

# **COOK ISLANDS CHRISTIAN CHURCH**



## **TAKAMOA THEOLOGICAL COLLEGE**

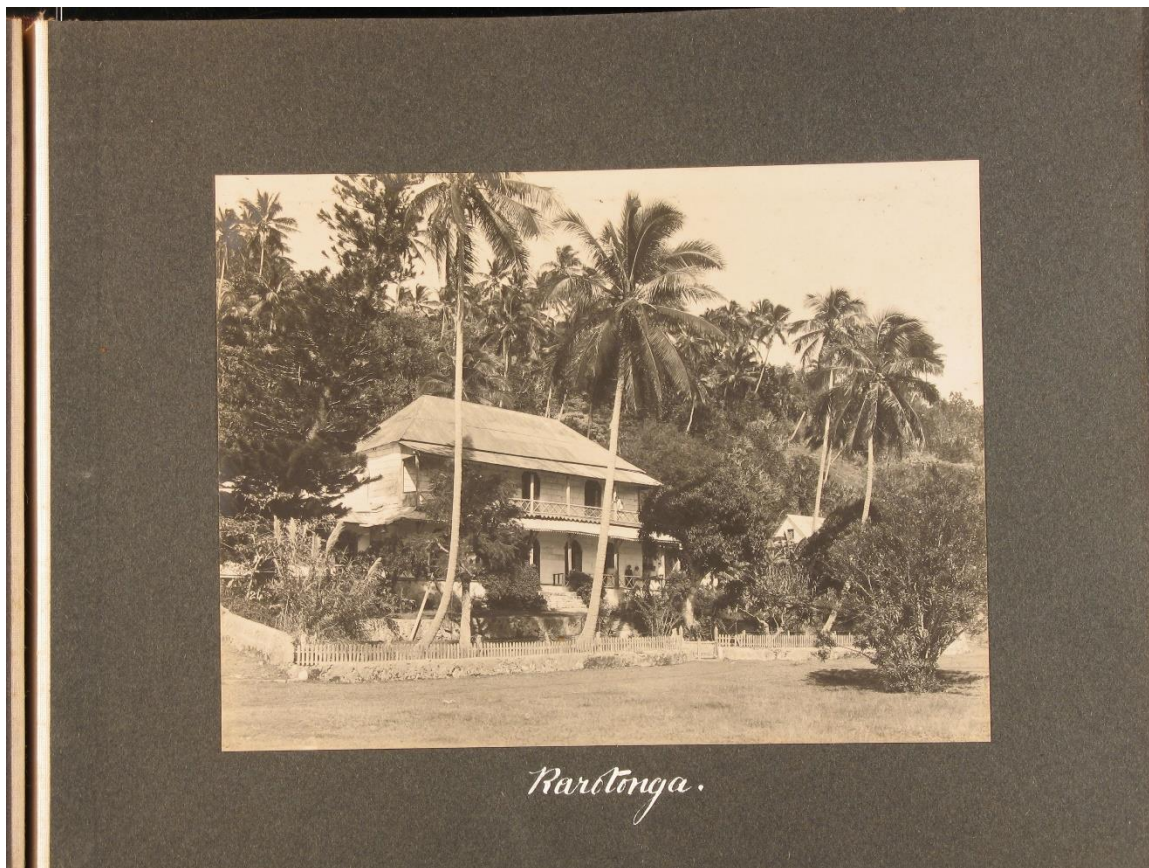
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# **HANDBOOK 2020**

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**Mission House 1919**

## CONTACT DETAILS

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### Academic Advisory Committee

Rev Tere Marsters  
Rev Vaka Ngaro  
Rev Takaikura Marsters

[teremarsters2016@gmail.com](mailto:teremarsters2016@gmail.com)  
[vngaro@gmail.com](mailto:vngaro@gmail.com)  
[maruroa@rocketmail.com](mailto:maruroa@rocketmail.com)

The Academic Advisory Committee reserves the right to make any changes or corrections to this Handbook 2020 and any other documentation that pertains to this Handbook, if such an action is deemed necessary.

## FOREWARD BY THE PRINCIPAL



**Kia Orana, Warmest Christian Greetings**

Takamoa Theological College is committed to providing and supporting the Cook Islands Christian Church by delivering quality theological and biblical training.

Due to the growth and expansion of the Church, it is important that the educational programs are relevant, current, ongoing, biblically based and theologically sound.

The pursuit of accreditation with SPATS (South Pacific Association of Theological Schools), is an unwavering commitment to strengthen and upgrade the curriculum. This will assist in raising the standard of the College to achieve academic excellence in the Certificate and Diploma Programs.

This accreditation is a significant step forward in the equipping, empowering and engaging of students as future ministers for Christian service in the Cook Islands Christian Church.

We look forward to the Graduation at the end of February 2020 of the Graduating Class of 2016. They have in some ways been Pioneers in relation to aligning with the accredited framework since I became Principal in July 2017. The tremendous accomplishment over the last two and a half years has been outstanding by our graduating students. Over time the accreditation process has gradually unfolded with positive results and acceptance. The adopted theme in 2018 “THE NEXT LEVEL” by the College has truly been the guiding principle and proactive motivator to ensure the student would achieve a recognized qualification. Congratulations to all the hard work and sacrifice the graduated students have made to get where they are today.

This handbook is a revised version from the previous handbook of 2019. It specifically highlights developments in the curriculum and educational programs. This is helpful to current and prospective students as it includes policies and procedures.

Moving to The Next Level is about shaping our lives on our spiritual journey. It is my sincere prayer that every student excels and embraces their God given calling in 2020.

**Your Servant**

A handwritten signature in black ink, which appears to read "Tere Te Akaraanga-Marsters". The signature is written in a cursive style and is positioned above the printed name of the principal.

Rev Tere Te Akaraanga–Marsters  
**Principal**  
**Takamoa Theological College**

# 1: STATEMENTS

## Vision Statement

“To worship and serve God, and to make Jesus known to all people.”

(CICC Procedures Manual (2010), sec 4, p6)

(This vision was devised by the CICC Committee of Ministers in 2006 and was passed by the CICC General Assembly in 2007.)

## Mission Statement

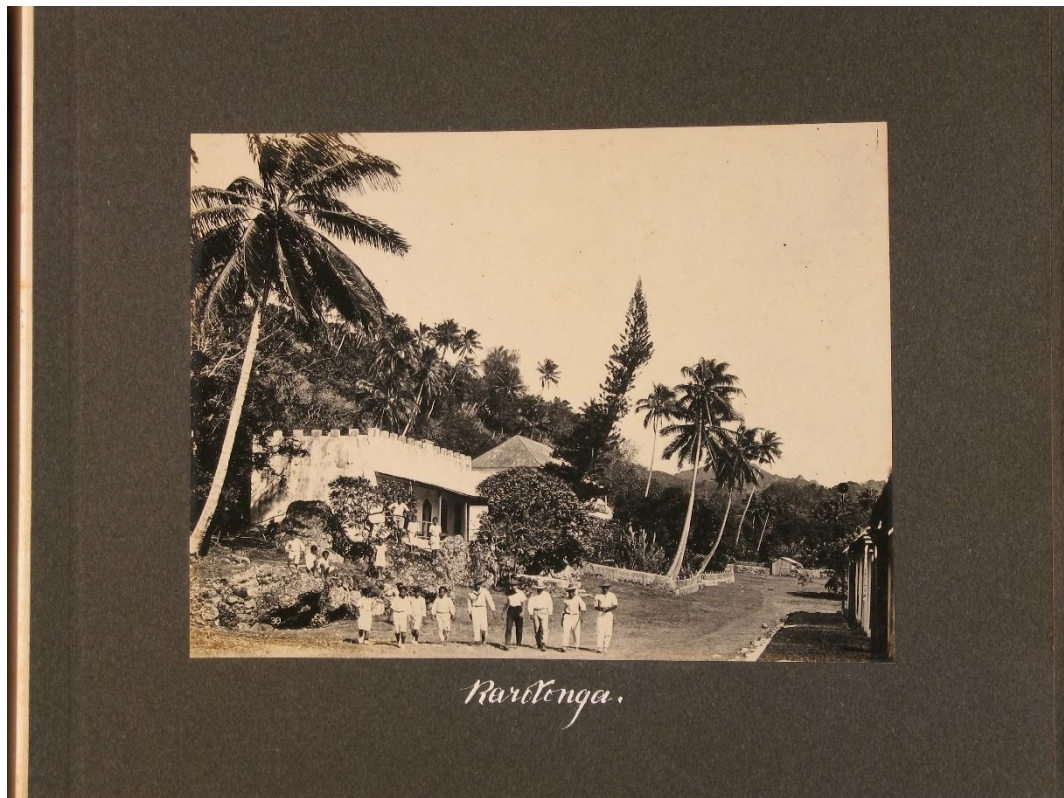
Takamoa Theological College exists to ...

**Equip** - to train and educate

**Empower** - to enrich and inspire

**Engage** - to serve and evangelize

**For Christian Service** - to the Cook Islands Christian Church and the world



**Lecture Hall 1919**

## **Faith Statement**

“The Bible reveals the facts of our faith, and is supported by Christian experience through the ages.

- We believe that God created the world and man, and that His purpose eternally is for man to live as His children;
- We believe that He came into the world in Jesus Christ who lived and died and rose again for our salvation;
- We believe that He still works through the Holy Spirit so that all men may be brought into His Kingdom.
- We believe that men can find everlasting life only through faith, which is shown in repentance, and through the forgiveness and grace, which God in His love offers to the world;
- We believe this new life in Christ means a continual obedience to the will of God.
- We believe that God calls His people together to form the Church, which lives to worship Him and proclaim His Gospel in word and deed, until the end of all things when Christ will rule all men.” (Cook Islands Christian Church, Constitution (2003), sec 4, p3)

## **The Apostle’s Creed**

“I believe in God the Father almighty, Maker of heaven and earth, and in Jesus Christ His only Son our Lord, who was conceived by the Holy Ghost, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, dead, and buried, He descended into hell, the third day He rose again from the dead, He ascended into heaven, and sitteth on the right hand of God the Father Almighty, from thence He shall come to judge the quick and the dead, I believe in the Holy Ghost, the holy Catholic Church, the Communion of Saints, the forgiveness of sins, the resurrection of the body, and the Life Everlasting, Amen.” (Cook Islands Christian Church, Constitution (2003), sec 4, p3)

## **2: HISTORY**

Takamoa Theological College was established in 1839 and is one of the oldest theological colleges in the Pacific. Rev Aaron Buzacott and Rev Charles Pittman of the London Missionary Society (LMS), attributed greatly to the establishment and vision in its earlier days.

The College provided the opportunity for Cook Islanders to pursue Christian Studies in a theological environment.

- The early missionary effort of evangelizing throughout the Pacific region
- The growth of the local Church within the Cook Islands
- The expansion of the Church to New Zealand and Australia

These are all a direct result of over 1,000 graduates of the College who have been trained and sent into Missionary and Ministry Service.

Today the College, with its rich history, continues to focus on academic excellence and formation education that equips, empowers and engages future leaders and ministers of the Cook Islands Christian Church.

## **3: ACCREDITATION**

Takamoa is currently pursuing accreditation with the South Pacific Association of Theological Schools (SPATS). The necessary documents are being finalized before the meeting this year.

The first visit, a site visit in August, was made by the Secretary of SPATS, the Rev Rusiate Tuidrakulu.

The second visit, which was planned for November but has been delayed to February 2020, will be by several SPATS officials. The programs seeking accreditation are the Certificate and the Diploma Programs.

SPATS accreditation standards and guidelines are applying the principles of the Pacific Qualification Framework (PQF) in context of Theological Education in the South Pacific.

### **Credit Value**

“The PQF is a credit-based framework. The volume of learning of complete qualifications and their components is defined in terms of credits where a credit represents the notional time it takes an average learner to achieve the learning outcomes of a component of a qualification.

Notional hours include time in direct contact (as in lectures and tutorials), practical and field work, time in independent study and time spent doing assessments. One credit is equivalent to ten notional hours of learning at the appropriate level.



A year of full-time study is, therefore, notionally equivalent to 120 credits. The total credit volume of a qualification is the sum of the credits of its components which may be units, modules, courses, papers, or competencies expressed as whole numbers.

### **Credit Points**

“Credit points are used to quantify complete qualifications and components of qualifications and to give them a value. The numerical value (number of credits) assigned to a full qualification (as well as to its components) represents the estimated time needed for a typical learner to demonstrate that all the specified outcomes have been achieved.

### **Levels**

“There are ten levels within the PQF that are described in terms of their level of complexity of learning. Generic descriptors are used across three domains: knowledge and skills, application, and autonomy.

- Enable comparison of qualifications and components of qualifications regardless of length or duration of the designed program.
- Are open-ended at the top and bottom levels, enabling all learning to be recognized.
- Do not discriminate between qualifications derived from different sectors.”

(SPATS, Accreditation Standards Guideline (2016), sec 2, 2.1, 2.2, p18)

**Stage 1:** Documentation for Institution Accreditation. Handbook, QMS, Attachments, Appendix 7-Application

**Stage 2** Site Visit by SPATS, 6<sup>th</sup> – 12<sup>th</sup> August 2019

**Stage 3:** Appendix 8 – Application for Certificate and Diploma Programs

**Stage 4:** Visit by Team from SPATS – February 2020

**Stage 5:** Await response from SPATS regarding accreditation

## **4: PERSONNEL**

### **CICC General Assembly**

The General Assembly is the supreme decision-making authority of the Church. It is responsible for the development and growth of the Church which belongs to Jesus Christ. It sets the direction for the Church to follow. (CICC Procedures Manual (2010), Sec 5.1, p7)

### **CICC Executive Committee**

When the assembly is not in session, the Executive Council will assume management of the Church and carry out all responsibilities of the Assembly. (CICC Procedures Manual (2010), sec 5.2, p7)

### **The CICC Executive Committee 2019-2021:**

|                         |                         |
|-------------------------|-------------------------|
| President:              | Rev Tuaine Ngametua OBE |
| General Secretary:      | Mr Nga Mataiao          |
| General Treasurer:      | Mr Tangi Tereapii       |
| Principal:              | Rev Tere Marsters       |
| Committee of Ministers: | Rev Tinirau Soatini     |
| Rarotonga Rep:          | Rev Vaka Ngaro          |
| Northern Group Rep:     | Mr Makirere Poila       |
| Southern Group Rep:     | Rev Panu Rouru          |
| New Zealand Rep:        | Rev Oirua Rasmussen     |
| Australia Rep:          | Mr Mona Ioane           |
| Legal Advisor:          | Mr Junior Ngatokorua    |

### **Academic Advisory Committee (AAC)**

|                        |           |
|------------------------|-----------|
| Rev Tere Marsters      | Chairman  |
| Rev Vakaroto Ngaro     | Committee |
| Rev Takaikura Marsters | Committee |

(Refer to QMS, sec 1.2, p4,5)

### **Takamoa Theological College Staff**

|                     |  |
|---------------------|--|
| Rev Tere Marsters   | Principal  |
| Mrs Yvonne Marsters | Registrar, Librarian, Office and Finance Manager |

### **Lecturers**

**Rev Tuaine Ngametua** OBE – CICC President

**Lectures:** Maori Language and Ministry Studies.

**Rev Tere Marsters** – Principal of Takamoa Theological College

Dip.Min. B.Th, GradDip Min, MBS

**Lectures:** Biblical, Ministry and Theological Studies.

**Rev Vakaroto Ngaro** - AAC member

Dip.Th, BTh, B.C.E, M.A,

**Lectures:** Biblical, Languages, Ministry and Theological Studies.

**Rev Takaikura Marsters** - AAC member

BTh (honors) MTh

**Lectures:** Biblical, Ministry and Theological Studies

**Dr Teina Rongo**

BA, MA, PhD

**Lectures:** General, Ministry and Theological Studies

**Dr Neti Tamarua**

PhD

**Lectures:** General Studies

**Ken Ben** – CICC Evangelism Director

BA, MBS

**Lectures:** Biblical and Ministry Studies

**Bob Williams** - Youth Director

BA, MBA

**Lectures:** Ministry Studies

**Nga Mataio** – CICC General Secretary

BA, MA

**Lectures:** General and Ministry Studies

**Tangata Vainerere** – CICC Director BYU

BA

**Lectures:** General and Ministry Studies

**Volley Tangiataua** – Missionary/Director YWAM in the Cook Islands

**Lectures:** Missions and Ministry Studies

**Mrs Yvonne Marsters** – Orometua Vaine, Mama Principal

Dip Min, Adv Dip T, BBS

**Lectures:** Biblical, general, languages and ministry studies

**Rev Tereapii Matakere**

Dip Th

**Lectures:** Biblical, Ministry and Theology Studies

## Visiting Lecturers

**Rev Mata Makara**

BMin, BTh, and MBS

**Lectures:** Biblical, Ministry and Theological Studies

**Rev Lotia Nooroa**

BTh, MBS

**Lectures:** Biblical, Languages, Ministry and Theological Studies

**Mrs Terepai Nooroa**

BRE, MBS

**Lectures:** Biblical, Ministry and Theological Studies

**Rev Joel Taime**

BTh, MA

**Lectures:** Ministry and Theology Studies

**Rev Frank Williams**

BBS

**Lectures:** Biblical and Ministry Studies

**Rev Eddie Dean**

Dip Th

**Lectures:** Biblical and Ministry Studies

**Rev Lelei Patia**

BDiv (Honours)

**Lectures:** Biblical, Languages, Ministry and Theology Studies

**Rev Rahai Nanua**

BBS

**Lectures:** Biblical, Ministry and Theology Studies

**Rev Ina Moetaua**

BBS

**Lectures:** Biblical and Ministry Studies

**Rev Richard Mataara**

Dip

**Lectures:** Biblical and Ministry Studies

**Mr Thomas Wynne-Taruronga**

BA, MA (Candidate)

**Lectures:** Counseling and Ministry Studies

## 5: ACADEMIC CALENDAR FOR 2020

### YEARLY PROGRAM

| Month  | Date                                   | Day             | Event  |
|--|--|-----------------|--|
| January  | 13 <sup>th</sup> - 31 <sup>st</sup>    | Monday-Friday   | <b>SUMMER SCHOOL</b><br>Completion of required Courses   |
| <b>1<sup>st</sup> Semester 11<sup>th</sup> Feb – 24<sup>th</sup> July</b>        |  |                 |  |
| February   | 3 <sup>rd</sup>                        | Monday          | <b>Classes Commence</b>  |
|  | 28 <sup>th</sup>                       | Friday          | <b>GRADUATION</b><br>RMMH in Takamoa at 5.00pm followed by the reception outside the RMMH, Takamoa                         |
| March  | 1 <sup>st</sup>                        | Sunday (Oroa)   | <b>ORDINATION</b><br>Avarua CICC. at 2.00pm followed by reception at RMMH, Takamoa   |
| April  | 20 <sup>th</sup> - 1 <sup>st</sup> May | Monday - Friday | <b>SCHOOL BREAK 2 weeks</b>  |
|  |  |                 | <b>Night School</b> - Following the Youth Convention in Mangaia the Certificate of Youth Ministry will commence in Takamoa |
| July   | 13 <sup>th</sup> – 17 <sup>th</sup>    | Monday - Friday | <b>Study Week</b>  |
|  | 20 <sup>th</sup> – 24 <sup>th</sup>    | Monday - Friday | <b>Final Exam Week</b>   |
|  | 27 <sup>th</sup> - 7 <sup>th</sup> Aug | Monday - Friday | <b>SCHOOL BREAK - 2 weeks</b>  |
| <b>2<sup>nd</sup> Semester 10<sup>th</sup> August - 11<sup>th</sup> December</b> |  |                 |  |
| August   | 10 <sup>th</sup>                       | Monday          | <b>Classes Commence</b>  |
| October  | 5 <sup>th</sup> - 16 <sup>th</sup>     | Monday - Friday | <b>SCHOOL BREAK 2 weeks</b>  |
| November   | 9 <sup>th</sup> - 13 <sup>th</sup>     | Monday - Friday | <b>Study Week</b>  |
|  | 16 – 20 <sup>th</sup>                  | Monday - Friday | <b>Final Exam Week</b>   |
| December   | 4 <sup>th</sup>                        | Friday          | <b>Graduation Takamoa</b><br>RMMH in Takamoa at 5.00pm followed by the reception outsider the RMMH, Takamoa                |
|  | 6 <sup>th</sup>                        | Sunday (Oroa)   | <b>Ordination</b><br>Avarua CICC. at 2.00pm followed by reception at RMMH, Takamoa   |
|  | 14 <sup>th</sup>                       | Monday          | <b>Graduation Dinner for Students</b>  |
| Jan 2021   | 11 <sup>th</sup> -17 <sup>th</sup>     | Monday-Friday   | <b>Orientation Week for New Students</b>   |
|  | 18 <sup>th</sup> – 29 <sup>th</sup>    | Monday-Friday   | <b>SUMMER SCHOOL</b><br>Study of Salvation (Soteriology), Computer Skills I  |
| February   | 1 <sup>st</sup>                        | Monday          | <b>Classes Commence – 1<sup>st</sup> Semester</b>  |

## **WEEKLY PROGRAMME**

### **Monday – Friday**

|                  |  |
|------------------|--|
| 6:00 – 7:00 am   | Work Duties, Cleanup around College<br>(Monday, Wednesday, Saturday) * |
| 7:00 – 8.00 am   | Breakfast, prepare children for school.                                |
| 8:00 – 10:00 am  | Lecture hours  |
| 10:00 – 10.05 am | Student Prayer time  |
| 10.05 – 10.30 am | Morning break time   |
| 10.30 – 12.30 am | Lecture hours  |
| 12.30 – 1.00 pm  | Lunch break  |
| 1.00 – 3.00 pm   | Lecture hours  |
| 3.00 – 4.00 pm   | Free time  |
| 4.00 – 5.30 pm   | Work duties  |
| 5.30 – 8.00 pm   | Free time/dinner time  |
| 8.00 – 8.30 pm   | Family devotions   |
| 8:30 – 10:00pm   | Study hours  |

(Night School will be held as and when required.)

\*If the weather is wet the cleaning of the Campus is done later in the day.

### **Church Attendance**

- Takamoa attends and is committed to Avarua CICC Church Services and ministries.
- Students are expected to be in Church a half an hour before the commencement of each service and to attend all services. If they are late, they are required to sit upstairs.
- Students are expected to communicate reasons for any absence from services, before or immediately after the service.
- Students who continue to miss church services, fail to communicate absence or are without good reason, will face disciplinary action.

### **Church Service Times**

- Wednesday 5.30am Friday 5.30am
- Sunday 5.30am 10.00am 4.00pm

### **Private Devotion**

- In the midst of a busy routine of school life a quiet time can be difficult to keep, therefore, set your own times for Bible reading, meditation and prayer.

### **Family Devotions**

- Every evening at 8pm, the bell rings seven times and everyone is expected to be in the College and in their accommodation with their family for a time of family devotions.

### **Takamoa Prayer Meeting**

- Every Friday evening at 8.00pm or an alternative time as arranged by the Principal.

- This combined prayer meeting is for all students and families living in Takamoa.

## 6: CURRICULUM

The curriculum chart below contains all the courses offered:

| TAKAMOA THEOLOGICAL COLLEGE                        |                           |          |   |                                  |        |   |                  |        |   |                                 |        |   |                                     |        |   |
|--|---------------------------|----------|---|----------------------------------|--------|---|------------------|--------|---|---------------------------------|--------|---|-------------------------------------|--------|---|
| CURRICULUM   |                           |          |   |                                  |        |   |                  |        |   |                                 |        |   |                                     |        |   |
| SUBJECT DIVISIONS, SUBJECT CODES & SUBJECT CREDITS |                           |          |   |                                  |        |   |                  |        |   |                                 |        |   |                                     |        |   |
|  | BIBLICAL STUDIES          |          |   | GENERAL STUDIES                  |        |   | LANGUAGE STUDIES |        |   | MINISTRY STUDIES                |        |   | THEOLOGICAL STUDIES                 |        |   |
|  | 100                       | credit   |   | 200                              | credit |   | 300              | credit |   | 400                             | credit |   | 500                                 | credit |   |
| 1  | Hermeneutics 1            | TB101    | 6 | Computer Skills                  | TG221  | 3 | English I        | TL301  | 6 | Church History I                | TM401  | 6 | Study of God (Theology Proper)      | TT501  | 6 |
| 2  | Hermeneutics 11           | TB102    | 6 | Study, Research & Writing Skills | TG231  | 3 | English II       | TL302  | 6 | Church History II               | TM402  | 6 | Apostles Creed (Christian Doctrine) | TT505  | 6 |
| 3  | OT Survey                 | TB111    | 6 | Thesis Writing                   | TG241  | 3 | Greek            | TL311  | 6 | Pastoral Theology I             | TM411  | 6 | Christian Ethics                    | TT509  | 6 |
| 4  | OT Books (Genesis)        | TB121    | 6 | Healthy Living                   | TG251  | 3 | Hebrew           | TL321  | 6 | Pastoral Theology II            | TM412  | 6 | Systematic Theology I               | TT511  | 6 |
| 5  | OT Books (Samuel 1,2)     | TB121-9  | 6 | Climate Change                   | TG271  | 6 | Maori I          | TL341  | 6 | Pastoral Theology III Practical | TM413  | 6 | Systematic Theology II              | TT512  | 6 |
| 6  | OT Books (Nehemiah)       | TB121-13 | 6 | Home Making I                    | TG281  | 6 | Maori II         | TL342  | 6 | Leadership Today                | TM417  | 6 | Jesus Christ (Christology)          | TT531  | 6 |
| 7  | OT Books (Psalms)         | TB121-16 | 6 | Home Making II                   | TG282  | 6 |                  |        |   | Homiletics I                    | TM421  | 6 | The Holy Spirit (Pneumatology)      | TT545  | 6 |
| 8  | OT Books (Jeremiah)       | TB121-21 | 6 | Home Making III                  | TG283  | 6 |                  |        |   | Homiletics II                   | TM422  | 6 | The Bible (Bibliology)              | TT551  | 6 |
| 9  | OT Books (Pentateuch)     | TB131    | 6 |                                  |        |   |                  |        |   | Homiletics III (Practical)      | TM423  | 6 | Man (Anthropology)                  | TT561  | 3 |
| 10   | OT Poetical Books         | TB133    | 6 |                                  |        |   |                  |        |   | Homiletics IV                   | TM424  | 6 | The Church (Ecclesiology)           | TT565  | 6 |
| 11   | OT Books (Minor Prophets) | TB135    | 6 |                                  |        |   |                  |        |   | Missions                        | TM431  | 6 | World Religions                     | TM570  | 6 |
| 12   | OT Books (Major Prophets) | TB136    | 6 |                                  |        |   |                  |        |   | Church Planting                 | TM435  | 6 | Angels (Angelology)                 | TT573  | 3 |
| 13   | NT Survey                 | TB151    | 6 |                                  |        |   |                  |        |   | Evangelism I                    | TM441  | 6 | Sin (Hamartimology)                 | TT575  | 3 |
| 14   | NT Books (Gospel of John) | TB160-4  | 6 |                                  |        |   |                  |        |   | Evangelism II                   | TM442  | 6 | End Times (Eschatology)             | TT581  | 6 |
| 15   | NT Books (Acts)           | TB160-5  | 6 |                                  |        |   |                  |        |   | Youth Ministry I                | TM451  | 6 | Apologetics                         | TT585  | 6 |
| 16   | NT Books (Romans)         | TB160-6  | 6 |                                  |        |   |                  |        |   | Youth Ministry II               | TM452  | 6 | Salvation (Soteriology)             | TT591  | 6 |
| 17   | NT Books (Hebrews)        | TB160-19 | 6 |                                  |        |   |                  |        |   | Spiritual Development           | TM462  | 6 | Eco-theology                        | TT595  | 6 |
| 18   | NT Pauline Epistles       | TB170    | 6 |                                  |        |   |                  |        |   | Spiritual Development           | TM463  | 6 |                                     |        |   |
| 19   | NT Synopsics Gospels      | TB181    | 6 |                                  |        |   |                  |        |   | Biblical Praise and Worship     | TM465  | 6 |                                     |        |   |
|  |                           |          |   |                                  |        |   |                  |        |   | Christian Counseling            | TM475  | 6 |                                     |        |   |
|  |                           |          |   |                                  |        |   |                  |        |   | Discipleship                    | TM481  | 6 |                                     |        |   |
|  |                           |          |   |                                  |        |   |                  |        |   | Christian Education             | TM491  | 6 |                                     |        |   |
|  | Elective Courses          |          |   |                                  |        |   |                  |        |   | Women of the Bible              | TM495  | 6 |                                     |        |   |

**1 Credit = 10 Notional hours (lectures, tutorial, practical fieldwork, research, independence study, assessments)**

**120 credits = Certificate - 240 credits = Diploma - 360 credits = Degree**

The curriculum covers four years of study and there are three pathways for students to undertake. In the first year, students work towards completing the Certificate. Upon the completion of the Certificate, the student commences the appropriate Diploma Program after consultation with the Principal to identify what best suits their calling. When the Diploma is completed then the advanced students will be recommended by the Principal to the Academic Advisory Committee as candidates for the Bachelor's Degree Program.

It is hoped that, in the near future, Takamoa will be implementing and delivering its own Bachelor's Degree Program, but until then the students are able to complete a Bachelor's in Divinity through the Pacific Theological College and their Extension Education Program. This is known as PTCEE, which operates throughout the Pacific and is accredited through SPATS. (refer to PTC Handbook, p103-114)

**Note:** A Certificate or a Diploma will only be issued when the individual student achieves the required credits.

## Pathway 1 (Full-time)

| TAKAMOA THEOLOGICAL COLLEGE  |                                    |             |               |  |             |               |
|--|------------------------------------|-------------|---------------|--|-------------|---------------|
| Certificate and Diploma Program Pathway 1  |                                    |             |               |  |             |               |
| Year 1 - Certificate in Biblical Studies Program (Level 1-4)   |                                    |             |               | Year 2 & 3 - Diploma in Theology Program (Level 5-6) |             |               |
|  | Course Description                 | Course Code | Course Credit | Course Description                                   | Course Code | Course Credit |
| 1  | Hermeneutics I                     | TB101       | 6             | Hermeneutics II                                      | TB102       | 6             |
| 2  | OT Survey                          | TB111       | 6             | OT Poetical Books                                    | TB133       | 6             |
| 3  | OT Exegesis (Genesis)              | TB121       | 6             | Thesis Writing                                       | TG221       | 3             |
| 4  | NT Survey                          | TB151       | 6             | Healthy Living                                       | TG251       | 3             |
| 5  | NT Books (Acts)                    | TB160-5     | 6             | Maori I  | TL341       | 6             |
| 6  | NT Books (Hebrews)                 | TB160-19    | 6             | Church History II                                    | TM402       | 6             |
| 7  | NT Pauline Epistles                | TB170       | 6             | Pastoral Theology II                                 | TM412       | 6             |
| 8  | NT Synoptic Gospels                | TB181       | 6             | Homiletics II  | TM422       | 6             |
| 9  | Computer Skills I                  | TG222       | 3             | Missions   | TM431       | 6             |
| 10   | Study, Research, Writing Skills    | TG231       | 3             | Spiritual Development II                             | TM463       | 6             |
| 11   | English I                          | TL301       | 6             | Christian Counselling                                | TM475       | 6             |
| 12   | Greek I                            | TL311       | 6             | Apostles Creed (Christian Doctrine)                  | TT505       | 6             |
| 13   | Hebrew I                           | TL321       | 6             | Christian Ethics                                     | TT509       | 6             |
| 14   | Church History I                   | TM401       | 6             | Systematic Theology II                               | TT512       | 6             |
| 15   | Pastoral Theology I                | TM411       | 6             | The Holy Spirit (Pneumatology)                       | TT545       | 6             |
| 16   | Homiletics I                       | TM421       | 6             | The Bible (Bibliology)                               | TT551       | 6             |
| 17   | Spiritual Development I            | TM462       | 6             | The Church (Ecclesiology)                            | TT565       | 6             |
| 18   | The Study of God (Theology Proper) | TT501       | 6             | World Religions                                      | TT570       | 6             |
| 19   | Systematic Theology I              | TT511       | 6             | End Times (Eschatology)                              | TT581       | 6             |
| 20   | Jesus Christ (Christology)         | TT531       | 6             | Apologetics  | TT585       | 6             |
| 21   | Salvation (Soteriology)            | TT591       | 6             | Ecotheology  | TT595       | 6             |
|  |                                    | Total       | 120           |  |             | 120           |
| 1 Credit = 10 Notional hours<br>(Classroom contact, lectures, tutorial, practical fieldwork, research, independent study, assessment, assignments, essays) |                                    |             |               |  |             |               |
| 120 credits = Certificate; 120 credits = Diploma (240 credits)   |                                    |             |               |  |             |               |



## Pathway 2 (Full-time)

| TAKAMOA THEOLOGICAL COLLEGE  |                                    |              |               |  |             |               |
|--|------------------------------------|--------------|---------------|--|-------------|---------------|
| Certificate and Diploma Program (Pathway 2)  |                                    |              |               |  |             |               |
| Year 1 - Certificate in Biblical Studies Program (Level 1-4)   |                                    |              |               | Year 2 & 3 - Diploma in Ministry Program (Level 5-6) |             |               |
|  | Course Description                 | Course Code  | Course Credit | Course Description                                   | Course Code | Course Credit |
| 1  | Hermeneutics I                     | TB101        | 6             | Hermeneutics II                                      | TB102       | 6             |
| 2  | OT Survey                          | TB111        | 6             | O.T Poetical Books                                   | TB133       | 6             |
| 3  | OT Exegesis (Genesis)              | TB121        | 6             | Thesis Writing I                                     | TG221       | 3             |
| 4  | N.T Survey                         | TB151        | 6             | Healthy Living                                       | TG251       | 3             |
| 5  | NT Books (Acts)                    | TB160-5      | 6             | Maori I  | TL341       | 6             |
| 6  | NT Books (Hebrews)                 | TB160-19     | 6             | Church History II                                    | TM402       | 6             |
| 7  | NT Pauline Epistles                | TB170        | 6             | Pastoral Theology II                                 | TM412       | 6             |
| 8  | NT Synoptic Gospels                | TB181        | 6             | Leadership for Today                                 | TM417       | 6             |
| 9  | Computer Skills                    | TG222        | 3             | Homiletics II  | TM422       | 6             |
| 10   | Study, Research, Writing Skills    | TG231        | 3             | Homiletics III (Practical)                           | TM425       | 6             |
| 11   | English I                          | TL301        | 6             | Missions   | TM431       | 6             |
| 12   | Greek                              | TL311        | 6             | Evangelism   | TM441       | 6             |
| 13   | Hebrew                             | TL321        | 6             | Spiritual Development II                             | TM463       | 6             |
| 14   | Church History I                   | TM401        | 6             | Christian Counselling                                | TM475       | 6             |
| 15   | Pastoral Theology I                | TM411        | 6             | Discipleship   | TM481       | 6             |
| 16   | Homiletics I                       | TM421        | 6             | Systematic Theology II                               | TT512       | 6             |
| 17   | Spiritual Development I            | TM462        | 6             | The Holy Spirit (Pneumatology)                       | TT545       | 6             |
| 18   | The Study of God (Theology Proper) | TT501        | 6             | The Bible (Bibliology)                               | TT551       | 6             |
| 19   | Systematic Theology I              | TT511        | 6             | The Church (Ecclesiology)                            | TT565       | 6             |
| 20   | Jesus Christ (Christology)         | TT531        | 6             | End Times (Eschatology)                              | TT585       | 6             |
| 21   | Salvation (Soteriology)            | TT591        | 6             | Apologetics  | TT585       | 6             |
|  |                                    | <b>Total</b> | <b>120</b>    |  |             | <b>120</b>    |
| 1 Credit = 10 Notional hours<br>(Classroom contact, lectures, tutorial, practical fieldwork, research, independent study, assessment, assignments, essays) |                                    |              |               |  |             |               |
| <b>120 credits = Certificate; 120 credits = Diploma (240 credits)</b>  |                                    |              |               |  |             |               |

## Pathway 3 (Part-time)

| <b>TAKAMOA THEOLOGICAL COLLEGE</b>   |                             |              |               |
|--|-----------------------------|--------------|---------------|
| <b>Certificate in Youth Ministry (Pathway 3)</b>   |                             |              |               |
| <b>Year 1 - Certificate in Youth Ministry (Level 1-4)</b>  |                             |              |               |
|  | Course Description          | Course Code  | Course Credit |
| 1  | OT Survey                   | TB111        | 6             |
| 2  | NT Survey                   | TB151        | 6             |
| 3  | NT Books (Gospel of John)   | TB160-4      | 6             |
| 4  | Computer Skills             | TG221        | 3             |
| 5  | Healthy Living              | TG251        | 3             |
| 6  | English I                   | TL301        | 6             |
| 7  | Maori                       | TL341        | 6             |
| 8  | Pastoral Theology I         | TM411        | 6             |
| 9  | Leadership for Today        | TM417        | 6             |
| 10   | Homiletics I                | TM421        | 6             |
| 11   | Evangelism I                | TM441        | 6             |
| 12   | Missions                    | TM431        | 6             |
| 13   | Youth Ministry I            | TM451        | 6             |
| 14   | Youth Ministry II           | TM452        | 6             |
| 15   | Spiritual Development I     | TM462        | 6             |
| 16   | Biblical Praise and Worship | TM465        | 6             |
| 17   | Christian Counselling       | TM475        | 6             |
| 18   | Discipleship                | TM481        | 6             |
| 19   | Jesus Christ (Christology)  | TT531        | 6             |
| 20   | Salvation (Soteriology)     | TT591        | 6             |
| 21   | Ecotheology                 | TT595        | 6             |
|  |                             | <b>Total</b> | <b>120</b>    |
| 1 Credit = 10 Notional hours<br>(Classroom contact, lectures, tutorial, practical fieldwork, research, independent study, assessment, assignments, essays) |                             |              |               |
| <b>120 credits = Certificate; 120 credits = Diploma (240 credits)</b>  |                             |              |               |

## 7: ACADEMIC PROGRAMMES

Takamoa Theological College is offering four programs:

- Certificate in Biblical Studies (Level 1-4)
- Certificate in Youth Ministry (level 1-4)
- Diploma in Theology (level 5-6)
- Diploma in Pastoral Ministry (level 5-6)

### 1. Programme for Certificate in Biblical Studies (Level 1-4)

#### Purpose

- The programme for a Certificate in Biblical Studies is designed for full-time students and provides formal basic biblical education.

- Its purpose is to equip and educate students with basic biblical knowledge and empower them with the basic skills for effective Christian service within the Churches of the Cook Islands Christian Church.
- This programme prepares full-time students to further their studies towards the Diploma Programme.

### **Outcomes**

At the conclusion of the programme, students should be able to:

- show a broad and specific knowledge of all the five disciplines in theological education
- utilize basic biblical knowledge and relevant skills to address issues encountered in life situations.
- explain and interpret with confidence a biblical passage pertaining to an issue.
- demonstrate an enhanced biblical, theological, historical, and ministerial knowledge in conversation with others.
- integrate biblical knowledge and skills within daily activities.
- recognize and provide pastoral skills to assist those in need.

### **Admission**

- Admission to the Certificate programme is for couples who are married and aged between 18 and 35 years.
- Achievement of Year 11 or higher is the minimum requirement to be accepted into this programme.
- Those who have completed studies at recognized institutions or extension Campuses, will be considered for recognition of prior learning (RPL).
- Those students wanting to further their studies in the Diploma programme, must first complete the Certificate in Biblical Studies (Level 4), worth 120 credits.

### **Requirements**

- For the Certificate in Biblical Studies, a student must successfully complete nineteen (19) core courses and two (2) general courses within four (4) years.
- The nineteen (19) core courses will be taken from the five divisions



- know how to build effective relationships with schools, churches, families, parents and various entities
- communicate and contextualize successfully, biblical principles and theological concepts, regarding salvation.
- integrate biblical knowledge and skills in mentoring and developing future leaders and youth
- recognize and provide ongoing adequate pastoral care
- utilize basic biblical knowledge and relevant skills to address issues encountered by youth in real life situations

### **Admission**

- Admission to the Certificate Programme is for individuals or married couples aged eighteen years and above. (Should there be an exception, then the Youth Director can make a formal request to the Principal who will make the final decision).
- Achievement of Year 11 or higher is the minimum requirement to be accepted into this programme.
- Those who have completed studies at recognized institutions or extension Campuses, will be considered for recognition of prior learning (RPL).
- Those students wanting to further their studies in the Diploma Programme, must first complete the Certificate in Youth Ministry, or a Certificate in Biblical Studies (Level 4). worth 120 credits.

### **Requirements**

- For the Certificate in Ministry, a student must successfully complete nineteen (19) core courses and two (2) general courses within four (4) years.
- The nineteen (19) core courses will be taken from the five divisions



- demonstrate complex biblical, theological, historical, and ministerial knowledge in conversations or presentations with others.
- integrate theological knowledge and skills with daily activities.
- recognize and provide pastoral skills to assist those in need.

### Admission

- Achievement of Year 11 or higher is the minimum requirement to be accepted into this programme.
- The admission to the Diploma in Theological Studies is the successful completion of the Certificate in Biblical Studies (Level 4) with 120 credits.
- Those who have completed studies at recognized institutions or extension Campuses, will be considered for recognition of prior learning (RPL).
- Those students wanting to further their studies in the Diploma programme, must first complete the Certificate program.

### Requirements

- For the Diploma in Theological Studies, a student must successfully complete nineteen (19) core courses and two (2) general courses within four (4) years.
- The core subjects are 6 credits each and the two general subjects are 3 credits each. The Diploma Program is 120 credits.

| TAKAMOA THEOLOGICAL COLLEGE   |                    |        |                 |                  |        |                 |                  |        |                 |                          |        |                 |                                     |        |
|---|--------------------|--------|-----------------|------------------|--------|-----------------|------------------|--------|-----------------|--------------------------|--------|-----------------|-------------------------------------|--------|
| Diploma in Theology (Level 5-6)   |                    |        |                 |                  |        |                 |                  |        |                 |                          |        |                 |                                     |        |
| Program   |                    |        |                 |                  |        |                 |                  |        |                 |                          |        |                 |                                     |        |
| Course Code 100   | BIBLICAL STUDIES   | Credit | Course Code 200 | GENERAL STUDIES  | Credit | Course Code 300 | LANGUAGE STUDIES | Credit | Course Code 400 | MINISTRY STUDIES         | Credit | Course Code 500 | THEOLOGICAL STUDIES                 | Credit |
| TB 102  | Hermeneutics II    | 6      | TG221           | Thesis Writing I | 3      | TL341           | Maori I          | 6      | TM 402          | Church History II        | 6      | TT505           | Apostles Creed (Christian Doctrine) | 6      |
| TB 133  | O.T Poetical Books | 6      | TG251           | Healthy Living   | 3      |                 |                  |        | TM 412          | Pastoral Theology II     | 6      | TT509           | Christian Ethics                    | 6      |
|   |                    |        |                 |                  |        |                 |                  |        | TM 422          | Homelitics II            | 6      | TT512           | Systematic Theology II              | 6      |
|   |                    |        |                 |                  |        |                 |                  |        | TM 431          | Missions I               | 6      | TT545           | The Holy Spirit (Pneumatology)      | 6      |
|   |                    |        |                 |                  |        |                 |                  |        | TM 463          | Spiritual Development II | 6      | TT551           | The Bible (Bibliology)              | 6      |
|   |                    |        |                 |                  |        |                 |                  |        | TM 475          | Christian Counselling I  | 6      | TT565           | The Church (Ecclesiology)           | 6      |
|   |                    |        |                 |                  |        |                 |                  |        |                 |                          |        | TT570           | World Religions                     | 6      |
|   |                    |        |                 |                  |        |                 |                  |        |                 |                          |        | TT581           | End Times (Eschatology)             | 6      |
|   |                    |        |                 |                  |        |                 |                  |        |                 |                          |        | TT585           | Apologetics                         | 6      |
|   |                    |        |                 |                  |        |                 |                  |        |                 |                          |        | TT595           | Ecotheology                         | 6      |
| Certificate   | 8 Courses          | 12     |                 | 2 Courses        | 6      |                 | 3 Courses        | 6      |                 | 4 Courses                | 6      |                 | 4 Courses                           | 6      |
| Diploma   | 2 Courses          | 12     |                 | 2 Courses        | 6      |                 | 1 Course         | 6      |                 | 6 Courses                | 36     |                 | 10 Courses                          | 60     |
| <b>1 Credit = 10 Notional hours</b><br>(classroom contact lectures, tutorial, practical fieldwork, research, independence study, assignment, assessments) |                    |        |                 |                  |        |                 |                  |        |                 |                          |        |                 |                                     |        |
| <b>Diploma in Theology 240 Credits</b><br><b>Transfer of Certificate 120 Credits</b>  |                    |        |                 |                  |        |                 |                  |        |                 |                          |        |                 |                                     |        |

## **4. Programme for a Diploma in Ministry (Level 5-6)**

### **Purpose**

- The programme for a Diploma in Ministry is designed for students who have completed their Certificate Program and desire to further their studies in Ministerial Studies.
- Its purpose is to equip and empower students with a more complex theological knowledge and practical skills to face issues in their individual life and Christian service.
- This programme prepares full-time students with a pathway to a more advanced theological education for under graduate and degree levels.

### **Outcomes**

At the conclusion of the programme, students should be able to:

- show a complex and extended knowledge of all the five divisions in ministry education
- utilize complex ministerial knowledge of the Bible and practical skills to address issues encountered in life situations and Christian service.
- explain, interpret with critique and confidence, a biblical passage.
- demonstrate complex biblical, theological, historical, and ministerial knowledge in conversation or presentations with others.
- integrate ministerial knowledge and skills within daily activities.
- recognize and provide pastoral skills to assist those in need.

### **Admission**

- Achievement of Year 11 or higher is the minimum requirement to be accepted into this programme.
- The admission to the Diploma in Ministry is the successful completion of the Certificate in Biblical Studies (Level 4) with 120 credits.
- Those students wanting to further their studies in the Diploma programme, must complete the Certificate programme first.
- Those who have completed studies at recognized institutions or extension Campuses, will be considered for recognition of prior learning (RPL).

### **Requirements**

- For the Diploma in Ministries, a student must successfully complete nineteen (19) core courses and two (2) general courses within four (4) years.
- The core subjects are six credits each and the two general subjects are three credits each. The Diploma Program is 120 credits.



## TAKAMOA THEOLOGICAL COLLEGE

### Diploma in Ministry (Level 5-6) Program

| Course Code 100 | BIBLICAL STUDIES   | Credit | Course Code 200 | GENERAL STUDIES  | Credit | Course Code 300 | LANGUAGE STUDIES | Credit | Course Code 400 | MINISTRY STUDIES         | Credit | Course Code 500 | THEOLOGICAL STUDIES            | Credit |
|-----------------|--------------------|--------|-----------------|------------------|--------|-----------------|------------------|--------|-----------------|--------------------------|--------|-----------------|--------------------------------|--------|
| TB 102          | Hermeneutics II    | 6      | TG221           | Thesis Writing I | 3      | TL341           | Maori I          | 6      | TM 402          | Church History II        | 6      | TT512           | Systematic Theology II         | 6      |
| TB 133          | O.T Poetical Books | 6      | TG251           | Healthy Living I | 3      |                 |                  |        | TM 412          | Pastoral Theology II     | 6      | TT545           | The Holy Spirit (Pneumatology) | 6      |
|                 |                    |        |                 |                  |        |                 |                  |        | TM 417          | Leadership Today I       | 6      | TT551           | The Bible (Bibliology)         | 6      |
|                 |                    |        |                 |                  |        |                 |                  |        | TM 422          | Homiletics II            | 6      | TT565           | The Church (Ecclesiology)      | 6      |
|                 |                    |        |                 |                  |        |                 |                  |        | TM 425          | Homiletics (Practical)   | 6      | TT581           | End Times (Eschatology)        | 6      |
|                 |                    |        |                 |                  |        |                 |                  |        | TM 431          | Missions I               | 6      | TT585           | Apologetics                    | 6      |
|                 |                    |        |                 |                  |        |                 |                  |        | TM 441          | Evangelism I             | 6      |                 |                                |        |
|                 |                    |        |                 |                  |        |                 |                  |        | TM 463          | Spiritual Development II | 6      |                 |                                |        |
|                 |                    |        |                 |                  |        |                 |                  |        | TM 475          | Christian Counselling I  | 6      |                 |                                |        |
|                 |                    |        |                 |                  |        |                 |                  |        | TM 481          | Discipleship             | 6      |                 |                                |        |
| Certificate     | 8 Courses          |        | 2 Courses       |                  |        | 3 Courses       |                  |        | 4 Courses       |                          |        | 4 Courses       |                                |        |
| Diploma         | 2 Courses          | 12     | 2 Courses       | 6                |        | 1 Course        | 6                |        | 10 Courses      | 60                       |        | 6 Courses       | 36                             |        |

**1 Credit = 10 Notional hours**  
(classroom contact lectures, tutorial, practical fieldwork, research, independence study, assignment, assessments)

## Diploma in Ministry 240 Credits

Transfer of Certificate 120 Credits

### Awarding of Certificates and Diplomas

- We are currently pursuing accreditation with The South Pacific Association of Theological Schools (SPATS), and aligning the Certificate and Diploma programmes in compliance to their requirements which apply the principles of the Pacific Qualifications Framework (PQF).
- The timeline for completing the requirements for accreditation is hopeful by February 2020. (Refer to QMS, sec 9, p18)

## 8: ACADEMIC POLICIES AND PROCEDURES

### ADMISSION POLICY AND PROCEDURE

An Application Form is available upon request from the Principal's Office and at the email address provided in the contact details of this handbook. The Application Form covers the following areas:

1. Personal information
2. Educational information
3. Spiritual information
4. Employment information
5. Marriage information
6. Criminal information

7. Health information
8. Sports and Recreational information
9. Fees information

Upon completion of the Application Form and all its attachments, these needs to be addressed and forwarded to the Principal of Takamoa Theological College.

(Refer to QMS, Appendix 1)

A prerequisite to entry is the completion of a one-year Takamoa Bible Study Course with the Principal's Office in Takamoa.

### **ACADEMIC PROBATION**

- Each student must maintain a minimum grade of 60% in the first year of study.
- Students below the standard required in the first year will be reviewed by the Principal and Academic Advisory Committee. Avenues will be pursued to assist and strengthen the students in their learning process regardless of the length of study.
- The sponsoring Church will be advised by the Principal as to the academic or other issues faced by the student.
- Should there be no improvement and a lack of calling in their lives, then the Principal and Academic Advisory Committee will review again and make the necessary recommendations to the Executive Council in relation to the student's further study at the College.

## GRADING SYSTEM

- Below is a general guide to the marking criteria to be used by teachers in assigning a mark to a student's piece of work.
- The GPA points system is being phased out and is only used for grade average calculations, where grade numbers are not available.
- As indicated below the pass mark is 60% for every course undertaken in the programs delivered in Takamoa. (Malua Bible School, Handbook, p37)

| Grade | Mark Range | Classification   | Criteria: Knowledge (30%), Skills (30%) and Application (40%)  |
|-------|------------|------------------|--|
| A+    | 95-100     | High Distinction | Highly accurate knowledge of facts. Highly skilled in the relevant knowledge/material. Excellent clarity of ideas and communicated well. Outstanding ability to relate ideas to personal/contemporary context. Work is consistently original, innovative and creative. |
| A     | 90-94      | Distinction      | Highly accurate knowledge of basic facts. Skilled in the selection of relevant knowledge/material. Great clarity of ideas and communicated well. Great ability to relate ideas to personal/contemporary context. Work is highly original, innovative and creative.     |
| A-    | 85– 89     | Outstanding      | Highly accurate knowledge of basic facts. Excellent use of relevant knowledge/material. Ideas are clear and communicated well. Great ability to relate ideas to personal/contemporary context. Evidence of originality, innovation and creativity.                     |
| B+    | 80 – 84    | Excellent        | Excellent knowledge of facts. Good use of relevant knowledge. There is clarity. Evidence of relevance to one's context. Evidence of a capacity to be innovative and creative.  |
| B     | 75 – 79    | Very Good        | Very good understanding of knowledge of basic facts. Evidence of consistent use of relevant material. Evidence of relating ideas to personal/contemporary context. Evidence of a capacity to be creative.  |
| B-    | 70 – 74    | Credit           | Good understanding of knowledge of basic facts. Evidence of consistent use of relevant material. Some evidence of relating ideas to personal/contemporary context. Some evidence of a capacity to be creative.   |
| C+    | 65 – 69    | Good             | Good understanding of knowledge of basic facts but some weaknesses in the relevance of the material used. Ideas could be better related to personal/contemporary context.  |
| C     | 60 – 64    | Pass             | Evidence of good understanding of knowledge and ability to apply it to the task, but weaknesses in depth.  |
| F     | 55 – 59    | NYA*             | Demonstrates some knowledge and understanding of basic facts but weaknesses in applying them to the task.  |
| F     | 50 – 54    | NYA*             | Evidence of some knowledge but lacks depth and ability to apply them to the task.  |
| F     | 45 – 49    | Fail             | Partial understanding of knowledge of basic facts. Some knowledge but bare relevant response to the task   |
| F     | 40 – 45    | Fail             | Poor understanding of basic knowledge. Only a partial response.  |
| F     | 0 – 39     | Fail             | No serious attempt to carry out the task assigned. No meaningful response to the task. Contains no relevant information.   |

\*Not Yet Achieved

## **CLASS ATTENDANCE**

- All students are required to attend all classes and should make every effort to be punctual.
- The classroom contact time for each course is very important
- It is the responsibility of the student to inform the Lecturer early if he or she is unable to attend class.
- The Lecturer may exercise discretion as to the absence of a student for more than 25% of classroom contact time of each course. Being constantly absent may lead to a reduced or a fail grade for the course.

### **Valid reasons for absences from classes are as follows:**

- Ongoing medical issues and current illness.  
(Absence for more than one day requires a doctor's medical certificate.)
- Death or illness of student's immediate family.
- Other circumstances which the Principal regards as valid.
- If travel overseas is required, then leave forms are available in the Reception Office.

## **GRADUATION REQUIREMENTS**

Graduation requirements are as follows:

- Meets the satisfactory requirements of every course within each programme.
- Attendance requirement for each course has been met.
- Godly character demonstrated by spiritual, intellectual, emotional and social maturity.
- Exhibits a spiritual pastoral calling and effective leadership qualities.
- Displays stability, and a genuine submissive and cooperative spirit.
- Has refrained from alcohol and smoking over the duration of the training and education as an Apiianga in Takamoa.
- Upon the recommendation of the Principal and Academic Advisory Committee to the Executive Committee, for their approval. (Refer to QMS, sec 9.1, 9.2, p18)

# **9: ASSESSMENT POLICIES**

## **ASSESSMENT METHODS**

All students' assessments involve various methods including informative and summative assessments. These include

- classroom contact
- practical fieldwork

- independent study
  - assignments
  - assigned projects
  - individual and group class presentations
  - oral presentations
  - oral and written quizzes
  - evaluation tests
  - written tests
  - debates
  - written reflection papers
  - end of course exams
- As the final course grade is made up of various activities, it is important that students
    - Make themselves available to attend all assessment classes as directed by the lecturer of the course.
    - Act with honesty and integrity during assessments.
    - Submit material that is their own work
    - Speak to others during assessments only as permitted.
    - Acknowledge contributions from other sources by using APA reference format
    - Do not share with others who may copy presented work.
  - Know and understand what academic dishonesty means and the consequences of breaking the policies.

For information on Examinations, Conduct of Examinations and Resit examinations.  
(Refer to QMS 7.5, 7.6, 7.7, p14,15)

### **ABSENCE FROM ASSESSMENT**

- Students who are absent from a formal assessment without a valid excuse, will not receive a grade for that assessment.
- The Principal's discretion will be used if students are absent because of illness, bereavement or other exceptional circumstances.

If this applies, then tests missed must be made up within two weeks of the student's return to classes or at the teacher's discretion, to obtain a grade. The mode, time and place for taking the test is subject to the teacher's requirements. Only a lecturer or a properly appointed substitute can supervise tests. (Refer to QMS 7.2, 7.7, p13,15)

### **COURSE ASSESSMENT SCHEDULE**

- The assessment schedule is detailed on each course outline. Students need to familiarize themselves with the type, due dates, and percentage of each assessment.
- Any other conditions will also be included as they apply to the assessments

(Refer to QMS 7.3, p13)

### **SUBMITTING ASSESSMENT AND ASSIGNMENT WORK**

- It is important that submission deadlines are met as outlined in the course assessment schedule or any changes indicated by the Lecturer.
- The standard assignment cover sheet (which can be obtained from the Office), must be used for all assignments submitted.
- As a standard practise, a Lecturer, at their discretion, may require students' assignments to be checked, proof read and edited by someone whom they may appoint to do so. However, the final grading is done by the Lecturer.
- All work is due at the commencement of the class or as indicated by the Lecturer.
- A request for an extension must be pre-arranged with the Lecturer or Principal.
- Extension forms can be obtained from the Reception Office.
- Extensions must be requested before due date, not on or after due date.
- A penalty of one grade will be given if the extension is not met.  
Should the student fail to comply with the requirements of the Lecturer, this will lead to a failed mark for the assignment. (Refer to QMS 7.3, p13)

### **PLAGIARISM – CHEATING**

Plagiarism or cheating is prohibited at Takamoa Theological College. Plagiarism is taking from another author's work or someone else's work as if it was your own, whether intentional or not. It is defined as a deliberate and wrongful use of another person's work in order to improve one's grade or academic standing. Work that is quoted, paraphrased or summarised from another source must be acknowledged by APA referencing and in a Bibliography. This includes:

- Material from books and any printed source
- The work of other learners or lecturers
- Information from the internet

Examples of plagiarism:

- Copying from another student's work.
- Cut and paste that is not acknowledged.
- Copying from books or the internet without acknowledging the fact.
- Passing off the work or ideas of other people as one's own work, eg another person writing their assignment, or parts of it for them
- Submitting previously submitted work.

- Gaining an unfair advantage during assessments, eg referring to notes written on the body, in the pocket, or other such places.
- Allowing another student to see completed work which was then copied, saying that they were not aware it was going to be copied, is not an excuse.
- An essay or assignment made up mostly of direct quotes from a text or other source, even with proper acknowledgement of sources, if the assignment does not include sufficient work of their own.

Actions for dishonest practices:

A student who is found guilty of cheating or plagiarism shall be referred to the Principal.

- A verbal warning is given and the incident will be recorded.
- A written warning is issued, and
  - the grade of the assignment is amended
  - the grade of the assignment is withheld
  - the grade of the course is amended
  - the grade of the course is withheld
- Repeated cheating
  - the student is withdrawn from the programme.
- Repeated cheating denied by the student which is then confirmed, will lead to a recommendation for expulsion from the College. (Refer to QMS 7.8, 7.8.1, 7.8.2, p15-16)

## 10: COURSE DESCRIPTIONS

### COURSE DESCRIPTORS

Lecturers are required to follow the set outline or present an outline of each subject they will be delivering to the Principal before the course starts. This is to include:

- Course Title
- Course Code
- Course Level (Pacific Qualification Framework)
- Course Credits
- Entry requirements – Prerequisites
- Course Date
- Lecturer
- Course Description
- Learning Outcomes
- Outline and Schedule
- Learning hours
- Course Assessment (including matrix)

- Pass Criteria
- Required Textbooks and Resources
- Recommended Reading

These outlines are to be kept on file along with copies of the assessments.

## **BIBLICAL STUDIES (TB100)**

### **TB101 Hermeneutics I** Level 4 **6 credits**

This will help the student understand the principles of biblical interpretation. It will also cover an introduction to the major resources available as an aid to biblical interpretation, and an exegetical study of selected passages from the various biblical sources. This course emphasizes the theory and practice of interpretation using the literal, grammatical, historical, cultural, contextual principles, and methods.

### **TB102 Hermeneutics II** Level 6 **6 credits**

This course will examine current issues in biblical hermeneutics, but the major focus of the course is practical in nature, in that the goal of the course is that the students develop a sound method for exegesis of the biblical texts

### **TB111 Old Testament Survey** Level 4 **6 credits**

This course will help the student understand the history, special relationship, sequence and meaning of the experiences of God's people. The student will discover the prophetic words and many truths from the Old Testament that will help in their personal walk and service for God.

### **TB121 OT Books (Genesis)** Level 4 **6 credits**

This course will provide the student with an understanding and appreciation of the themes, content and structure of the Book of Genesis. The student will examine the book of Genesis in detail, focusing on its literary and historical context, as well as exploring its interpretation. The student will also undertake an in-depth study of Genesis with emphasis on practical application in today's context.

### **TB121-9 OT Books (1,2 Samuel)** **6 credits** **Elective**

This course will provide the student with an understanding and appreciation of the themes, content and structure of the Books of Samuel. The student will examine the end of the rule of judges and the beginning of the kingdom rule. The rise of David as king and his reign will be studied in depth with an emphasis on life lessons to be learned.

### **TB121-13 OT Books (Nehemiah)** **6 credits** **Elective**



This course will cover an in-depth study of the Book of Nehemiah. The student will examine the main theme – the rebuilding of the walls of Jerusalem and its spiritual application to us today.

**TB121-16 OT Books (Psalms) 6 credits Elective**

This course is an introduction to the Book of Psalms, a book of songs and poems for worship and devotional inspiration. The student will focus on the different types of Psalms, their life settings, the major themes and their relevance and application for us today.

**TB121-21 OT Books (Jeremiah) 6 credits Elective**

This course will follow the life of the prophet Jeremiah, the weeping prophet, and look at his message. The student will explore the main themes of the book; the backsliding of the Jews, their bondage and their restoration, and how this can be applied to the current Christian life.

**TB131 OT Books (Pentateuch) 6 credits Elective**

This course will provide the student with an understanding and appreciation of the themes, content and structure of the Pentateuch Books – Genesis, Exodus, Leviticus, Numbers and Deuteronomy. The student will cover key areas of each book, focusing on the literary and historical context, as well as exploring their interpretation. The student will also undertake an in-depth study of the Pentateuch Books with an emphasis on practical application in today's context.

**TB133 OT Poetical Books Level 6 6 credits**

This course will help the student to understand the five books of Job, Psalms, Proverbs, Ecclesiastes, and Song of Solomon. The student will cover key areas of each book, it will look at the elements of Hebrew poetry, and the historical and cultural aspects.

**TB135 OT Books (Minor Prophets) 6 credits Elective**

The student will understand the basic knowledge the historical survey, social, and political background of the Hebrew prophets. The student will also cover the main themes, passages, and relevance to present times. The purpose of this course is to help the student in a deeper knowledge of and greater appreciation for the Old Testament prophets and their place in the Judeo-Christian tradition.

**TB136 OT Books (Major Prophets) 6 credits Elective**

This course will assist the student in understanding the basic knowledge of the Major Prophets in the Old Testament as represented in Isaiah, Jeremiah, Ezekiel and Daniel. Attention will be given to the historical setting, message, purpose, structure, dates, theological emphasis and application of these books. The student will also cover the influence these works had in the shaping of the Old Testament and New Testament and the importance they still have in our current context.

**TB151 New Testament Survey Level 4 6 credits**

This course will help the student to gain an overall knowledge of the content of the New Testament. It will emphasize the historical setting, characteristics, and teachings of the New Testament. It will help the student understand the New Testament and gain confidence in its reliability, and become better equipped to share its truths with others

**TB160-4 NT Books (Gospel of John) 6 credits Elective**

This course consists of a thorough study of the contents of the Gospel of John, the background, historically and theologically, and its significance to the believer today.

**TB160-5 NT Books (Acts) Level 4 6 credits**

This course will help the student understand the historical, literary, and theological aspects of the Book of Acts. It will also study Acts from the perspective of Christian experience, exploring ways that the message of the biblical texts and experience of the early Christians speak to the life of faith and the mission of the Church today.

**TB160-6 NT Books (Romans) 6 credits Elective**

This course will help the student understand God's plan of salvation for mankind, through the writings of Paul to the Romans. The student will analyse the main themes within the book and look at the doctrinal aspects in the first part of the book and the practical requirements as a Christian, in the latter half of the book.

**TB160-19 NT Books (Hebrews) Level 4 6 credits**

This course will help the student to understand the different forms of Old Testament worship and their prophetic aspect. It will encourage a new appreciation of Christ as the fulfillment of the old covenant and build more faith to appropriate all the blessings that he offers. It will also bring out the rich Christology truths in the Epistle to the Hebrews, identify with the early Christians in their spiritual crises and feel the impact of the warnings and exhortations.

**TB170 New Testament Pauline Letters Level 4 6 credits**

This course will cover the historical and structural development of Paul's arguments with applications to present day needs. It will also analyze Paul's teachings and explore their significance in the contemporary Church.

**TB181 New Testament Synoptic Gospels Level 4 6 credits**

This course will help the student to examine the life, the ministry and the teaching of the historical Jesus as presented in the Synoptic Gospels. It will consider the society in which Jesus lived, as well as the religious context in which he taught. This course will not only equip the student to think critically about the Synoptic Gospels, but will also provide an opportunity to reflect on the teachings of Jesus for Christian faith and practice.

## **GENERAL STUDIES (TG200)**

**TG221 Computer Skills Level 4 3 credits**

A general introduction to the basic computer skills necessary to complete course work while at the College - formatting, using Word and its applications, researching on the internet, emailing and filing.

**TG231 Study, Research and Writing Skills**      Level 4                      **3 credits**

This course will look at the basic skills of studying for tests and exams, at methods of researching topics for assignments and at the basic skills necessary for writing essays and assignments including proof reading and editing.

**TG241 Thesis Writing**                                      Level 6                      **3 credits**

This course will look at how to structure an outline or plan for a thesis. Students will also give special attention to researching, gathering information and referencing, as well as formal language and paragraph structure.

**TG251 Healthy Living**                                      Level 6                      **3 credits**

This course will assist the student to understand non-communicable diseases. The student will also examine healthy lifestyles, mental health and explore relevant activities that lead to healthier and longer living.

**TG271 Climate Change I**                                      **3 credits**                      **Elective**

This course will examine the basic concepts of climate change and the various views held. Students will identify the current post-2020 impact of climate change and how climate change is being addressed by international organisations and countries.

**TG281 Home Making I**                                      **6 credits**                      **Elective**

This course is designed for the Mama Apianga to learn the basic craft of homemaking. They will learn the main embroidery stitches required for linen. They will complete one dozen cushion covers or similar and participate in a display show of their work.

**TG282 Home Making II**                                      **6 credits**                      **Elective**

This course will look at sewing on the sewing machine. Mama Apiange will be required to competently sew a shirt and dress. They will also be required to complete at least two pieces of linen, eg tablecloth, pillow cases and cushion covers, and participate in a display show of their work.

**TG283 Home Making III**                                      **6 credits**                      **Elective**

This course will cover the skills of tivaevae making and Mama Apiange will be required to complete a tivaevae, either hand-sewn or machine sewn. They will also participate in one display show of their work.

**LANGUAGE STUDIES (TL300)**

**TL301 English I**

Level 4

**6 credits**

This course is mostly basic English, and presents the fundamentals of English grammar. The parts of speech are covered as well as sentence structure and spelling.

**TL302 English II****6 credits****Elective**

This course will help the students have a further understanding of the uses of nouns, verbs and adjectives and their role in sentence structure. The student will also cover punctuation, numbers, spelling and essay writing.

**TL311 Greek**

Level 4

**6 credits**

This course will assist the student to cover elements of Koine Greek. It will look in detail at the basic principles of grammar, paradigms, vocabulary and word order. The student will practice translations with a view to exegetical study in the Greek New Testament.

**TL321 Hebrew**

Level 4

**6 credits**

This course will help the student gain a basic understanding of the Hebrew Language. It will enable the student to read and utilize words in the Hebrew-English Lexicon and read and translate simple passages

**TL341 Maori I**

Level 4

**6 credits**

This course will help the student understand basic principles of the Maori language, and it will examine the fundamentals of grammar. The parts of speech are covered as well as sentence structure.

**TL342 Maori II****6 credits****Elective**

This course will help the students have a further understanding of the uses of the parts of speech and their role in sentence structure, and spelling. The student will also examine the Maori Bible in its pronunciation, spelling and reading.

**MINISTRY STUDIES (TM400)****TM401 Church History I**

Level 4

**6 credits**

This course will help the student understand the social, historical, cultural, political, and popular influences upon the development of early Christianity from the Books of Acts to 1648. The student will also cover the expansion of Christianity in Asia. Attention will be given to the major movements in Church History and the Reformation period, a profile of the key leaders, theological developments and trends of the early Church.

**TM402 Church History II**

Level 6

**6 credits**

This course will help the student understand the social, political, economic and cultural history of the world, and the history of civilizations from 1648 to the present day. The student

will also cover the birth of the London Missionary Society and its arrival and influence throughout the Pacific region. Attention will be given to the preparation and work of the early Cook Islands missionaries released from Takamoa to Papua New Guinea, Samoa, New Caledonia, New Hebrides and throughout the Pacific Region.

**TM411 Pastoral Theology I** Level 4 **6 credits**

This course will help the student understand the theory, biblical foundations and theological concerns of the Pastoral work and ministry. Emphasis will be given to the major areas of leadership, pastoral care and public ministry.

**TM412 Pastoral Theology II** Level 6 **6 credits**

This course will help the student understand the life and service of the minister. Emphasis will be on the practical aspect of the Pastor's role in performing the ordinances, weddings, funerals, visitations, counseling and other related matters.

**TM413 Pastoral Theology III (Practical)** Level 6 **6 credits** **Elective**

This course is designed to help the student identify their ministry strengths and calling. The student will be placed in a mentoring program for 12 months and will be assessed throughout a fieldwork placement.

**TM417 Leadership Today** Level 6 **6 credits**

This course will help the student to identify the necessary essentials of servant leadership, including a brief overview of what scripture teaches about leadership. It will also cover the dynamics of leadership, qualifications, counseling and ethics, church administration and government.

**TM421 Homiletics I** Level 4 **6 credits**

This course is designed to provide a foundational basis for how to prepare and deliver a sermon. The student will cover the nature, mechanics and development of sermon construction. Attention will be given specifically to textual sermons based on the Tia reading of the day. The student will also be required to deliver these messages to assigned ministry opportunities, church, community and public occasions.

**TM422 Homiletics II** Level 6 **6 credits**

This course will help the student understand the various structures and models of homily preparation and delivery. The student will cover also topical and expository sermons. Attention will be given to addressing the emerging contemporary issues of the day and how best to construct and communicate effective and relevant messages in the church and today's society. The student will also be required to deliver these messages to assigned ministry opportunities, church, community and at public occasions.

**TM423 Homiletics III (Practical)** Level 4 **6 credits**

This course will help the student understand and demonstrate the theoretical and practical aspects of preaching. The student will be assigned a segment of the Tia reading to construct and present a series of various styles of sermons. The student will also be required to deliver

these messages to assigned ministry opportunities, church, community and at public occasions.

**TM424 Homiletics IV**

**6 credits**

**Elective**

This course will help the student understand and demonstrate the theoretical and practical aspects of preaching. The student will be assigned to a group which will be given a segment of the Tia reading or a major theme of the Bible to construct and present a series of various styles of sermons. The student will also be required to deliver these messages to assigned ministry opportunities, church, community and at public occasions. Ongoing assessments of the student's development and delivery of sermons will be conducted.

**TM431 Missions**

Level 6

**6 credits**

A course designed to introduce the student to the biblical, theological, historical, and practical basis for Christian missions. Special attention is given to contemporary issues in missions as well as current ways to do missions.

**TM435 Church Planting**

**6 credits**

**Elective**

This course will help the student to understand historical models for developing new CICC Churches. The student will also cover essential principles for church planting today. They will identify and examine demographic strategies and steps for preparation and implementation. The student will be familiar with purchasing of property, organization and writing of founding documents, financial support, and long-term ministry projections.

**TM441 Evangelism I**

Level 4

**6 credits**

This course will help the student understand theological principles and practical ministry strategies involved in evangelism. Several models of evangelism and discipleship will be explored, including both the content and the methods.

**TM442 Evangelism II**

**6 credits**

**Elective**

This course is designed to prepare every student to share his/her faith boldly, without fear, in any and every situation publicly and privately. In addition, students will be prepared to teach and lead others in the biblical pursuit of evangelism for the glory of God. It will also examine and cover personal, and open-air evangelism.

**TM451 Youth Ministry I**

Level 4

**6 credits**

This course will assist the student to understand the basic skills necessary to facilitate and lead an emerging generation in a youth ministry context. It will also cover creativity, learning styles, event planning, communication skills and techniques. Attention will be given to explore opportunities and avenues to reach youth by way of multimedia.

**TM452 Youth Ministry II**

Level 4

**6 credits**

This course will help the student understand the development of adolescents and the development of a philosophy of ministry with youth. It will cover the qualifications and role of a Youth Pastor, Youth leader, coach and mentor.

**TM462 Spiritual Development I** Level 4 **6 credits**

This course will help the student to examine the basics of Christian growth principles and explore theological and practical dimensions of the spiritual life. The student will cover the basic steps to embrace and apply so as to enrich and deepen one's daily relationship with Christ.

**TM463 Spiritual Development II** Level 6 **6 credits**

This course will help the student examine what the Bible says about stewardship. The student will cover their responsibility in managing the goods and possessions God has entrusted to them. Attention will be given to aspects relating to all areas of stewardship.

**TM465 Biblical Praise and Worship** **6 credits** **Elective**

This course is designed to provide the student with a theological basis for praise and worship. It will also cover the biblical words for praise. The student will understand music as an expression of worship and the physical expressions of praise. Attention will be given to practical and spiritual principles that are involved in leading a praise and worship service.

**TM475 Christian Counseling** Level 6 **6 credits**

This course will help the student to understand the theory of counseling. Attention will focus on specific biblical principles of counseling. The primary emphasis is on the Christian counselor's relationship with his counselee. Listening communication techniques and skills are also covered.

**TM481 Discipleship** Level 6 **6 credits**

This course will help the student to examine the biblical, general and specific steps to enable a person to be a disciple. It will cover biblical rationale for discipleship, the role of teaching in discipleship, the place of learning and obedience, the costs, values, behavior, and biblical principles of discipleship training.

**TM491 Christian Education** **6 credits** **Elective**

This course will discuss the Christian world view, and education from a Christian perspective. It will cover education within the home, the Church and the school education system, looking specifically at the advantage of Christian schools. The Student will be encouraged to explore effective teaching methods in the ministry for children, youth and adults.

**TM495 Women of the Bible** **6 credits** **Elective**

This course will identify key women mentioned in the Bible, both Old and New Testament. The students will study their story including their character, accomplishments, strengths and weaknesses, and lessons from their life.

**THEOLOGY STUDIES (TT500)**

**TT501 Study of God (Theology Proper)** Level 4 **6 credits**

This will help the student to understand God's existence, essence, moral and natural attributes. The student will also cover the unity, trinity and work in predestination, preservation, and providence.

**TT505 Apostles Creed (Christian Doctrine) Level 6 6 credits**

This course will help the student to understand the details, truths and significance of the Christian Faith brought forth in the 12 Articles of the Apostles Creed. The student will also cover the history and use of the Apostles creed and its relevance to the Church today.

**TT509 Christian Ethics Level 6 6 credits**

This course will help the student understand the core Christian ethical principles. The student will focus on the implications of these principles in making decisions on moral issues. Attention will be given to specific examples of current moral issues in the pacific and provide students with the opportunity of engaging with such issues in view of making ethical decisions.

**TT511 Systematic Theology I Level 4 6 credits**

This course will help the students to understand the core theological disciplines. It will address theism and the existence of God. It will cover the study of Christ, the Holy Spirit, angels and mankind. Attention will also be given to the study of sin and salvation.

**TT512 Systematic Theology II Level 6 6 credits**

This course will help the students to understand the core theological disciplines. It will address the study of the scriptures and the church. Attention will also be given to the study of end times, rest and reward.

**TT531 Jesus Christ (Christology) Level 4 6 credits**

This course will help the student to look specifically at Christ's pre-existence, deity, incarnation and humanity. It will also cover the life and ministry, commands and teachings of Christ. Attention will be given to the death, resurrection, ascension and intercessory work of Christ

**TT545 The Holy Spirit (Pneumatology) Level 6 6 credits**

This course will help the student to understand the personality and deity of the Holy Spirit. It will also cover the fruit of the Holy Spirit as found in Galatians 5:22,23. Attention will also be given to the gifts and work of the Holy Spirit today.

**TT551 The Bible (Bibliology) Level 6 6 credits**

This course will help the student to understand the doctrine of inspiration, origin and preservation of scripture. It will include studying the genuineness, credibility, and canonicity of the books of the Bible.



**TT561 Man (Anthropology)****6 credits****Elective**

This course will help the student understand the origin of man, with special attention given to creation and evolution. The student will explain the nature of man and cover the human soul, body and spirit. They will also examine God's image in man with attention given to the kingship with God and dominion over the earth.

**TT565 The Church (Ecclesiology)**

Level 6

**6 credits**

This course will help the student to understand the Church in its origin, organism as the Body of Christ, organization, ordinances, and work. It will also cover the founding of the Church and its mission today.

**TT570 World Religions**

Level 6

**6 credits**

This course will help the student to better understand different and key world religions. It will examine Hinduism, Buddhism and the Chinese and Japanese religions of Confucianism, Taoism and Shintoism. The middle east religions of Islam and Judaism as well as the Christian Religion will be studied.

**TT573 Angels (Angelology)****6 credits****Elective**

This course will help the student understand the nature, classification and character of angels. The student will examine the works of angels as God's agents, messengers and servants. Attention will be given to satan and his origin, character, activities, destiny and fall.

**TT575 Sin (Hamartiology)****6 credits****Elective**

This course will help the student understand the facts and origin of sin. The student will also describe the nature of sin in relation to the Old and New Testament. They will examine the consequences of sin and its impact on Adam and mankind.

**TT581 End Times (Eschatology)**

Level 6

**6 credits**

This course will help the student in their understanding of end times and prophetic revelation in the plan and purpose of God. It will also cover the second coming, rapture of the church, tribulation, millennium, death, resurrection and eternal destinies.

**TT585 Apologetics**

Level 6

**6 credits**

This course will equip students with a foundational understanding of, and skills within, the field of apologetics. Students will explore the major apologetic issues that arise today and will learn both the critical thinking skills and theological principles in order to respond persuasively.

**TT591 Salvation (Soteriology)**

Level 4

**6 credits**

This course will help the student understand the biblical teaching of repentance, faith, conversion, regeneration, justification adoption, sanctification and glorification. The biblical teaching on election and foreordination is examined as background for consideration of the respective roles of God and humanity in salvation. The student will also cover grace, election, redemption, propitiation, reconciliation, security.

**TT595 Eco-theology**

Level 6

**6 credits**

This course will help the student to understand and respond to the current ecological crisis, climate change and environmental related issues. It will also bring a greater awareness of the responsibility's mankind has in relation to creation.

**IDENTIFICATION CODES****Course Codes**

**T = Takamoa** represents the Institution.

**B, G, L, M, T = Letters** represent the five (5) Divisional Studies.

- **Colours** and **100s numbers** are indicated for each division:

Biblical 100 – Red

General 200 – Green

Language 300 – Yellow

Ministry 400 – Blue

Theology 500 – Gold

- **The 10s and 1s numbers** represents the placing of the different courses within the divisions.

**Course Options**

- All core and elective courses are identified within the approved curriculum.
- **Core** courses
- All courses within the Certificate and Diploma course are required courses.
- **Electives** courses
- These courses can be used as additional courses at the discretion of the Principal and are identified by the word 'Elective'.
- Short term training can incorporate both core and elective courses.

**Student ID Codes**

Number - Indicates the year of entry into Takamoa

First Letter - Indicates the country of their home Church.

Second Letter - Indicates the city, town, village or Island

Number - Indicates the student number in the class

## 11: GENERAL INFORMATION

### STUDENT FEES

#### Registration Fee

- A registration fee of \$50.00 is payable per couple upon submission of the application. This fee is non-refundable.

#### Annual Fees

- An increase the current annual fees has been accepted in the 2019 General Assembly. As stated in the Application Form, the fees are covered annually by the sponsoring Church. This is to be continued for four years or for however long the student takes to complete the Certificate or the Diploma Programme.

### LIBRARY

- The College Library has been revamped, renovated and restocked so that there are currently approximately 8,900 volumes with the expectation of increasing to over 10,000 by the mid-2020. It is open for use during the following times:
  - **Monday to Friday** - 8.00am – 3.00pm, 6.00pm – 8.00pm, 8.30 - 10.00pm
  - **Saturday** – 2.00pm – 8.00pm, 8.30 – 10.00pm
  - **Sunday** – closed

Lending facilities are available for all students and Lecturers. There are five work stations where students can work with their own laptop and there are eleven work stations with desktop computers provided. There is also one reading work station and a large table that seats up to eight for group work or small lecture purposes. Students are encouraged to use the work stations and the facilities available during opening hours. (Refer to QMS 5.1.3, p9)

#### Computer Use and Internet Access

- Every student is required to provide their own laptop for use while studying at the College. Ten desktop computers are available in the library which can be used during opening hours.
- Conditions for use of computers

- Respect other users
  - Respect computer equipment by treating it appropriately
  - No food or drinks to be placed near equipment
  - Scan USB devices put into the computer before opening them
  - Always close down in the correct manner
  - Do not alter, modify, remove, install or copy any operating system or software without authorization
  - Computers and internet services are strictly for Apiianga, Lecturers and library members only and not for students' children or outsiders. Permission for others must be sought from the Principal.
  - Computers are not to be removed from the library
  - No children are allowed at any time in the library
  - Whilst studying in the library, respectable attire like must be worn at all times.
  - The library is a study environment and must be respected by everyone
- Internet access is available through the desktop computers. There is a hotspot in the College that students can purchase a WIFI voucher to access.
  - A course is undertaken as part of the Certificate Programme to ensure all students are computer literate. (Refer to QMS 5.1.3, p9,10)

## **CLASSROOM GUIDELINES**

### **Recording of Lectures**

- For the recording of any lectures and classes, the student should make the lecturer aware and seek their permission.
- All students should be ethical in the use of this material, that is, not to be used for publication, for sale purposes or to discredit the Lecturer.
- The Lecturer may require no recording due to sensitive or confidential matters. The student should adhere to the directive and ensure that such matters remain in the classroom.

### **Mobile Phones**

- All mobiles must be turned on vibrate or silent mode during all class, study and exam times. Calls cannot be answered during exams.

### **Classroom Discipline**

- Respect should be given to all Lecturers and other students.
- Anyone causing a disturbance or interfering with the Lecturer's class or any inappropriate behaviour in class may be asked to leave the classroom.
- Readmission will only be allowed with permission from the Principal.

- A student should not to be doing his homework, assignments, reading unrelated materials, message preparation, etc, in class, unless it is part of the programme or it is an allocated study period.
- Should students be caught playing games, texting or on social media during class then disciplinary measures will given.

### **Appeals and Grievances**

The following is the process followed for grievances by the students:

1. Course Related
  - a. First approach, with respect, is to the Lecturer concerned. If the issue is not resolved, then
  - b. Discuss the issue with the Student Leader. If it is not resolved, then
  - c. Arrange an appointment with the Principal. (Refer to QMS 4.6, 4.6.1, 4.6.2, p9)
2. Non-Course Related
  - a. First approach is to the person concerned. If they are not willing to accept and resolve the issue, then
  - b. Discuss with the Student Leader. If it is not resolved, then
  - c. Arrange an appointment with the Principal.

The Principal's decision is final.

## **12: STUDENT REGULATIONS**

### **STUDENT LIFE**

- The following regulations are set as guidelines for all students enrolled in Takamoa. Each student is personally responsible for seeing that College Regulations are upheld and followed.
- Further information on student conduct, conduct expectations, proceedings and penalties for misconduct, repeat offenders and right of appeal, is outlined in the QMS document section 12.

#### **Courtesy**

- When entering the Principal's Office, Reception Office and residence of the President or Principal, appropriate attire must be worn. Even during work duties, appropriate attire should be worn in the Office.
- Kindness and courtesy must be demonstrated to everyone.
- Be ready to apologise for accidental and disrespectful rudeness.
- Refrain from inappropriate language, gestures, jokes and discussions.
- Chewing gum in Public services, Church, classes, library, College Offices and Administration Office is not permitted.

- Respect the privacy of other students' units and rooms by not entering without permission or during their absence.
- Playing of instruments and electronic devices in the units or rooms for enjoyment, should be done considerately.

### **Permission Obtained**

- Permission from the Principal or Mama Principal is required in advance for the following:
  - Absence from any services, classes, study, work duties, assigned work programs, family devotions, College prayer time and the closing of the gates at 10.00pm.
  - Attending hospital, doctor and dentist appointments.  
(For more than one day's absence, a doctor's certificate is required.)
  - Leaving the College at any time except for attending the normal Church services at Avarua.
  - Any non-resident staying at College.

### **Smoking, drinking and the use of drugs:**

- Smoking, consuming alcoholic drinks, using and possessing prohibited drugs such as cannabis, are not permitted at any time in Takamoa. Any student or resident found breaching this regulation will lead to disciplinary action or their expulsion from Takamoa. (Refer to QMS 12, 12.1 p22)

### **Trouble Making/fighting**

- A student cannot punch, hit, strike or physically abuse another student, another adult or another person's child, while being enrolled as a student in the College.
- Should there be verbal arguing and unruly behavior of students or between students this will result in disciplinary action. (Refer to QMS 12.1, p22)

### **Children**

- Students are responsible for the care, well-being and behaviour of their own children.
- Parents are encouraged to see that their children attend school, Church, Sunday school, youth and the uniformed organizations, and prayer meetings.
- Parents should ensure that their children adhere to the prayer times and closing of the gates at 10pm at night.
- The repair of property that is damaged by children, will become the responsibility of their parents.

- The field in front of the main office and in front of Pouvaru II, is a playground area. Children are not allowed to play in or around the Takamoa Head Office, the Principal's Office, the College Reception Office, Chapel or the Hall verandah.
- Picking flowers is permitted but must be done respectfully and quietly.
- Should children continue to leave rubbish around the college and not in the rubbish bins then the parents will be advised and spoken to by the Principal.

### **Dress and Appearance**

- Dress for all students should maintain the principles of modesty, neatness and appropriateness, in and outside of Takamoa.

### **Mama's Attire**

- Dresses and skirts are to be worn at all times, both on and off campus.
  - They should be modest and of such length that the knees are covered whether standing or sitting.
  - Tight skirts and dresses or skirts with splits above the knee are not to be worn.
  - Shorts should be worn underneath when doing work duties, sports, swimming or exercises.
  - Pareu is not to be worn by anyone outside your accommodation
  - Neckline of dresses and blouses are not to be too wide or low-cut in the front or at the back.
  - Tops are not to be too revealing, and sheer fabrics (unless lined) are not to be worn.
  - White dresses or skirts and tops are to be worn during the Sunday main service (10am) and evening service (4pm) on Sundays with a white or rito hat. Only gold, silver, pearl, white or natural-coloured rito jewelry can be worn with white.
  - Light blue shirts or polar tops with a black skirt to be worn to all classes.
  - Decent clothing that complies with the dignity of the service must be worn for all dawn services.
  - A hat must be worn to all services.
  - Black must be worn to all funerals and unveilings, with a black hat. Only gold, silver, pearl or black jewelry can be worn with the black.
  - A hat and suitable attire must be worn whenever leaving the Campus.
  - Hair should look neat and tidy and should be worn in a neat bun at all times.
  - Cosmetics are to be modestly applied.
  - Presentable earrings may be worn.
  - Tattoos should be covered appropriately
  - It is the responsibility of the Mama to ensure that the young girls are dressed respectfully and appropriately.

### **Papa's Attire**

- All men should wear a white suit, white tie and black or white shoes during the main (10am) and afternoon (4pm) services on Sundays.
- Any coloured suits may be worn for dawn services.
- Black suit, black shirt, black tie and black shoes are to be worn to a funeral, family service and unveiling.
- Long black suit pants, a light blue shirt and black tie must be worn to all classes.
- Shorts, jeans and track suits, are not to be worn when leaving the College unless you are going fishing or doing manual work.
- During sporting activities at the College, you must wear a T-shirt or sweat shirt – no singlets.
- Neat shirt and pants must be worn whenever leaving the College.
- Hair must be neat in appearance and face cleanly shaven at the start of each day and in the evening, if necessary.
- Haircuts must be appropriate in appearance, well-groomed, clean, presentable and acceptable as a student representing the College and the Church.
- Fancy and trendy hair styles and long hair touching ear lobes and collar are not permitted.
- Tattoos should be covered appropriately in and outside of Takamoa.
- Earrings are prohibited for males while a student in Takamoa
- Any chains should be worn discreetly and under clothing at all times.

## **STUDENT ACCOMMODATION**

- There are thirteen two-bedroom units, ten single rooms and three one room self-contained units.
- A master key of every unit and room is kept in the Principal's office in a secure and locked cabinet.
- Should a student be absent for any reason from the College then the Principal is in charge of the accommodation.
- Should a student vacate their room or unit, then they are responsible to leave the unit or room as it was when they moved into the accommodation. Painting and repair of any damage to walls, windows and doors must be completed before leaving the college.
- No Takamoa assets from any unit or room shall be removed, changed, swapped, or taken by anyone.

### **Cleaning of Units/Rooms**

- Students are responsible for the upkeep and care of their accommodation, both inside and outside.
- A tutaka is carried out monthly by Mama Principal



- An end of the year cleanup is carried out in all the accommodation, facilities and grounds.

#### **Damage of Units/Rooms**

- The College is God's provision, therefore proper care of property is expected by each student.
- Any damage to units/rooms, furniture or any other College property must be reported immediately to the Principal.
- If the damage is deliberate or an accident, the student involved will be responsible for the repair or replacement.

#### **Electrical Appliances**

- Safety and care must be taken when using any electrical appliance and gas stoves. Ensure they are turned off when leaving the accommodation at any time.
- TVs and washing machines, are not permitted in student residences on campus.
- Dryers are permitted but at the cost of the student.
- The students can use the College laundry for their washing at \$2.00 per load.
- The maximum consumption of electricity is \$60.00 monthly and if this is exceeded, it will be deducted from the monthly allowance.

#### **Names on Doors:**

- Each student should have their names clearly displayed on the outside of their unit or room's front door.
- Care should be taken to avoid damaging the door, decking or outside of the room or unit.

#### **Outside Visitors:**

- No family members or friends are allowed to reside or sleep on Campus unless special permission has been given by the Papa Principal or Mama Principal.
- All outside visitors must be off the campus before the 8.00pm bell for family devotion, unless prior arrangements have been made with the Principal.

#### **Pets:**

- Pets, such as dogs, cats or any other such animals, are not permitted by any student or their families in the College.
- Students are to refrain from feeding stray cats and dogs or allowing them in their accommodation at any time.

#### **Sundays:**

- Sundays are a day of rest and worship, and should be treated as such. Visitors and outings should be organized for Saturday afternoons rather than Sundays.
- All families residing in Takamoa are expected to attend all services on Sundays.

## **STUDENT MINISTRY**

### **College Duties**

- Each student is required to serve as tiaki kainga (leader) for a week or as directed by Principal.
- Duties are listed on the Student Noticeboard in the Lecture Room and available in the Reception Office.
- Students are encouraged to familiarize themselves with the duties of the tiaki kainga
- Each month the 'pae' is the team on duty. The duties are on the student noticeboard and in the reception. The Akaere and tauturu akaere will lead their respective teams.

### **Christian Service**

All students are allocated, by the Principal, to conduct the following:

- Churches CICC (Every 1<sup>st</sup> and 3<sup>rd</sup> Sunday)
  - Afternoon (Aiai) services in the five Churches on Rarotonga
- Avarua CICC (Takamoa service every second Sunday of the month)
  - Morning (Avatea) special number, all songs, and as required
  - Afternoon (Aiai) Contemporary service
- Radio Programme (12.30-1.30pm every Sunday)
  - Opening and closing prayer and short message
- Hospital service (medical and surgical wards, maternity when required)
  - Every day between 5-5.30pm
  - Service and pray for the sick
- Uapou (Every 1<sup>st</sup> Sunday)
  - Following the afternoon (Aiai) service
  - Participate and contribute with songs and responses to questions
- Patu tuatua (Mamas) (Every 2<sup>nd</sup> Sunday)
  - Following Morning (Avatea) service
  - Contribute by answering questions
- Tereora College
  - When advised
  - Bible study
- For each of the above, a copy of the Order of Service, songs, messages,

prayers and testimonies are to be presented early to the Principal 5 days before the service. Should the Apiianga fail then the Principal will allocate another Apiianga.

## **13: STUDENT SUPPORT**

### **STUDY, WRITING AND RESEARCH SKILLS**

- In order to support students with their requirements, a course is undertaken as part of the Certificate programme which incorporates the fundamentals of studying, writing and carrying out research. Aspects of this are also included within the English I and II courses undertaken in the Certificate and Diploma programmes.  
(Refer to QMS 5.3, p10)

### **ORIENTATION WEEK**

- During the first week of a new intake, orientation will be conducted by the Principal and mama Principal.
- This will include the familiarization of the students with the requirements, regulations, and expectations of the College while they are studying at Takamoa Theological College. It will also include the introduction of the courses and their requirements.

### **COLLEGE TELEPHONE AND WIFI**

- A land-line telephone (682 26472) is available in the Reception Office for local calls only.
- This phone implements a calling card service therefore vouchers must be purchased from Vodafone, or other authorized vendors, for overseas calls.
- A Vodafone hotspot is also available from the Reception Office.

### **POWER SUBSIDY**

- The Takamoa National Office provides a subsidy of \$60 per Unit and \$20 per Room for the electricity used per month. If this is exceeded, the excess will be deducted from the student's monthly allowance.

### **GAS CYLINDER REFILL**

- The Takamoa National Office provides 2-monthly to the College a 20 lb gas cylinder for every Unit and a 100lb gas cylinder for students living in the Ruatoka Memorial Mission Hall.

- Students in the hall are to ensure that this gas is used amongst everyone living there.

### **FOOD – KAI PUPU**

- The six Cook Islands Christian Churches on Rarotonga generously provide food supplies once a month, on a rotation basis, to assist all families living in Takamoā. All students and families are required to be present to thank those members of our Church for giving and supporting Takamoā.
- There are bananas, pawpaws, coconuts, lemons, lime and chili available for students in allocated areas within Takamoā.

### **GYM MEMBERSHIP**

- Students have free membership to the Tupapa Gym situated next door to the College.
- Students attending the gym must adhere to the gym rules, safety rules and conditions
- Free classes are also available at arranged time.
- Students attending Gym are required to sit with papa and Mama as to their program and must return to Takamoā after the session.

## **14: STUDENT ALLOWANCE**

- The Takamoā National Office provides a monthly allowance of \$170 to all student couples while residing in Takamoā.
- Students need to open a bank account in Rarotonga for the transaction of their allowance.
- Any queries please see National Office.

## **15: STUDENT LIST – February 2020**

| <b>Order</b> | <b>Student Name</b> | <b>Student ID</b> | <b>Church</b>            |
|--------------|---------------------|-------------------|--------------------------|
| 2017-1       | Remi Tumu           | 17AD28            | Dandenong – Australia    |
| 2017-2       | Mere Tumu           | 17AD29            | Dandenong – Australia    |
| 2017-3       | Tome Nikau          | 17NO30            | Otahuhu – New Zealand    |
| 2017-4       | Metuakore Nikau     | 17NO31            | Otahuhu – New Zealand    |
| 2017-5       | Teurukura Meteka    | 17NM32            | Maungarei – New Zealand  |
| 2017-6       | Tangi Meteka        | 17NM33            | Maungarei – New Zealand  |
| 2017-7       | Vuya Peau           | 17AM34            | Mt Sheridan – Australia  |
| 2017-8       | Taiene Peau         | 17AM35            | Mt Sheridan – Australia  |
| 2017-9       | Taralu Kiliuyi      | 17CP36            | Pukapuka – Cook Islands  |
| 2017-10      | Louise Kiliuyi      | 17CP37            | Pukapuka – Cook Islands  |
| 2018-1       | Teava Nanai         | 18AD38            | Dandenong – Australia    |
| 2018-2       | Teeiau Nanai        | 18AD39            | Dandenong – Australia    |
| 2018-3       | Travel Makara       | 18AH40            | Hampton Park – Australia |

|         |                              |        |                          |
|---------|------------------------------|--------|--------------------------|
| 2018-4  | Hinatea Makara               | 18AH41 | Hampton Park – Australia |
| 2018-5  | Maurice Hioe                 | 18AC42 | Clayton – Australia      |
| 2018-6  | Tracy Hioe                   | 18AC43 | Clayton – Australia      |
| 2016-15 | Tapuni Tangatapoto           | 16CM15 | Mitiaro – Cook Islands   |
| 2016-16 | Liana Tangatapoto            | 16CM16 | Mitiaro – Cook Islands   |
| 2016-25 | Nikau Williams-Mii           | 16NM27 | Mangere – New Zealand    |
| 2016-25 | Mabel Williams-Mii           | 18NM48 | Mangere – New Zealand    |
| 2016-26 | Punatau Mataio               | 16CR28 | Rakahana – Cook Islands  |
| 2016-27 | Tuatai Mataio                | 16CR29 | Rakahana – Cook Islands  |
| 2016-3  | Kapu Marsters (Sick Leave)   | 16AM03 | Mt Sheridan – Australia  |
| 2016-4  | Teroro Marsters (Sick Leave) | 16AM04 | Mt Sheridan – Australia  |

## 16: ABBREVIATIONS

|              |  |
|--------------|--|
| <b>AAC</b>   | Academic Advisory Council                        |
| <b>CICC</b>  | Cook Island Christian Church                     |
| <b>GPA</b>   | Grade Points Average                             |
| <b>LMS</b>   | London Missionary Society                        |
| <b>OBE</b>   | Order of the British Empire                      |
| <b>PQF</b>   | Pacific Quality Framework                        |
| <b>PTC</b>   | Pacific Theological College                      |
| <b>PTCEE</b> | Pacific Theological College Extension Education  |
| <b>QMS</b>   | Quality Management System                        |
| <b>RPL</b>   | Recognition of Prior Learning                    |
| <b>SPATS</b> | South Pacific Association of Theological Schools |
| <b>TBS</b>   | Takamoa Biblical Studies                         |
| <b>TGS</b>   | Takamoa General Studies                          |
| <b>TLS</b>   | Takamoa Language Studies                         |
| <b>TMS</b>   | Takamoa Ministry Studies                         |
| <b>TTS</b>   | Takamoa Theological Studies                      |
| <b>USB</b>   | Universal Serial Bus                             |

|            |                                 |
|------------|---------------------------------|
| <b>USP</b> | University of the South Pacific |
|------------|---------------------------------|

## **17: ACKNOWLEDGEMENTS**

- Rev Tuaine Ngametua, OBE, President of the CICC, Lecturer.
- Mr Nga Mataio, General Secretary of the CICC.
- Rev Tere Te Akaraanga-Marsters, Principal of Takamoa Theological College, Chairman of Academic Advisory Committee, Lecturer.
- Rev Vaka Ngaro, Minister Avarua CICC, Member of the Academic Advisory Committee member, Senior Lecturer.
- Rev Takaikura Marsters, Minister Matavera CICC, Member of the Academic Advisory Committee, Senior Lecturer.
- Mrs Yvonne Te Akaraanga-Marsters, Orometua Vaine, Registrar, Office Manager and Finance Officer of Takamoa Theological College, Lecturer.
- Rev Rusiate Tuidrakulu, Secretary of the South Pacific Association of Theological Schools (SPATS) for visiting Takamoa in 2019.

## **18: REFERENCES**

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- United Theological College, Sydney, Australia, Educational Prospectus 2019
- Pilgrim Theological College, Melbourne, Australia, Handbook 2018
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- CICC Procedures Manual (2010, 2011)
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- Takamoa Theological College, QMS, version 1.0 (2019)
- Cook Islands Christian Church, Constitution (2003)

