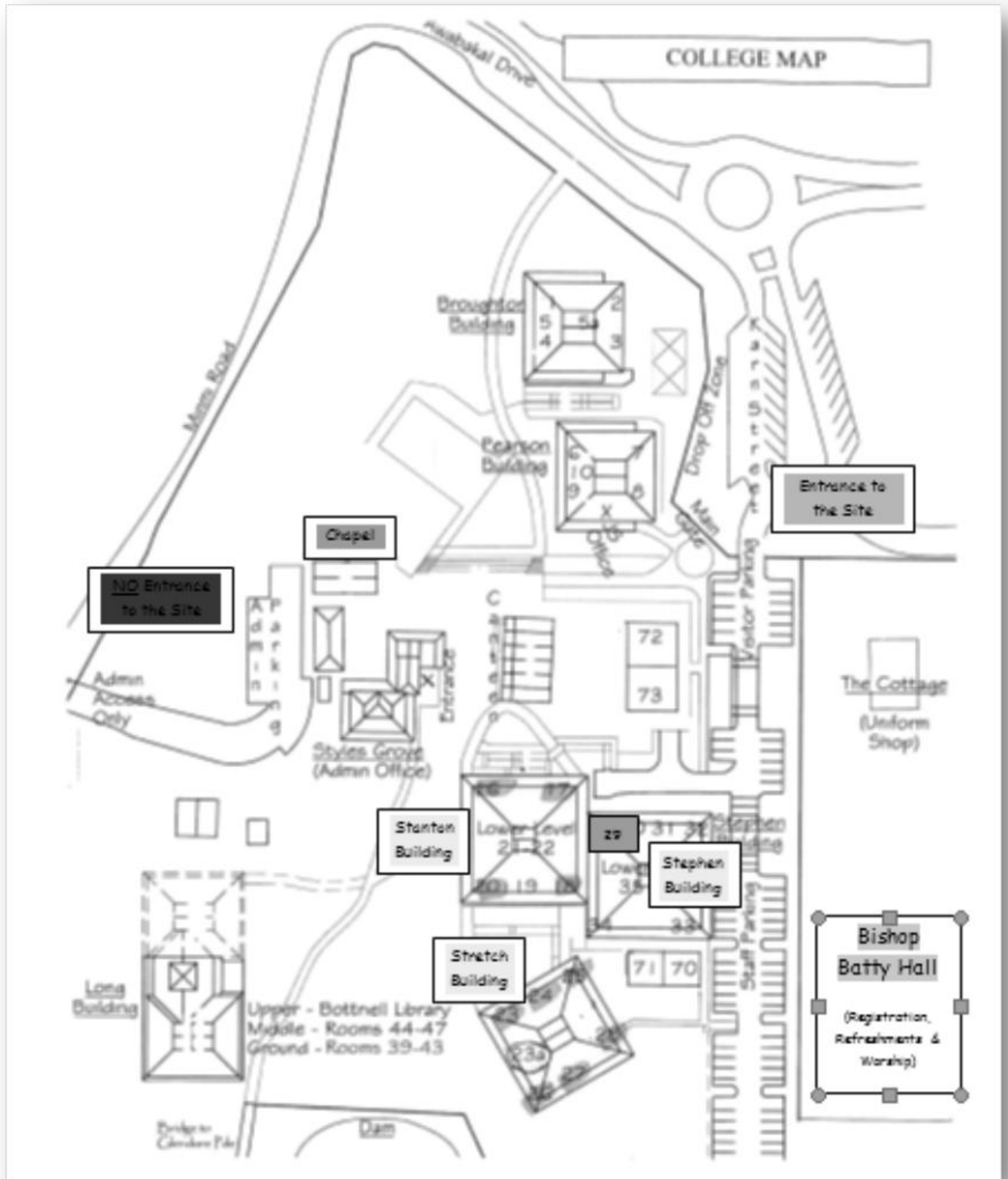
- Your lunch;
- Drinks of your choice (we will provide tea, coffee and cordial);
- Your copy of 'A Prayer Book for Australia';
- Your copy of the NRSV Bible;
- Paper and pens.

You do not need to bring your course handbooks with you to these days. These days will be focused entirely on your ministry skills stream.

Please note that we will not be providing lunch at these days.

We will provide further details in preparation for each ministry skills day on the NSTM website.

The street address for the school is 256 Minmi Road, Fletcher.



How do the Course Handbooks Work?

The course handbooks will be your basic learning tool. They each contain all of the learning materials for both of the courses which you will study simultaneously in each block.

You will find the course handbooks divided into twelve sessions of study. Each session (either each week or each month depending on your mode of study) you will be invited to pursue a number of activities related to the topics for the week.

You will receive a new course handbook at each learning weekend.

Learning Activities

The course handbooks will guide you through a selection of readings, and then offer tasks for reflection and an integrative exercise. You will respond to these tasks in your learning journals.

Readings

Each session begins with an introduction to the topic or area that you will be focusing upon.

This is followed by one or more pieces of **reading** relating to each topic. These readings vary from newspaper articles, to original documents (usually called primary sources) to excerpts from academic books, and you will probably find some more accessible than others.

You do not need to worry if some of the terminology in some instances is new to you, or if there are arguments which are hard to follow. You need to make a note of these issues in your learning journals so that you can raise them for discussion at a local group meeting. You may find that other group members will be grateful that you have raised the questions!

Tasks for Reflection

Following the reading(s) you will find some tasks suggested for **reflection**. You will normally be prompted to respond to the first task and then be invited to choose one further task from a number of possibilities.

It may be that the readings will of themselves prompt questions that you want to reflect upon, and in that case you can respond to your own questions rather than the suggested tasks. Remember that the tasks are not an academic exercise - they are trying to help you to relate what you have been reading to your own experience, and to your practice of ministry.

The third part of each week is devoted to two activities:

Integrative Exercises

Firstly, you are invited to respond to one or two **integrative exercises**. The purpose of these, as the title suggests, is to help you to integrate the week's learnings with your own practice of mission and ministry.

The integrative exercises are designed to help you to make some of these connections, but also very importantly, to help you to integrate your studies with your practice.

It is important to remember that you are not expected to write long responses. In most sessions it is suggested that you write up to 250 words only. Another of the skills that you will be developing is how to say things succinctly!

Situation Analysis Tasks

Secondly, you will be prompted to turn to your *situation analysis* handbooks to complete tasks in **situation analysis**. This is described in more detail in the next section.

The Situation Analysis Handbooks

The purpose of the Bishop's Certificate and Diploma in Theology for Ministry programmes is to help you to learn about and reflect upon key areas of Christian belief and practice and their relationship to contemporary mission and ministry, in order for you to further develop your God-given gifts and skills for the service of God.



To facilitate this process we need to explore and analyse the context in which mission and ministry are located. This means that in addition to learning how to develop further the ways that we think theologically (which we hope will be nurtured by the courses in the programme) and in addition to the opportunities for us to develop our skills for ministry, we also need to develop tools of analysis to help us to understand the features and dynamics of the world in which we live.

We might like to think of this as the twin processes of deep listening and double listening.

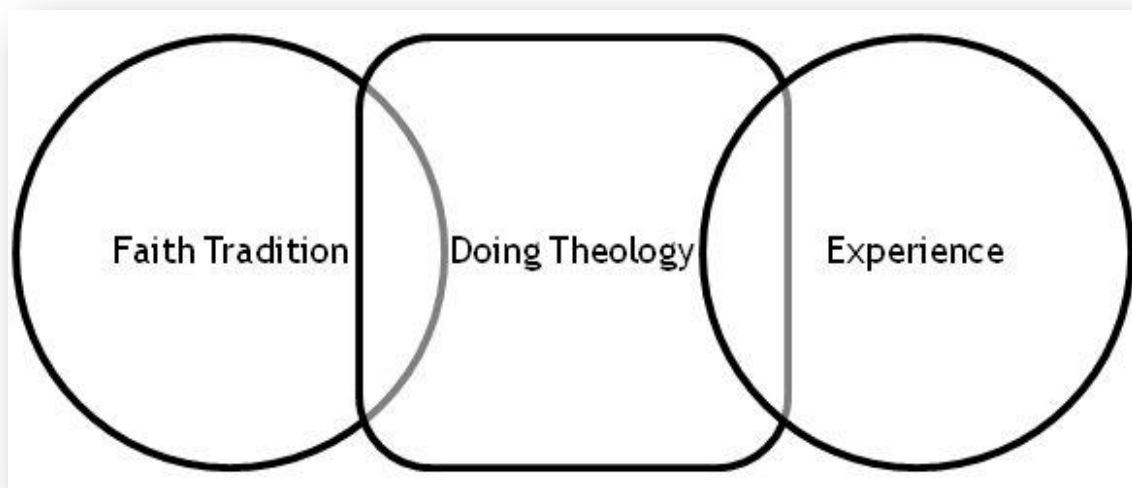
Deep listening is an intentional way of being. We want to know more than just the facts and figures, or what appears to be happening on the surface. We are concerned, instead,



to engage deeply in a situation, putting our own pre-conceptions to one side as we seek to find out through listening to the experiences of others the reality of the situation.

Double listening is the process through which we then seek to find meaning in the reality which we have uncovered. We listen on the one hand to the experiences of those around us, and on the other to the experiences of our Christian tradition.

Another way of looking at this is that we are being asked to listen carefully to the word (that is, the printed word and God's Word), and to listen attentively to the world (the experiences of our wider communities).



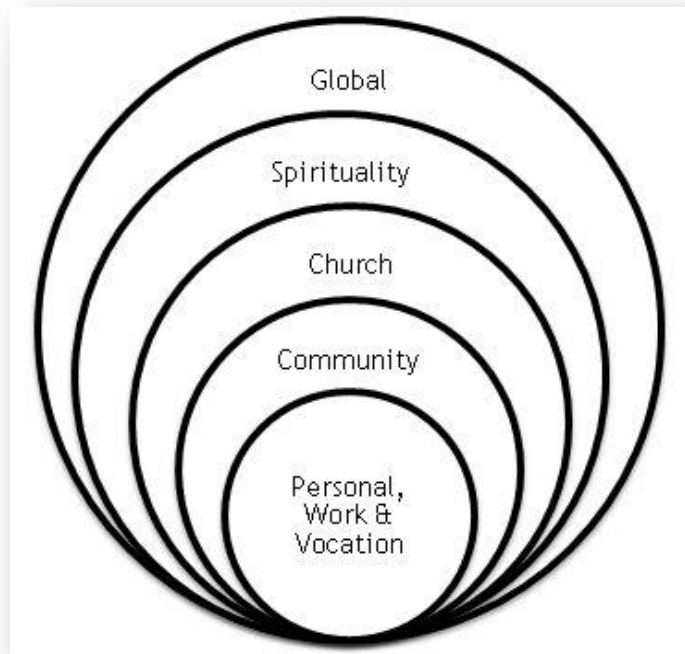
This is not a one way process of applying our theology to our situation, because our experience of the world may (as it has done throughout Christian history) inform, change and develop our theology as well.

So the challenge for us is to listen deeply to both the experiences of our wider communities, and the breadth of the Christian tradition as well, as we seek to uncover what is going on around us.

The focus for this intentional conversation will be the situation analysis handbooks which we will be using throughout the programme.

These handbooks invite us to look closely and carefully at a number of different areas in order to build up a database of information about ourselves and the world in which we live.

The process of Situation Analysis for Mission and Ministry is sometimes seen as a series of circles in which we begin with an exploration of ourselves and then move outwards to explore facets of the world we inhabit.



You will notice that this research is not called '*situation description*' it is '*situation analysis*'.

The difference between description and analysis is important. Whereas '*description*' implies that we become absorbed in what we describe in its own terms, '*analysis*' requires that we:

- stand back from the area of study;
- use various categories of analysis which we have consciously chosen in order to try to understand more about the area of study;
- develop precise use of the various “vocabularies” and “structures” which are distinctive to the chosen categories of analysis.

We intend to move beyond a description of what appears to be happening on the surface, to an analysis which asks why things are as they are.

We anticipate that once we have developed tools of analysis appropriate to our situations, we will continue to use them to reflect critically upon our ministries in the future. This may mean that as we look back over our situation analysis data during the programme we will want to update it and revise it as we discover new realities and new insights.

We may be tempted to think that our situation analysis work is an optional extra in the programme: this is not the case. Our integration of this situation analysis data with the rest of our learning is of paramount importance in our journey of discovering how we may better connect with the mission which God is already engaged in around us.

Sessions will be provided at the learning weekends to help us in this task.

Each session's study in the course handbook will prompt you to respond to a certain selection of questions from the situation analysis handbook. The handbooks contain their own introduction which you should read carefully before commencing the exercises.

The First Three Audits

We need to be aware that all of us wear glasses which help us to see the world in a particular way. This is perfectly normal, but we do need to understand what kinds of filters are attached to our glasses. The *Personal, Work and Vocational Audit* will help us to do this.

In the first audit you will focus on some issues relating to your own life, your work and your vocation. We will use a series of exercises to help us to understand the person we are, what makes us 'tick', and the ways that our family background, education and work have contributed to the development of our distinctive 'point of view'.

Once we have looked inwards, we can then be more confident to engage in listening and conversation with our local community. We can be sure that we have much to bring to a discussion with others, which is quite different from thinking that we bring pre-packaged solutions.

The second handbook, the *Community Audit* will help us to uncover what is going on around us, and will be a useful source as we plan for future mission and ministry.

In the second handbook we will therefore turn to look at the community in which we live and minister in order to gather data that will aid our understanding of the dynamics which shape it and the issues which confront it.

It is only when we understand the nature of the forces at work in our community, and the ways in which individuals and families cope with the issues that confront them, that we are able to engage in forms of mission which are relevant.

In the third handbook, the *Church Audit* we will be invited to collect certain pieces of information about the way that our local Church is organised, worships and functions. In doing this it will be vitally important to keep in mind that this programme has been developed to help us to explore the practice of ministry and mission in our local context.

The Second Three Audits

The second three audits seek to build on the research that you have already undertaken in the Certificate programme in the *Personal, Work and Vocation; Community, and Church* audits.

In the fourth handbook, the *Global Audit*, we will focus our attention on the global realities around us. At first we might think that this is not very relevant to our own situation, and is simply too large for us to come to grips with.

In the fifth handbook, the *Spirituality and Belief*, we will be seeking to uncover some of the beliefs and spiritual practices held by our neighbours.

And finally, in the sixth handbook we will focus on *Becoming a Reflective Practitioner in Mission*, utilising a number of exercises to help us to examine our own developing practice of ministry.

It may well be that some of the information that we are asked to identify may raise some quite major questions about the effectiveness of ministry and mission. This will not be something to feel uncomfortable about but rather, it will be an important element in the process of our becoming a reflective practitioner, one who analyses their practice of ministry and mission in the midst of their work, in order to improve and enhance its effectiveness.

The cumulative process of situation analysis is intended to improve our skills as a critical thinker, one who is able to weigh up ideas, arguments and practices in terms of their effectiveness.

The student - not on an NSTM programme, let it be said - who when asked to comment on one's critical ability in an evaluation, responded "I am a Christian and I'm not willing to be critical of anybody or anything!", missed the point.

Being critical is not the same as being derogatory and negative: it is about forming a judgement about the effectiveness of our actions and activities.

Some of the key issues we come across in terms of mission and ministry, may cause frustration and even anger. We ought not to be afraid to confront these questions which may be related to a number of things: poverty of vision or imagination, issues of power and control, fear or resistance.

If we are critical thinkers we will ask why this or that is happening and go on posing the question 'why?' to the explanations we receive until we can identify root causes. Only when the root causes are identified can problems be satisfactorily addressed.

Our responses to the questions in these audits will combine to build up data which we hope will then be a source for further reflection on the ministry and mission opportunities available to us and our local congregations.

If you are a member of a Parish Ministry Team in a Ministering Community in Mission it would be a good idea for you to take your situation analysis findings with you to team meetings. If you are not in a Parish Ministry Team you will need to think about how this information can be integrated with the mission goals and plans of your parish in other ways.

The Learning Journals

Your learning journals are the place where you will bring together all of your written exercises, reflections and integrative exercises from the course handbook, and your situation analysis findings from the situation analysis handbooks. All of the tasks which you are asked to complete in either of the handbooks are to be entered into one of the learning journals.

For each block of courses you will be asked to submit two learning journals:

- One learning journal will contain responses to the questions and integrative exercises from the six courses in the programme.
- The other learning journal will contain your growing database of situation analysis data, which will be made up of responses to the questions in each of the situation analysis handbooks.

We recommend that, where possible, these journals are typed on a computer so that they are clear and able to be edited before being printed and submitted.

We will provide a Microsoft Word template, containing all of the tasks in the course handbook, on the NSTM website for each course. You are welcome to download this template and type your responses into it.

If you are not able to type your learning journals you can choose the form in which they are prepared. Participants have learnt in the past that it is best to use ring binders rather than exercise books, so that additional information can be added as you go along.

The decision about how you develop your learning journals is your own, but it is important to remember that you will need to submit your learning journals at the completion of each block of courses.

The journals additionally provide you with the opportunity to regularly write up your learning in a kind of log book. You can record what you have read, and how you have reflected on your reading, as well as any new understandings that you have perceived.

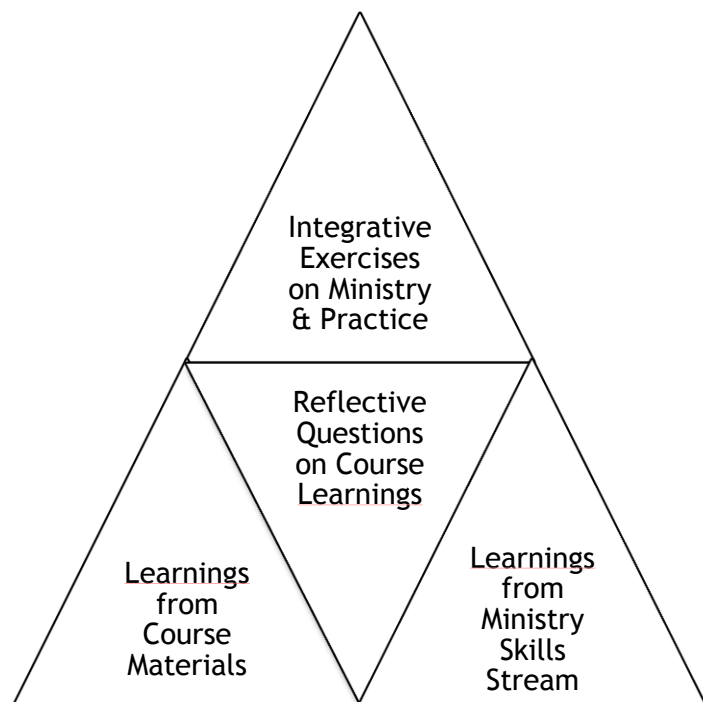
You will then commence a new set of two learning journals for the following courses and situation analysis audit and submit them at the end of that block of study in the same way.

There are notes about the confidentiality of your learning journal in the general introduction to the situation analysis handbooks.

Course Learning Journals

Your course learning journals will contain:

- notes from your readings;
- questions and issues which you want to discuss at your local group meetings;
- notes and observations from your ministry skills stream;
- responses to questions and integrative exercises in the course handbooks.



Situation Analysis Learning Journals

Your situation analysis learning journals will contain responses to the tasks in the situation analysis handbook.

Your Ministry Skills Stream

By now you will probably have already chosen the stream that you will participate in. If not, the list of streams being offered each year is available on the NSTM website, together with a brief introduction and information about who will be leading the stream.



You are required to complete one ministry skills stream in one year at some stage in your studies. If you are studying your programme over three years you can choose which year you complete your skills stream, or you can study one stream each year if you would like to do so.

Stream Outlines

You will be provided with an outline of the aims and content of your ministry skills stream on or before the first ministry skills day. This outline will include details of the assessed task which you will be required to complete.

Successfully Completing Your Stream

In order to successfully complete this ministry skills stream, you will be required to:

- attend all three skills stream days in one year, or have received permission to be absent from one day only prior to the day taking place, and satisfied the stream leader that aspects covered during that day have been studied in another form;
- actively participate as required in sessions;
- submit the assessed task on the date on which it is due.

Ministry Skills Streams and Licenced Ministry

You need to remember that engagement in a particular ministry skills stream does not in itself qualify you to undertake forms of ministry which require a licence within the Diocese.

It is important that you discuss ministry possibilities with your parish priest, and that you do not undertake ministry activities which are reserved for licenced leaders without your priest's permission and supervision.

Changing Streams

If you find that your stream is not what you expected, it may be possible for you to change to another stream early in the programme. Please contact the Director to discuss the options which are available.

It is worth remembering that the leaders and content of streams, and indeed which streams are offered, changes every year.

Local Group Meetings

Unless another arrangement has been made with the Director you will be expected to be a member of a local group



which will meet regularly throughout your studies.

These meetings are not occasions for formal lectures, but opportunities for fellowship and for discussing and clarifying any issues in your studies which you think deserve further treatment or attention.

The dates and times of meetings will be set by the group and the local group leader together.

Local Group Leaders

Local group meetings will be facilitated in most cases by priests in your local area.

The local group leader's role is to facilitate discussion, not to act as an instructor. So rather than being expected to answer every question, the role of the leader is to help to point you to sources and to make suggestions about where answers may be found.

A Place for Support and Shared Learning

Because you will mainly be studying alone at home, members of the local group act as a supportive environment for the learning of each other.

While it will be tempting to discuss a wide variety of matters it is important that the meeting's focus stays on the material which has been studied since the last meeting, and members will need to help each other to stay focussed.

Course Requirement

Unless another arrangement has been made with the Director, it is a requirement that participants attend local group meetings as these constitute part of the assessment of the programme.

Shape of local group meetings

The meetings will normally commence with a short time of worship and then construct an agenda of matters to be addressed.

The elements that a typical local group meeting might cover are:

- Discussion facilitated by the local group leader of any particular difficulties experienced with the material which has been studied since the last meeting and any issues arising from it;
- Discussion about what has been discovered in the situation analysis tasks and the comparing of that information with one another;
- Some practice of theological reflection. This could be theological reflection on an issue discussed in the readings, or based upon an incident that has occurred in somebody's ministry.

Problems

If you experience any problems in your studies in this programme, first see if the problem can be resolved by discussion with other participants at your local group meeting. If the problem can't be resolved there, then contact the Director.

Personal Tutors

Where it is not possible for you to be linked into a local group because of distance you will be assigned a personal tutor to assist you in your studies.



Using Your Time

Time Commitment

You will need to be able to give a number of hours each session to your personal studies in the Bishop's Certificate and Diploma programme.

In addition to personal study, you will attend three learning weekends, three learning days and local group meetings.

For some participants this will be a major focus of their time, but for others this will be one of a number of important things which they are involved in. The key for all of us is to study regularly using the time that we have available to us.

Some participants are completing this programme by studying one session each week, others will completing the programme over a longer period by focusing on one session each month.

Managing your Time

On occasions you may find that you need to devote more time to one of the readings in the course handbook, or to one of the exercises and this will mean that you will have less time to complete the other activities. In these cases you will need to decide how to apportion your time. Self-management of the learning process is one of the skills demanded of adult learning, and it may take you a while to get these timings right.

If you are unsure about how to use your time you should raise this for discussion at a local group meeting.

Successfully Completing the Programme

Unless you have received prior permission to be exempted from any of the following, (either due to personal circumstances or prior learning), the criteria set out below constitutes the minimum standard which you will be assessed against for the award of the Bishop's Certificate or Diploma in Theology for Ministry. On the basis of these criteria the Board will make recommendations to the Bishop as to whether you are eligible for the award of the Certificate or Diploma at the end of your studies:

Attendance and Participation

You are required to attend and actively participate in:

- Three learning weekends (for courses);
- Three learning days (for ministry skills stream);
- Local group meetings throughout the programme.

Ongoing Learning and Reflection on Ministry Practice

You are required to engage in regular reflective study in all courses of the programme and through the situation analysis handbooks leading to the submission of three learning journals relating to the courses in the programme, and three learning journals relating to the situation analysis handbooks and an assessed task for your ministry skills stream. Your learning journals are expected to exhibit evidence of:

- comprehensive study of the content of courses;
- integration of learning across courses and with the ministry skills stream;
- initial integration of learning with ministry practice;
- some integration of learning with situation analysis.

Submission Dates for Learning Journals

Participants Completing the Certificate or Diploma Programmes in One Year

Course Block	Final Day of Block	Submission Date for Journals
CM101-2 and DM201-2	12 th May 2012	26 th May 2012
CM103-4 and DM203-4	1 st September 2012	15 th September 2012
CM105-6 and DM205-6	22 nd December 2012	12 th January <u>2013</u>

Participants Completing the Certificate or Diploma Programmes in Three Years

First Year

Commencing the first block of studies at the first learning weekend
(3rd - 5th February 2012))

Course Block	Final Day of Block	Submission Date for Journals
CM101-2 and DM201-2	31 st January <u>2013</u>	28 th February <u>2013</u>

Second Year

Commencing the second block of studies at the second learning weekend
(11th - 13th May 2012)

Course Block	Final Day of Block	Submission Date for Journals
CM103-4 and DM203-4	31 st May <u>2013</u>	30 th June <u>2013</u>

Third Year

Commencing the third block of studies at the third learning weekend
(14th - 16th September 2012)

Course Block	Final Day of Block	Submission Date for Journals
CM105-6 and DM205-6	30 th September <u>2013</u>	30 th October <u>2013</u>

A study schedule is provided in each course handbook for each block of studies.

How Your Journals will be Assessed

Both learning journals in each block of courses will be assessed together in relation to the following criteria:

Fail -

- Non-submission of a learning journal OR
- Late submission of a learning journal without prior agreement of an extension OR
- Inadequate evidence that substantial areas of a Course Handbook have been studied or that Situation Analysis exercises have been completed OR
- Failure to successfully complete a ministry skills stream OR
- Little or no evidence of integration between themes or with ministry context.

Pass -

- Timely submission of a learning journal AND
- Evidence that the programme content has been studied and the implications of the content have been reflected upon (even where the participant disagrees with the arguments put forward in the readings) AND
- Successful completion of a ministry skills stream AND
- Some evidence of integration between courses, situation analysis and with ministry practice AND
- Some evidence of integration between courses and the ministry skills stream.

Distinction -

- Timely submission of a learning journal AND
- Strong evidence that the programme content has been studied thoroughly, the implications of the content have been reflected upon, and that the learning has been applied to ministry practice AND
- Initial attempts by the participant to reflect on alternative theological perspectives to some of those presented in the programme content AND
- Successful completion of a ministry skills stream AND
- Strong evidence of integration of learning between courses, situation analysis and with ministry practice AND
- Strong evidence that the participant has recognised personal changes and developments in understanding and has reflected upon them and their consequences for ministry practice in the light of learnings in their ministry skills stream.

The Award of Distinction

Participants receiving a distinction for 2 out of 3 journals in the Certificate programme, or 3 out of 4 journals in the Diploma programme will be eligible for the award of distinction, providing that they have met the minimum requirements for attendance and participation in all of the core components of the programme.

Assessment in Cases of Exemption

In cases where a participant is exempt from submitting course work relating to one course, the participant is nevertheless required to complete the integrative exercises and situation analysis research associated with it, and is required to submit all tasks relating to the second course in the block.

In cases where a participant is exempt from submitting course work relating to two courses studied in one block, the participant is required to submit tasks relating to the integrative and situation analysis exercises.

Alternative Assessment

It is anticipated that in a small number of cases it will be appropriate to offer an alternative assessment route to some participants (instead of submitting a learning journal). Alternative assessment routes will be developed by the Director, and approved for each participant by the Board. Please contact the Director if you believe that this may apply to you.

The Assessment Process

You are required to submit two learning journals for each block of study to your local group leader by the submission date. (The actual mechanism for submission will be worked out by each local group leader).

What your Local Group Leader will do:

- Local group leaders are required to advise the Director of any learning journals not received by the due date.
- Local group leaders are required to advise the Director of any learning journals received subsequent to the due date.
- Local group leaders read and comment on each learning journal using the assessment criteria provided in this handbook.
- Local group leaders will submit an assessment list to the Director along with the following for the attention of the Moderation Group:
 - Any learning journal being recommended for a fail grade;
 - The lowest standard learning journal receiving a pass grade;
 - The highest standard learning journal receiving a pass grade;
 - Any learning journal being recommended for a distinction grade.

What the Board will do:

- The Moderation Group will meet prior to a meeting of the Board to moderate learning journals and provide recommendations to the Board in relation to awards;
- Following the meeting of the Board an award list will be published to all participants and to local group leaders.

Your learning journals will be returned to you by your local group leader at the end of the assessment process.

What Happens if I need an Extension?

There may be all kinds of reasons that lead you to needing an extension to the submission dates for learning journals in your programme. We are very happy to accommodate your situation, but please note that the following policy applies to all participants in this programme and needs to be followed carefully.

1. Participants are expected to complete a block of study on the Saturday of the final week of the block;
2. Participants are required to submit their learning journals to their local group leader within 14 days of the Saturday of the final week of the block (or one month in the case of participants studying over a longer period);
3. In exceptional circumstances participants may request an extension to the submission date of their learning journals;
4. Any request for an extension will be considered if the request:
 - a. Has been made in writing (e-mail or letter) to the Director;
 - b. Has been received by the Director at least five days prior to the Saturday of the final week of the block;
 - c. Includes a proposed submission date;
 - d. Is accompanied by a medical certificate or other documentation detailing the special circumstances leading to the request for an extension.

5. Any request for an extension meeting the criteria detailed in 4 above will be considered by the Director and a response will be given in writing (e-mail or letter) prior to the Saturday of the final week of the block;
6. Any request for an extension not meeting the criteria detailed in 4 above will be dealt with at the discretion of the Director in consultation with the Chair of the Board, and a response will be given in writing (e-mail or letter);
7. Local group leaders should be careful to ensure that participants do not believe that they have been given an extension by a group leader.

What Happens if One of my Journals does not Pass?

If one of your learning journal does not meet the minimum standards to pass, when assessed against the criteria of the programme, or if you fail to submit your journal on time and do not have an agreed extension to the submission date then we will explore with you how we can help to bring your studies back on track.

The NSTM Board has a formal policy in place for this, and if the situation arises we will need to refer to it, and work through it together.

You can read the policy on the NSTM website.

School's Website

Visit our website for the latest programme information and resources:

<http://www.schooloftheology.net>

The screenshot shows the homepage of the Newcastle School of Theology for Ministry. At the top, the title "Newcastle School of Theology for Ministry" is displayed with the tagline "resourcing ministering communities in mission in the anglican diocese of newcastle". Below this is a navigation menu with links for "WHO WE ARE", "CERTIFICATE & DIPLOMA", "MINISTRY SKILLS", "RESOURCES", "OLM FORMATION", "MCIM", "CONTACT", and "Find Us Online:". A secondary navigation bar includes "Return to Home Page", "Certificate & Diploma Applications", "Ministry Skills Stream Registrations", and "OLM Formation Registrations".

The main content area features a carousel of four news items, each with a photo and a title:

- JOIN US FOR THE BISHOP'S CERTIFICATE OR DIPLOMA IN 2012**
Posted by: schooloftheology.net
We warmly invite you to join our learning community to participate in studies...
- "I FOUND SPACE TO DISAGREE, EVEN WITH THE ARCHBISHOP OF CANTERBURY" SAYS CERTIFICATE GRADUATE**
Posted by: schooloftheology.net
- JOIN US FOR ONE OF THE MANY THREE-DAY MINISTRY SKILLS STREAMS IN 2012**
Posted by: schooloftheology.net
We warmly invite you to join our learning
- REGISTER FOR CONTINUING PROGRAMMI**
Posted by: schooloftheology.net
We look forward to from participants in

Below the carousel, a "You are here: Home" breadcrumb is visible. The "RECENT NEWS ITEMS" section contains two articles:

- BISHOP'S SERMONS FROM RECENT CLERGY COMMISSIONINGS**
by schooloftheology.net on 23 January, 2012 in news
The text of sermons preached by the Bishop of Newcastle at the commissioning of priests to serve in the parishes of Wyong and Muswellbrook are now available for download.
- CALLING ALL MUSICIANS FOR THE LEARNING WEEKEND**
by schooloftheology.net on 23 January, 2012 in news
We currently do not have a pianist for the February learning weekend. If you would be willing to assist us on the keyboard, or on another instrument please contact Emma

On the right side, the NSTM logo is shown with the tagline "formation for transformation". Below the logo is a sign-up form for "RECEIVE NSTM NEWS UPDATES BY E-MAIL" with the instruction "enter your e-mail address to receive regular news".

Additional Information

It is important for you to read the following sections of the NSTM website. If you are not able to access the website please ask the School's Administrator to send this information to you:

- Important Information;
- Recognition of Prior Learning;
- Refund Policy;
- Failure, Supplementary Assessment and Review Policy.

We recommend that you sign up for regular news updates from the School. You can do this by entering your e-mail address in the box provided on the front page of the NSTM website. You can also read the latest news on the website, but most participants will find it more convenient to have this information sent to them by e-mail.

We reserve the right to change the information in this Programme Handbook at any time, and we will let you know if changes that affect you are made.