

10648NAT Diploma of Ministry (Insert Stream)

BSBWOR502 – Lead and manage team effectiveness

Competencies and Outcomes

ELEMENT		PERFORMANCE CRITERIA
1	Establish team performance plan	<p>1.1 Consult team members to establish a common understanding of team purpose, roles, responsibilities and accountabilities in accordance with organisational goals, plans and objectives.</p> <p>1.2 Develop performance plans to establish expected outcomes, outputs, key performance indicators and goals for team work.</p> <p>1.3 Support team members in meeting expected performance outcomes.</p>
2	Develop and facilitate team cohesion	<p>2.1 Develop strategies to ensure team members have input into planning, decision making and operational aspects of team work.</p> <p>2.2 Develop policies and procedures to ensure team members take responsibility for own work and assist others to undertake 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 Develop processes to ensure that issues, concerns and problems identified by team members are recognised and addressed.</p>
3	Facilitate teamwork	<p>3.1 Encourage team members and individuals to participate in and to take responsibility for team activities, including communication processes.</p> <p>3.2 Support the team in identifying and resolving work performance problems.</p> <p>3.3 Ensure own contribution to the team serves as a role model for others and enhances the organisations image for all stakeholders.</p>
4	Liaise with stakeholders	<p>4.1 Establish and maintain open communication processes with all stakeholders.</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 team members and follow-up with line manager/management and other relevant stakeholders.</p> <p>4.4 Evaluate and take necessary corrective action regarding unresolved issues, concerns and problems raised by internal or external stakeholders.</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.

CHCVOL003 – Recruit, induct and support volunteers

Competencies and Outcomes

ELEMENT		PERFORMANCE CRITERIA
1	Plan and develop a volunteer recruitment program	1.1 Develop and implement processes and procedures to support the identification of volunteer roles. 1.2 Apply models of volunteering to develop volunteering roles within the organisation. 1.3 Plan and develop recruitment, selection and induction policies and procedures.
2	Select and induct volunteers	2.1 Develop appropriate advertising strategies ensuring compliance with organisation policy and legal requirements. 2.2 Undertake appropriate screening, interviewing and selection processes. 2.3 Develop and implement volunteer induction programs.
3	Develop and implement volunteer support systems	3.1 Develop and implement training appropriate for volunteer roles. 3.2 Establish and maintain regular communication with volunteers. 3.3 Regularly review roles and performance and provide feedback to the volunteer. 3.4 Review recruitment, induction and support systems and identify areas for continuous improvement.

LEDCOM501 – Deliver a public speech

Competencies and Outcomes

ELEMENT		PERFORMANCE CRITERIA
1	Research topic and prepare speech	1.1 information is collected and evaluated for relevance to the topic. 1.2 Purpose and parameters of speech are clarified. 1.3 The context, values and needs of the audience are identified. 1.4 Speech is structured in a logical manner, and a means of engaging with the audience identified. 1.5 Potential questions are identified and possible answers prepared. 1.6 Speech is practised before delivery.
2	Present speech	2.1 Strategies for overcoming nerves and facilitating confidence are developed. 2.2 Technologies are used to assist in communicating ideas and content. 2.3 Personal image requirements are identified and related to the audience. 2.4 Body language is used in appropriate ways. 2.5 Voice techniques are used. 2.6 Connection with the audience is maintained. 2.7 Impromptu questions and answers are managed.
3	Evaluate delivery and response	3.1 Methods to collect feedback on presentation are developed. 3.2 Evaluative tools to facilitate feedback on effectiveness and delivery of speech are utilised. 3.3 Mechanisms to enable audience response are implemented.

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.

LEDLED502 – Identify leaders and develop leadership skills

Competencies and Outcomes

ELEMENT		PERFORMANCE CRITERIA
1	Identify and develop leaders	<p>1.1 The relationship between nature and nurture in leadership development is identified and potential leaders are evaluated according to gifts and weaknesses.</p> <p>1.2 The relationship between intelligence quotient, emotional quotient and spiritual quotient on leadership development is described.</p> <p>1.3 Interview and evaluative procedures to assess potential leaders for particular positions of leadership are adopted.</p> <p>1.4 Individual gifts and skills suitable for particular areas of responsibility are identified.</p> <p>1.5 Ongoing evaluation procedures to facilitate leader.</p>
2	Delegate responsibility, supervise and appraise performance	<p>2.1 Delegated responsibilities are appropriately defined, explained and resourced.</p> <p>2.2 Levels of delegation are matched, from specific tasks to broad areas of responsibility to appropriate levels of experience, skill and authority.</p> <p>2.3 Goals and deadlines are negotiated and monitored.</p> <p>2.4 Appropriate levels of supervision are related to the level of delegation.</p>
3	Implement strategic planning and thinking techniques	<p>3.1 Organisational mission, vision and goals are clarified through strategic conversations.</p> <p>3.2 Diagnostic assessment of an organisation's strengths and weaknesses is documented.</p> <p>3.3 An organisation's opportunities and threats are evaluated.</p> <p>3.4 A strategy and plans based on the organisations vision and goals are developed, and a strategic planning document is created.</p>

MINBIB501 – Investigate and interpret biblical data

Competencies and Outcomes

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

MINBIB502 – Investigate and interpret the message of an Old

Testament book: Genesis

Competencies and Outcomes

ELEMENT		PERFORMANCE CRITERIA
1	Develop the tools for investigating books in the Old Testament	1.1 Describe the historical context of an Old Testament book. 1.2 Identify the genre of an Old Testament book. 1.3 Apply exegetical methods to investigate the Old Testament book in its context.
2	Describe the message and meaning of the Old Testament book	2.1 Outline the content of an Old Testament book. 2.2 Describe the message and key themes of an Old Testament book. 2.3 Identify and appropriate principles from the Old Testament book for Christian readers.
3	Apply the message of an Old Testament book	3.1 Describe the similarities and differences between the historical context of the Old Testament book and the contemporary situation. 3.2 Apply the message of an Old Testament book to the contemporary situation. 3.3 Use contemporary illustrations and examples to communicate the message of an Old Testament book.

MIINBIB503 – Investigate and interpret the message of a New Testament book: Luke-Acts

Competencies and Outcomes

ELEMENT		PERFORMANCE CRITERIA
1	Develop the tools for investigating books in the New Testament	1.1 Describe the historical context of a New Testament book. 1.2 Identify the genre of a New Testament book. 1.3 Apply exegetical methods to investigate the New Testament book in its context.
2	Describe the message and meaning of the New Testament book	2.1 Outline the content of a New Testament book. 2.2 Describe the message and key themes of a New Testament book. 2.3 Identify and appropriate principles from the New Testament book for Christian readers.
3	Apply the message of a New Testament book	3.1 Describe the similarities and differences between the historical context of the New Testament book and the contemporary situation. 3.2 Apply the message of a New Testament book to the contemporary situation. 3.3 Utilise contemporary illustrations and examples to communicate the message of a New Testament book.

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.

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.

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.

MINPAS501 – Implement and evaluate a ministry activity

Competencies and Outcomes

ELEMENT		PERFORMANCE CRITERIA
1	Identify a ministry activity	1.1 Identify the role of a ministry activity. 1.2 Document the minister's role. 1.3 Describe appropriate personal attributes of a minister.
2	Prepare for the ministry activity	2.1 Discuss ministry expectations with supervisor(s) and, if applicable, team members. 2.2 Identify team members and are informed of their roles.
3	Implement a ministry activity	3.1 Identify a program for the ministry activity and discuss it with potential stakeholders. 3.2 Manage administration and logistical tasks. 3.3 Undertake work with team members. 3.4 Implement a ministry activity. 3.5 Follow work health and safety procedures. 3.6 Contribute to safe work practices.
4	Evaluate the ministry activity	4.1 Undertake debriefs regularly. 4.2 Receive feedback from ministry team and other organisation leaders. 4.3 Evaluate the overall ministry activity. 4.4 Provide leader(s) with a report on the ministry activity. 4.5 Document opportunities for improvement.

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.

MINWLD502 – Investigate and apply a Pentecostal worldview
Competencies and Outcomes

ELEMENT		PERFORMANCE CRITERIA
1	Describe a Pentecostal worldview	1.1 Describe the general history of Pentecostal and charismatic movements. 1.2 Define central elements of a Pentecostal worldview. 1.3 Outline the basic role and function of the Holy Spirit using the Bible.
2	Identify the gifts of the Spirit	2.1 Describe the gifts of the Spirit using the Bible. 2.2 Outline responsible practice of the gifts of the Spirit. 2.3 Apply gifts of the Spirit.
3	Apply a Pentecostal spirituality	3.1 Describe Pentecostal approaches to understanding spirituality. 3.2 Describe personal practice and elements of a Pentecostal worldview. 3.3 Demonstrate the application of a Pentecostal worldview. 3.4 Document reflection on applying a Pentecostal worldview.

SITTGDE007 – 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.

