

APPLICATION PROCESS ▸ DIPLOMA OF MINISTRY 2017

APPLICATION

- 1 Go to gatewaybaptist.com.au/diploma or request an application from gms@gatewaybaptist.com.au
- 2 Download and complete 'Gateway Ministry School Application Form', attach relevant documents and information and return as indicated.
- 3 **Applications close January 16th 2017.**

INTERVIEW

- 4 We will be in contact with you to discuss your application and make an interview time with you.
- 5 Interview times will be negotiated by Ministry School staff and are planned to happen between November 2016 and January 2017.
- 6 We will contact you to inform you of the outcome of your application.

ENROLMENT

- 7 If you are accepted into the course, visit www.acom.edu.au/enrol-higher-education to download the ACOM Higher Education Application form, complete, sign and return all the forms with attachments as required to the address at the top of the ACOM application form.

FEE HELP

- 8 If applying for FEE HELP, email info@acom.edu.au for a FEE-HELP application form.

CONFIRMATION

- 9 Once the application is received by ACOM, you will be sent an email either confirming that the application is complete, or advising of any missing/ incomplete documentation that will need to be submitted/completed prior to the application being processed.

INCOMPLETE APPLICATIONS:

ACOM will send a follow up email if the required documentation has not been received within the next week.

COMPLETE APPLICATIONS:

The application will be assessed by ACOM and the student will be advised by email within two weeks if they have been provisionally accepted, which enables the student to commence study with ACOM.

- 10 Full acceptance will be emailed once the application has been confirmed by Sydney College of Divinity (usually after the start of the trimester).

GATEWAY MINISTRY SCHOOL APPLICATION FORM

APPLICATIONS CLOSE 16TH JAN 2017. After this date please phone 3291 5900 for availability.

PERSONAL DETAILS

First Name: _____ Middle name(s): _____
Surname: _____
Date of birth (dd/mm/yyyy): / / Gender: Female Male
Country of birth: _____ Nationality: _____
Street Address: _____
Suburb/City: _____ State: _____
Postcode: _____ Phone: _____ Mobile: _____
Email Address: _____
Emergency Contact Name: _____
Phone: _____ Relationship: _____
Is English your first language? Yes No
Are you of Aboriginal or Torres Strait Islander origin? Aboriginal Torres Strait Islander
Are you currently? Single Dating Engaged Married Separated Divorced Widowed
Blue card/working with children card number: _____ Expiry: / /
Passport number: _____ Expiry: / /
Present Occupation: _____

CHRISTIAN LIFE DETAILS

Salvation Date:(dd/mm/yyyy): / / Water Baptism: Yes No
Which church do you currently attend?
Senior Pastor's name:
How long have you attended this church?
Have you previously attended another church?
What involvement have you had in your church?

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Why have you chosen to attend Gateway Ministry School?
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Are you from Gateway Baptist Church? Yes No If yes, complete part A. If no, complete part B only.

PART A

Campus I regularly attend: Mackenzie Ormeau

Please select one of the following 2 options:

- I have been invited to do the course by a Gateway Baptist Church Pastor
- My top 3 Gateway Baptist Church ministry placement preferences are: (number boxes 1-3, 1 being your top preference)

Every effort will be made to match your preference, however please understand we cannot guarantee your preferred ministry area.

- | | | |
|---|---|---|
| <input type="checkbox"/> Youth | <input type="checkbox"/> Men | <input type="checkbox"/> Community and Care |
| <input type="checkbox"/> Young Adults | <input type="checkbox"/> Women | <input type="checkbox"/> Missions |
| <input type="checkbox"/> Kids (Primary) | <input type="checkbox"/> Discipleship | <input type="checkbox"/> Worship |
| <input type="checkbox"/> Kids (Preschool) | <input type="checkbox"/> Central Services | <input type="checkbox"/> Creative |
| <input type="checkbox"/> Pastoral Care | (Admin, Finance, IT, Facilities) | (production, media, events) |
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PART B

I am from another local church and my pastor's details are:

Name:

Phone:

Email:

EDUCATIONAL ACHIEVEMENTS

What is your highest COMPLETED school level?

- | | |
|---|---|
| <input type="checkbox"/> Grade 10 or equivalent | <input type="checkbox"/> Grade 12 or equivalent |
| <input type="checkbox"/> Grade 11 or equivalent | <input type="checkbox"/> Never attended school |
-

Do you have any certificates, tertiary level or higher education achievements? Yes No

If yes, please specify:

Have you complete any bible based programs or personal development courses (informal or accredited)?

Yes No

MEDICAL

Please list all known medical conditions (dietary needs, food and drug allergies, illness, disability, mental health):

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If you have a medical condition, please indicate how you feel this might affect your involvement in the course and what medical professionals (GP, psychologists, physio, counsellors) you have supporting you.

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Are you a smoker? Yes No

ADDITIONAL QUESTIONS

1. Do you have a criminal record? Yes No

2. Are you friends with anyone who has already completed study at Gateway, through ACOM or another learning centre? Yes No

3. Do you plan to work during study? Yes No

If so, where and how frequently?

4. How do you plan to make payment for your course fees?

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5. Why are you applying for this course?

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6. What do you see as being your biggest challenge to successfully completing the course?

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7. What are your personal strengths?

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8. Which areas do you feel you could improve in?
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DECLARATION

I have read and understood the Code of Conduct and agree to abide by this. I understand and agree with the conditions of this application. I declare that the information I have provided is true and factual and understand that, should evidence prove otherwise, my application will be under review by Gateway staff. This could result in the withdrawal of my acceptance into the course.

I give permission for Gateway to use my personal information to process my application.

.....
Signature

Date (dd/mm/yyyy): / /

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CHECKLIST

- I have completed all questions in this application
- I have read and agreed to the code of conduct
- I have attached to this application a character reference from my Pastor (see attached)
- I have provided all supporting documents (see checklist below)

SUPPORTING DOCUMENTS

Please send the following with your completed application form

- Completed and signed Pastoral reference
- Photocopy of passport or photo identification (driver's license)
- Photocopy of your blue card
- 1 colour passport size photo attached or electronically sent

When you have completed this form and included all of the supporting information and documents, please send to:

Email: gms@gatewaybaptist.com.au or send to

Gateway Baptist Church PO BOX 2033 MANSFIELD QLD 4122

PASTORAL REFERENCE FORM

APPLICANT DETAILS

This section to be completed by the applicant

First Name: Middle name(s):

Surname:

Date of birth (dd/mm/yyyy): / / Gender: Female Male

Country of birth: Nationality:

Street Address:

Suburb/City: State:

Postcode: Phone: Mobile:

Email Address:

PASTOR/MINISTER DETAILS

This section to be completed by Pastor/Minister

Thank you for taking the time to complete the Pastoral reference for this applicant. We trust that as you are completing this form that you will strive to give an accurate account of the applicant, making your comments frank where necessary but in fairness towards the applicant. Gateway Ministry School exists to equip leaders to serve and work in their local church. Where a student attends a local church in Brisbane/QLD they are not permitted to attend Gateway Baptist Church without the permission from their current Pastor/Minister. By completing this form you are giving permission to be contacted by one of the Gateway Ministry School staff members for any further conversation.

Your Name:

Church:

Position:

Address:

Email:

Phone:

QUESTIONS

How long have you known the applicant?
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Are you related to this applicant?
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How well do you know the applicant? Very well Well Only a little
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Please comment on how involved this applicant is in your church:
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Does this person know Christ as their Lord and Saviour? Yes No

Does the applicant, to the best of your knowledge, have any medical conditions (physical, psychological, emotional)?

Yes No

If yes, please explain
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To what capacity would this applicant be able to lead?

outstanding high capacity average capacity below average

Please comment on the applicant's capacity to lead:
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Does this applicant have any moral or legal reason as to why they would not be suitable for this course?

Yes No

If yes, please explain:
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Please tick and comment on your recommendation for this applicant in applying for this course.

- my recommendation is with great enthusiasm and support
- I can confidently recommend this applicant
- I have some hesitations in recommending this applicant
- I do not recommend this applicant for enrolment in this course.

Please comment:

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Referee Signature:

Date (dd/mm/yyyy): / /

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CODE OF CONDUCT

The Code of Conduct for the Gateway Ministry School is consistent with the mission, values and objectives of Gateway Baptist Church. This policy works in conjunction with the information, policies and procedures outlined in the Australian College of Ministry (ACOM) Higher Education Handbook 2017 and Gateway Baptist Church Staff, Contracted Professionals & Volunteers Code of Conduct. It is an expectation of students to uphold this code and to display both the behaviour and attitudes of a Christian, bringing glory to God both in and outside class settings.

PERSONAL CONDUCT

Students are expected to:

- Exercise respect to everyone they come in contact with, including Gateway staff, other students, volunteers, team members, contractors, visitors and church members.
- Avoid harassment, discrimination or bullying or avoid using their position to exert inappropriate influence over others.
- Comply with ministry placement role descriptions, paying appropriate attention to quality and detail.
- Carry an attitude of servant leadership and one that is positive and encouraging in all interactions within and outside of class settings.
- Dress in a modest, neat, tidy, clean and professional manner.
- Work well in teams, towards agreed work objectives and communicate regularly with one another about progress. Give support and guidance to each other and recognise each other's achievements. Welcome constructive feedback and criticism.
- Use language that builds up and encourages and does not harass or offend others (includes swear words, sexual innuendo, racial or religious slurs)
- Avoid drunkenness, smoking, gambling and drug use.
- Speak well of the ministry/church they are involved in, taking care when expressing personal opinion on sensitive topics to avoid inappropriately representing their church or ministry.
- Use social media in a way that promotes Christian character and witness, does not bring others/groups/organisation into disrepute and supports a Christian worldview.
- Share the values and objectives of Gateway Baptist Church and other partnering churches.

SEXUAL BEHAVIOUR

Students are expected to:

- Abstain from all sexual sin, which includes premarital sex, adultery, pornography, visiting strip clubs/brothels and any other sexual behaviour that is considered damaging to Christian character and example. There is zero tolerance of inappropriate sexual behaviour.
- Avoid developing a romantic relationship with another student in the program for the duration of the course. Under special circumstances this can be waived through consultation with Gateway staff.

FINANCIAL BEHAVIOUR

Students are expected to:

- Follow the guidelines in the Australian College of Ministry (ACOM) Higher Education Handbook 2017

- Pay course fees throughout the year, on time. Students may not be permitted to continue/complete the course with outstanding fees.

ATTENDANCE

Students are expected to:

- Attend all timetabled classes, tests, examinations, practical ministry placement, staff meetings, supervisor meetings, mentoring sessions and group work times.
- Attend at least one Sunday service (at their church) every week.
- Attend all large church events/conferences as required.
- Attend all excursions, team trips and retreat events.
- Give the course facilitator at least one month's notice in writing if you will not be able to attend a scheduled event, class, assessment date.
- Contact the course facilitator as soon as possible if you are sick or are going to be late to any of the above. Failure to do so, can result in disciplinary action.
- Provide a doctor's certificate for absences of one day or more.

BLUE CARDS/WORKING WITH CHILDREN

Students are expected to:

- Hold a current blue card/working with children check and make that information available to Gateway staff by photocopying and submitting with your application.
- Keep information updated and current with Blue Card office and Gateway staff.
- Carry Blue Card on themselves at all times, during class, when working in ministry space or volunteering in another ministry space.

ACADEMIC CONDUCT

Students are expected to:

- Follow the guidelines in the Australian College of Ministry (ACOM) Higher Education Handbook 2017
- Refrain from dishonest academic practices and follow correct procedures for referencing and citing supporting information/research.
- Submit all required assessment by the due date, or seek support from ACOM when a due date cannot be met.

CHURCH RESOURCES

Students are expected to:

- Strictly abide by the Wi-Fi use policy that is to use the Wi-Fi only for any work/research/support required for your ministry placement, course work and assessment within the year you are enrolled in this course. Inappropriate or untruthful use of Wi-Fi could result in disciplinary action and cancellation of your access to the network. It is against course policy to share the Wi-Fi password and username with anyone at any time.
- Pay a \$20 security and set up fee for printing access onsite and pay for monthly use of printer access, at a rate of 10c per print. Students will be billed at the end of each month and debts will roll onto the following month. Students will not be allowed to graduate with any outstanding printing fees. Printing is for the exclusive use of students enrolled in the course, only to be used for printing work to do with course work, assessment and ministry

placement within the year you are enrolled in this course.

WITHDRAWAL

Students are expected to:

- Provide a written note of intention to withdraw from the course at least 14 days prior, and organise a meeting with the course facilitator to process their withdrawal.
- Follow the guidelines in the Australian College of Ministry (ACOM) Higher Education Handbook 2017, 3.6.3 Withdrawal and Census Date

Failure to comply with any of the expectations outlined in this code and supporting documents could result in disciplinary action.

I acknowledge I have read and agreed to the code of conduct outlined above.

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Signature: _____ Name (printed in full): _____

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Date (dd/mm/yyyy): / /
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