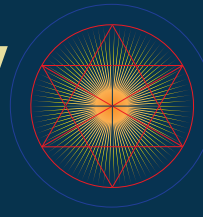


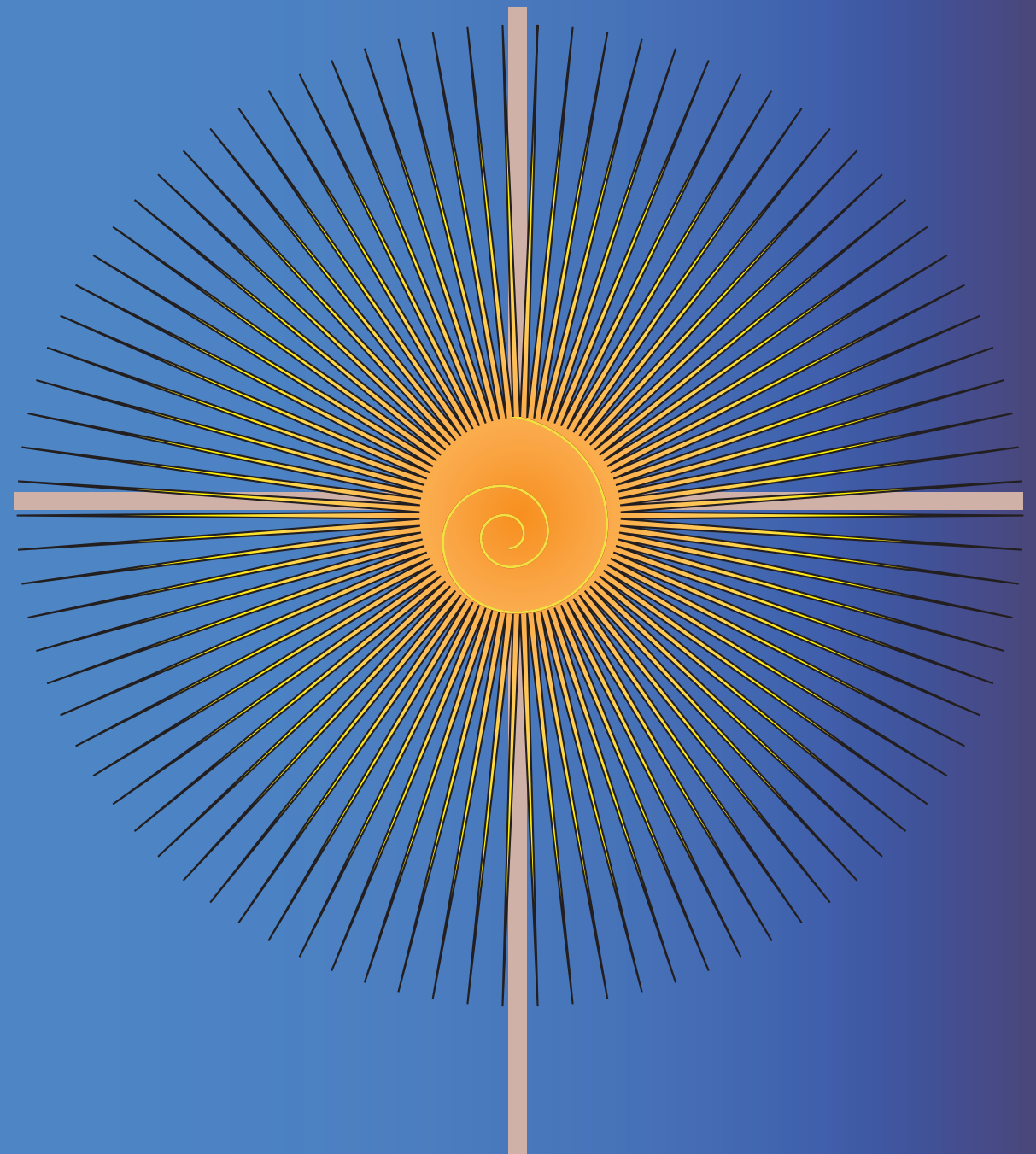
trinity
methodist theological college



*Te Ha o te Hihikaroa!
'Oku malama ai 'a e Laumalie!
'O lo'o mumu ai le Agaga'!
Where the Spirit is aflame!*



College Handbook 2010



For students preparing for ordination as
presbyters or deacons in the Methodist Church of
New Zealand, through programmes of Trinity Theological College.

25th November 2009



Trinity College Contact Details

Street Address: 202 St Johns Road, Meadowbank, Auckland 1072

Postal Address: Private Bag 28907, Remuera, Auckland 1541

Telephone and Fax: 0064 9 521 2073 (Ph) 0064 9521 2664 (Fax)

website: www.tcol.ac.nz

Our mission: to train people for Methodist leadership

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Disclaimer

The information contained in this document is correct at the time of publication, but may be subject to change. The College reserves the right to alter the content or method of presentation, or to withdraw any component should the circumstances require it.

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Welcome!

Profile of a Trinity College graduate

The framework for preparation for ministry is the Methodist Church's Criteria for Ordination (either as presbyter or as deacon). As theology and ministry are not exclusively related to the lives of the churches, Trinity College's educational approach is to prepare men and women who will participate fully in the social needs and development of communities and who will use theological insights to help people deepen their social and cultural awareness and participation.

Therefore on completing Trinity College programmes, it is expected that graduates will be able to engage in ministry and leadership (lay or ordained at the agreed level of achievement) with:

- a strong sense of personal identity
- a strong biblical/theological grounding
- a developed and mature Christian faith
- an ability to engage cross-culturally
- an ability to be socially and politically aware
- effective people skills
- practical church management skills
- servant leadership skills
- a commitment to life-long learning
- an ability to be a forward thinker
- an understanding of the distinctive nature and ethos of Methodism

All around the world, new students entering into tertiary education begin with a radically different system and educational methodology compared to all previous generations. Information technology has irrevocably changed the learning and teaching environment. Every educational institution has undergone large scale seismic shifts in both the curriculum and the regulatory landscapes.

That applies to all disciplines, including theology and ministry formation. Students across denominations and throughout New Zealand have a number of viable options for education and training that did not exist even a decade ago. Trinity Methodist Theological College is necessarily involved in meeting the challenge of these changes.

So, what will it be like to be a student for ministry today, about to embark on one of the most challenging and potentially rewarding of all vocations?

Face-to-face blended learning through a combination of block course tutorial modules, intensives, field trips and one-on-one tutorial assistance, with online resourcing, are among the hallmarks of what Trinity College will be offering you as you engage in your studies this year.

This handbook is designed to help you prepare for your year ahead.

The handbook provides basic material on:

- College structure
- Summary of the various programmes
- College expectations of students
- General Information
- Policies

Alongside this book, you will receive the Diploma in Practical Theology handbook which outlines the programme requirements, course assignments and course dates. It is important you refer to each of these books during the course of your study at Trinity College.

It is important that alongside working hard, to enjoy your time as a student of Trinity College. All staff are here to help you in whatever way we can.

From Trinity College Council Chair ...

To all students and prospective students ...

We hope this handbook will be helpful to you as you work with representatives of the College to sort out your study for the year. You will come from varying backgrounds with different academic and/or practical qualifications; and the study opportunities available are designed to enable you to select courses that suit you as you work towards ministry in the Methodist Church.

The courses available also provide opportunities for those who wish to strengthen their lay leadership skills.

Enjoy your time at Trinity—it will be well worth your while.

Catherine Gibson

Staff 2010

Principal

Rev Dr David Bell BA, BD, MTh, PhD
dbell@tcol.ac.nz

College Manager

Nicola Grundy
ngrundy@tcol.ac.nz

Executive Assistant

Marissa Alix
malix@tcol.ac.nz

Tutors

Rev Don Biggs
Rev Norman Brookes MA (Hons)
Rev Prince Devanandan BTh, BD, MTheol
Rev Dr Lynne Frith BTheol, Dip Theol, DMin
Rev John Murray
Rev Val Nicholls BA, BTheol, ACM
Rev Donald Phillipps MA
Rev Siosifa Pole MTh
Rev John Roberts BA, LTh, DipCrim (Hons)
Rev Dr 'Ama'amalele Tofaeono Siolo II, PhD
Rev Dr Joan Tofaeono
Rev Diana Tana MA
Rev Dr Nasili Vaka'uta BD, MTh, PGDip Dev Stud, MA, PhD
Rev Dr Lynne Wall BA, BD, PhD
Rev Dr Terry Wall MA (Hons), BSc, LTh, STM, DMinStuds
Rev Alan K Webster MA

College Chaplain

Rev Elizabeth Hopner

- return of house keys to the Trinity College office; and
- advising the Executive Assistant of new contact details

Students arriving and departing from College housing, must negotiate arrival and departure dates with the College Manager.

When vacating a College house, you must ensure all belongings and rubbish is removed from the property. Any costs incurred by the College for removal of rubbish or belongings will be charged to the student.

It is also helpful for the incoming tenant to leave a list of local details eg rubbish removal day.

Student Pets

Students living in College housing are not normally allowed to have pets. In special circumstances permission to keep a pet may be granted through the College Manager.

Student Records

Student records will be maintained securely, in accordance with the Privacy Act. These records are held for academic, ministry assessment and support purposes. Any student is entitled to request access to the records to check their accuracy through the Privacy Officer (College Manager).

In accordance with Methodist Church of New Zealand laws and regulations, Trinity College (through the Principal), may be requested to provide student information to the Stationing workgroup. This will be done in association with the Student Review Panel.

When you complete your study with Trinity College, academic records required to be retained by NZQA or any other educational authority will be continued to be stored securely. Other educational material will be returned to you or will be destroyed.

All Methodist ordination student's personal and administrative data, official reports and recommendations on ministry progress will be lodged with the Administration Division of the Methodist Church of New Zealand as part of your ongoing ministry records.

Study Link Information

All students eligible for study link allowances and student loans need to apply early in the year. Remember that the Study Link office will be processing many applications from mid-January onwards.

For further details regarding entitlements, visit your local Study Link office or visit the web site www.studylink.govt.nz.

The unemployment Benefit Student Hardship Grant is a weekly payment to help meet your living costs during your study breaks. To qualify, you need to actively look for full-time work and register with Student Job Search.

Vehicle Log Books

All students are required to keep a vehicle log book. Log books are available through the Trinity College office.

Log books are required to be kept up to date with accurate odometer readings. It is important to note that Inland Revenue has declared that travel between a person's home and their place of work and the return trip home, is private travel and therefore cannot be reimbursed as work related.

libraries of St John's College and Trinity Methodist Theological College.

The Collection

There is a wide range of resources available - books, on-line resources including e-journals, periodicals, CDs, DVDs, videos, audios and archives. Subject areas are in Theology, Church History, Biblical Studies, Pastoral Studies and contemporary issues as well as specialist collections in New Zealand Anglicanism and Methodism. There are smaller collections in Maori and Pacific studies, Psychology, Sociology and History. Periodicals are in both print and electronic forms, the latter via the Library website.

Archive and manuscript collections (original papers and microfilm copies) relate to early Anglican missions, the Anglican Church in New Zealand, Methodist Missions, St John's and Trinity Colleges, and some Anglican Trust Boards.

Most items can be borrowed, exceptions being periodicals, reference collections items and archival material. Some books in heavy demand for courses are held on Desk Copy (short loan), and are for use in the library only. Books are issued for the teaching semester, with a three day recall, if required by another borrower.

Further information is available on the Library website. During the library orientation session in February, there will be an opportunity to learn more about making good use of the Library. Library staff are always available to assist you in finding what you are looking for and are always happy to explain how and where to find things.

Computer facilities

Library computers offer access to the internet either through a University of Auckland Net Account, or alternative provider, and to Microsoft Office, Endnote and Living Liturgy software.

Post Shops

Post Shops are located at Remuera, Meadowbank (in Paper Plus), St Heliers, Panmure, and Glen Innes. There is a postal box, cleared Monday to Friday at 2.00pm and 9.00am on Sundays, in St Johns Road opposite the College.

Providing Academic Results

In order that the Student Review Panel can undertake its assessment with all the relevant data available,

students are required to provide the results of academic or other coursework. Official result sheets or a printed copy of results must be given to the Executive Assistant as soon as possible after you receive them. They will then be photocopied and the original returned to you.

Transcripts of previous study are also required to assist in planning your initial programme, and are necessary if you are applying for recognition of prior learning.

Public Transport

For information on bus, train and ferry travel phone Maxx (09 366 6400), or visit their website - www.maxx.co.nz.

Reimbursement Claims

Students should submit reimbursement Claims to the Executive Assistant by the 7th of each month. Submitted claims must include all relevant documentation; copies of vehicle log books, verification of bus/train tickets or other expenses being claimed.

Reimbursement for mileage and travel will be based on the Connexional travel rate of 44c per km. The College will reimburse parish placement travel up to a maximum of \$150 per claim per calendar month.

If reimbursement claims are not submitted by the due date (7th of each month), they will not be paid out until the following month. No claim will be backdated.

Removal

Removal expenses are the responsibility of the Administration Division of the Methodist Church of New Zealand. Students who are moving into a stationed appointment will receive from the Connexional Office a leaflet outlining the process. A checklist for moving is also available from the College Manager.

Students leaving College housing are required to ensure all arrangements are made for:

- postal redirection;
- final power readings;

College Timetable 2010

NB: All dates were correct at the time of printing.

November 2009

- 18 Bursary applications final date
- 27 Student Review Panel interviews
- 27-29 Introduction to Practical Theology (1)

December 2009

- 4-6 Introduction to Practical Theology (2)
- 18 Trinity College office closes

January 2010

- 18 Trinity College office opens

February 2010

- 4 Diploma students gather in Auckland
- 5-12 Block course - Kerikeri
- 14 Powhiri and Eucharist St John's/Trinity College's
- 24 Tongan Lay Preachers A - Auckland
- 26 Tongan Hermeneutics

March 2010

- 11 Student Review Panel
- 12-13 Intensive - Living our Faith
- 12-18 Semester one - Block course 1
- 13 Tongan Lay Preachers - Hamilton
- 26 MD102 Tongan Hermeneutics
- 27 Tongan Lay Preachers A - Wellington

April 2010

- 2-6 Easter Break
- 9-10 Intensive - Music and Worship
- 9-15 Semester one - Block course 2
- 10 Tongan Lay Preachers - Auckland
- 17 Tongan Lay Preachers - Hamilton
- 25 ANZAC Day
- 30 MD102 Tongan Hermeneutics

May 2010

- 13 Student Review Panel
- 14-15 Intensive - Creativity Imagination Ministry
- 14-20 Semester one - Block course 3
- 15 Tongan Lay Preachers - Wellington
- 18-19 Mission & Unity Conference
- 21 Trinity College Dinner (Wesley Day)
- 22 Tongan Lay Preachers - Auckland
- 28 MD102 Tongan Hermeneutics

June 2010

- 7 Queens Birthday
- 11 Intensive - The Bible & Empires 950-586BC
- 11-17 Semester one - Block course 4
- 12 Intensive - The Bible & Empires 100 - 2 BC
- 18 Student presentations semester 1
- 19 Tongan Lay Preachers - Hamilton
- 19-15 Semester break
- 24 Student Review Panel
- 25 MD102 Tongan Hermeneutics
- 26 Tongan Lay Preachers - Wellington

July 2010

- 12 Semester two begins
- 16-17 Intensive - How to read the Gospel
- 16-22 Semester two - block course 1
- 17 Tongan Lay Preachers - Auckland
- 24 Tongan Lay Preachers - Hamilton
- 30 MD102 Tongan Hermeneutics

August 2010

- 13-14 Intensive - Gender Issues in Ministry
- 13-19 Semester two - block course 2
- 14 Tongan Lay Preachers - Wellington
- 21 Tongan Lay Preachers - Auckland
- 27 MD102 Tongan Hermeneutics
- 28-30 Talanoa 2010

September 2010

- 3 Last day for receiving probationer portfolios
- 10-16 Semester two - block course 3
- 11 Intensive - The Moana Face of Christ
- 11 Tongan Lay Preachers - Hamilton
- 18 Tongan Lay Preachers - Wellington
- 24 MD102 Tongan Hermeneutics
- 25 Tongan Lay Preachers B - Wellington
- 28 Student Review Panel

October 2010

- 4-6 Probationers Symposium
- 6-8 Ordination Assessment
- 8-9 Intensive - Moana Eco-Theology
- 8-14 Semester two - block 4
- 9 Tongan Lay Preachers - Auckland
- 15 Semester two student presentations
- 16 Tongan Lay Preachers - Hamilton
- 25 Labour Day
- 29 MD102 Tongan Hermeneutics

November 2010

- 13 Tongan Lay Preachers - Wellington
- 18 Student Review Panel - Interviews new students
- 19-21 Introduction to Practical Theology (1)
- 22-26 Summer School - Genesis and Science
- 27 Graduation and College community dinner

December 2010

- 3-5 Introduction to Practical Theology (2)
- 6 Semester holidays begin
- 18 Trinity College office closes

January 2011

- 24 College Year Begins

Our Mission is to prepare people for Methodist leadership

This mission is undertaken in accordance with the Mission Statement of the Methodist Church of New Zealand, Te Hāhi Weteriana o Aotearoa. This mission is achieved through the provision of education in theology and ministry and within this context our purpose is:

- To provide quality adult education in theology and ministry relevant to the Treaty-based context in Aotearoa New Zealand in conjunction with its significant Pasifika components.
- To prepare people for lay and ordained ministry leadership within the Methodist Church of New Zealand or within other churches or related bodies in Aotearoa New Zealand or in Oceania.
- To provide educational opportunities relevant to emerging needs and in particular to develop and maintain educational programmes which are relevant to the needs of Maori and Pacific Island communities in Aotearoa New Zealand.
- To provide educational opportunities which address emerging needs of the Methodist Church of New Zealand or other interested church or related bodies.

Past Principals

Mary Caygill (2004 - 2008)
 John Salmon (1999 - 2003)
 Frank Hanson (1989 - 1999)
 B Keith Rowe (1980 - 1988)
 J J Lewis (1970 - 1980)
 David Williams (1963 - 1970)
 Eric Hames (1941 - 1963)
 Harry Ranston (1931 - 1941)
 Charles Laws (1920 - 1931)
 Charles Garland (1912 - 1918)
 Joseph Simmonds (1896 - 1911)
 William Williams (1893 - 1896)
 William Morley (1892 - 1893)
 Alexander Reid (1885 - 1891)
 William Watkin (1882 - 1885)
 Thomas Buddle (1876 - 1882)

Historic Overview

New Zealand Methodism's first theological College emerged from the work of the Wesleyan Maori Mission. The Wesleyan Native Institution opened in Grafton, Auckland, in 1845 to train Maori students for work as teachers and ministers among their own people.

In the early 1970s, the College moved into partnership with the Anglican College of St John the Evangelist in Meadowbank. Further changes to ministry education occurred in the 1990s and 2000s. There was an increasing desire to

develop an approach that emphasised practical theology and in addition, the academic side of training was strengthened by participation in the University of Auckland's School of Theology with other partner colleges of theology. Trinity College has sought to balance its focus both on practical ministry training and academic theological scholarship.

In November 2008, Conference disestablished the Board of Ministry and re-established the Trinity College Council as the College's governing body.

College Council

Trinity College Council consists of David McGeorge, Bella Ngaha, Dr Martin Sutherland, Rev. Dr. Susan Thompson and the principal, with Catherine Gibson as chairperson. The aims of Trinity College Council for the next three years are to ensure:

- Quality programmes are delivered
- There is engagement in constructive partnerships.
- There is a sustainable financial base with related support provisions for ministry students.
- There is an effective infrastructure for Trinity College.

negative behaviour and language are discouraged and prevented from occurring.

Healthline

A healthline service is available 24 hours per day. This service offers free health advice from a registered nurse. To access this service phone - 0800 611 116.

Housing

Any student who is allocated a student house will be required to enter a tenancy agreement with the College and will be asked to pay a rental. Rental in 2010 will be 30% of the commercial rent or \$100 per week, whichever is the lesser amount. In 2010, there are only two houses available.

All houses are provided with an electric range, and garage or carport. Tenancy agreements will be negotiated with the College Manager prior to student occupancy. Properties will be inspected at the commencement of tenancy and then in September each year. Tenants will be given at least one week's notice of a housing inspection.

Electricity supply is in the name of Trinity College and on departure of tenancy, students are required to seek a final reading. The payment of electricity and water rates are the student's responsibility. Phone and internet lines are also the responsibility of tenants and should be arranged immediately following occupancy. Garden upkeep is also the responsibility of tenants.

Housing Maintenance

Students occupying Trinity College houses are the homes of students and this will be respected by College staff. The College tries to ensure that its properties are kept clean, tidy and in a good state of repair. Major renovation work will normally not be undertaken during tenancy. If major work is required, it will be done so in consultation with the tenant.

It is important that students take responsibility to ensure that all maintenance required on the house is notified to the Executive Assistant as soon as possible. Students should not contact any tradesperson directly. To do so, will result in the student paying for the cost of the repair. If a problem occurs out of office hours and is urgent, the College Manager can be contacted on 021 570 383. Leave a message, if required.

ID Cards

Student ID cards will be available for all students at the beginning of semester one. Students should contact the Executive Assistant to make arrangements.

Information Technology

All students need to ensure they have access to a computer for their personal use. Most Trinity College documents will be in PDF or Word and students must be able to read these.

In recent year, there have been many instances of students having lost their portfolio or other course material because of a virus in their computer. It is essential that you;

- Have adequate anti-virus cover for your personal computer. Free anti-virus software can be downloaded from the internet from www.avast.com.
- Ensure that you regularly backup your hard drive on to a USB drive, CD or equivalent.
- Print out a hard copy when you have completed each piece of work.
- Do not leave your final printing until your assignment or portfolio is due.

Lost data and printer failure will not be considered to be a reasonable excuse for delays in submitting work.

Insurance

All personal property, including books and computers, should be covered by the student's personal household insurance policy. These are not covered by Trinity College insurance.

John Kinder Theological Library

The John Kinder Theological Library is the library for St John's and Trinity Colleges as well as the Anglican and Methodist Church. Although based on the St John's/Trinity site, the library has responsibilities to the whole church and all its theological educational enterprises. The Library's key role is to support the courses taught by the University of Auckland's School of Theology as well as the programmes taught by St John's and Trinity Colleges. The Library's collections were formed by the 1973 merger of the original

The fees for courses in 2010 are, as follows:

- Full time Diploma \$4,120
- Part time -Fee per paper \$520 (including intensive)

Withdrawal and refund

The procedures to be followed by students wishing to withdraw and claim a refund are:

- Students meet in the first instance with the College Manager, to discuss course change or withdrawal.
- Student completes a withdrawal from course form.
- Executive Assistant checks details and arranges for any refund of course fees and updates the students records.

Refund schedule

- Withdrawal up to 7 days of course commencement: Full refund less \$15 administration charge.
- Withdrawal 8-28 days of course commencement: 50% refund, withdrawn result recorded.
- Withdrawal 28 days of course commencement: Nil refund, withdrawn result recorded.

Fee Protection

The Board of Administration of the Methodist Church of New Zealand will act as guarantor for the NZQA fee protection arrangement. Each year, the College Manager will advise in writing the amount required to be guaranteed.

First Aid

If you require First Aid treatment while at a block course or on College property, please see the receptionist in the Wesley Building. The College has a sick bay which is located in the Wesley Building. Please inform Reception if you need assistance.

Harassment, Bullying, Personal Safety

Trinity College Council will not allow any form of sexual, verbal or physical harassment or any such conduct that has the purpose or

effect of interfering with an individual's performance or creating an intimidating, hostile or offensive environment.

If any staff member or student feels they are being harassed, they should adopt one of the following three options: Self Help, Informal Intervention, Formal Complaint.

Self Help

The staff member or student may tell the person or persons, in private, either verbally or in writing that their behaviour is offensive and request that it stop.

Informal Intervention

The staff member or student may approach a person on the list below to intervene informally.

Nicola Grundy

David Bell

Nasili Vaka'uta

Formal Complaint

If the behaviour is serious enough, the staff member or student should submit a formal written complaint to the Principal, or Chair of Trinity College Council in the case that the complaint is against the Principal.

Comment

Harassment, bullying and discrimination may involve offensive behaviour, unwanted attention or abuse of power to disadvantage, dominate, intimidate, discriminate against or insult.

These types of behaviour are unacceptable in the life of the Church as they are in all parts of society. Any forms of harassment, bullying or discrimination on the grounds of gender, sexual orientation, status, ethnic origin, academic, philosophical or religious beliefs or on the basis of a disability is unacceptable.

Trinity College will investigate and/or attempt to resolve such complaints and will undertake to raise awareness and to educate members of the College community so that the incidences of

Management

The Principal is responsible to the Methodist Church, through the Trinity College Council, for all aspects of Methodist ministry education. This includes providing leadership for the work of Trinity College and exercising general oversight of the various programmes, resources, staff and students.

The Principal is assisted in the day-to-day management of the College by the College Manager who has responsibility for strategic monitoring and operational planning, financial management, resource management, communication and marketing.

Student Review Panel

The Student Review Panel determines the nature and setting of a student's preparation for ordination during training and the probationers programme. The course of study required for those preparing for:

- The presbyterate - will normally include study in each of biblical studies, Christian thought and history, the history, theology and praxis of Methodism, pastoral care, the practice of ministry, homiletics and liturgics;
- The diaconate - will normally include biblical and theological studies, and such other studies that will prepare them for their particular serving ministry.

When determining the programme of a student or a student's readiness to be assessed for ordination, the Student Review Panel will take into account the following factors:

- Prior learning
- Age
- Experience
- Progress

No student will enter any course without the consent and approval of the Principal and the Student Review Panel.

The Panel will receive regular reports on students progress including parish placements, academic progress and ministry portfolios. Dependent upon progress, the panel may

require an oral or written examination of any student to determine academic progress and/or ministry suitability. The panel may also discontinue a student from Trinity College and its programmes. The criteria for ordination guide the process of assessment, as well as progress through the agreed course of learning.

Alongside determining each student's programme and progress, they will also allocate student bursaries. Bursary allocations may include grants for course costs, living costs and books.

Members of the Student Review Panel are the Tauivi Executive Officer (chair), Tumuaki, Jan Leman Christansen, the Principal and College manager (for records).

Curriculum Review Panel

The Curriculum Review Panel reviews the overall shape of the curriculum of the Diploma in Practical Theology and all other courses offered by Trinity College. They Curriculum Review Panel also appoints the Moderation Panel.

Members of the Curriculum Review Panel are: Principal, lecturer in Biblical Studies (chair), academic staff (tutors), Tumuaki, Tauivi Executive Officer, General Secretary, and College Manager for records.

Moderation Panel

The Moderation Panel ensures that correct assessment and moderation procedures are in place for both NZQA courses and other programmes of Trinity College. They also ensure that the expectation laid out in this handbook, the Diploma in Practical Theology handbook and Probationers Programme handbook are met. The Moderation Panel may, in consultation with the Principal and Student Review Panel, require an oral or written examination of any student in relation to academic progress if sufficient progress has not been sustained, and discontinue the student from Trinity College.

Trinity College Programmes

Trinity College students (lay and ordained) will learn how to analyse and reflect and think theologically on issues raised in whatever programme they are engaged in. Our approach to teaching and learning encourages students to consider questions about relevance to their own context - past and current experience and their future contexts.

Within each course, there is an emphasis on student participation. This is facilitated through developing positive student/tutor relationships. In 2010 the following programmes will be offered to students - lay and ordained.

Diploma in Practical Theology (DipPTh)

A programme for ministry preparation, normally a full-time programme. This is a blended learning programme with structured tutorial modules, intensives, parish placements, some field trips as well as online resourcing. Students may be resident in Auckland or operate from their home base. Theological reflection and supervised engagement in ministry in a parish and other settings are core components. Theological reflection on ministry practice takes place weekly. This programme is specifically designed to prepare students for ministry – lay or ordained – and uses an integrated educational approach.

The DipPTh is a NZQA approved course and students are required to complete 240 credits over two years (full time). Part time options are available.

The majority of students accepted by the Methodist Church for ordained ministry will participate in this programme. There is a maximum class size of 12 people. Students accepted by the Methodist Church will have priority over Private students.

Combined Bachelor Theology/Diploma in Practical Theology (BTh/DipPTh)

This programme may be done in conjunction with the School of Theology Auckland University or Otago University. The programme is a full-time programme. This programme offers the B.Theol, B.Theol (Hons), MTheol and PhD degrees, and both a Graduate and Post Graduate Diploma in Theology.

Probation

The Probation programme takes place as part of a first stationed ministry position. Part of this consists of an engagement in the roles and tasks of ministry, under the supervision of a parish superintendent and linked to the synod. Alongside this is a process of ongoing reflection on ministry practice and linking of elements from formal education with practical activity, under the oversight of Trinity College with a study advisor. Preparation of a portfolio is the vehicle for this.

The Criteria for Ordination guides the process of assessment and progress for these programmes.

Ministry Development programme

This programme promotes, provides and facilitates education and ministry development for lay and ordained persons. It consists of a number of different certificates and on-line learning options. The programme uses original articles, essays, images, liturgies, meditations, music, reflections, songs and soundings from around the Methodist Church of New Zealand. The programme is subject and topic focused. The foundation courses are:

- Lead Worship 1
- Lead Worship 2
- Effective Leaders
- Tongan Lay Preachers A
- Tongan Lay Preachers B

Course Attendance

In order for a student to pass and complete any paper, 80% minimum attendance is required. This is a NZQA requirement and must be met. Course attendance records will be kept by Trinity College.

Dispensation will need to be sought from the Principal prior to the commencement of the course and will be considered on a case-by-case basis.

Disability Access

There is a commitment to disability awareness within the College and most buildings at Trinity College have wheelchair access.

Discretionary Loan

A discretionary loan may be available to cope with any cases of individual or family hardship. For the purposes of meeting specific pastoral needs surrounding serious family illness or death, a loan of up to \$2,000 may be available. If a discretionary loan is approved, you will be required to enter into a loan agreement with Trinity College.

If you find yourself in this position, you should contact the Executive Assistant to make an appointment with the College Manager.

Dismissal from College

A student may be dismissed from Trinity College and their studies discontinued. Grounds for immediate dismissal of a student are:

- Falsification of an application;
- Acts of violence towards students or staff; and
- Dishonesty.

Grounds for dismissal and discontinuation of academic studies will include:

- Failure to achieve satisfactory academic progress and/or ministry progress in relation to the criteria for ordination

In the case of students for ordination, any dismissal and/or discontinuation of studies shall be carried out by the President on the recommendation of the Student Review Panel. In the case of Private students, any dismissal and/or discontinuation of studies shall be carried out by Curriculum Review or Student Review Panel.

The rules of natural justice will apply.

Emergency Contacts

It is essential that all students provide Trinity College with emergency contact details. We hope never to have to use these, but in cases of emergency, staff need to be able to access details immediately. All students will be issued with an emergency contact form in their enrollment pack. This form must be submitted to the Executive Assistant and the College kept informed of any changes throughout the year.

Emergency Planning

Due to its location and environment, New Zealand faces many potential disasters. In some cases, such as a weather related or volcanic disaster, there may be time for a warning. But an earthquake or a tsunami close to land could strike without warning. All disasters have the potential to cause disruption, damage property and take lives. So it's vital that we prepare now.

Trinity College has seen it as important to make emergency preparations for both natural and a pandemic disaster. The first task for us all is to prepare our household emergency plan and emergency supplies kit. We need to be prepared with enough food and water for our households for at least seven days.

Trinity College's action plan in the event of a code red pandemic

- Trinity College office will close.
- Students and staff are to communicate by telephone and e-mail, with no personal contact.
- Students will not be expected to attend lectures and information will be put on to the website.

Trinity College's action plan in the event of a natural disaster

- Trinity College will close.
- Students and staff should follow the instructions of civil defence.

Fees

Fee invoices for courses are due for payment one week after the year's course commences or the individual paper for part-time students. All students will be sent an invoice and payment is required within 30 days of course commencement.

Criteria for Ordination

Based on criteria as agreed by the Methodist Conference, 1991.

Personal

Personal Faith

Give evidence of a lively faith in Jesus Christ which:

- is rooted in the scriptures and the tradition of the church;
- is growing through interaction between theological reflection and current issues both personal and social; and
- offers hope for the future through a vision of Christian commitment in community

Be able to articulate a clear call to ordained ministry and give a clear statement of the meaning of ordination.

Personal Development

Show ongoing personal growth, emotional maturity and moral integrity through:

- a deepening life of prayer and spiritual reflection encouraged by spiritual directions, journaling, making a retreat or other spiritual discipline;
- a commitment to ongoing ministry supervision; and
- self-awareness and self-assessment preferably through an appraisal programme.

Personal Relationships

- Show ability to develop relationships of sensitivity and respect which reflect the sacredness of human life,
- Give due priority and time to primary relationships and family responsibilities,
- Show openness and a willingness to relate to and understand those who are different from oneself, remembering that each human being bears the image of God,
- Have developed skills in peer assessment by the sympathetic giving and receiving of feedback.

The Tradition

The Scriptures

Recognise the centrality of the scriptures for Christian living and give evidence of an ability to interpret and expound their message with faithfulness and vision for today's congregations by:

- encountering the Word of God both within and beyond the historical and literary forms of both testaments;
- using the tools and methods of a variety of critical approaches to the Bible;
- recognising the different, and sometimes conflicting testimonies present in the scriptures and in the various church traditions which have interpreted them;
- being aware that no interpretation is without bias or advocacy; and
- relating the biblical themes to life in our world

Theology

- Show an ability to think theologically using language which is clear and coherent to express understandings of Christian faith in both systematic and contextual terms;
- Have an understanding of and sensitivity towards different theological positions, denominational diversity and other faiths;
- Display an openness to further growth and wrestling with theological issues.

Methodist Church Ethos and Polity

Give reasons for one's membership of the Methodist Church in preference to another denomination;

Show understanding of and be willing to act under the discipline of the Methodist Church in relation to:

- its connexional system;
- its stationing procedures;
- its forms and practices of administering the sacraments;
- its mission statement; and

Car Loans

Ordination students moving to probation will be entitled to an interest free loan of up to \$7,500 repayable over 5 years for the purchase of a new car. The loan can be uplifted after Conference has confirmed the stationing of the student and up to 6 months after taking up the appointment.

In the event of a probationer resigning from ministry and having insufficient funds in the Supernumerary Fund to fully repay the loan, the General Secretary shall have the discretion to enter into an arrangement with the borrower and negotiate repayment.

To apply for a car loan, students exiting college should make an appointment, with the College Manager.

Car Parking at Trinity College

There is one main entrance to Trinity College grounds with parking on the left hand side. Please do not park on the driveway or on the grass. Staff parking is normally in the front row closest to Wesley Hall. There are disabled parking facilities by the teaching block and library. A bicycle rack is located at the Student Commons, and a space in the main car park is dedicated to motorcycles and scooters.

Please ensure you keep a look out for pedestrians at all times and observe 10km per hour speed restrictions in the College grounds.

Chapel Services

Each College takes responsibility for Chapel Services held during the week. During 2010, students will be responsible for Chapel services during the each of the block courses, whether at Trinity College or Wesley College. Information about preparation for these services will be sent to students prior to the block course and arrangements will be discussed at each block course.

It is important that all students play their part in community life by making sure that they know when they are involved in leading worship. Please remember to ensure you are aware of copyright requirements for reprinted or photocopied work or music on orders of service.

Communication

The first point of contact for all students with Trinity College staff is through the Executive Assistant. It is also important that students acknowledge e-mails and written correspondence within 48 hours of receipt,

wherever possible, and respond to telephone messages promptly.

Compassionate Leave

Students may apply for compassionate leave as follows:

- Birth/adoption of a child to a student spouse - normally seven days.
- Death of a parent, spouse/partner or child - normally seven days.
- Sickness of student - a medical certificate is required after three days.
- Sickness of spouse/partner or child - if you are the primary caregiver three days, then negotiated with the Principal.

Other special leave -

- Funeral of other family member or friend - up to half a day. Special circumstances may be discussed with the Principal.
- Jury Service - if you receive a Summons, you need to advise the Principal immediately.

In all cases, please discuss this with the Principal as soon as the need becomes apparent. If you require extended leave beyond the specified times, you will need to discuss this with the Principal, and put it in writing.

Copyright

It is essential that students are aware of the copyright policy (see p18). For all work, it is important that students cite all quotations and references from books, periodicals, other printed matter and web-based material.

Remember that plagiarism is a form of theft. Any evidence of plagiarism in a student's work will be treated seriously. One warning will be given then any following breaches will result in disciplinary action.

Please note that web-based material has a wide range of validity, and isn't necessarily as helpful in the work you are doing as you might think. In a library, all the books have been chosen for their relevance and quality - that's not so on the internet.

- its laws and regulations

Give evidence of having read and understood the standard sermons and Wesley's notes on the New Testament.

Ministry

Ministry skills

- Embody and articulate the call to Christian discipleship.
- Have developed the skills needed in leading worship, preaching, pastoral care, administration, group work and meeting facilitation.
- Show willingness and ability to work with others, both lay and ordained, to build an effective ministry team and to maintain healthy team relationships.
- Act professionally and with integrity in all relationships within the church and in the community.
- Have developed a ministry style which is self-directed, responsive to the needs of others and which builds up the body of Christ.
- Show an ability to analyse community, national and international issues from a gospel perspective and demonstrate a commitment to social justice and the reign of God.

Bicultural Journey

- Show a clear understanding of, and commitment to, the Church's bicultural journey.
- Demonstrate knowledge of Te Tiriti O Waitangi and its implications for church and society.
- Be familiar with key concepts of tikanga Maori and some basic knowledge of te reo Maori especially pronunciation.
- Have developed skills for cross-cultural communication and understanding, especially amongst those cultures represented in parish or community.

Policy

Decision making in relation to Methodist Students

Overall policy for ministry education is shaped by the Trinity College Council, in accordance with broad Conference policy.

Decisions in relation to students

Once a student is received as a candidate for training, they become the responsibility of Trinity College. The recommendation of the Student Review Panel determines the programme that a person will enter. This decision is based on information in the Application Pack, on the report of the Candidates' Assessment Team, and on factors expressed by the candidate.

During training, regular decisions about courses and requirements are made by the Principal and staff, normally in consultation with the student.

At key points, the Principal and staff will report to the Student Review Panel, which makes progress decisions. Such points include identifying readiness to move to probation are usually assessed prior to the August stationing meeting, such stationing being subject to the satisfactory completion of Trinity College requirements. Student Review Panel will consider readiness to proceed to ordination assessment normally in September or October of the second year of probation.

In October, each student is considered by the Student Review Panel and recommendations made on progress to the next year or next stage of ministry preparation. These go to Conference for confirmation, through the Trinity College Council.

The annual recommendations are based on reports prepared by the Principal and staff, taking account of all relevant information from courses and activities, and shared with the student. If you, as a student, consider the information is in error, or the recommendation is unfair, you are entitled to submit a report of your own to the Student Review Panel.

If the recommendations of the Student Review Panel differ from those expected, students will be informed in person, or by phone, and in writing.

GENERAL INFORMATION FOR STUDENTS

Accidents

It is Trinity College policy to ensure that all its properties are maintained to conform to Health and Safety standards, and that they provide safe and healthy environments for staff and students.

Accident registers are maintained on the St John's/ Trinity site. If an accident occurs while a student is on site, it must be reported to the St John's College Receptionist for inclusion in the register.

Bank Accounts and banking

All students must advise the Executive Assistant of their bank details so that all reimbursements and/or bursary payments can be made directly into student's accounts.

If while in Auckland students require banking facilities, the nearest banks to Trinity College are:

- National Bank - Eastridge Shopping Centre
- ASB - Meadowbank Shopping Centre

Directions can be obtained from the Executive Assistant.

Book Allowances

A reimbursement book allowance not exceeding \$500 per semester may be paid to Trinity Methodist ordination students. Students who qualify for this allowance will be notified by the Bursary Committee.

Process

Students should establish an account with Epworth Books in Wellington. If a bursary book allowance is granted, students will be credited the amount of the Bursary with Epworth Books. Once the bursary is spent, students must pay their monthly invoices directly to Epworth Books.

All original copies of invoices from Epworth Books must be sent to the College office at the end of each semester in order to comply with tax regulations.

The semester one book allowance must be used by the 30th June, and semester two allowance by the 31st December.

Budget Support

The web site www.sorted.org.nz has some useful information on budget planning and preparing for exceptional expenses.

Under the College Bursary Policy, students may apply for bursary assistance. Application forms are sent to all students in November each year. If you are in need of financial assistance for any exceptional circumstances, you should contact the College Manager.

Bursary Applications

Trinity College has funds available for student bursaries each year. Students accepted by the Methodist Church of New Zealand for training towards ordination are eligible to apply for a bursary. Bursary applications may include costs associated with:

Fees for courses (eg EIDTS, University)

Book allowance

Trinity College housing (if available)

Living costs (for full time programmes, if eligible)

Students may apply for a bursary to cover all or part of those costs. The criteria for determining bursary funding is based on financial need. Applications for Bursary will be sent to all students in November, following which the Student Review Panel will approve Bursary grants. Grants are made for one year.

Bursary funds are limited and it is the policy of Trinity College Council not to allocate bursaries over and above the level of income from the TL Hames Scholarship fund income available in any one year.

It is important that all students inform the College of any changes in their personal financial circumstances immediately. No additional debt should be taken on during the course of study without the approval of the Principal.

Failure to inform the College of changed personal circumstances or any additional debt may jeopardise current and future bursary funding.

Guidelines continued ...

- Use a separate folder for each aspect of your preparation - (eg one for your Methodist ministry formation course and another for probation) - and, mark them well.
- Use different sections for different sets of requirements (eg worship materials, pastoral reports).
- Date your material.
- Identify and separate your work from another source.

Academic honesty

Presbyters tend to become very busy people, who have to learn to listen a great deal, learn to talk a lot less, and keep up their reading over a life-time. As you move towards the presbyteral role, you find that you pick up ideas, concepts, phrases, from a great variety of sources. When writing sermons, articles for church bulletins, or essays/reflections for marking, it is particularly important to always acknowledge the contribution of others. Not to do so creates a variety of problems.

'Plagiarism'

It means using other people's words without acknowledging who wrote them. Ministry students need to be as vigilant about this as possible. Any student caught plagiarising will in the first instance be warned and need to redo the submitted work. Any subsequent breach will be treated seriously and the student will face disciplinary action.

Copyright

The Copyright Act 1994 authorises the original creators of literary, dramatic, musical and artistic works the exclusive right to control copying of their works in tangible form. Copyright also includes the exclusive jurisdiction to the manner of dissemination, eg through public performance, broadcasting, or via the internet. This collection of rights is personal property that can be traded, licensed or transferred or passed by law.

Trinity College holds a reprography license to legally reproduce original copyright work in hard copy format made available to enrolled students either as:

- Photocopies (eg lecture handouts, or coursepacks, or compilations);
- Electronic format, by means of e-mail or CD.

Material on the Internet

Students must not assume that because material is on the internet it can be freely copied. In some cases copyright material is placed on the internet under very strict conditions. Sometimes it can be freely copied, but at other times it has been placed on the internet without the permission of the rights owners, and copying such material breaches copyright.

Music Copying

Reproductions, under the Church Copyright Licence and Trinity College Reprography Licence, permit students to photocopy or print song lyrics from the website. However, students must inform the Executive Assistant if they wish to do this as reporting requirements must be followed.

Warnings

The following works cannot be copied under the Trinity College Copyright licence:

- Works downloadable from the internet
- Unpublished religious orders of service
- New Zealand newspapers
- Illustrations and/or photographs published separately and reproduced with permission of the rights holder in the work being copied.
- Any work on which the rights holder has prominently stipulated that it may not be copied under any copyright licence.
- Privately owned documents issued for tuition purposes and limited to clientele who pay fees.
- Theses, dissertations and student papers.

Appeal Process

If you, as a student, consider a recommendation reflects mistaken or unfair assessments, you are entitled to appeal to the Chair of the Student Review Panel.

Where there is a possible conflict of interest for a student seeking to have access to the Student Review Panel for any grievance not covered under existing appeals procedures, or the Methodist Church of New Zealand's Disciplinary Procedures, the Chair of the Student Review Panel would stand aside, with the Panel appointing an independent chair for the purposes of addressing the particular grievance or issue at hand.

In matters to do with assessments of formal work in the Diploma in Practical Theology or Trinity College certificate courses and/or BTh, the independent procedures of NZQA and/or the University of Auckland, make provision for an independent assessment and hearing of a grievance.

Appeals process for students being discontinued in their studies

A student can appeal a decision and the process thereof through the procedures outlined in the Methodist Church of New Zealand's Disciplinary and Complaints Procedures. This would be initiated by the respective student through the General Secretary.

Grievance or complaint being laid against a staff member or the Principal

In the instance of a grievance or complaint being laid against a staff member or the Principal, the Disciplinary Procedures of the Methodist Church of New Zealand will be followed, with the Complaints Officer offering independent arbitration.

Aims of Ministry Education

All Christians are called to share in Christ's ministry through the church in the world. Many carry out this ministry as lay persons in their various settings of church and wider society. Some are called to a particular form of ministry, expressed in the Methodist Church of New Zealand in the following way.

The calling of a lay person, tested and confirmed by the church through a Lay Ministry Covenant and supported by appropriate education, is a specific commitment to:

- a clearly defined area of ministry in the name of the church;
- a focus on exercising that ministry in the spirit of Christ; and
- development of a life of prayer, witness and service in the community

The calling of a presbyter, tested and confirmed by the church through education, formation and ordination, is a lifelong commitment to:

- study, preaching and teaching of the Word of God as revealed in Scripture and in history;
- administering of the sacraments and the exercise of pastoral care within a congregation; and
- development of a life of prayer, witness and service in the community

The calling of a deacon, tested and confirmed by the church through education, formation and ordination, is a lifelong commitment to:

- a specific area of caring service in the name of Christ;
- outreach within the community in the name of the church; and
- development of a life of prayer, witness and service in the community

Ministry education in the Methodist Church of New Zealand is committed to a style of learning, which values the individual while recognising the store of knowledge and experience held within the Christian community. This style includes interactive approaches, together with an intentional interweaving of practical engagement and theoretical resourcing. Theological reflection on the practice of ministry is a key component.

Trinity College Expectations of Students

These general expectations apply to all students undertaking study through the programmes of Trinity Methodist Theological College.

The following section outlines a number of explicit expectations. Lying behind these expectations is the implicit understanding that for all students undertaking study, their manner of personal being and acting matches that of the nature and purpose of ministry for which they are studying. That is, we are revealing in our doing and being something of the gracious and incarnational person of the Christ.

1. A full-time study programme is based on an expectation of a minimum of 40-hour weekly work. The acceptance of a student for candidature for ministry and the granting of a Trinity College bursary carry with it the expectation of being equivalent to being in employment, and that of being actively formed to undertake a professional role.
2. All courses of study and other components of the programme will be agreed to between the Principal and the student. Any changes to the agreed programme must be agreed to by the Principal in consultation with other staff.
3. The student will ensure they understand the programme requirements and ask for clarification, as necessary. Trinity College staff will ensure that this information is readily accessible.
4. In order to be assessed as 'satisfactory' the student will participate fully in the work of the programme in all its facets and will complete the agreed courses and projects to an approved standard, and within the time frame required. If standards are not met or work is not completed on time, students will not be passed in their year and this could have implications for continuance of study. If a student is not passed in their year, this is noted on their Conference record.
5. The programme will provide: a study advisor, bursary as awarded and other agreed costs, access to resources which may be required to fulfil the given course of study.
6. The student will participate in intensives and other events, as required, in order to complete the course of study. If a student is not able to attend such events, this must be negotiated with the Principal.
7. The student will be responsible to ensure that the commitments made in the learning covenant or other agreement are met.

Meeting Course Requirements

Please note carefully what is required by each course you take part in. These requirements may be in regard to attendance or participation, may involve written work, presentations or interviews, and may include an examination.

Requirements for any one course or project (eg field trips, parish placements) cannot be met by using material presented in another course, unless you have written permission of the Principal.

8. The student will attend all lectures applicable to his/her study programme unless otherwise granted dispensation from the Principal. The student is responsible for advising the Principal, through the Executive assistant, should they need to be absent from lectures or any other college activity applicable to their study programme. Failure to seek dispensation will be noted in the student's file and reported to the Student Review Panel.
9. The student will acknowledge emails and written correspondence within 48 hours of receipt, wherever possible, and respond to telephone messages promptly. Such acknowledgements are to be made in an appropriate manner. If compassionate leave is required, the student will discuss their need with the Principal.

Assessment Process

Assessment in preparation for ministry is an ongoing process. Assessment includes:

- Formal assessment of coursework;
- Observation and evaluation of participation in group activities;
- Evaluation of leadership in worship and related activities (including formal evaluation of 'critiqued services'); and
- Your own assessment of development and learning

Assessment will be undertaken in relation to the criteria for ordination. Responsibility for assessment is with tutors, the Principal and the Student Review Panel. The Student Review Panel will decide on your course and will recommend your movement to the next stage of preparation. At any point, the Student Review Panel may request that attention be paid to particular issues, and may recommend discontinuation of your ministry preparation. This will follow consultation with you and would not happen without warning.

Personal Reports

Methodist ordination students are required to prepare a personal report in September each year. Three copies of the personal report, of no more than two pages, signed by the student, are required.

The report needs to be set out in the following way:

Myself as a Disciple

- Interpersonal relations
- Spiritual growth and development
- Congregational involvement, etc.

Myself as a Theologian

- Study progress
- Learnings
- Issues for me, etc.

Portfolios

Purposes

- To encourage students and probationers to develop a ministry style which includes action, observation, analysis and reflection.
- To have a visible record of work undertaken which will be used by assessors.

Definition

A collection of materials documenting your engagement in activities such as intensives, sermons, projects etc. It includes learnings, experiences and reflections on these activities to connect theological themes with your practical activities.

Considerations

Many of the items you include will be documents of events. As you include them, think about:

- What were the learnings for me?
- What did I find helpful?
- What questions have arisen?
- Where was God in this event?

You will be asked to present the material and your thinking in relation to three aspects:

1. Observing/Describing - the 'raw data' (eg order of service, sermon notes); research material; an outline of the purpose of an event or activity.
2. Analysing - identify your learnings, the things which were helpful, and the things you would do differently next time.
3. Reflecting - linking theology with ministry, exploring how what you have studied relates to the event or topic.

Guidelines

- Only items specified for assessment should be included in your portfolio. Keep it focused and well presented. A checklist of requirements is included with the assessment form.
- Be creative - for example, include audio or video, or present your material in imaginative ways (so long as it can be assessed).