Gratia Christian College
宏恩基督教學院

Programme Handbook

for

Higher Diploma in Christian Ministry

2020/21

Content

Section 1   Overview of the Institution

1.1   Overview of Gratia Christian College

1.1.1   The Higher Diploma in Christian Ministry (HDCM) Programme is offered by Gratia Christian College (GCC) (宏恩基督教學院) at 5 Wai Chi Street, Shek Kip Mei, Kowloon, Hong Kong (香港九龍石硤尾偉智街 5 號).

1.1.2   The legal entity of GCC, Gratia Christian College Limited, was registered under Companies Ordinance CAP 32 on 20 December 2013.   GCC was granted the degree-awarding status for registration under the Post-secondary Colleges Ordinance and Regulations (CAP 320) as a private, independent, and non-profit Christian post-secondary college on 13 July 2015.   The ultimate goal of the College is to become a private and independent Christian university in the future.

1.2   Vision, Mission and Values

1.2.1   The Vision of GCC is "To be a private independent Christian university that excels in liberal arts and professional education for developing servant leaders to serve the Chinese and global communities with competence and Christian love."

1.2.2   The Mission of GCC is to:

a)   Inspire students to develop academically and spiritually, discover complementation between knowledge and faith, think critically with clarity, act professionally with integrity, and work in teams effectively with humility.

b)   Provide professional development and life-long learning programmes for staff in partnership with educational, commercial, and religious organizations.

c)   Engage the Church in inter-faith and inter-cultural dialogues for developing Christian approaches to current and future issues facing the Chinese and global communities.

1.2.3   GCC nurtures its students based on the "CHRIST" values:

"C	H	R	I	S	T"
COMMITMENT	HUMILITY	RESILIENCE	INTEGRITY	SERVICE	TEAMWORK

1.3   Desired Characteristics of GCC Graduates

1.3.1   It is desired that graduates of GCC:

a)   be knowledgeable and professional;
b)   learn independently and think critically;

c) strive for innovation;
d) integrate the "CHRIST" values and faith in whole person development;
e) develop self-confidence, social and interpersonal skills;
f) be a valuable citizen of society with global perspectives; and
g) apply the principles of servant leadership in life.

1.4 Servant Leadership

1.4.1 The concept of servant leadership is a core element found in GCC's vision. It is one of the graduates' desired characteristics so it is written as a programme objective for all the programmes at GCC. It is also a dominating feature of both the formal curriculum and co-curricular activities.

1.4.2 Adapted from "The Servant as Leader"[1]:

"The servant-leader is servant first… It begins with the natural feeling that one wants to serve, to serve first. Then conscious choice brings one to aspire to lead. That person is sharply different from one who is leader first…The best test, and the most difficult to administer, is this: Do those served grow as persons? Do they, while being served, become healthier, wiser, freer, more autonomous, more likely themselves to become servants? And, what is the effect on the least privileged in society? Will they benefit or at least not be further deprived?"

1.5 Programmes on offer

1.5.1 GCC offers three bachelor's degree, four higher diploma and one diploma programmes. They are shown in the following table:

Year of Launch	Programme
2015	Bachelor of Business Administration (Honours) in Service Marketing and Management *Renamed as "Bachelor of Service Management (Honours)" with effect from 2020/21*
	Bachelor of Psychology (Honours).
	Bachelor of Social Work (Honours)
2017	Higher Diploma in Early Childhood Education
	Diploma in Pre-University Studies
2019	Higher Diploma in Transformative Business Management
	Higher Diploma in Psychology and Counselling
	Higher Diploma in Christian Ministry

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[1] Greenleaf, R. K. (1991). *The servant as leader.* Indianapolis, IN: The Robert K. Greenleaf Center. [Originally published in 1970, by Robert K. Greenleaf]

Section 2 The Programme

2.1 General Programme Information

2.1.1   The table below gives a brief introduction of the HDCM Programme.

<u>Table 2.1   General Information of the HDCM Programme</u>

Item	Description	
Programme Title	Higher Diploma in Christian Ministry Programme 基督教事工高級文憑課程	
Qualification Title (Exit Award)	Higher Diploma in Christian Ministry 基督教事工高級文憑	QF Level 4
Award Granting Body	Gratia Christian College 宏恩基督教學院	
QR Registration No.	19/000801/L4	
Mode of Study	Full-time and Part-time	
Primary Area of Study/Training	Humanities	
Sub Area of Study/Training	Humanities	
Programme Length	2 years (Full-time) or 3 years (Part-time)	
Length of Programme Leading to Exit Award	<u>Full-time mode:</u> Maximum no. of years: 4 Minimum no. of years: 2 <u>Part-time mode:</u> Maximum no. of years: 6 Minimum no. of years: 3 Number of notional learning hours: 2760 Number of QF credits required for graduation: 276 Contact hours required for the above QF credits: 1000 Ratio of contact hours to self-study hours for various teaching and learning activities: •　1:2 (for activities in taught courses, e.g. lecture, tutorial, workshop, seminar, web-based teaching and learning) •　2:1 (for the Practicum course)	
Number of Enrolments Per Year	Two enrollments per year (Autumn and Spring)	
Maximum number of new students per year	September Entry: 40 students (20 full-time, 20 part-time) February Entry: 40 students (20 full-time, 20 part-time) Maximum of 80 students per year (40 full-time, 40 part-time)	

Section 3   Programme Objectives and Learning Outcomes

3.1   Programme Objectives

The Higher Diploma in Christian Ministry Programme (HDCM) aims to:

a) Provide students with a curriculum of basic theological knowledge, biblical knowledge, practical counselling skills, and general education.

b) Equip students with the biblical and theological foundations of evangelism.

c) Nurture students to become servant leaders to exemplify the "CHRIST" values.

d) Prepare students to practice ministry or serve in various organisations operated with Christian values.

3.2   Programme Intended Learning Outcomes (PILOs)

The Programme Intended Learning Outcomes of the HDCM Programme are classified into two aspects, "To do" and 'To be".   The former focuses on instruction of knowledge and skills while the latter focuses on developing the character of students.   The PILOs are:

(To do)

Graduates will be able to:

1. Articulate a foundation of theological and biblical knowledge and a Christian worldview.

2. Outline, interpret, and reflect on biblical scriptures for application to the contemporary context and effective ministry service and teaching.

3. Develop the basic skills for working in faith communities, including pastoral care and counselling, for effective ministry leadership and mission.

4. Demonstrate the necessary skills of a ministry practitioner in written and oral communication and the critical analysis and evaluation of information and ideas.

5. Be adequately prepared to pursue further study in ministry, theology, or biblical studies, or initial employment in churches or organisations operated with Christian principles and values.

(To be)

Graduates of the Programme will become:

1. Knowledgeable persons who integrate the "CHRIST" values and faith.

2. Life-long learners who have the expertise and skills to independently and critically gain knowledge related to and beyond their profession.

3. Principled individuals who are committed to building a Christ-centered life.

4. Servant leaders who apply the principles of the Bible to contribute to the well-being of the world with Christian love, creativity, and a global perspective.

3.3 Further Study Opportunities

3.3.1 The Programme will equip students with the knowledge, skills, and academic qualifications for further study in Hong Kong, Mainland China and overseas.

3.3.2 Graduates of the Higher Diploma in Christian Ministry can apply for third year entry to degree courses in Christian Ministry offered by bible seminaries in Hong Kong or overseas. Gratia Christian College is in the course of developing a degree programme in Christian Ministry for providing an articulation path to the HDCM graduates.

3.4 Career Prospects

3.4.1 With a good understanding of human behaviours and Christian values, and good interpersonal and communication skills, graduates of the Higher Diploma in Christian Ministry Programme will be prepared to work in settings like churches, faith communities or NGOs at the para-professional level, such as:

    a)   Church settings: Executive Officer, Assistant to the Pastor, Pastoral Care Officer, Event Management Officer, etc.

    b)   Christian education settings: Project Officer, Executive Officer, Public Relations Assistant, Evangelical / Outreach Officer, etc.

    c)   Human service settings (family service settings, social service settings, funeral service settings (for those who take up electives related to funeral service), etc.)

3.4.2 Career guidance and related activities will be arranged by the Student Development Office of GCC and a special liaison office that maintains connections with different churches in Hong Kong.

Section 4　Programme Content and Structure

4.1　Features of the Programme Design

4.1.1　Given that the Vision of the College is to develop servant leaders with professional competence and Christian love, the HDCM Programme is designed to realise the Vision by developing the graduates with the competency and personal constructs to meet the needs of different Christian communities.

4.1.2　The HDCM Programme consists of two curricular components, namely (1) General Education (GE) Courses, and (2) Specialised Courses (Christian studies, counselling, and management).　The General Education courses are meant to widen students' perspectives and enhance students' language competence.　The Specialised Courses are designed to equip students with the necessary knowledge and skills for further study or initial employment in counselling, pastoral care, church administration, or other related areas.

4.2　Programme Structure

4.2.1　The HDCM Programme curriculum and content are designed to be in line with the Generic Level Descriptors at Qualifications Framework (QF) Level 4.

4.2.2　The Programme curriculum incorporates 276 QF credits over two years of full-time study involving 1000 contact hours.　Each year comprises 28 teaching weeks (14 weeks in the first semester, 14 weeks in the second semester).

4.2.3　Students in the part-time mode are normally enrolled in 9 course hours per week (up to a maximum of 12 course hours per week in semesters other than Semester 1 in Year 1). Students in the part-time mode are expected to complete the Programme within 3 to 6 years of study.

4.2.4　The Programme structure comprises the following components:
  a)　General Education
  　　(A total of 88.2 QF credits comprising 7 courses)
  b)　Specialised Study in Christian Ministry
  　　(A total of 163.8 QF credits comprising 13 courses)
  c)　Practicum
  　　(A total of 24 QF credits comprising 20 days of attachment)

Table 4.1   List of Courses in the Programme and their QF Levels

Study Area	Course			QF Level	QF Credits
General Education Courses (7 courses)					
Character and Life Education	1	✔	GEN1401 Lives of Servant Leaders	4	12.6
	2	*choose one*	GEN1402 Holistic Health	4	12.6
			GEN1403 The Pursuit of Happiness	4	12.6
			GEN1502 Critical Thinking	5	12.6
			GEN1503 Christian Spirituality	5	12.6
Language and Communication	3	✔	HGE101 English I: Reading and Writing Skills	4	12.6
	4	✔	HGE102 English II: Integrated English	4	12.6
	5	✔	HGE105 Practical Chinese Writing	4	12.6
	6	*choose one*	GEN2403 Creative Arts in Daily Life	4	12.6
			GEN2405 Information Literacy	4	12.6
			GEN2501 Public Speaking and Communication	5	12.6
			GEN2504 Empathetic Communication	5	12.6
Culture, Society and Technology	7	*choose one*	GEN3401 Introduction to Psychology	4	12.6
			GEN3402 Introduction to Sociology	4	12.6
			GEN3404 Applications of Innovative Technologies	4	12.6
			GEN3405 Social Issues, Social Welfare and Social Work	4	12.6
Specialised Courses (13 courses)					
Required Courses	1	✔	HCM101 Christian Ministry	4	12.6
	2	✔	HCM102 Introduction to Counselling	4	12.6
	3	✔	HCM103 Hermeneutics	4	12.6
	4	✔	HCM104 Systematic Theology	4	12.6
	5	✔	HCM105 Introduction to the New Testament	4	12.6
	6	✔	HCM106 Introduction to the Old Testament	4	12.6
	7	✔	HCM107 Servant Leadership	5	12.6
Elective Courses	8	*Electives (choose 6)*	**Choose 6 from the following 9 courses:**		
	9		HCM202 Christian Ethics	4	12.6
			HCM203 Church Growth	4	12.6
	10		HCM204 Counselling Skills Laboratory	4	12.6
			HCM205 Evangelism and Discipleship	4	12.6
	11		HCM206 Grief and Loss Counselling	4	12.6
			HCM207 Management of Funeral Services	4	12.6
			HCM208 Management in Human Service Organisations	4	12.6
	12		HCM209 Practical Church Administration and Operation	4	12.6
	13		HCM210 Christianity and Social Concern in a Pluralistic Society	5	12.6
Practicum (1 course)					
Practicum	1	✔	HCM201 Practicum	4	24
				Total:	276

Section 5 Student Development Office

5.1 Student Development Office (SDO)

5.1.1   The SDO aims to assist students to develop into servant leaders with Christian love and the desired graduate characteristics in a unique college culture and environment.   It provides academic, social, personal, practical and career-related support to students in their study journey.   The Office not only helps students to enhance their personal growth, sense of well-being and generic skills, but also supports them to lead a meaningful and fulfilling life.   Further information on the SDO can be obtained from:

a)   Office Website: www.gcc.edu.hk/sdo
b)   General Enquiries: 5804 4142 / sdo@gratia.edu.hk

5.2 Staff List

5.2.1   Enlisted in the following are staff serving the SDO, including Student Development Manager and the counsellor who stations in the campus to provide counselling services to students:

Ms IP Ying Wah Erica
Assistant Student Development Manager
Office: Room 301
Email: ywip@gratia.edu.hk
Phone.: 5804 4140 (Ext. 403)

Ms HUI Wai Yue Annie
Counsellor
Office: Room 202 / 405
Email: anniehui@gratia.edu.hk
Phone.: 5804 4140 (Ext. 402)

5.3 Scope of Work

a)   Personal growth and counselling, e.g. personality and mental health workshops
b)   Pastoral care, e.g. mentoring and peer-tutoring schemes
c)   Spiritual education, e.g. college assembly, Christian fellowship
d)   Leadership and service learning, e.g. community and in-house services, student society, citizenship education
e)   Global learning, e.g. international work camp, student exchange, etc.
f)   Student welfare and support, e.g. scholarships and financial assistance
g)   Career guidance, e.g. individual career consultation, mock interviews, etc.
h)   Student survey, e.g. student opinion survey, graduate survey, etc.

5.4 Student Activity Room (Room 202)

5.4.1   Student Activity Room (Room 202) is managed by the SDO.   It is designated as a resting and gathering point for all students.   If students wish to take a break or

chat with fellow schoolmates, Room 202 is the perfect place for them to spend their time.   It is hoped that students will find the College a place for growing and bonding, as well as a second home for everyone.

Section 6   Community Services

6.1   Since the vision of the College is to develop servant leaders, all full time students have to complete the required hours of community services within their years of study as shown in the table below.

Programme Type	Number of Hours Required	Duration
Degree	20	Within 4 years
Degree (year 3 entry)	20	Within 2 years
Higher Diploma	20	Within 2 years
Diploma	10	Within 1 year

6.2   The servant comes first in servant leadership.   To cultivate such an attitude to life, Gratia puts emphasis on community service and nurturing students to become servant leaders. We reach out first and foremost to districts in our close proximity, and encourage students to apply what they learn to address local and global problems.   Our ultimate goal is to nurture in students a twin sense of care and justice, to boost their interpersonal skills, and to instill civic virtue as well as "CHRIST" values.

6.3   Students may choose to fulfill this obligation either individually or in groups.   They may look for the service opportunities by themselves, and/or enroll in programmes which are promoted or organised by the Student Development Office.   Students are expected to fill in the service details in the Community Service Record Book.

6.4   There are special arrangements for students studying on a part-time mode and those full time students working part-time with pay in organisations recognized by the College.

Section 7   College Assembly

7.1 Purposes of the College Assembly

7.1.1. The College Assembly serves the important purposes of sharing the vision of the College among all staff and students, cultivating a spirit of oneness in Christ, widening the horizons of students and enhancing students' development in servant leadership.   Apart from announcement of information/events and conduct of certain student activities, etc., prominent speakers and faculty staff are invited to deliver talks on particular issues and topics of interests.

7.2 Schedule

7.2.1 The assemblies are held on a regular basis usually on Monday mornings in the Assembly Hall on the first floor.   There are altogether 10 assemblies for each academic year.

7.3 Attendance requirement

7.3.1 The College Assembly is a compulsory but non-credit bearing event.   Students should attend all College Assemblies.   Attendance rate less than 80% would result in a remark of "Attendance Requirement of College Assembly Not Fulfilled" putting on the transcript upon graduation.   Students who are absent for more than 30 minutes would be counted as absence.

7.3.2 There are special arrangements for students admitted directly to year 3 of degree programmes.

Section 8   Scholarships and Bursary

8.1   Scholarships

8.1.1   College Scholarship Scheme

The College Scholarship Scheme is established to encourage and recognize students' accomplishment in academic and non-academic areas.   There are six categories of scholarship awards under the Scheme for the Programme, including:
a)   Best Progress in Academic Performance
b)   Best in Academic Performance
c)   Best in In-house Service
d)   Best in Community Service
e)   Spiritual Leadership Scholarship
f)   Gratia Scholarship

8.1.2   Self-financing Post-Secondary Scholarship Scheme (SPSS)

To promote the development of the self-financing post-secondary sector, the Self-financing Post-secondary Scholarship Scheme is set up under the Self-financing Post-secondary Education Fund to offer scholarships and awards to students pursuing full-time locally-accredited self-financing sub-degree or bachelor's degree (including top-up degree) programmes at non-profit-making education institutions.   There are five types of scholarships established under the Scheme, namely:
a)   Outstanding Performance Scholarship
b)   Best Progress Award
c)   Talent Development Scholarship
d)   Reaching Out Award
e)   Endeavour Scholarship

8.2   Bursary

8.2.1   Financial Assistance Scheme

GCC students can apply for the financial assistance schemes provided by the Working Family and Student Financial Assistance Agency (WFSFAA).

Starting from Academic Year 2017/18, all eligible students must submit their applications through E-link.   The following schemes are available for students studying sub-degree programmes:

a)   Financial Assistance Scheme for Post-secondary Students (FASP)

b) Non-means-tested Loan Scheme (NLSPS)
c) Student Travel Subsidy (STS)
d) Community Care Fund Enhanced Academic Expenses Grant
e) Community Care Fund Enhanced Academic Expenses Grant – for SEN students with financial needs
f) Scheme for subsidy on Exchange for Post-Secondary students (SSE)
g) Scheme for Subsidy on Exchange to "Belt and Road" Regions for Post-secondary Students (SSEBR)

8.2.2 Student Emergency Fund

The Student Emergency Fund (SEF) is offered by the College to provide financial assistance to students who are unable to meet immediate and essential expenses arising from temporary hardship due to emergency.   The application period is open throughout the year.

Section 9   Graduation Requirements and Attendance

9.1   Graduation Requirements

In order to be eligible for the HDCM qualification, students must fulfill all of the attendance and community service requirements and have:

a)   completed and been assessed on all courses;
b)   obtained an overall GPA of 2.0 or above across all courses;
c)   obtained a Pass in Practicum; and
d)   obtained a Grade D or above in all other courses.

9.2   Attendance

Students are requested to note and observe the following attendance regulations:

a)   Attendance rate should be at least 80% (for all courses).
b)   A student whose attendance during the official contact hours of a course is less than 80% will not be permitted to take the end-of-course examination or submit the major assessment for that course.
c)   Students will be deemed as absent in the following circumstances:
   - unapproved absence;
   - failing to attend the scheduled class within the first 30 minutes.

9.3   Grades and Grade Points

The relationship between grades, grade points and interpretation is set out in the table below:

Grade	Grade Point	Broad Interpretation
A	4.00	Outstanding
A-	3.67	Outstanding
B+	3.33	Good
B	3.00	Good
B-	2.67	Good
C+	2.33	Satisfactory
C	2.00	Satisfactory
C-	1.67	Satisfactory
D	1.33	Marginal
Fail	0.00	Unsatisfactory

Section 10 ITSO, Computer Laboratory and Library

10.1 Information Technology Services Office (ITSO) and Facility Management

The ITSO team's job is to create a favorable learning environment to support your learning. To do that, the following are made available to you:

10.1.1   Computing services

- Campus Data Network (LAN and Wireless)
  - Data Link to the Internet
  - Network and Data Security
- User Profile and Data Storage
  - Electronic ID & Student Card
  - Safe and secure data storage
- Email, Printing, Scanning and Photocopying
- Learning Management Systems
  - Moodle
  - Room Booking
- Equipment loan (subject to availability)
  - Tablet computer
  - USB Charging cables
  - Power bank
  - Tripod

10.1.2   Places for gathering

Monday to Friday	9:00 am to 7:30 pm
Saturday	9:00 am to 12:30 pm

- Computer Common (Room G02)

  - The only computer room in which food is allowed;
  - A place for discussion, information searching and, perhaps, relaxing during your free time;
  - 32 thin clients computers for Windows based virtual desktop and MS Office software.

- Psychology Laboratory (Room 306)

  - An organised and yet cosy computer room for your distinct quest for knowledge;
  - 20 Windows OS based desktops computers installed with Adobe Creative Suite, STATA, ePrime, MPlus and etc.

- Practice Centre (405)

  ○ You can hear the sound of silence in this place which is ideal for workshop like role-play or one-on-one counselling;
  ○ On-demand video recording equipment is available for teaching purposes;
  ○ You need to make prior booking and be accompanied by a teaching staff.

- Lecture rooms (201, 203, 204, 205, 302, 303, 304, 305 and Glass Rooms in the Library)

  ○ You may use them if they are NOT occupied;
  ○ You are encouraged to make a booking in advance.

10.1.3   Other facilities
- Fresh water fountain (located in the patio on 2nd floor)
- Drinks and snacks vending machine
- Audio-visual equipment
- Video recording equipment
- Multi-function printers

10.1.4   Campus security and hygiene
They are safeguarded by the team of facility management under the management of ITSO.   The following tasks are being carried out on a routine basis:
- Cleaning (e.g. food waste collection)
- Fire and security patrol
- Video surveillance in public areas
- Energy saving control

Most importantly, a considerate and reasonable attitude while enjoying the above facilities and services shall ensure you a wonderful study time with your classmates at GCC.

10.2 Library Resources, Services and Facilities

10.2.1 The College Library aims to support teaching and learning at GCC. Presently, we have more than 440,000 books and ebooks, and approximately 14,000 full-text print and electronic journal titles.   The Library team can help students navigate resources and offer training in referencing skills and the use of referencing software.   The team works closely with faculty members to maintain and develop the resources needed for courses and to provide assistance to students.

10.2.2 The course reserve provides resources for supporting teaching, learning and research.   While information literacy is essential nowadays, the Library actively provides library in-class workshops for all students for enhancing their learning development.   With wifi access and presentation hardware and software available, seminars and group discussion activities can take place in the Library. The information needs of College staff and students can also be met with the resources from Inter-library loan services given by the City University of Hong Kong Library and the Hong Kong Baptist University Library's institutional card.

Section 11 Opening Hours

11.1 Campus Opening Hours

Mondays – Fridays	9:00 am – 10:00 pm*
Saturdays	9:00 am – 12:30 pm
Sundays and Public Holidays	Closed

Campus will remain open when evening classes are scheduled.

11.2 Library Opening Hours

	Semester 1 & 2*	Semester Break*
Mondays – Fridays	• 9:15 am – 7:00 pm • 9:15 am – 6:30 pm (when classes are held in the Library)	9:15 am – 7:00 pm
Saturdays	9:00 am – 12:00 noon	9:00 am – 12:00 noon
Sundays and Public Holidays	Closed	Closed

Special arrangements will be announced via Moodle.

11.3 Adverse Weather Arrangement for Typhoon and Rainstorm

When Tropical Cyclone Warning Signal No.8 (or above) or the Black Rainstorm Warning is in force, the following arrangements shall apply:

For Morning Classes	Warning signal issued at or after 7:00 am	All morning classes (i.e. 9:00 am – 1:00 pm) will be cancelled
For Afternoon Classes	Warning signal cancelled before 11:00 am	All afternoon classes (i.e. 1:00 pm – 6:30 pm) will be held as scheduled
	Warning Signal in force at or after 11:00 am	All afternoon classes (i.e. 1:00 pm – 6:30 pm) will be cancelled
For Evening Classes	Warning signal cancelled before 4:00 pm	All evening classes commencing after 6:30 pm will be held as scheduled
	Warning Signal in force at or after 4:00 pm	All evening classes commencing after 6:30 pm will be cancelled

Section 12 Key Contact Numbers and Emails

Office	Telephone	Email
President's Office	5804 4149	presidentoffice@gratia.edu.hk
Finance Office	5804 4140 (Ext. 602)	financeoffice@gratia.edu.hk
Registry	5804 4143	registry@gratia.edu.hk
Student Development Office	5804 4142	sdo@gratia.edu.hk
Library	5804 4141	library@gratia.edu.hk
IT Services Office	5804 4148	itso@gratia.edu.hk
Facility Management Office	5804 4148	fmo@gratia.edu.hk

For staff directory in Gratia Christian College, please refer to:

http://www.gcc.edu.hk/staff-directory.

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