



Handbook



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While every effort is made to provide up-to-date information, changes may occur to the information contained in this handbook.



AUC DISCIPLE TRAINING CENTRE FOCUS

The AUC Disciple Training Centre (DTC) will provide training for elders and personal ministries leaders who want to make a meaningful contribution to ministry in the local church and community.

Our goals are to:

- Equip and empower elders and personal ministries leaders for personal witnessing and public evangelism.
- Provide training for ongoing leadership growth and development.
- Become a resource centre for those who serve in these ministries.
- Develop leaders to work together with pastors in fulfilling the mission of the church.

CONFERENCE SUPPORT

The intent of the AUC Disciple Training Centre (DTC) is to:

- Establish a working relationship with Conferences.
- Complement training offered by Conferences.
- Assist Conferences on the priorities and the action steps that need to be taken for implementation.
- Provide Conferences with training, support, encouragement and resources to facilitate this process.

TRAINING CONTEXTS

The following training opportunities will be available:

- AUC Disciple Training Centre (DTC)—coordinated by the AUC.
- AUC Disciple Online – coordinated and developed by the AUC in partnership with local Conferences
- Conference-wide Training—coordinated by local Conferences with support from AUC Training Centre.
- Regional Training—coordinated by Conferences with support from AUC Training Centre.
- Local Church Training—coordinated by Conferences with support from AUC Training Centre.



APPLICATION PROCESS

To apply for the Disciple Training Centre, please follow these steps:

1. Read the handbook
2. Talk to you pastor about their support for your attendance
3. Your pastor will take your name to the Church Board for approval
4. Apply online at www.disciple.org.au

TRAINING SCHEDULE

The Disciple Leadership Course offered by the AUC is delivered in the following format:

Year 1

- 2-week intensive training classes
- 1-week equivalent online training to be completed at home throughout first year
- Monthly local church practical involvement

Year 2

- 2-week intensive training classes
- Graduation

As subjects are not sequential or prerequisite to each other, students can commence in either Year 1 or 2 and complete the course in the subsequent training period.



DISCIPLE LEADERSHIP COURSE

The size and complexity of the mission field in Australia necessitates a partnership between employed pastors and lay leaders for the effective fulfillment of the Gospel Commission.

This course is designed to equip church Elders and Personal Ministries Leaders for effective leadership and disciple making in order to partner with pastors in evangelistic initiatives and pastoral care in the local church and community.

SUBJECTS (AND SCHEDULE)

- Adventist Identity (Year 1)
- Church Organisation (Year 1)
- Discipling Young People (Year 1)
- Exploring the Essentials of Discipleship (Year 2)
- Fundamentals of Adventism (Year 1)
- Health Ministry (Year 1)
- How to Develop and Give Bible Studies (Year 2)
- How to Preach a Sermon and Speak in Public (Year 2)
- Methods of Youth Evangelism (Year 2)
- Personal Spirituality (Year 1)
- Principles and Practice of Personal Evangelism (Year 1)
- Principles of Local Church Leadership (Year 2)
- Small Groups for Church Growth (Year 2)
- Special Ministries in the Local Church (Online)



SUBJECT DESCRIPTIONS

ADVENTIST IDENTITY

Our identity and mission as Seventh-day Adventists are closely allied with our understanding of how and why the church began. Tracing the wonderful leading of the Lord in the early history of our church reinforces our confidence and faith in God's presence and leading in the present and in the future.

CHURCH ORGANISATION

Biblical principles of organization are explored and noted as they have been applied to God's work through history. Special attention is given to the Seventh-day Adventist Church organisation and its effective functioning in the local church. Discover the place and structure that facilitates a response to God's call to reach every nation, kindred, tongue and people.

DISCIPLING YOUNG PEOPLE FOR CHRIST

This course will look at the importance of the leader's personal example and walk with God in making disciples of young people and how to maintain Christian standards during youth activities, as well as codes of conduct and the necessity of safeguarding leaders and participants from harm, and the setting up of safe youth-ministry places. It will look at various models of youth ministry, the discipleship pathway, youth participation in the local church and the relationship of youth ministry to the total church community.

EXPLORING THE ESSENTIALS OF DISCIPLESHIP

The course will explore practical ways of shaping a disciple-making culture in key biblical values. Emphasis will be given to equipping leaders to develop a strategy for continuing this process in the local church. Using Jesus' model of discipleship, the student will also learn key principles on how every disciple can disciple others.



FUNDAMENTALS OF ADVENTISM

A sound understanding of what the Seventh-day Adventist Church teaches is fundamental to all forms of outreach, evangelism and nurture. The course reviews key doctrines of the Seventh-day Adventist Church in their historical context and the application of these doctrines in our lives today.

HEALTH MINISTRY

This course will instruct the participant in how to plan and run effective health events in the local community which can transition to spiritual interest and growth. The course explores various health program types, usage and benefits as well as the bridge between health and spirituality.

HOW TO DEVELOP AND GIVE BIBLE STUDIES

This course will instruct the participant in how to plan, organise and present a set of Bible studies with opportunities for practical demonstration by the student in the classroom. Other areas for instruction will include how to obtain decisions and finding new interests for Bible study.

HOW TO PREACH A SERMON AND SPEAK IN PUBLIC

Steps in preparing sermons will be explained and practiced along with information on the most effective use of concordances, commentaries and other sermon preparation resources. Emphasis will also be placed on correct breathing for speech, resonance, clear articulation and factors in effective speech delivery. Participants will learn how to overcome nervousness and develop confidence.

METHODS OF YOUTH EVANGELISM

This course will assist the participant in understanding the methodology and preparation in reaching young people for Christ through evangelism. Instruction will be given in the use of media tools, how to advertise, how to start a Bible study and how to obtain decisions in preparation for baptism.



PERSONAL SPIRITUALITY

The course will assist the participant in developing a passion to become more deeply acquainted with Jesus as Saviour and Lord of their lives and to recognise their calling as His modern-day disciples. The focus would be in enabling the participants to articulate their faith through their commitment, passion and enthusiasm in personal Bible study, prayer and witness.

PRINCIPLES AND PRACTICE OF PERSONAL EVANGELISM

This course analyses the basic principles associated with personal evangelism and reviews different methods to evangelise to the community. Sample topics include;

Evangelism made personal

Jesus and personal evangelism

Principles for successful evangelism

Friendship evangelism

Door-to-door evangelism

PRINCIPLES OF LOCAL CHURCH LEADERSHIP

Styles and characteristics of leadership will be examined from the perspective of the biblical model. Issues regarding leadership qualifications and personal growth will be studied. Presentations will include:

- Empowering leadership
- Conflict management
- Change management

SMALL GROUPS FOR CHURCH GROWTH

This class will provide the participant with the background to organise small-group ministries in the local church and also examine the principles of small-group leadership, group dynamics, and the discipling abilities of groups.



SPECIAL MINISTRIES IN THE LOCAL CHURCH

This class will assist the participant in understanding the role and significance of special services in the life of the individual church member. The participant will learn creative ways to minister that will influence character development and encourage spiritual growth. Topics will include:

- Role/function of an Elder/Personal Ministries leader
- Baptismal class
- Baby dedication
- Communion service
- Funeral service
- Other related services



PRACTICUM REQUIREMENTS

During the 2-week intensive training blocks, practical experiential learning opportunities will be provided and each student will be expected to participate.

Between training blocks, there will be an intentional practical component based in the local church. This is designed to support participants in their growth and development as local church leaders. Monthly reports will be required at the AUC office by the 5th of each month, giving details of meetings with the supervising pastor, evangelistic work, pastoral visitation, local-church ministries, and personal spiritual growth.

EXPECTATIONS OF PARTICIPANTS

- Complete outstanding assignments for the DTC. These should be submitted by the due date. This should be discussed with the pastor.
- Meet with the pastor regularly (weekly, fortnightly or monthly) to discuss progress in ministry tasks and other related activities. Regular phone contact will be helpful—especially in remote areas.
- Report monthly to the DTC Coordinator using the report form provided. The pastor's signature is required on each report. Copies of reports could also be sent to conference Ministerial Association Secretaries and Personal Ministries Directors from the AUC office. A requirement for graduation is that a minimum of eight on-time, satisfactory reports are submitted.
- Be involved in evangelistic work as agreed with the pastor, for example:
 - Follow up interests
 - Evangelistic visitation
 - Give Bible studies
 - Organize/conduct a health/prophecy seminar etc.
- Be involved in pastoral care and visitation as agreed with the pastor.
- Preach church sermons as negotiated.
- Grow in personal spirituality—discuss with the pastor.
- Attend Conference training events as possible.



EXPECTATIONS OF PASTORS

- Discuss outstanding assignments with DTC Participants, and encourage them to allocate time to complete these assignments and submit them by the due dates.
- Meet with the DTC participants on a regular basis for coaching and support—weekly is ideal, though in some cases the meeting may be by phone (in isolated areas) or fortnightly, as possible.
- Provide and assign tasks for DTC Participants—according to their training and abilities.
- Provide guidance, as appropriate, to ensure the best results possible.
- Receive and sign a monthly report from the DTC Participants and ensure the report is emailed/ faxed by the students to the AUC office by the 5th of each month.
- Report monthly to the church board on the progress of the DTC Participants.
- Encourage the DTC Participants to continue their growth and development by participating in Conference training events.

LOCAL CHURCH SUPPORT

- Value and provide moral support for the DTC Participants and work to create opportunities for involvement, participation, growth and development of skills.
- Cooperate with and support the pastor in facilitating the practicum.



EXPECTATIONS OF CONFERENCE MINISTERIAL ASSOCIATION

- Be involved in identifying potential students and churches that could be involved in the DTC.
- Negotiate with pastors and churches regarding funding for suitable individuals.
- Discuss suitable names with the Conference President and Personal Ministries Director.
- Keep in touch with pastors who are supervising DTC Participants —establish a coaching-type relationship to ensure the practicum is effective.
- Encourage DTC Participants to attend Conference-based training events in order to facilitate continued growth and development.
- Report to the Conference President on a 6-monthly basis including a statistical report of work done by DTC Participants: for example, number of Bible studies given, etc. The DTC Coordinator will provide some data for this report.
- Monitor the effectiveness of the practicum for each DTC Participant in the Conference—including the working relationship between pastor and trainee—by keeping in contact as often as is practical.
- Meet with supervising pastors as possible.

EXPECTATIONS OF CONFERENCE PERSONAL MINISTRIES DIRECTOR

- Be involved in identifying potential students and churches that could be involved in the DTC.
- In coordination with the Ministerial Secretary, negotiate with pastors and churches regarding funding for suitable individuals.
- Discuss suitable names with the Conference President and Ministerial Association Secretary.
- Encourage DTC Participants to attend Conference-based training events in order to facilitate continued growth and development.
- Ensure adequate evangelistic resources (Bible-study guides etc) are available for supervising pastors and DTC Participants.



EXPECTATIONS OF THE DTC COORDINATOR(S)

- Visit DTC Participants together with their pastors as possible—at least initially to clarify expectations.
- Provide a Conference list of DTC Participants to Conference Ministerial Association Secretaries and Personal Ministries Directors.
- Meet with Conference personnel and pastors to explain the process and expectations.
- Provide guidance and support to Conference personnel and pastors.
- Receive monthly reports.
- Receive assignments.
- Monitor progress of the practicum for each student.
- Provide support as needed.



EXPECTATIONS OF PARTICIPANTS

BIBLICAL PRINCIPLES

The DTC is an institution of the Seventh-day Adventist Church and it is expected that all who attend accept and apply the standards of biblical conduct expected generally of a Seventh-day Adventist Christian. Showing kindness, courtesy and respect for others is a basic expectation. Church membership is a requirement for admission.

ATTENDANCE

Participants are expected to maintain regular attendance and active participation in all academic appointments and to complete assignments in each study block. This will include class work as well as practical training.

DRESS

Christian principles of modesty, neatness and appropriateness are expected in the choice of clothing for classes, dining room, worship and practicums. It is expected that attention be given to personal cleanliness, grooming and deportment. The dress code for classes is “smart casual.” Participants should bring clothing suitable for Sabbath, and for practicums which will involve walking (door knocking) and involvement in evangelistic programs as required.

PRACTICUMS

During the training blocks, practical experiential learning opportunities will be provided. Participants will be expected to participate in these activities.

COMPUTER/INTERNET USE

Students are encouraged to provide their own laptop for note-taking and assignments during the training block. Use of the wireless internet services is provided for working on assignments and other related activities as prescribed by the lecturer. If the internet services are not used responsibly, those privileges may be limited or removed.

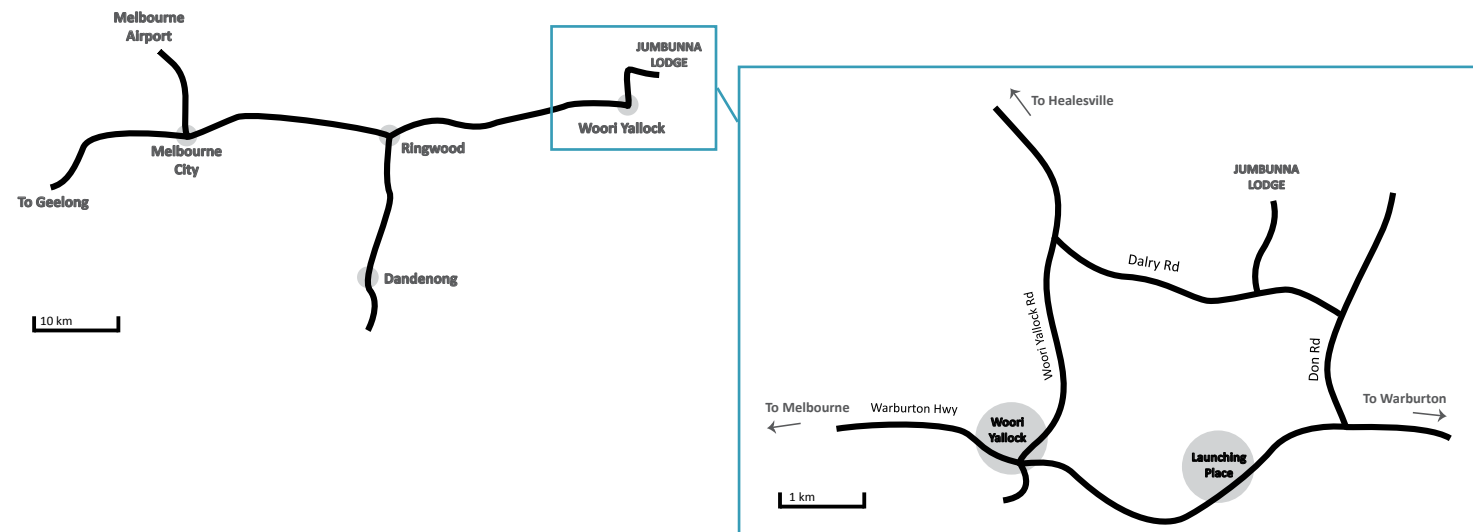
CAMPUS LOCATION

JUMBUNNA LODGE

Nestled on the lower slopes of Mt Toolebewong, just 70 kilometres from the Melbourne CBD, you'll discover a slice of paradise called Jumbunna Lodge. Set on 40 acres, it offers beautiful bushland and trails to explore and enjoy, with sweeping views over the picturesque Yarra Valley.

Facilities include motel-style accommodation, cinema room and lecture room with commanding views of the Yarra Valley. Delicious vegetarian meals are served in the dining room, which opens onto a verandah with breathtaking views. The lounge area is the perfect setting for a casual chat and a place to relax and fellowship.

For more information on Jumbunna, visit their website: <www.jumbunnalodge.com.au>





PARTICIPANT'S FEES AND SPONSORSHIP

The fees include tuition, textbooks and handouts, accommodation, meals and on-campus practicum costs.

The recommended sponsorship and cost sharing for applicants approved by their local church and Conference is as follows:

- Individual—1/3
- Local Church—1/3
- Local Conference—1/3

CONFERENCE SPONSORSHIP

Conference sponsorship could be 100 per cent of the cost or a shared arrangement. A recommendation from the pastor and the Conference President will be required to support the application.

LOCAL CHURCH SPONSORSHIP

For those who have not been sponsored by their Conference, full or part sponsorship may be provided by their local church. A recommendation from the pastor and the Conference President will be required to support the application.

INDIVIDUAL

Those not sponsored by the Conference or the local church who apply to attend will be responsible for full payment of fees. A recommendation from the pastor and the Conference president is still required to support the application.



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TRAINING CENTRE