

ASSOCIATION OF CHRISTIAN RELIGIOUS PRACTITIONERS (ACRP) NPC

RULES DOCUMENT

The rules document is published in terms of Clause 1.3(3) of the Memorandum of Incorporation.

Definitions:

For the purposes of this document, the following definitions apply:

- **Affiliation:** General term for being formally linked to ACRP, whether as either an *individual* or as an *institution*, as indicated in Clause 5 of this document.
- **Christian religious practitioner:** a person who is recognised by a Christian faith community or institution to fulfil religious practices within the context of the institution, faith community or wider community, on a level which is identified in the South African Organising Framework of Occupations as a “religious professional” or “religious associate professional”.
- **Christian pastoral and spiritual counselling:** counselling within the Christian tradition, by an appropriately qualified practitioner who utilises the dimensions of faith, spirituality, religious value clarification and counselling skills to guide and facilitate people towards an adequate definition and transformation of their life situation.
- **Designation:** an occupational title and status conferred by ACRP in recognition of a person's training, skills, expertise and good standing, to practice as a religious practitioner in a specific occupational field.
- **Meeting in person:** a meeting where the members of the meeting are physically present.
- **Meeting via electronic communication:** a meeting where the members of the meeting communicate via one or more electronic device(s), in verbal and / or in written form.

1. Name

The name of the Association is *Association of Christian Religious Practitioners (ACRP) NPC, Reg No 2015/319357/08*

2. Mission of ACRP

The mission of ACRP is to support Christian religious practitioners in fulfilling their calling and promote the provision of training to Christian religious practitioners.

3. Objectives of ACRP

ACRP seeks to assist ministry leaders (including pastors, counsellors, missionaries, youth workers, etc) as well as churches and other ministry institutions as employers, by fulfilling the functions of a professional body in respect of Christian religious practitioners. This is done by means of the following:

- Providing professional support to and registration of Christian religious practitioners through -
 - The development and maintenance of a database of affiliates, reflecting their status of qualification, affiliation and professional standing.
 - The award of designations according to ACRP requirements.
 - The issue of registration certificates as proof of the right to practice under the auspices of ACRP.
 - *Guiding the profession and protecting the client and public in relation to the services provided by its practitioners and the associated risks.*
 - The establishment and support of forums, programmes, guidelines (standards) and codes to enhance the work and conduct of Christian religious practitioners.
- Promoting the training of Christian religious practitioners, with a particular, but not exclusive, focus on the training of educationally disadvantaged persons who want to access education and training on higher levels. This is done through -
 - Developing and maintaining a database of affiliated training providers reflecting their status of affiliation.
 - Supporting training providers in the provision of training to Christian religious practitioners.
 - Doing research to advance the development of resources for the training, mentoring and Continued Professional Development of Christian religious practitioners.
 - Developing a networking and coordination strategy to optimise access to training of religious practitioners on all levels of academic progression in South, Southern and sub-Saharan Africa.
 - Liaising and cooperating with the South African Qualifications Authority (SAQA) and the Quality Council for Trades and Occupations (QCTO) in matters related to the development and formal recognition of qualifications for Christian religious practitioners.
 - Providing a Continued Professional Development service to Christian religious practitioners.

4. ACRP Structure

The ACRP comprises of three main management structures:

4.1 Board of Directors

- The election, composition, authority and functioning of the Board of Directors is as determined by the Memorandum of Incorporation and will include at least one representative from each Ministry Board (**refer to 4.2**).
- Subject to Clause 2.4 of the Memorandum of Incorporation and Section 78 of the Companies Act, 2008, directors are indemnified from legal consequences that may arise from the director's service to the Company.
- The responsibility of the Board of Directors is in general to provide leadership and guidance to ACRP as a whole on strategic and policy level, and to oversee the responsible management and operations of the Association. Details of the roles, responsibilities and rules for the functioning of the Board must be determined by the Board.
- Meetings may be held in person or via electronic communication. At least one meeting per annum must be held in person.
- The Board of Directors may in its discretion appoint, and remunerate from the funds of ACRP, officers to take care of day-to-day affairs of ACRP. The power to appointment officers may be delegated to the Executive Committee of the Board, with report to the Board.
- The Board of Directors shall convene an annual general meeting of ACRP where all affiliated individuals and institutions shall be invited to, for governance purposes as sanctioned by the Mol. More than one general meeting may be convened per annum if needed.

4.2 Ministry Council for ministry-specific focus areas

- Upon request of religious practitioners who operate within a specific focus area of Christian ministry (for example General Ministry, Pastoral and Spiritual Counselling, Training and Mission), the Board of Directors may establish a Ministry Council for such ministry focus area¹.
- Ministry Councils are established to inform and support the ACRP in its role as professional body by-
 - Defining and managing the designations related to the specific ministry focus areas.
 - Managing the professional body functions related to the relevant designations, in coordination with the overall ACRP management and administrative system and the relevant standing committees.
 - Informing ACRP about the need for training, development of resources and support, including online support, that should be available in respect of the relevant designations.
 - Organising programmes and events aimed at the Continuous Professional Development of practitioners.
 - Advising the **Registration** Committee's process in relation to the relevant focus area.
 - Reporting to the Board of **Directors** on **their** activities and finances on a frequency determined by the Board of Directors.
 - Executing any other function that is needed to effectively fulfil their obligations.
 - Requesting the Board of Directors to open own cost centres within the general ACRP financial system, or, with the approval of the Board of Directors, open separate bank **accounts for the Ministry Council**.
 - Meetings of Ministry Council may be held in person or via electronic communication. At least one meeting per annum must be held in person.
 - Roles, responsibilities and rules for the functioning of the Ministry Council must be determined by the Ministry Council and be approved by the Board of Directors.

4.3 Standing committees

The Board of Directors shall appoint standing committees from its affiliates to fulfil specific functions in the manner as determined by the Memorandum of Incorporation. Committees shall meet at a frequency that will enable them to effectively perform their functions. Committee meetings may be conducted by utilising electronic technology on condition that all committee members will have access to the electronic technology so utilised. However, meetings via electronic technology will not be allowed for committee meetings where disciplinary hearings are held.

The functions of the standing committees will be executed in consultation and cooperation with the relevant Ministry Council, when applicable. The committees shall operate within the ambit of the relevant national legislation and policies and in accordance with this ACRP Rules Document.

The following standing committees form part of the management structure:

- **Executive Committee of the Board of Directors**

¹ September 2016 three such Ministry Boards have been identified by the Board of Directors, namely the Council for *General Ministry Practitioners*, the Council for *Pastoral and Spiritual Counsellors* and the Council for *Ministry Training Practitioners*.

- The Committee shall consist of the Chairperson, Vice-Chairperson and Secretary of the Board of Directors who shall be elected by the Board from its members.
 - The Executive Committee may co-opt any number of ad hoc members as deemed necessary, for *ad hoc* purposes.
 - The Executive Committee shall meet as and when the need dictates.
 - The role and responsibilities of the Executive Committee is to represent the Board of Directors during the recess between meetings of the Board, to assist officials with the interpretation and application of strategic guidelines and policies developed by the Board, and in general to play a guiding and supervisory role on behalf of the Board during the recess. Details of the roles, responsibilities and rules for the functioning of the Executive Committee must be determined by the Committee, and approved by the Board of Directors.
 - Meetings may be held in person or via electronic communication.
 - The Executive Committee may, on behalf of the Board of Directors, with report to the Board, exercise the Board's power to appoint and remunerate from the funds of ACRP, officers to take care of day-to-day affairs of ACRP.
 - The Executive Committee shall assist the Board to exercise its duty of convening general meeting(s) of ACRP.
- **Registration Committee**
 - The Committee shall consist of at least two members of the Board of Directors. Other knowledgeable persons may also be appointed and / or co-opted by the Board.
 - The Committee may, with notice to and approval by the Board, co-opt knowledgeable persons to assist the committee. Co-opted members of the Committee will have an advisory vote.
 - The Committee shall be responsible for -
 - Policy on or guidelines regarding the standards and accreditation of training providers and assessment centres.
 - Policy on affiliation of bodies and institutions.
 - Policy on the designation of individuals for generalist practitioners as well as specialist practitioners.
 - The Committee shall oversee the implementation of the abovementioned policies, with report to the Board of Directors and the relevant Ministry Boards. This will culminate in –
 - Recommendations to the Board, in consultation with or on recommendation of a Ministry Council, regarding persons and institutions to be affiliated with ACRP and individuals to be conferred with designations.
 - Recommendations to the Board on training providers and assessment centres for QCTO and/or AQP accreditation.
 - Evaluation of applications for accreditation of training providers, affiliation of institutions and bodies, and designation of individuals.
 - The Committee may request the Board of Directors / Executive Committee to appoint (an) official(s) to execute the operational functions of the Committee on a day to day basis, under guidance of the Executive Committee, and with report to the Executive Committee, the relevant Ministry Council(s) and the Board of Directors.
- **Training Quality Committee**
 - The Committee shall consist of at least two members of the Board of Directors. Other knowledgeable persons may also be appointed and / or co-opted by the Board.
 - The Committee may, with notice to and approval by the Board, co-opt knowledgeable persons to assist the committee. Co-opted members of the Committee will have an advisory vote.
 - The role of the Committee is to give guidance to training providers and assessment centres with regard to accreditation standards and the accreditation process, and, within the limits

of its capacity, support training providers in providing quality training. This *inter alia* includes the evaluation of, and recommending on, a provider's –

- Quality management system (QMS) and its implementation.
 - Feedback from clients.
 - Training content.
 - Application of ETDP best practices (including the providing of moderator, assessor and facilitator training)
 - Record keeping practices.
 - Health and safety standards.
 - Learner and learning support processes and systems.
 - Fit and proper governance procedures.
 - Human resource capacity.
 - Preparation of applications for provider and assessment centre accreditation.
- The Committee may request the Board of Directors / Executive Committee to appoint (an) official(s) to execute the operational functions of the Committee on a day to day basis, under guidance of the Executive Committee, and with report to the Executive Committee, the relevant Ministry Council(s) and the Board of Directors.
- **Ethics and Disciplinary Committee**
 - The Committee shall consist of at least two members of the Board of Directors. Other knowledgeable persons may also be appointed and / or co-opted by the Board.
 - The Committee may, with notice to and approval by the Board, co-opt knowledgeable persons to assist the committee. Co-opted members of the Committee will have an advisory vote.
 - ⊖ The Committee's field of focus will be ministry ethics, organisational discipline and disciplinary action, based on the ACRP Ethical Values and Standards, Rules of Conduct and Disciplinary Code.
 - The role and functions of the Committee are as follows:
 - The Committee will have an educational, advisory, consultative, mediatory as well as a disciplinary function.
 - The Committee will deal with complaints of unethical conduct of affiliated persons and institutions. Complaints received by ACRP shall be referred to the Ethics and Disciplinary Committee.
 - The Ethics and Disciplinary Committee shall investigate the complaint with due consideration of the ACRP Rules of Conduct and Disciplinary Code and recommend remedial action in accordance with the ACRP Disciplinary Code. The sanction of the Executive Committee will be obtained before the recommended remedial action is enacted.
 - An affiliate feeling aggrieved by the decisions of the Ethics and Disciplinary Committee may appeal to the Executive Committee, and eventually to the Board of Directors whose decision shall be final.
 - The Committee may request the Board of Directors / Executive Committee to appoint (an) official(s) to execute the operational functions of the Committee on a day to day basis, under guidance of the Executive Committee, and with report to the Executive Committee, the relevant Ministry Council(s) and the Board of Directors.

5. Affiliation

There are two types of affiliation to ACRP, namely *individual* registration and *institutional* affiliation.

5.1 Individual affiliation (registration) to the ACRP

- **General:**

Individual affiliation (registration) is defined by Ministry Councils in terms of *designations*. Practitioners have the option to be affiliated to (registered with) more than one Ministry Council if the requirements for registration as set by those Councils have been met.

Fees will be determined in accordance with the level of affiliation (registration).

- **Designations**

Designations for individual affiliates are defined as following:

- **“Religious Specialist”**: Persons with an NQF Level 9 or 10 ministry qualification and at least two (2) years ministry experience after study on “religious specialist” level may apply to be awarded this designation. A person with an NQF Level 9 or 10 ministry qualification but less than two years of relevant experience will be registered as a “Religious Specialist Intern”. An ACRP Ministry Council may define sub-designations on the Religious Specialist tier, may require a level of qualification (specialisation) higher than NQF Level 9 for a sub-designation, and/or may require more years of experience for a sub-designation. A CPD programme of the Specialist’s own choice will apply, although a Ministry Council may require that a certain percentage of CPD credits will be for a specific field of development.
- **“Religious Professional”**: Persons with an NQF Level 5, 6, 7 or 8 ministry qualification and two (2) years ministry experience after study or least four (4) years of proven ministry experience during study may apply for this designation. A person with an NQF Level 5 to 8 ministry qualification but less than four (4) years of ministry experience will be registered as a “Religious Professional intern”. Religious practitioners with no formal ministry qualification, with at least ten (10) years of proven ministry experience and meeting certain criteria set by the professional body also fits into this designation. This latter arrangement is defined for the historic situation where in the past many ministry leaders did not have the opportunity of receiving formal occupational (ministry) training. An ACRP Ministry Council may define sub-designations on Professional designation, may require a level of qualification (specialisation) higher than NQF Level 5 for a sub-designation, and/or may require more years of experience for a sub-designation. A CPD programme of the professional’s own choice will apply, although a Ministry Council may require that a certain percentage of CPD credits will be for a specific field of development.
- **“Advanced Religious Practitioner”**: Persons with a formal NQF Level 4 SAQA accredited ministry qualification and at least two (2) years of proven ministry experience may apply. A person with such a qualification but less than two years of ministry experience will be registered as a “Religious Practitioner intern”. An ACRP Ministry Council may define sub-designations on the Advanced Religious Practitioners level, may require a level of qualification (part qualification or specialisation) higher than NQF Level 4 for a sub-designation, and/or may require more years of experience for a sub-designation. A CPD programme of the advanced practitioner’s own choice will apply, although a Ministry Council may require that a certain percentage of CPD credits will be for a specific field of development.

- **“Religious Practitioner”**: In view of the historic situation where many practicing pastors did not have the opportunity of being formally trained in the past, an interim, bridging arrangement is introduced. Practitioners with a proven ministry (pastoring) legacy but with no formal, SAQA accredited ministry qualification may apply to be awarded this designation. There are two routes towards the designation:
 - o Persons with an NQF Level 4 qualification (e.g. Senior Certificate) which is not a ministry qualification, but with at least three (3) years of proven ministry experience on standards set by the professional body may apply. The application must be accompanied by a portfolio of evidence in accordance with requirements set by the professional body. A competence test will be conducted by the professional body.
 - o Persons without an NQF Level 4 qualification, but with at least five (5) years of proven ministry experience may also apply. The application must be accompanied by a portfolio of evidence in accordance with requirements set by the professional body. A competence test will be conducted by the professional body.

Successful applicants will be awarded the designation of “Religious Practitioner”. Where a competence test reveals gaps in the skills or knowledge of the applicant, a bridging programme will be prescribed to fill in the gap.

Practitioners will be encouraged to enrol for formal ministry qualification, but this will not be a prerequisite for being awarded, or retaining, the designation.

- **Student registration**

Provision will also be made for the registration of ministry students. This is not deemed a a designation, merely a registration. A person who is not registered in terms of one of the above, and who studies with the intention to apply for registration as **ministry professional** or **ministry practitioner**, will be expected to register with ACRP as **ministry student**.

- **Responsibility of Ministry Council**

ACRP Ministry Councils must define their sub-categories of designations (including specialisations) in terms of the abovementioned levels, for which individuals may apply. Additional criteria taken into account include: fundamental knowledge and skills; competence; scope of learning; responsibilities; learning pathway, experience and professional status; and research track record.

5.2 Categories of institutional affiliation to the ACRP

- **Training provider affiliation**: There are three levels of training provider affiliation:
 - o *Accredited Independent Training Provider*: These are training providers presenting Christian ministry training and are accredited with one or more of the statutory accreditation authorities in the country (SAQA, QCTO, CHE), or if with an international accreditation authority where the qualification has been sanctioned by SAQA. ACRP recognises these providers but plays no role in supporting them in terms of their accreditation.
 - o *Accredited Supported Training Provider*: These providers present Christian ministry training and are accredited with the QCTO with the support of the ACRP.

- *Non-accredited Training Provider*: These providers present informal Christian ministry training, but are not accredited with one of the statutory accreditation authorities in South Africa. ACRP allows provider affiliation to such providers based on evaluation that confirms the value of their training for *informal learning purposes*. It is recognised that these courses are merely *ad hoc* courses for persons who do not want to pursue a training path or training career – the courses are not accredited, and do not articulate into any formal qualifications.
- **Church, church network, ministry or faith based organisation affiliation**. This category consists of institutions that further or support Christian ministry and the objectives of the Kingdom of God, and who support the cause of ACRP.
- **Associate institutional affiliation**. This category provides for non-ministry related organisations that support the cause of the ACRP (“friends of ARCP”).

6. Application for affiliation and designation

- An application by an individual to be designated at one of the two levels mentioned above, shall be made, considered and processed in a manner determined by the Board of Directors on the recommendation of the **Registration** Committee and the relevant Ministry Council.
- An application to be accepted as affiliate of the Association on institutional level shall be made, considered and processed in a manner determined by the Board of Directors on the recommendation of the **Registration** Committee.

7. Termination of affiliation

- An affiliate, either as designated individual or affiliated institution, may resign from the Association by submitting a written notice of resignation, together with any outstanding monies and the certificate of affiliation (registration) or designation.
- Should an affiliate be found by the Ethics and Disciplinary Committee to have acted in contravention of the ACRP **Rules** of Conduct or in an unethical manner, the Committee shall act in accordance with the Disciplinary Code, which may include termination of affiliation (registration) or designation.
- The affiliation (registration) status of an individual or institution whose payment of fees is in arrears for more than three months shall be suspended, and suspension will be lifted on payment of the fees due. If payment is in arrears for more than six months affiliation (registration) shall be terminated. In this case an application for re-installment will be considered on payment of the prescribed fees.