

# **MANUAL**

of the

## **MOORE THEOLOGICAL COLLEGE COMMITTEE FOR EXTERNAL STUDIES**

### **CORRESPONDENCE COURSES**

Published by the Committee for External Studies, Moore Theological College  
1 KING STREET, NEWTOWN 2042 N.S.W. AUSTRALIA

**January 1986**

NOTE: Information in this Manual supercedes all previous Manuals. However, students enrolled prior to First Term 1986 may choose to complete the P.T.C. under regulations in existence at the time they commenced study.

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# INTRODUCTION

## ABOUT THE COLLEGE

Moore Theological College has been in existence for more than 100 years. Its primary task is to prepare men for ordination to the Anglican Ministry, particularly in the Diocese of Sydney. However, its students come from many different denominations (e.g., many Presbyterians now choose to train for ordination at Moore College) and go to serve in many other parts of Australia and overseas.

The College is committed to a position that is variously known as Reformed, Conservative or Evangelical. Its theology is based on the view that the Bible is the inspired Word of God and contains all things necessary to salvation (see Article 6 of the 39 Articles or Chapter 1 of the Westminster Confession).

The College provides Full Time Courses over 4 years leading to the B.Th. degree and a one year Course leading to a Diploma in Bible and Mission.

*Details of full time studies can be obtained from the College (telephone (02) 519 2644).*

## ABOUT EXTERNAL STUDIES

The Department of External Studies at Moore College began in the 1940's, because of the need to properly train lay readers for Anglican Churches within the Diocese of Sydney. Initially, students attended lectures given in the evenings by Archdeacon T.C. Hammond but gradually the courses were offered by correspondence to those living some distance from the College. The original notes were roneoed copies of the Principal's lectures.

From this small beginning the Correspondence Courses have grown and now have students throughout Australia, with a growing number in other countries. Students represent all main Protestant denominations. This Manual is designed to give an introduction to these Courses.

The Department also offers a Course of evening lectures leading to a Diploma in Biblical Studies. This Course, taking 2-3 years to complete, is offered at various centres in Sydney. Details of the Diploma in Biblical Studies are available from the Department (telephone (02) 519 2188).

The External Studies Department is situated on the campus of Moore College in the administration building (1 King Street, Newtown) and is open for enquiries from 9.00 am to 5.00 pm Monday to Friday. The telephone number is (02) 519 2188.

The Department is run by the COMMITTEE FOR EXTERNAL STUDIES whose members include representatives from the Moore College faculty and parish clergy. All decisions relating to the administration and running of the Courses are the responsibility of this Committee.



## COURSES OF STUDY

The Course of Study offered by correspondence leads to the **CERTIFICATE IN THEOLOGY (Th.C.)**. When the first part of this Course is completed a **PRELIMINARY THEOLOGICAL CERTIFICATE (P.T.C.)** may be awarded. Students need to apply for the award of this Certificate and a small fee is charged. This is because it is a preliminary to the main Th.C. award.

### (a) **Standard**

The Course has no entry requirements. It is available to anyone who enrolls and it is possible to complete the Course without sitting for exams. Obviously, Certificates can only be awarded to those who pass examinations in the requisite number of subjects.

Students should be prepared to spend at least an hour per day each week (or 5 hours per week) in studying each subject but the more work that is done the more value a student can expect to obtain from the material studied.

Exams require essay answers and, unless special arrangements have been made by the Committee, no adjustment can be made for those for whom English is a second language.

### (b) **Standing**

The Course is **NOT** intended to lead to ordination. For that, full time study is preferable. They do however, provide a good introduction to full time theological study and those contemplating entry into College would be advised to do as many of these subjects as possible in preparation.

### (c) **Lay Readers**

Lay Readers in the Anglican Diocese of Sydney are required to have obtained the P.T.C. in order to apply for a licence. Further details on this can be obtained from the Diocesan Registrar. At present the Archbishop requires 6 of the 9 subjects to be completed before issuing a licence (of these 6 one must be Prayer Book). The College will provide a Certificate of Attainment upon request to satisfy this requirement. Once the licence has been obtained the student is encouraged to continue in the Course.

### (d) **Missionary Service**

Missionary Societies and other organisations often accept the P.T.C. or Th.C. as evidence of completion of basic theological study. If you require the Certificate for such a reason you should make

enquiries from the organisation concerned to clarify exactly what their requirements are.

### (e) **Exemptions**

Students who have already completed some theological study may be eligible for exemptions in the Course. To enquire about this you should write, with full details of the Courses studied and results achieved, to the Director of External Studies. Exemptions are not given unless the previous study is of the same standard and covers the same area as the Th.C. subject. Exemptions are given solely at the discretion of the Committee and each request is dealt with separately.

### (f) **How the Course Operates**

1. Each subject consists of 10 Studies. These are contained in a study book which is sent upon receipt of enrolment. The Course Notes are meant to be sufficient to enable a pass in the examination if studied carefully. Other recommended reading is suggested so that those who wish to pursue the subject further may be guided in doing so. Honours level marks generally need to show evidence of further reading beyond the Notes.
2. There are exercises contained in the notes to assist with study and, from time to time, other study aids are provided. None of these are to be returned to the Department unless specified in the introduction to the Course Notes.
3. At the end of the 10 weeks of each term there is a two week examination period. Students select a date and a supervisor and sit the exam in the supervisor's presence at a place nominated by the supervisor.
4. The exam paper is sent to the College where it is marked and the result is posted to the student as soon as possible.

**EXCEPTION** — The Course "Introduction to the Bible" is designed to operate in exactly the same way. However, because it is an introductory course, it is possible that some students or groups may wish to do it over 2 or 3 terms. If that is the case do not include the name of an exam supervisor on the enrolment form until the Term in which you intend to sit for the exam. Where you do this you will not need to pay a re-enrolment fee if you do the exam during the 2nd or 3rd Term after commencing. This arrangement only applies to this subject.



**(g) Terms**

There are three terms beginning:

March 1st  
June 1st  
September 1st

There is also a special fourth term, for those who wish to study during the summer months, beginning on December 1st.

Each term consists of 10 weeks followed by an exam period of two weeks.

**(h) Enrolments**

- (i) Enrolments should be received in time to allow processing and the posting of Notes to arrive before term begins. It is best if enrolments are sent a month before term begins. After the commencement of a term acceptance of late enrolments is at the discretion of the Committee. Enrolments received more than two weeks after a Term commences are unlikely to be accepted for that Term.

Enrolments should always be sent on the enrolment forms provided. This will speed up our office procedures.

It is possible, and helpful to us, for you to enrol for the whole year. This cuts down the amount of work we need to do in the office and ensures that you receive your Notes in plenty of time to commence study.

Enrolments should ALWAYS be accompanied by your payment. Notes cannot be sent on credit. Payment should be in the form of a cheque or money order made payable to the committee for External Studies. DO NOT SEND CASH.

- (ii) Individual students should fill in the Enrolment Form for the appropriate term. Please include all the information asked for. Only those enrolment forms with exam supervisors information completed will be enrolled for the examination (though you may inform us of that information at a later date).
- (iii) Group enrolments MUST be on a separate Group Enrolment form. It is important that Group Leaders check that all information required is included and that all group members names are listed. Adding names later can lead to confusion. Group enrolments should be accompanied by ONE cheque rather than individual cheques as only one receipt is issued.

**(i) Examinations**

The credibility of our Courses depends on proper examination procedure. Please read the following information carefully.

1. The exam period is the two weeks following the 10 week study period. Exams should be attempted during this 2 weeks.
2. Students who seek extensions for the exam period cause difficulties in the marking of papers. For that reason, an extension of 7 days may be granted but a late exam fee of \$5 must be received prior to the end of the official exam period. Extensions beyond 7 days are rarely, if ever, granted.
3. Exams are of 2½ hours duration. The format is set out in a sample exam paper included with the Study Notes.
4. The student must inform the department of the name and address of a suitable person who has agreed to act as exam supervisor. The exam paper will be sent to the supervisor who will open it in the student's presence, supervise the exam and forward the paper to the College within 24 hours. The supervisor should be either the student's clergyman or someone appointed by him. Under no circumstances should husband/wife supervise each other. AN EXAM PAPER WILL NOT BE SENT UNLESS THE STUDENT REGISTERS THE NAME OF HIS/HER SUPERVISOR WITH THE ENROLMENT DETAILS.
5. The following instructions are issued to candidates:
  - (a) Enrolment details should include the name and address of an exam supervisor. If this is not available at the time of enrolment separate notification MUST be received by the fourth week of the Term.
  - (b) The examination paper will be forwarded to the supervisor prior to the commencement of the exam period. It will be in a sealed envelope and this should be opened in your presence at the commencement of the exam. You should check that your supervisor has received the exam paper several days before the date you are due to sit it.
  - (e) The student should take the following into the exam room:
    - (i) Adequate quarto or A4 ruled sheets with margin.
    - (ii) Pen and stapler or paper clips to fasten the paper.
    - (iii) A stamped addressed envelope to enable the exam answers to be returned by the supervisor. Address the envelope:



Committee for External Studies, 1 King Street,  
Newtown, N.S.W. 2042.

On the top left hand corner write "Exam Papers Only".

**NB. NO NOTE BOOKS, BIBLES OR OTHER MATERIALS  
MAY BE TAKEN INTO THE EXAMINATION ROOM.**

- (d) When writing answers to an examination the following should be observed:
- (i) Write on one side of the paper only.
  - (ii) Commence the answer to each question on a fresh page.
  - (iii) Write your full name at the top of the first page of the answer to each question.
  - (iv) Write the question number on the top right hand corner of each page.
  - (v) Write the numbers of the questions attempted in the box on the Title Page.
  - (vi) Fill in all details on the Title Page and have your exam supervisor sign it.

**NB. FAILURE TO OBSERVE THESE REQUIREMENTS  
MAY RESULT IN LOSS OF MARKS.**

- (e) Because other students may be sitting for the exam later in the exam period, students are asked not to discuss the exam with any other student during the exam period.

#### (j) **Marking**

Every effort is made to ensure that all papers are marked fairly. There are examiners and markers. Examiners are experienced members of the marking team who double check the work of markers. This involves checking random papers to ensure a proper standard. Any paper that fails is re-marked and comments are added to help the student understand the reason for the failure.

Unfortunately, it is not possible to remark papers where the student thinks a better mark should have been obtained. Nor is it possible to return papers to the student.

#### (k) **Results**

Every effort is made to send results to students as soon as possible. Sometimes, because markers are unable to return papers to us on time, these are delayed and we can only apologise for a

situation that is outside our control. Under no circumstances can results be given over the phone.

Please do not contact us by phone about exam results. All results are sent as soon as we receive them.

The following marking scale is employed:

Under 50% = fail  
50-65% = pass  
65-74% = credit  
75-85% = distinction  
over 85% = high distinction

#### (l) **Re-entry**

If a student fails at an exam it is possible to re-enrol in that subject in the next term in which that subject is offered simply by paying the re-enrolment fee. A new enrolment form must be completed and returned with this fee.

#### (m) **Which Bible Version?**

There is often confusion amongst students because of the wide variety of Bible Versions currently in use. The Notes and the Exams are based on the R.S.V. and students should use this version in their studies.

The R.S.V. is the standard text used in all Moore College exams and in exams from the Australian College of Theology. Students who regularly use the N.I.V. or the N.A.S.B. will find that, while the text may be close to the R.S.V., there will be occasions, particularly in context questions, where some confusion could occur. Paraphrases are not a good basis for detailed Bible study and it is not recommended that students use the Good News Bible or the Living Bible FOR STUDY PURPOSES.

#### (n) **Notes Not Transferable**

All Study notes provided in the Course are copyright and are only available to students enrolled in the Course. Under no circumstances are Notes transferable from one student to another. This regulation is necessary because the major cost of providing the Course is administrative rather than the printed notes.

The Notes should not be used for any purpose other than this Course and may not be reproduced in part or whole without written permission from the Committee for External Studies.



## THE CERTIFICATE

The **P.T.C.** is obtained after studying 9 subjects and passing the exam in each. All subjects are available in every term but students are **STRONGLY** urged to do them in the following order:

1. Introduction to the Bible
2. New Testament I
3. Doctrine I
4. Romans
5. Old Testament I
6. Doctrine II
7. Reformation Church History
8. Prayer Book OR Christian Worship\*
9. Preaching OR Christian Education I OR Gospel and Epistles of John\*\*

\* Prayer Book is **REQUIRED** to obtain a lay readers licence in Sydney Diocese..

\*\*Students elect to do one of these. The other(s) can be included in the advanced course.

The order set out above has been determined after careful consideration by the Committee. The only valid reason for not following it is if the student joins a group which is already involved in the Course. In that situation the student will do whatever subject the group is doing.

Within the order there are two important provisos:

- (a) Reformation Church History is an important preparation for Prayer Book and should always be done before it.
- (b) Preaching is best done after the rest of the Course because it presupposes information gained in the other subjects.

### Th.C.

This is awarded after the successful completion of a further 9 subjects.

In these 9 subjects it is **COMPULSORY** to complete and pass:

- New Testament II
- New Testament III
- New Testament IV
- Old Testament II
- Old Testament III
- Doctrine III

The other 3 subjects can be chosen from a wide variety of subjects offered. (See Syllabus P. 31ff)

To receive Second Class Honours the student must:

- do one extra subject (total 19)
- obtain an average of not less than 65% in the Course
- complete the Course within 8 years of first enrolment

To receive First Class Honours the student must:

- do three extra subjects (total 21)
- obtain an average of not less than 75% in the Course.
- complete the Course within 8 years of first enrolment.

For the purpose of calculating Honours, where a student resits a subject the higher mark will be counted.

After completion of the requisite number of subjects a student will receive a letter containing information about presentation of Certificates and an application form. This should be returned to the Department. A Certificate will then be prepared. Certificates are presented once a year at the Moore College Commencement Ceremony. Those unable to attend will receive their Certificate by mail after the Ceremony.

### OLD REGULATIONS

There may be confusion over the difference between old and new regulations for the Course. Students enrolled prior to 1986 are considered to be enrolled under the *Old Regulations* and need to read this section carefully.

The major difference is that students enrolled prior to 1986 can obtain their P.T.C. after doing 6 subjects. The Th.C. requirements remain the same.

Other regulations are either the same or new regulations replace the old. The regulations in this Manual apply to all students except in regard to subjects required for P.T.C. Where there has been a change in regulations in any other matter students enrolled before 1986 should not find themselves disadvantaged in any way by the new regulations. If they consider that they are the student should contact the Director of External Studies so that the matter can be clarified.

Students under the old regulations can do the new P.T.C. subjects Introduction to the Bible, Reformation Church History and Preaching, as part of their Advanced Course.



## THE FEES

1. Fees are kept as low as possible. All of the Department's income comes from student fees — there are no grants from the College or the Diocese. The fees are meant to cover:

- the study notes
- enclosures with Notes
- postage (except overseas)
- all examination costs
- all administration costs

The best way for us to keep fees low is to increase the number of students. To that end we encourage students to tell others about the Course and to organise study groups. The most effective form of advertising comes from the encouragement of those already studying the Course.

2. All payments should accompany your enrolment. Notes cannot be sent without receipt of payment.
3. The Fee structure is meant to be as simple as possible. For that reason there is just one fee for every subject. However, there are some exceptions:

### (a) Concessions

- (i) Pensioners — A special concession fee is charged if the student is a pensioner and the pension number is included on the enrolment form.
- (ii) Husband/Wife — Where a husband and wife choose to study together and only use one set of Notes they pay a combined fee which represents the supply of only one set of Notes. This concession is not available to anyone other than a husband and wife combination.
- (iii) Missionaries and full time Christian workers — Where a missionary or full time Christian worker is on a *significantly* lower rate of income a concession fee is charged.

In the case of (iii) or any other request for concession rates not covered above, a concession will only be granted if the request is sent, in writing, to the Committee and each such request will be considered on its merit. Please note: fees are set at the lowest possible level and each concession granted INCREASES the

level of the normal fee needed to cover costs. For that reason students should only apply for concessions if it is absolutely essential.

- (b) Re-enrolment. When a student re-enrols in a subject either because the exam was not completed or was not passed a re-enrolment fee is charged. This is designed to cover the numerous administrative and exam costs involved in processing the re-enrolment. The re-enrolment fee is just under half of the normal Course fee.
4. From time to time the Committee requests for help with either fees or the purchasing of recommended texts for students in our gaols (where very little money can be earned) or from overseas students in very poor countries. Our desire always is to help such students without placing an extra burden on our other students. To this end we would encourage students who benefit from the Course and who can afford to do so, to make donations to help us to assist such students. When making such a donation it should clearly be marked STUDENT ASSISTANCE FUND.



## A WORD ABOUT BOOKS

Each term you will receive a Booklist with recommended reading for each subject. Prices listed on it will be from the IMPACT Bookshop which is associated with the College. Prices include postage and so will sometimes be higher than in your local bookstore.

There are so many good books available that buying books can become a very expensive part of doing the Course. For that reason the following guidelines are given:

- (a) The Notes are meant to give you all the information that you need to obtain a pass.
- (b) Recommended reading is designed to allow you to go more deeply into a subject and will help you to obtain honours.
- (c) Many books cover a number of Courses while others have limited use. You will find it best to select carefully in relation to this.
- (d) Often titles on the Booklist are available in your local library or could be borrowed from others for a Term. It is worth checking this out.
- (e) Some books will continue to prove useful after you have finished the Course. These should be purchased. For example, if you plan to do any preaching or teaching you would be well advised to purchase Commentaries rather than borrowing them. There are some books which we recommend as being essential. These are:

The New Bible Dictionary (or The Illustrated Bible Dictionary)  
The New Bible Commentary

We also recommend the purchase of:

In Understanding Be Men by T.C. Hammond.  
A Good Concordance. (There are a variety now available)

For advice on what to purchase you may find it helpful to discuss the matter with your Minister.

## SOME ADVICE ON HOW TO STUDY

For some students study will be something with which they are already familiar. For others it will be new and, at first, a little forbidding. These Notes are designed to help you to obtain the maximum benefit from the Course.

### HOW DO YOU LEARN?

Learning involves UNDERSTANDING and REMEMBERING the material you are studying. The two are intimately linked. For this reason you ought to attempt to do examinations in each subject. These will help you to crystalise your thinking and spur you on to remember the material.

Learning is dependent upon 4 things:

- (1) YOUR ATTITUDE
- (2) YOUR METHODS OF STUDY
- (3) THE TIME SPENT IN STUDY
- (4) YOUR MENTAL ABILITY

Let us look at each of these separately. We shall dispense with number 4 first. **YOU CAN DO THIS COURSE!** Most of us don't use our mental ability anywhere near its capacity — in fact some tests have shown that most people only use about 40% of it. Further, we are often put off by our poor record at school. This ought not to be so for there are different factors involved when, as a deliberate choice, we return to study something as an adult and there is often very little correlation between those who were "good at school" and those who do well in this Course.

The time spent in study is also less important than some people think. What is important is how effectively you use this time. You can spend countless hours in reading and study and achieve very little. With better study methods you may learn more in much less time. As well as how you use the time, the quality of time is important. It is not good, for example, to begin your study of the Notes at 11.00 pm when you are already exhausted from a long hard day. Nor is it valuable to keep all of your study until the weekend and spend 5 or 6 hours in one go. As the time goes on you will find yourself learning less and less. Ideally you should spend at **LEAST** five hours per week on each subject and you should study at times when you are most likely to benefit from it.



The other two factors are the most important so we will spend some time on them.

## 1. ATTITUDE

We ought to be able to assume that you approach this Course with the right attitude. After all, as a Christian you will recognise the need to grow in your knowledge and understanding of God so that you can serve Him better. And yet we still may bring to our study some wrong attitudes. These may include:

- (a) A lack of confidence. Many students are defeated before they start because they are convinced that it is too difficult for them. There are two things to say about this. The first has already been mentioned — there is ample evidence that those who are prepared to work at the Course can pass it, regardless of their previous academic record. The second is that, if it is to God's glory that you do this Course, should you not expect God to honour your efforts? This does not mean that He will get you a pass that you don't deserve but it does mean that you can rely on Him to help in giving you understanding and assisting you to recall what you have learned.
- (b) A critical spirit. Some students approach everything with an attitude of seeking to find fault. We have sought to provide the best possible Course and, to this end, we are continually revising and rewriting it. We are keen to receive any constructive criticism from our students. But you need to take a positive approach, seeking to learn as much as possible from the material provided. This is especially true for those whose background is doctrinally different from the perspective of the Notes. The aim of the Course is to bring you into a better understanding of THE BIBLE rather than a particular brand of theology.
- (c) A lazy attitude. Some students think that they can pass the Course by reading the Notes through once just before the exam. And sometimes their background knowledge is such that they succeed. Such students get very little benefit from the Course. The value of the Course is determined by the amount of work you put into it. The more you study the Notes and think about them and the more extra reading you do the more you will gain from the Course. This is true regardless of your examination results. And it is what you learn rather than what your exam mark is that really matters.
- (d) A "little as possible" attitude. This usually comes about because of the pressure of other activities. It means doing just enough work to pass and just enough subjects to get a Certificate. We

understand the pressures that our students face and so we advise you when other pressures intervene to take a Term off rather than do a subject poorly. Again, you get out of the Course only what you put into it.

- (e) The right attitude is one in which you are keen to learn as much as you can from the Course and to study and read as much as possible.

## 2. THE RIGHT METHODS

This is the crucial part of your approach to study. Let us set out some of the key factors in right method:

- (i) Practical
  - (a) Obtain the best material. We have tried to provide you with that in our Notes. Decide what extra material you will read and obtain it at the beginning of the Course.
  - (b) Choose the best place to study. Most of us work best in a place which we set aside for such activities. This should be at a table or desk where we will not be distracted.
  - (c) Have all the material you need within reach. You should not need, during your study period, to get up to go and find reference material, extra pens etc. Get everything organised first so that your study can be uninterrupted.
  - (d) Make sure that you are comfortable and that there is plenty of light. Anything which reduces the efficiency of your study time needs to be remedied.
- (ii) Procedures
  - (a) SURVEY the proposed work. Most people learn best when they can put the material they are studying into its context. Begin each subject by looking at where it fits into the overall Course structure. Then look at the material included in the subject (set out in the Course Outline in the front of your Notes) so that you can see where each study fits in.
  - (b) ASK QUESTIONS about the material. These can include:
    - what do I already know about these things?
    - how will what I learn add to my present knowledge?
    - what will be the usefulness of what I am about to learn?
 By asking these questions you will sharpen your interest and give your study point and direction.



(c) **READ** the material. It is best to read the study notes through quickly without stopping to look anything up. This will give you an idea of what is there. Do the same with any suggested reading. Once you have a general idea of the subject matter you can go through and read it more carefully. This time you should stop to look up any words you do not understand or any Bible verses which are suggested. Take time to reflect on those things which strike you as being most significant.

(d) **RECORD** a summary of your reading in an exercise book or loose leaf folder. This summary should be brief, concentrating on key ideas and key words. Set it out in such away that it is easy to read and learn.

This will prove invaluable when you come to the final period of exam preparation. (Some students may choose to underline key parts of their study Notes as an alternative to this).

(e) **WRITE** outline answers to the questions at the end of the study or to any exercises in the study. You should also list anything that you did not fully understand. Come back to this later and read the material again. If you still do not understand it seek help from your minister or from someone who has already done the Course.

(f) **REVISE** your summaries. If you have written them properly they will help you to recall your reading. In fact, if you learn your summaries (make sure they are not too long) you will find this invaluable for recalling information during the exam and as an aid to organising it to answer the question.

### (iii) Memory

There are many ways of making our memory more effective. Most importantly you should recognise that most remembering occurs subconsciously so your attitude to your study is vital. If you commit yourself to sitting for the exam, for example, you will be more likely to remember material as you go through your study because there is a set purpose in mind. This is helped if you can see how what you are learning could be used either in your own Christian experience or as a help to others.

Most importantly, however, we remember best those things which we teach to others. This means that you should share what you learn with someone else as soon as possible.

### (iv) A recommendation

The best way to study is in a group with others. This keeps you at your work, helps you to share problems and seek answers from others, allows you to share the results of extra reading and helps you to remember better as you share your revision with others.

**WE STRONGLY RECOMMEND THAT, WHEREVER POSSIBLE, STUDENTS FIND OTHERS TO DO THE COURSE WITH THEM AND STUDY TOGETHER AS A GROUP.**



## SOME ADVICE ON STUDY GROUPS

### 1. ADVANTAGES OF A GROUP

Studying together as a group has many advantages:

- (a) A group leader can teach the Course helping to make it more understandable.
- (b) Students can divide up extra reading and research to lighten the load on each individual student.
- (c) Students are encouraged to keep up their study when they are involved with a group.
- (d) Difficulties and problems can be overcome by sharing the insights of others.
- (e) Learning is helped when students share what they have learned with group members.

### 2. WHAT IS A GROUP?

A group is simply a number of people who are studying the same subject. It may consist of as few as 2 or may be large. If you expect interaction between group members 6 to 12 may be an optimum number. If the group meets to get information from a teacher it can be much larger.

Groups are usually formed by people in one parish. Sometimes a number of parishes or different denominations in an area get together. How the group is formed really depends on your area and your friends.

Some examples:

- (a) A parish group with the Minister as Group leader.
- (b) A Parish group without a leader.
- (c) A number of Parish groups allowing people to choose the subject they wish to study.
- (d) 3 Parishes forming one group with each minister responsible for one term's teaching per year.
- (e) A non Parish organisation whose members study together.

There are numerous possibilities.

### 3. WHAT IS A LEADER?

There are different possibilities. Each group must have a leader, at least in name, because all of the group's materials are sent to that person. Some examples of types of leaders:

- (a) Local Minister. This can prove helpful to the group because of his training. Many ministers find it a helpful way of "refreshing" their own study and a helpful incentive to reading.
- (b) Someone who has already done the Course. It is helpful if such a person has kept reading and is a gifted teacher.
- (c) A member of the group. In this instance the leader will not be responsible for input but for organising the group's research and study programme. Such a leader ought not to hesitate to seek help from someone who is more experienced in designing the study programme.

#### Leader's Notes

NB: In the past there has been some confusion over the provision of Notes for Group Leaders. The Committee has determined the following rules to assist with our costing.

- (a) Where a leader is also enrolled as a group member Notes are received as a normal part of the enrolment fee.
- (b) Where a leader is not enrolled in the subject the enrolment form should include an order for a set of Notes and \$5 should be enclosed.
- (c) Notes are not transferable between students but Notes may be transferred amongst leaders (e.g., a Parish could purchase a full set of Leaders Notes and different leaders could use them).

### 4. HOW DO GROUPS OPERATE?

- (a) They should meet weekly or fortnightly.
- (b) Students should know at the start of the Term which studies will be dealt with at each meeting. These should be read carefully BEFORE the meeting.
- (c) Any exercises or research should be shared out at the beginning so that students can present it at the appropriate time.
- (d) The programme should include one meeting at the end of the Term, before the exam, for revision.



- (e) Each meeting should include:
- discussion of questions arising from group members study of the Notes.
  - input of information on the study from the leader or a group member who is assigned to lead that study.
  - discussion of material, preferably from specially prepared questions in which there is group interaction.
  - discussion of the questions at the end of each study.
- (f) Group leaders will find helpful material in Study Guides which are being made available for P.T.C. subjects (and are planned for Advanced subjects).
- (g) Where a group is in operation a new student may study with the group even though it means doing the Course subjects out of recommended order for that student.

## 5. HOW DO GROUPS ENROL?

There is a special enrolment form for groups. This allows all material to be sent to the group leader and assists our office procedures. This enrolment form should ALWAYS accompany your payment and all details should be filled in.

Whenever communicating with us always tell us the name of the group. Ask all members to do the same.

## 6. NOTES

There is a temptation in a group to share Notes or transfer them from previous group members to new group members. **THIS IS NOT ALLOWED.** The cost of each student doing the Course is made up of much more than just the cost of the Notes and so each student must enrol individually.

Notes are not available except to those doing the Course. This is essential to ensure that the Department is able to continue to provide these courses.

# SOME ADVICE ON EXAMINATIONS

For many students examinations are a frightening prospect. This may be because of unhappy past experiences, especially at school where a whole future career might hinge on a few results, or because of a fear that failure is embarrassing and something to be ashamed of.

## WHO SHOULD DO EXAMS?

Every student should attempt to sit for the exams and use them as a positive part of the Course. They have two very real values:

1. Revision for an exam is the best way of reinforcing learning which has occurred during the Term. Further reinforcement occurs when you seek to put the information you have into a form which will answer the question asked. In other words, an examination is an aid in the whole learning experience.
2. An exam lets you compare your understanding of the subject with others. A pass of 50% shows that you have just done enough to convince the examiner that you understand the material while all marks above that convey how much your understanding has increased.

Please note that exams are not designed to cause you to fail. In fact, the number of failures is relative small. Examiners take into account the fact that students are studying by correspondence and are concerned to offer encouragement. While there is a standard to keep, and our Course is popular because of the standards required, you should not be afraid of the exams.

## HOW DO YOU DO EXAMS?

Here are 7 basic rules which will assist you. Read and follow them in conjunction with the information on the **SAMPLE PAPER** and **SAMPLE ANSWERS** provided with your Notes.

1. Be sure that you read through the examination regulations in this Manual so that you understand in advance, what you are meant to do in the examination. These regulations will appear as a reminder on the Title Page sent with your examination paper, but you do not want to be reading them then for the first time and using valuable examination time in going through them.
2. You are allowed five minutes at the beginning of the examination in which you may choose your questions. (No writing may be done in this time). Use this time to select what questions



to attempt, and to decide which is the question you can do the best. When the examination starts, do your "best" question first, then your "second best", and so on. This will help you "warm up" by the time you come to tackle the questions you find difficult.

3. Many marks are lost by students who do not answer the question which was asked, but go off on a sidetrack. Read the question through carefully before you start to answer it, in the middle of answering it, and when you finish. This will help to keep you from wandering away from the point.
4. Make sure that you attempt the full number of questions. It will be obvious that if you only attempt three questions out of four, the maximum marks you can receive for your paper (even if you gave perfect answers for those three questions) would be 75 out of 100. Allocate equal time to each question (four questions in two and a half hours is 37½ minutes each — allow 35 minutes for each question leaving time for revision at the end). On your strongest question you may go a few minutes over this time, but be sure you do not leave yourself too short for the last question.
5. Be sure that you do any compulsory questions, if these are set. If you did four questions in a four-question paper, but omitted a compulsory question, the four you did would be marked but only your best three marks would be counted.
6. Context questions in Biblical papers can be troublesome. A verse is quoted and you are required to set it in its context. You will find it helpful to ask yourself, How? When? Where? Why? and Who? Then write an answer setting out who said it to whom on what occasion (if speech), or where, when and how it happened and to whom (if an event). Some context questions also ask for a brief comment on the quotation. In such a case, explain why the quotation is significant and/or what particular meaning it has. Remember that the context question is worth the same marks as all other questions so do not spend more than the allotted time on it.
7. If you find it possible to finish ahead of time, do so and reread your answer paper. You will find many minor alterations and additions which you can make that will improve your answers and make them read more smoothly.

## SYLLABUS

The following outlines of each subject are provided to assist students to understand their content. The Department has a policy of rewriting or revising Notes where necessary when they become due for printing and outlines may change.

Below are the subject outlines as at 1st January, 1986. Where new subjects have yet to be printed only a general indication of content is included. When Course outlines change students are notified through the regular Term Bulletins.

## PRELIMINARY SUBJECTS (P.T.C.)

### 1. INTRODUCTION TO THE BIBLE

This Course is specially designed to help students as they begin the Certificate. It involves a survey of the message of the whole Bible. The examination for this subject consists of short answer type questions with only one essay (all other subjects have a standard exam format).

- Study 1 The Book of Books
- Study 2 Interpreting the Bible
- Study 3 From Creation to New Creation
- Study 4 Israel and God's Purposes
- Study 5 The Promised Land and God's Purpose
- Study 6 The Kingdom of David and God's Purpose
- Study 7 God's Purpose Renewed
- Study 8 Jesus the Fulfiller of God's Purpose
- Study 9 The Gospel for the Nations
- Study 10 Awaiting the Fulfillment — the Apostles' Writings

### 2. NEW TESTAMENT I

- Study 1 The New Testament and the Gospels
- Study 2 The Coming of the King
- Study 3 The Kingdom of God
- Study 4 The Victory of the Kingdom
- Study 5 The King in the Kingdom
- Study 6 The Reception of the King
- Study 7 What it Means for Jesus to be King
- Study 8 What it Means to Follow the King
- Study 9 The Last Week of the King
- Study 10 The King is Dead: Long Live the King



### 3. DOCTRINE I

- Study 1 Man's Knowledge of God
- Study 2 The Doctrine of Biblical Revelation
- Study 3 The Nature and Attributes of God (1)  
Natural Attributes
- Study 4 The Nature and Attributes of God (2)  
Moral Attributes
- Study 5 The Trinity
- Study 6 God The Creator
- Study 7 God's Providence and Divine Government
- Study 8 Man and Sin
- Study 9 God's Covenant With Men (1)
- Study 10 God's Covenant With Men (2)

### 4. ROMANS

- Study 1 The Background of The Epistle
- Study 2 The Need for The Gospel
- Study 3 God's Method of Meeting Man's Need
- Study 4 The Fruit of Justification
- Study 5 The Christian and Sin
- Study 6 The Christian and God's Law
- Study 7 Life in The Spirit
- Study 8 The Problem of Israel's Unbelief
- Study 9 Jews and Gentiles in The Plan of God
- Study 10 Love in Action

### 5. OLD TESTAMENT I

- Study 1 Creation and God's Purposes
- Study 2 Rebellion and Judgment
- Study 3 The Patriarchs
- Study 4 The Book of Exodus
- Study 5 The Redemption of Israel
- Study 6 Israel at Sinai
- Study 7 The Book of Numbers
- Study 8 The Sacrificial System
- Study 9 The Book of Deuteronomy
- Study 10 Major Themes of Deuteronomy

### 6. REFORMATION CHURCH HISTORY

This subject is still in preparation and will be available in 1987. It will include a study of the Reformation on the Continent and in England with special emphasis on the ideas of Calvin and Luther and of the English reformers.

### 7a. PRAYER BOOK

- Study 1 The Church — A Worshipping Community
- Study 2 The Development of the Mediaeval Services
- Study 3 A Prayer Book in English
- Study 4 Prayer Book Revision to 1552
- Study 5 Prayer Book Revision after 1552
- Study 6 Towards An Australian Prayer Book
- Study 7 The Orders of Daily Prayer
- Study 8 The Doctrine of the Sacraments
- Study 9 The Pastoral Services
- Study 10 The Ordinal

### 7b. CHRISTIAN WORSHIP

- Study 1 Introduction
- Study 2 Worship Under the Old and New Covenants
- Study 3 The Vocabulary of Worship in the New Testament
- Study 4 The Christian Assembly in the New Testament
- Study 5 The Sub-Apostolic Age
- Study 6 Later Developments
- Study 7 The Continental Reformers
- Study 8 The British Reformers
- Study 9 The Modern Scene — Some Trends
- Study 10 Review — Principles of Evaluation

NOTE: These two subjects are alternatives. PRAYER BOOK is required by the Archbishop as a subject for those who apply for Lay Reader's licences in the Diocese of Sydney. Non-Anglican students should study Christian Worship.

### 8. DOCTRINE II

(This Course is currently under revision but, although titles of individual studies may change, the material covered will be the same).

- Study 1 The Person of Christ (1)  
His Manhood and Messiahship
- Study 2 The Person of Christ (2)  
His Incarnation and Deity
- Study 3 The Titles of Christ (1)  
Jesus, Christ, Lord, God, Emanuel, The Son, Son of David
- Study 4 The Titles of Christ (2)  
Son of Man, Son of God, and Other Titles
- Study 5 The Work of Christ (1)  
Christ the Substitute for Sinners



- Study 6 The Work of Christ (2)  
Christ the Victor
- Study 7 The Work of Christ (3)  
Christ the Mediator of the New Covenant
- Study 8 The Work of Christ (4)  
The Finished Work of Christ
- Study 9 Justification Through Faith
- Study 10 Sanctification and The Christian Hope

9. These subjects are offered as alternatives but they may all be studied as part of the Advanced Course as well. Students who do Preaching for their P.T.C. may opt to do Christian Education I and John for their Th.C.

#### 9a. **PREACHING**

This Course is currently being prepared and will be available in 1987. It includes a study of the Biblical basis for preaching as well as practical material to help those who are called to preach. The Course will involve some practical assignments as well as an exam.

#### 9b. **CHRISTIAN EDUCATION I**

- Study 1 Aims and Basic Strategies in Christian Education
- Study 2 Understanding the Learner  
(Ages 0-7 Years)
- Study 3 Understanding the Learner  
(Ages 8-12 Years)
- Study 4 The Role of the Teacher
- Study 5 Preparation of a Learning Session
- Study 6 Learning Approaches — (1) Telling
- Study 7 Learning Approaches — (2) Doing
- Study 8 Aids and Resources
- Study 9 Discipline
- Study 10 Evaluation

#### 9c. **THE GOSPEL AND EPISTLES OF JOHN**

- Study 1 Introduction to John's Gospel (1)  
Authorship, Time and Place of Writing
- Study 2 Introduction to John's Gospel (2)  
Special Characteristics and Value, Relationship to New Testament
- Study 3 Jesus in the World (1) (John 1-4)
- Study 4 Jesus in the World (2) (John 5-12)
- Study 5 Jesus With His Disciples (John 13-16)
- Study 6 Jesus Bears the Sins of Men (John 17-19)

- Study 7 Jesus Returns to the Father (John 20-21)
- Study 8 Introduction to the First Epistle of John (1)
- Study 8 Introduction to the First Epistle of John (1)  
Authorship, Time and Place of Writing  
Epilogue (1:1-4)  
God is Light (1:5-2:28)
- Study 9 Introduction to the First Epistle of John (2)  
God is Righteous (2:20-4:6)  
God is Love (4:7-5:12)  
Final Certainties (5:13-21)
- Study 10 Introduction to the Second and Third Epistles of John

## **ADVANCED SUBJECTS**

### **NEW TESTAMENT II**

- Study 1 Introduction to New Testament History
- Study 2 The Acts of the Apostles: Introduction
- Study 3 Peter and Jerusalem (Acts 1-5)
- Study 4 The Hellenists: Stephen and Philip (Acts 6-8)
- Study 5 Paul and The Gentiles (Acts 9-12)
- Study 6 Asia and Europe (Acts 13-17)
- Study 7 "I Go to Jerusalem" (Acts 18-22)
- Study 8 "I Must See Rome" (Acts 23-28)
- Study 9 Insights from Matthew (1)
- Study 10 Insights from Matthew (2)

### **NEW TESTAMENT III**

- Study 1 Introduction to Paul's Letters
- Study 2 Paul and the Gospel
- Study 3 The Defence of the Gospel of Grace
- Study 4 The Nature of Christian Freedom
- Study 5 Paul the Pastor
- Study 6 Problems at Corinth
- Study 7 The Apostolic Ministry
- Study 8 Philippians and Ephesians
- Study 9 Fullness of Life in Christ
- Study 10 The Pastoral Epistles

### **NEW TESTAMENT IV**

- Study 1 Hebrews (i)
- Study 2 Hebrews (ii)
- Study 3 Hebrews (iii)
- Study 4 Hebrews (iv)



- Study 5 James
- Study 6 1 Peter (i)
- Study 7 1 Peter (ii)
- Study 8 2 Peter & Jude
- Study 9 Revelation (i)
- Study 10 Revelation (ii)

## OLD TESTAMENT II

- Study 11 Transition To The Monarchy: Samuel and Saul
- Study 12 The United Kingdom: David
- Study 13 The United Kingdom: Solomon and The Decline
- Study 14 The Northern Kingdom
- Study 15 The Southern Kingdom
- Study 16 The Exile
- Study 17 The Return (1)
- Study 18 The Return (2)
- Study 19 The Return (3)
- Study 20 Historical Significance of the Prophets

## OLD TESTAMENT III

- Study 21 The Wisdom Literature (1): Background
- Study 22 The Wisdom Literature (2): Job
- Study 23 The Wisdom Literature (3): Proverbs and Ecclesiastes
- Study 24 The Psalms and Song of Songs
- Study 25 Special Study of Selected Psalms
- Study 26 Prophecy in Israel (1): Beginnings and Pre-Exilic Prophets
- Study 27 Prophecy in Israel (2): Exilic and Post-Exilic Prophets
- Study 28 Apocalypse and Apocrypha
- Study 29 A Study of Isaiah 40-66 (1)
- Study 30 A Study of Isaiah 40-66 (2)

NOTE: In 1987 and 1988 new Courses will be introduced in Old Testament which will spread the same material over Old Testament II, III and IV.

## CHRISTIAN ETHICS I

- Study 1 Introduction
- Study 2 The Essential Elements of Ethical Theory
- Study 3 Grace, Law and Gospel
- Study 4 Autonomy and Heteronomy
- Study 5 The Status of Moral Rules
- Study 6 Conscience and Standards
- Study 7 Motives and Motivation
- Study 8 Positive and Negative Aspects of Christian Ethics
- Study 9 Making Moral Decisions

- Study 10 Some Contemporary Issues

## EARLY CHURCH HISTORY

- Study 1 Early Church Life
- Study 2 Persecution of the Christians (1)  
The Cause of Persecution
- Study 3 Persecution of the Christians (2)  
The Course of Persecution
- Study 4 The Church in Defence
- Study 5 The Effects of Persecution on Church Life; The Church in Rome in the Second and Third Centuries
- Study 6 Constantine
- Study 7 Arianism
- Study 8 Church Leaders of the Fourth Century
- Study 9 The Rivalry of the Great Sees
- Study 10 The Spread of Christianity

## MODERN CHURCH HISTORY

- Study 1 The Early British Church
- Study 2 Before The Reformation
- Study 3 The Causes of The Reformation
- Study 4 The Reformation on the Continent (1)
- Study 5 The Reformation on the Continent (2)
- Study 6 The Reformation on the Continent (3)
- Study 7 The Reformation in England
- Study 8 Puritans and Presbyterians
- Study 9 The Evangelical Revival
- Study 10 The Last Century or So

NOTE: This Course will be replaced by Reformation Church History in 1987 and a new Modern Church History Course in later years.

## HISTORICAL THEOLOGY

- Study 1 Irenaeus, and Grace and Liberty
- Study 2 Justin Martyr, and the Doctrine of God
- Study 3 Irenaeus, and Salvation
- Study 4 Athanasius, and the Incarnation
- Study 5 Augustine, and the Doctrine of Man
- Study 6 Anselm, and the Atonement
- Study 7 Luther, and Grace and Faith
- Study 8 Calvin, and the Christian World View
- Study 9 The Nineteenth Century Liberals
- Study 10 Twentieth Century Theology



**DOCTRINE III**

- Study 1 The Church (1): The Nature of the Church
- Study 2 The Church (2): God's Calling of the Church
- Study 3 The Church (3): The Fellowship of the Church
- Study 4 The Church (4): The Continuity of the Church
- Study 5 The Church (5): The Church and the Denominations
- Study 6 Christian Worship
- Study 7 The Lord's Supper
- Study 8 Baptism
- Study 9 The Ministry
- Study 10 False Ministries

**DOCTRINE IV**

- Study 1 Approach to Apologetics  
The Existence of God
- Study 2 Salvation — the Biblical approach (Just. by Faith)
- Study 3 Salvation — Alternative Approaches:  
(i) Other religions
- Study 4 Salvation — Alternative Approaches:  
(ii) Cults & Sects (i)
- Study 5 Salvation — Alternative Approaches:  
(iii) Cults & Sects (ii)
- Study 6 Salvation — Alternative Approaches:  
(iv) Modern thinking — morality, humanism, science,  
etc.
- Study 7 Salvation — Alternative Approaches:  
(v) Christian deviations — Roman Cath. Liberation  
Theol.
- Study 8 Other issues in Apologetics:  
(i) The Reliability of Scripture
- Study 9 Other issues in Apologetics:  
(ii) Suffering and Evil
- Study 10 Other issues in Apologetics:  
(iii) Miracles

**CHRISTIAN EDUCATION II**

- Study 1 How do people learn?
- Study 2 Understanding and Working with 12-14 year olds in the Church
- Study 3 Understanding and Working with 15-18 year olds in the Church
- Study 4 Youth work models

- Study 5 The Importance of Adult Education
- Study 6 Working with Adults
- Study 7 A programme for the local congregation
- Study 8 Small groups and Communication Skills
- Study 9 Working with families
- Study 10 Planning for Christian Education in the Parish among adults and young people.