



Seth Mokitimi Methodist Seminary NPC

Forming Transforming Leaders for Church and Nation



**Discover why everybody is talking about our
Distance Learning Programmes**

Higher Certificate in Christian Ministry (HCCM)

Registered with the Department of Higher Education and Training as a private higher education institution under the Higher Education Act, 1997. Reg. No. 2010/HE08/00

Information Booklet for 2022

HIGHER CERTIFICATE IN CHRISTIAN MINISTRY (HCCM)

Background

The vision of Seth Mokitimi Methodist Seminary (SMMS) is to *'form transforming leaders for Church and Nation.'* Our goal is to offer values-based programmes that develop and nurture leaders of impeccable character and ethics, of the highest moral standards, socially conscious, of intellectual capability and refined vocational skills.

Registration and Accreditation

The Higher Certificate in Christian Ministry (HCCM) is a distance learning programme registered with the Department of Higher Education and Training (DHET) and is accredited by the Council for Higher Education (CHE). A total of 8 courses (120 credits at 15 credits per course) need to be completed over a minimum of 2 year period in order to qualify for the Higher Certificate. The programme is mainly assignment based.

Who can Apply

The HCCM is designed and open to the entire Ecumenical Church. The programme is developed to cater for those who require theological training and skills towards various church based ministries and services such as Local Preachers, evangelists, youth pastors, Sunday school teachers, Biblewomen, persons working with communities and those who aspire to study further towards ordained ministry for Word and Sacrament.

Admission and Educational Requirements

To enrol for the HCCM, candidates must have obtained a Matric (Grade 12) or a National Senior Certificate (NSC), or its equivalent (NQF4) entry education.

Award of the Higher Certificates

Candidates who successfully complete the academic requirements for the HCCM programme will be awarded a higher certificate by SMMS in recognition of their studies. Depending on performance at NQF 5, completion of Higher Certificate meets the minimum entry requirement for admission to an appropriate Advanced Certificate. Articulation may also allow admission into a Diploma in Practical Ministry (NQF6) or Bachelors Degree in Theology (NQF 7).

Why a Higher Certificate in Christian Ministry with SMMS

Apart from accessing ministry and service opportunities in Faith Based organizations, completion of the High Certificate would also qualify candidates for entrance into a variety of programmes in other institutions. Accumulated credits may also be presented for admission into a cognate Diploma. A Higher Certificate may also allow access to an appropriate Bachelor's degree.

How to apply

Application and registration for the HCCM programme commences on 1st of May and closes on 31st of November every year. Application forms are available on SMMS websites at www.smms.ac.za. A Completed application form to be submitted along with the following documents:

- Certified copy of ID book.
- Certified copy of Matric/National Senior certificate or last school-leaving certificate (including transcript of results).
- Proof of payment of an annual non-refundable administration fee and course fee.

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2 Years Curriculum and Courses Offered for the HCCM Programme

The HCCM programme offers the following core components:

- Biblical Studies.
- Theological Studies.
- History of Christianity.
- Practice of Christian Ministry and Mission.
- Specific Denominational Studies (optional within particular denominational requests and requirements).

Note: All students must learn to write academic assignments and essays. The required standards are provided in the Academic writing Skills reader. This reader will enable registered students to write assignments according to the academic standard stipulated by the Seminary.

All accepted students for the HCCM programme are expected to register for **a maximum 2 courses per Semester**. The provision of Courses below is not fixed but stipulates the envisioned Course progression within the curriculum for academic studies in Year 1 and Year 2.

	First Semester	Second Semester
Year 1	Biblical Studies 1 An Introduction to Scripture (BIB101C) Overview of the Bible	Biblical Studies 2 Old Testament Theology and Exegesis (BIB102C) Genesis, Exodus, Psalms and Prophets,
	An Introduction to Church History (CHH101C) Including History of Christianity	An Introduction to Community Development (DEV101C) Working with Communities
Year 2	Biblical Studies 3 New Testament (BIB103C) Synoptic Gospels and Pauline Epistles	An Introduction to Homiletics (PCM101C) Preaching, Liturgy and Christian Worship
	Theology 1 An Introduction to Christian Doctrines (THEO101C) Creation, God & Christology; Soteriology & Eschatology	Distinctive Denominational Studies/ Contextual Theologies As requested by specific Church Traditions Elective 1: Wesleyan Studies and Spirituality (WES101C) Elective 2: Doing Theology in Context (THEO102C)

*Subject to adjustments if need be

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Course Fees and Mode of Course Delivery

The following fees will be payable by distance learning students who register to study for the HCCM programme:

1. Annual Administration/Application Fee

Details	Amount
Prospective students to pay a once off non-refundable administration/application fee while applying.	R 210

Note: Payment of a non-refundable application fee **does not guarantee acceptance** into the HCCM programme. An official acceptance letter should guarantee admission to study towards the HCCM.

2. Course Fee and Mode of Course Delivery

Two options are available as mode for course delivery. You either use **Option 1** or **Option 2**.

Option 1: Delivery of printable hard copies of Course Study Guide/material

Details	Course Fee	Study Materials	Aramex Courier	PEP PAXI Postage	Total Fees per Semester
Academic Writing Skills Reader	Nil	R90	R300	R150	With Aramex R2 995
1st Course for Semester	R1 212.50	R90			With PEP
2nd Course for Semester	R1 212.50	R90			R2 845

Option 2: Online Access of Course Study Guide/material

Details	Course Fee	Study Materials	Aramex Courier	PEP PAXI Postage	Total Fees per Semester
Academic Writing Skills Reader	Nil	R90	Nil	Nil	R2 695
1st Course for Semester	R1 212.50	R90			
2nd Course for Semester	R1 212.50	R90			

3. Repeat a Failed Assignment or a Failed Course

The following fee will apply in cases where a student is to repeat a failed assignment or an entire course.

Details	Course Fee	Study Guide and Materials	Postage & Packaging	Fees per Repeat
Supplementary Examination	R100		Nil	R100
Repeat a failed Course	R780	Use the revised Course Material provided		R780

Note: Course fee and cost for study materials/Readers are subject to annual increment if need be.

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Course Registration, Course Requirement and Payment

1. Course Registration

Payment of Course (tuition) fees, study material and postage should accompany semester registration form at the beginning of every semester. The process of registration entails completing a registration form outlining the courses to be studied in a semester of 5 months. A registration form is made available from the programme coordinator for this purpose. Signing and submitting a registration form indicates that one is committing to study the enlisted Courses in that particular Semester. Your registration is only considered complete when the finance office at the Seminary receives a proof of payment for the 2 courses a student has registered to study in that particular Semester.

2. Payment of Study Fees

Accepted students are required to register for a minimum of 2 courses per semester. No student will be allowed to register and study for more than 2 Courses in a given semester as a distance learner. Study fees for a minimum of 2 course are payable upon receiving provisional acceptance. A full acceptance is only granted when a provisionally accepted student meets his/her financial obligation during the process of registration. Payment of Course (tuition) fees, Course material and postage are expected upfront before access to Course study material is granted.

3. Course Materials

Course material includes a course study guide required for studying a particular course. In most cases, the material contained in the course study guide is sufficient for the entire course. Students will not be required to buy additional material since the study guide provided has lecture notes and attached readings for weekly lessons. Please note that the Academic Writing Skills is a compulsory “Course” for all students registering for first year of the HCCM programme. There is no course fees required for Academic Writing Skills. However, the seminary will provide every student with a work book to assist them improve their writing skills. The work book will guide student with academic writing skills needed while submitting their written assignments. This is an important academic requirement to ensure that all assignments are done according to academic standards.

4. Repeating a Failed Assignment or a Failed Course

In cases where a student is to repeat a failed assignment, they will use the same Study material provided during the semester registration. A new Assignment Booklet will be provided. To repeat a failed course, a student will not receive new Study material but will use the same Course content they already have. However, once proof of payment of R750 payable for a repeat Course is received, the student will receive a new Assignment Booklet with new assignment questions for assessment.

5. Procedure for Course Fee Payment

Subject to receiving an official letter of acceptance, accepted students will also receive an invoice from the finance office stipulating the amount they need to pay for a given semester of study. **Every student is expected to quote the invoice number provided as their reference** while making deposit into the seminary account. Please note:

1. **Payment for First Semester:** to be received latest by 31st November or 31st December of every year.
2. **Payment for Second Semester:** to be received latest by 31st of June of every academic year.

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Fees Payable for the Entire HCCM Programme (OPTION 1)

		COURSESES PER YEAR	Course Fee (ZAR)	Cost per Reader (ZAR)	Postage & Packaging (ZAR)	
YEAR ONE	SEMESTER 1					
		Introduction to Academic Writing and Skills	Nil	90	<u>With Aramex</u> 300	
	1	Biblical Studies 1 An Introduction to Scripture	1 212.50	90	<u>With PEP</u> 150	
	2	An Introduction to Church History	1 212.50	90		
	SEMESTER 2					
	3	Biblical Studies 2 Old Testament Theology and Exegesis	1 212.50	90	<u>With Aramex</u> 300	
	4	An Introduction to Community Development	1 212.50	90	<u>With PEP</u> 150	
	Total Fees for 1st Year			4 850	450	600 - Aramex 300 - PEP
YEAR TWO	SEMESTER 1					
	5	Biblical Studies 3 Synoptic Gospels and Pauline Epistles	1 212.50	90	<u>With Aramex</u> 300	
	6	Theology 1 An Introduction to Christian Doctrines	1 212.50	90	<u>With PEP</u> 150	
	SEMESTER 2					
	7	An Introduction to Homiletics Preaching, Liturgy and Christian Worship	1 212.50	90	<u>With Aramex</u> 300	
	8	Distinctive Denominational Studies/Theology	1 212.50	90	<u>With PEP</u> 150	
	Total Fees for 2nd Year			4 850	360	600 - Aramex 300 - PEP
	GRAND TOTAL					R11 710

* Course fee and cost for Study materials are subject to annual increment based on inflation rate

HIGHER CERTIFICATE IN CHRISTIAN MINISTRY (HCCM)

Fees Payable for the Entire HCCM Programme (OPTION 2)

		COURSESES PER YEAR	Course Fee (ZAR)	Cost per Reader (ZAR)	Postage & Packaging (ZAR)
YEAR ONE	SEMESTER 1				
		Introduction to Academic Writing and Skills	Nil	90	Nil
	1	Biblical Studies 1 An Introduction to Scripture	1 212.50	90	
	2	An Introduction to Church History	1 212.50	90	
	SEMESTER 2				
	3	Biblical Studies 2 Old Testament Theology and Exegesis	1 212.50	90	Nil
	4	An Introduction to Community Development	1 212.50	90	
Total Fees for 1st Year			4 850	450	Nil
YEAR TWO	SEMESTER 1				
	5	Biblical Studies 3 Synoptic Gospels and Pauline Epistles	1 212.50	90	Nil
	6	Theology 1 An Introduction to Christian Doctrines	1 212.50	90	
	SEMESTER 2				
	7	An Introduction to Homiletics Preaching, Liturgy and Christian Worship	1 212.50	90	Nil
	8	Distinctive Denominational Studies/Theology	1 212.50	90	
Total Fees for 2nd Year			4 850	360	Nil
GRAND TOTAL					R10 510

*Course fee and cost for Study materials are subject to annual increment based on inflation rates

HOW TO CONTACT US

For further information and clarifications about the HCCM Programme contact:

Administrator: Ms. Nonhlanhla Mbanjwa at (mbanjwan@smms.ac.za) **Telephone:** 033846 8633

Finance: Mrs. Nelli Madlala at (madlalan@smms.ac.za): **Telephone:** 033 846 8604

www.smms.ac.za.

BANKING DETAILS

Account Name: Seth Mokitimi Methodist Seminary

Bank: First National Bank (FNB)

ACCOUNT NO: 62216384876

BRANCH: HAYFIELDS (PIETERMARITZBURG)

BRANCH CODE: 221425

SWIFT: FIRNZAJJ