

10647NAT Certificate IV in Ministry (Leadership)

BSBLDR403 – Lead team effectiveness

Competencies and Outcomes

ELEMENT		PERFORMANCE CRITERIA
1	Plan to achieve team outcomes	<p>1.1 Lead the team to identify, establish and document team purpose, roles, responsibilities, goals, plans and objectives in consultation with team members.</p> <p>1.2 Engage team members to incorporate innovation and productivity measures in work plans.</p> <p>1.3 Lead and support team members in meeting expected outcomes.</p>
2	Lead team to develop cohesion	<p>2.1 Provide opportunities for input of team members into planning, decision making and operational aspects of work team.</p> <p>2.2 Encourage and support team members to take responsibility for own work and to assist each other in undertaking required roles and responsibilities.</p> <p>2.3 Provide feedback to team members to encourage, value and reward individual and team efforts and contributions.</p> <p>2.4 Recognise and address issues, concerns and problems identified by team members or refer to relevant persons as required.</p> <p>2.5 Model expected behaviours and approaches.</p>
3	Participate in and facilitate team work	<p>3.1 Actively encourage team members to participate in and take responsibility for team activities and communication processes.</p> <p>3.2 Give the team support to identify and resolve problems which impede its performance.</p> <p>3.3 Ensure own contribution to team work serves as a role model for others and enhances the organisations' image within the work team, the organisation and with clients/customers.</p>
4	Liaise with management	<p>4.1 Maintain open communication with line manager/management at all times.</p> <p>4.2 Communicate information from line manager/management to the team.</p> <p>4.3 Communicate unresolved issues, concerns and problems raised by the team/team members to line manager/management and ensure follow-up action is taken.</p> <p>4.4 Communicate unresolved issues, concerns and problems related to the team/team members raised by line managers/management to the team and ensure follow-up action is taken.</p>

CHCPAS001 – Plan for the provision of pastoral and spiritual care

Competencies and Outcomes

ELEMENT		PERFORMANCE CRITERIA
1	Prepare for pastoral and spiritual care work	1.1 Identify responsibilities in relation to legislative and regulatory requirements for pastoral and spiritual care work. 1.2 Identify responsibilities in relation to organisation policies and procedures for pastoral and spiritual care work. 1.3 Identify requirements of relevant professional and ethical standards for pastoral and spiritual care work. 1.4 Identify rights and responsibilities of self, employer, clients, families and carers.
2	Determine pastoral and spiritual care networks and resources	2.1 Identify the organisations full range of pastoral and spiritual care services. 2.2 Identify the limitations and parameters of own role. 2.3 Identify organisation escalation and crisis procedures. 2.4 Identify existing and potential opportunities for referral in accordance with organisation procedures. 2.5 Establish relationships with referral network. 2.6 Gather internal and external information sources and resources to support pastoral and spiritual care work.
3	Establish professional supervision.	3.1 Determine supervision and/or mentoring requirements of role in consultation with mentor and/or supervisor. 3.2 Establish rapport and work with mentor and/or supervisor to build trust. 3.3 Evaluate need for ongoing and/or additional support and discuss with supervisor. 3.4 Review own communication with mentor and/or supervisor to promote professional development.

LEDLED501 – Acquire leadership skills

Competencies and Outcomes

ELEMENT		PERFORMANCE CRITERIA
1	Identify and promote the values, mission and vision of an organisation	1.1 The values of the organisation are identified. 1.2 A mission statement that is based on the values of the organisation is created. 1.3 The vision of the organisation is outlined. 1.1 The values, mission and vision are promoted within and outside the organisation.
2	Identify and utilise various leadership styles	2.1 Different leadership styles are identified. 2.2 Appropriate leadership styles for different contexts are selected. 2.3 How different leadership styles motivate followers is analysed.
3	Demonstrate leadership skills	3.1 The qualities of effective leaders are identified. 3.2 The skills necessary for leadership are described. 3.3 Skills are implemented in a culturally sensitive way.
4	Provide feedback on performance	4.1 360 degree feedback on personal performance is obtained. 4.2 Performance is assessed based on feedback. 4.3 Areas for improvement are identified.

MINBIB401 – Effectively communicate the principles of the Old Testament

Competencies and Outcomes

ELEMENT		PERFORMANCE CRITERIA
1	Develop the tools to identify the context of Old Testament texts	1.1 Describe the overall story and general historical context of the Old Testament. 1.2 Identify the genre of Old Testament texts. 1.3 Identify the historical context of individual Old Testament books is identified. 1.4 Apply exegetical methods to interpret Old Testament texts in their context
2	Describe the principles of the Old Testament for Christian readers	2.1 Identify key principles and themes of the Old Testament 2.2 Describe similarities or differences between the teachings of the Old Testament and the contemporary situation. 2.3 Interpret the significance of Old Testament principles for Christian readers.
3	Communicate the principles of the Old Testament to the contemporary situation	3.1 Describe similarities or differences between the historical context of the Old Testament and the contemporary situation. 3.2 Apply the biblical message to the contemporary situation. 3.3 Use contemporary illustrations and examples to communicate biblical values. 3.4 Use communication techniques to communicate the principles of the Old Testament.

MINBIB402 – Effectively communicate the principles of the New Testament

Competencies and Outcomes

ELEMENT		PERFORMANCE CRITERIA
1	Develop the tools to identify the context of New Testament books	1.1 Describe the overall story and general historical context of the New Testament. 1.2 Identify the genre of New Testament texts. 1.3 Identify the historical context of individual New Testament books. 1.4 Apply exegetical methods to interpret New Testament texts in their context.
2	Describe the principles of the New Testament for Christian readers	2.1 Identify key principles and themes of the New Testament. 2.2 Describe similarities or differences between the teachings of the Old Testament and the New Testament. 2.3 Interpret the significance of New Testament principles for Christian readers.
3	Communicate the principles of the New Testament to the contemporary situation	3.1 Describe the similarities or differences between the historical context of the New Testament and the contemporary situation. 3.2 Apply the biblical message to the contemporary situation. 3.3 Use contemporary illustrations and examples to communicate biblical values.

MINDIS401 – Develop spiritual disciplines for Christian living
Competencies and Outcomes

ELEMENT		PERFORMANCE CRITERIA
1	Examine a range of Christian spiritual disciplines	1.1 Discuss the spirituality of central figures in Christian history. 1.2 Document a basic understanding of alternate ecumenical approaches to spirituality. 1.3 Communicate various disciplines for developing Christian spirituality to others.
2	Appreciate the spirituality of Pentecostal and charismatic movements	2.1 Document the relationship between individual, group and corporate experiences. 2.2 Relate key components of a contemporary Pentecostal/charismatic church service to individual spirituality. 2.3 Explain praying in the Spirit.
3	Apply Christian disciplines to develop personal spirituality	3.1 Implement the discipline of attending and participating in the corporate spirituality of church life. 3.2 Practice personal Christian disciplines, 3.3 Establish a mentoring relationship to help encourage and facilitate spiritual development. 3.4 Communicate personal testimonies of God.

MINPAS401 – Participate in Christian Ministry
Competencies and Outcomes

ELEMENT		PERFORMANCE CRITERIA
1	Identify different ministry activities	1.1 Investigate and observe key ministry activities. 1.2 Identify person(s) responsible for supervising and coordinating ministries. 1.3 Identify roles and responsibilities for specific ministries.
2	Investigate the relationship between different ministries	2.1 Examine the relationship between different ministries. 2.2 Document common needs and tasks of a ministry activity. 2.3 Identify the contribution of particular ministries to the overall vision and mission of the organisation.
3	Participate in a ministry activity	3.1 Match a ministry activity to relevant personal gifts and experience. 3.2 Discuss participation requirements with person(s) responsible. 3.3 Document and agree to roles and responsibilities. 3.4 Perform ministry activities. 3.5 Document and discuss feedback and evaluation of ministry.
4	Follow work health and safety practices	4.1 Identify relevant work health and safety policies and procedures. 4.2 Report hazards and incidents according to organisational procedures. 4.3 Reflect on own contribution to maintaining safe work practices.

MINPAS403 – Apply effective evangelism principles

Competencies and Outcomes

ELEMENT		PERFORMANCE CRITERIA
1	Outline the gospel	1.1 Document the good news. 1.2 Explain the power of the gospel in the life of a person.
2	Demonstrate the gospel in practical ways	2.1 Identify the ways in which Jesus demonstrated his message practically. 2.2 Demonstrate the message of the gospel in a practical way. 2.3 Identify practical hindrances to the gospel.
3	Tell the gospel	3.1 Develop a succinct personal testimony. 3.2 Identify and apply methods of explaining the simple message of the gospel. 3.3 Create a list of possible vocabulary to use in telling the gospel. 3.4 Communicate the gospel to a friend.
4	Answer questions about the gospel	4.1 Identify common areas of questioning. 4.2 Create a list of helpful resources. 4.3 Apply ways of answering, referring and deferring questions.

MINPAS402 – Work in a ministry team

Competencies and Outcomes

ELEMENT		PERFORMANCE CRITERIA
1	Identify and prepare for a role in a ministry team	1.1 Identify a ministry role appropriate to personal capacity and the needs of the church. 1.2 Identify and outline tasks and responsibilities. 1.3 Clarify the relationship between the ministry role and that of other team members. 1.4 Identify lines of authority and responsibility. 1.5 Undertake self-preparation to perform the ministry role.
2	Perform a role in a ministry team	2.1 Participate in team planning meetings. 2.2 Prepare the environment and other logistical requirements for the ministry function and tasks. 2.3 Complete allocated tasks and responsibilities. 2.4 Fulfil tasks in conjunction with the ministry of the team. 2.5 Follow work health and safety procedures. 2.6 Adhere to closure procedures.
3	Evaluate the ministry function	3.1 Attend team debriefing meetings. 3.2 Identify and follow up successes and issues arising from ministry. 3.3 Identify and document team and individual improvements for future ministry. 3.4 Monitor personal well-being.

MINTHE401 – Investigate and apply Christian Theology
Competencies and Outcomes

ELEMENT		PERFORMANCE CRITERIA
1	Develop the tools of establishing Christian theology	1.1 Identify appropriate sources to inform the theological categories. 1.2 Identify alternate theological views. 1.3 Demonstrate systematic methods of evaluating and describing theology.
2	Develop and facilitate team cohesion	2.1 Document the nature and function of theology in framing faith and action. 2.2 Describe central elements of Christian theology. 2.3 Recognise the inter-relationship between the central theological elements. 2.4 Explain the basic differences in theological conclusions between alternate Christian traditions.
3	Apply Christian theology to Christian living	3.1 Understand the theological dimensions that affect faith and action. 3.2 Apply Christian theology to contemporary life situations in the church, family and society. 3.3 Communicate the application of Christian theology.

SITGDE007 – Research and share general information on Australian Indigenous cultures
Competencies and Outcomes

ELEMENT		PERFORMANCE CRITERIA
1	Research general information on Australian Indigenous cultures	1.1 Identify key information sources on Australian Indigenous cultures. 1.2 Select and use formal and informal research techniques to access current, accurate and relevant information about Australian Indigenous cultures. 1.3 Obtain information in a culturally appropriate way.
2	Share general information on Australian Indigenous cultures	2.1 Identify and use Australian Indigenous interpreters where possible. 2.2 Provide guidance to customers on appropriate behaviour when interacting with Australian Indigenous people. 2.3 Share clear and accurate information on Australian Indigenous cultures to enhance cultural awareness, ensuring acknowledgement of the diversity of cultures. 2.4 Share information in a manner respectful of local community values and customs. 2.5 Answer questions according to community wishes about what information can be shared. 2.6 Respond to culturally inappropriate behaviour by customers to minimise the likelihood of causing offence.