



Auxiliary Lieutenant Handbook

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Through our commitment to reconciliation, The Salvation Army acknowledges the First Nations peoples of Australia as the traditional custodians of this land. We further acknowledge and pay our respects to past and present Elders, giving thanks for their wisdom that has sustained their people since the beginning of time, and we pledge to support emerging and future generations.

Key Abbreviations

AdvDipTheolMin	Advanced Diploma in Theology and Ministry
AL	Auxiliary Lieutenant
ALT	Area Leadership Team
AO	Area Officer
Cert IV CMT	Certificate IV in Christian Ministry and Theology
CERTDIV	Undergraduate Certificate in Divinity
CSAOT	Certificate of Salvation Army Officer Training
DipTheol	Diploma in Theology
DL	Divisional Leader
EBC	Eva Burrows College
FSC	Future Service Consultation
GCDIV	Graduate Certificate in Divinity
GDDIV	Graduate Diploma in Divinity
LMD	Local Mission Delivery
OFS	Officer Formation Stream
OMDP	Officer Ministry Development Plan
OPS	Officer Personnel Secretary
ORC	Officer Review Council
RTO	Registered Training Organisation
SASR	Salvation Army Service Requirements
TSA	The Salvation Army
UD	University of Divinity
USI	Unique Student Identifier



Introduction

This Handbook has been prepared by the First Five Years of Officership and Auxiliary Lieutenant Development Team who are part of the Eva Burrows College (EBC) Officer Formation Stream (OFS.) It brings together information for Auxiliary Lieutenants and those who work with them into one place. All care has been taken to accurately represent official policies. The main policy that covers the Auxiliary Lieutenant system is the [Active Officer Service Conditions and Uniform Policy](#).¹

The Auxiliary Lieutenant Development Team within OFS is responsible for development, working with Line Managers, Area Officers (AOs), Officer Personnel Secretaries (OPS) and divisional and territorial staff to support Auxiliary Lieutenants in line with areas of responsibility and expertise.

What is an Auxiliary Lieutenant?

Auxiliary Lieutenants are non-commissioned officers in The Salvation Army in Australia who minister under officer conditions and are authorised to fulfill all (legally acceptable) duties undertaken by a commissioned officer.

The Auxiliary Lieutenant system provides:

- a flexible leadership system to assist The Salvation Army to deliver mission;
- a flexible, short term pathway for Salvationists to enter ministry as a leader;
- leadership development opportunities for Salvationists;
- leadership in corps, social, mission, chaplaincy and/or area, divisional, territorial or national roles.

Auxiliary Lieutenancy is The Salvation Army's preferred mode for short term (3-year) spiritual leadership opportunities. Auxiliary Lieutenants are accepted for a specific appointment.

Auxiliary Lieutenants may complete their 3 year term of ministry and then conclude their service after a season of healthy ministry. This is valid and seen as a success. Extension of service is not automatic; it is subject to an appraisal and review process. Further information about Appraisal and Review is found on page 24.

Some Auxiliary Lieutenants find that their calling and obedient response comes in stages or that being fully immersed in ministry whets their appetite for longer term ministry and thus Auxiliary Lieutenancy may become a pathway to commissioned officership. The process of transitioning to commissioned officership or cadetship is outlined on page 30. Cadet is generally the preferred option for people heading towards long term, rather than short term, ministry.

¹ Other key policies include:

- Orders and Regulations for the Training and Development of Salvation Army Officers;
- [Recruitment and Officer Formation Policy](#);
- [Active Officer Allowances, Benefits and Grants Policy](#);
- [Personnel Development Policy](#);
- [Recruitment and Onboarding Policy](#).

Commencement

A few processes are critical to starting well and establishing Auxiliary Lieutenants in their ministry.

In preparation for commencing an appointment, it may be helpful to access an OFS class prepared initially for newly commissioned Lieutenants called [Entering and Leaving an Appointment](#) which covers practical considerations as well as setting goals for your first day/week/month etc.

Arrival

Those who move house in order to commence their appointment are permitted up to one week to unpack and settle in while residing in the quarters, so as to be ready to take up full appointment duties one week after the appointment commencement date (see [Supplementary Information Moving Quarters and/or Appointment](#)). Those who do not relocate house commence appointment duties on the announced appointment commencement date.

Warranting, Welcome and Affirmation

Auxiliary Lieutenants receive a warrant to acknowledge their service. Warranting as an Auxiliary Lieutenant usually happens in conjunction with being welcomed and affirmed into the appointment. Warranting, welcome and affirmation of appointment is typically conducted by Divisional Leaders during a regular worship gathering.

A new warrant is issued to mark an extension of term or change of appointment.

Safeguarding

Auxiliary Lieutenants must have completed all Safeguarding training and requirements BEFORE they commence in their appointments. This includes completing Safeguarding modules on LEARN as well holding the relevant valid Working with Children or Working with Vulnerable Persons check that has been sighted and verified as per the relevant state/territory legislation.² Background integrity checks as per TSA policy will have been conducted prior to acceptance at Territorial Candidates Council.

Establishing Well

A number of areas need to be considered to start well in ministry. Coupled with transitioning to a new role, often in a new community, are the systems, processes, technology, learning and policies that need to be navigated. The Auxiliary Lieutenant Development Team has identified a checklist of areas to be considered to establish you well in your ministry setting.

Induction and Onboarding to the Appointment, Area and Division

Induction and onboarding to the appointment will be given in the local setting by AOs or Line Managers. The Division may also provide induction and orientation to the division. Specific areas of responsibility may require additional support from the division (e.g., administrative or finance

² During the application stage, these checks are done based on current jurisdiction of residence. If an Auxiliary Lieutenant relocates to a different state or territory to take up their appointment, they will need to ensure that the checks are in place for their new jurisdiction before commencing ministry duties.

procedures, SAMIS, Doorways, Local Mission Delivery etc). OFS may be able to assist in some areas of orientation and induction to the appointment.

Orientation to Auxiliary Lieutenancy and Eva Burrows College

OFS will host two in person orientation sessions at EBC Ringwood in 2024, subject to demand. The first, if needed, will take place in parallel with Cadet Orientation (29 January - 4 February 2024) and the second, if needed, will be in conjunction with the Auxiliary Lieutenant Academy (3-6 June). In addition, individual or small group online orientation sessions may be held outside these times as part of the process of establishing well.

Probation

Auxiliary Lieutenants are engaged subject to a six month probation period.³³ Those who transition from being Salvation Army employees serve a fresh probation period from the date of their warranting as this is a change in type of relationship with The Salvation Army.

Any development items that were identified during the application process are a priority to address during the probation period.

Four months after commencement, the Auxiliary Lieutenant Development Coordinator will issue the *Completion of 6 Month Probation for Auxiliary Lieutenant* form to the relevant OPS who will facilitate the probation process. The process includes input from the Auxiliary Lieutenant Development Coordinator, the Auxiliary Lieutenant's Line Manager, OPS and Head of Department. A recommendation is made regarding completion or extension of the probation period or conclusion of service. The Auxiliary Lieutenant will be notified of the outcome before the end of their probation period.

Conditions of service

Allowances, benefits and grants are in accordance with the [Active Officers Allowances, Benefits and Grants Policy](#). This policy outlines a variety of allowances and benefits such child and after school care, health assistance (OHAS), personal effects insurance as well as grants for particular circumstances. It is worthwhile becoming familiar with this policy and its supporting documents.

Where an Auxiliary Lieutenant has ministered under officer conditions prior to warranting, there may be recognition of years of service towards allowances, leave or benefits that are linked to years of service as per the [Continuous Service Date Procedure](#).

Leave including furlough (annual leave) is governed by the [Active Officer Leave Policy](#). There are limitations on taking furlough within the first 6 months of commencing an appointment. Additional leave provisions apply for appointments in remote settings.

Unless otherwise authorised, Auxiliary Lieutenants occupy the quarters provided for the appointment during their term. Connection of and payment for utilities are the responsibility of the Auxiliary Lieutenant as per the [Active Officer Quarters Policy](#). In certain locations the [Extreme](#)

³³ This probation period does not apply to those who have previously served as commissioned officers.

[Temperature Grant](#) may be applied for. The NBN internet connection is also a responsibility of the Auxiliary Lieutenant in line with the [Internet Connection to Officer Quarters Procedure](#).

As per the [Fleet Management Standard](#), The Salvation Army typically provides fleet vehicles for use by its officers but, in certain circumstances, approval may be given to use a privately owned vehicle on an ongoing basis (known as a vehicle "on strength") in lieu of being allocated a fleet vehicle.

A high standard of uniform wearing is expected. Auxiliary Lieutenants are required to wear official uniform and the officially approved insignia when on duty, including Sundays and at official Salvation Army events. Auxiliary Lieutenants receive a 60% discount on uniform purchases as per the [Uniform Styles](#) policy document.

Supportive Relationships

In addition to the OFS Auxiliary Lieutenant Development team who work with you in matters of development, Auxiliary Lieutenants have several people who support them in various ways.

Your Line Manager is your go to person for -day-to-day-- ministry support. In most instances the Line Manager for an Auxiliary Lieutenant will be the AO, however some may have a Team Leader or other equivalent person who is their Line Manager. It is important that Auxiliary Lieutenants who have a Team Leader and a Line Manager carefully manage both relationships and ensure that all relevant people are included in communication and decision-making. For example, if Workday and Coupa are set up such that your AO approves leave or expense payments, make sure that you've already had a conversation about leave or finance with your Team Leader.

In addition, each Division or equivalent has an OPS who is responsible to develop and support officers to flourish and reflect Jesus in their life and ministry. Officer Personnel generally performs the same kind of functions for officers that you would expect a Human Resources department to provide for employees.

Other divisional and territorial staff provide support in specialist areas such as Human Resources, Doorways, finances, property and local mission delivery.

In line with Recommendation 16.45 of the Royal Commission into Institutional Responses to Child Sexual Abuse, pastoral supervision is mandatory for all Salvation Army officers in Australia. A comprehensive guide is found in the [Professional Pastoral Supervision Toolkit](#). You are expected to engage with a Pastoral Supervisor within 3 months of commencement.

The [Pastoral Services Team](#) provides spiritually and clinically informed care and referrals. Their services are available to you and your dependent family members.

The Auxiliary Lieutenant Development Team will also connect new Auxiliary Lieutenants with an Individualised Training Officer (ITO) during their first year of ministry.

Some Auxiliary Lieutenants will engage with Coaches, Mentors or Spiritual Directors (but not all at the same time) as part of developing a holistic, healthy lifestyle to equip for the rigors of ministry. An explanation of the function of each of these roles and arrangements such as funding, accountability, qualifications and contractual arrangements are defined in the [Active Officers Service Conditions and Uniform Policy](#).

Communities of peer support allow leaders to be seen in a relational space free from the unrealistic expectations leaders sometimes feel from the communities they serve. Remaining part of a group over time is beneficial, even over great distances, because honest feedback requires deep trust that can only be cultivated over time.⁴

Formation and Development

Threefold Approach to Formation



As Auxiliary Lieutenants perform the same role as commissioned officers, they are expected to hold (or work toward) equivalent qualifications and experience. OFS takes a holistic approach to learning and formation, following a threefold approach: personal and spiritual formation, mission and ministry formation and education and theological formation. The three areas are woven together and are not always easily distinguishable. Indeed, the best coherent learning often takes place at the intersections.

Personal and Spiritual Formation



Here you develop disciplines, habits and practices that sustain life and ministry. Nurturing your relationship with God and practicing spiritual disciplines are important components. This takes place alongside deepening knowledge of self and personal growth. (Theological) reflective practice is key to healthy ministry.

Mission and Ministry Formation



Here you develop practical skills in the roles of mission and ministry, with focus on the current appointment. Active ministry is a great source of learning and development. Engaging with your ITO, a mentor or coach can be helpful to grow in your practice. Intentional reflection on our experiences helps to cement on-the-job-- learning.

Education and Theological Formation



Here you develop your ability to lead and teach according to sound doctrine reflecting Salvation Army/Wesleyan distinctives. This is usually demonstrated by completing formal academic units towards a higher education qualification in theology supplemented by non-accredited learning.

⁴ Resilient Leaders Project, The Seattle School of Theology and Psychology p. 22

It is important that formation is holistic and that Auxiliary Lieutenants do not default to a training mentality that prioritises only Education and Theological Formation (or academic qualifications). All three formation areas are equally important and, particularly while in Stage 2, your ITO or the Auxiliary Lieutenant Development Team will ensure that you are setting and achieving goals in all three areas.

Stages of Formation

Officer formation for Cadets, Lieutenants and Auxiliary Lieutenants is based on stages. Stage I is the application/preliminary stage, Stage II is the foundational formation and development stage, and Stage III is the ongoing formation and development stage.

Formation for Auxiliary Lieutenants has always been aligned with that of Cadets and Lieutenants but has not always been visible. Applying the language of Formation Stages is new and helps to take account of the length of service and breadth of experience and qualifications of Auxiliary Lieutenants more explicitly.

	Cadet/ Lieutenant	Auxiliary Lieutenant
	Applicant/ Accepted Candidate	Applicant/ Auxiliary Lieutenant (Stage I)
Stage I	Complete Stage I preliminary requirements prior to commencing as a Cadet	Complete Stage I preliminary requirements before commencing as an AL (may extend into 6-month probation period)
	Cadet	Auxiliary Lieutenant (Stage II)
Stage II	<ul style="list-style-type: none"> work towards a tertiary qualification, usually the Advanced Diploma in Theology and Ministry as a minimum, and complete 75% of the required 16 units prior to commissioning attend all Personal and Spiritual Formation workshops participate in First Nations Immersion Week (local experience and group experience) complete all OFS modules (also known as Salvation Army Service Requirements (SASR)) 	<ul style="list-style-type: none"> work towards a tertiary qualification, usually the Diploma in Theology as a minimum, and complete 100% of the required 8 units prior to advancing attend annual AL Academy attend some Personal and Spiritual Formation workshops participate in First Nations Immersion Week (local experience) complete some OFS modules have served a minimum of 3 years as an AL or commissioned officer
	<i>commissioning</i>	<i>advance to stage III</i>
	Lieutenant	Auxiliary Lieutenant (Stage III)
Stage III	<ul style="list-style-type: none"> complete the tertiary qualification commenced while a Cadet complete annual Professional Development (PD) requirements attend Service Seminars in Years 1, 3, 5 	<ul style="list-style-type: none"> complete annual Professional Development (PD) requirements may upgrade to Advanced Diploma in Theology and Ministry (a further 8 units) may attend annual AL Academy as PD may attend additional Personal & Spiritual Formation workshops as PD complete additional OFS modules
	<i>promotion</i>	<i>advance to stage IV</i>
Stage IV	Captain No longer comes under OFS	Auxiliary Lieutenant (Stage IV) No longer comes under OFS



Stage I

[Stage I](#) is the preliminary formation experience that serves as preparation for Auxiliary Lieutenancy. OFS staff partner with you during this recruitment/preliminary phase.

In addition to the Stage I OFS modules that are expected to be completed, this is the perfect time to join [EBC library](#) and avail yourself of the wealth of resources available to members.

You may also be able to start working on elements from a checklist of areas to be considered to establish you well in your ministry setting. Any TSA systems and process, technology, policies etc that you can navigate in advance of commencing your appointment will help to set you up well.

Stage II

When Auxiliary Lieutenants take up their appointment, they enter [Stage II](#), which is the foundational formation and development stage.

During Stage II, new Auxiliary Lieutenants are connected with an Individualised Training Officer (ITO), usually from within OFS, to support them. The ITO takes a holistic formation perspective to ensure that all elements of threefold formation are addressed and incorporates elements of coaching and mentoring in their approach. The relationship is reviewed at the end of 12 months and may then cease or continue subject to mutual agreement. Auxiliary Lieutenants in Stage II without an ITO will have similar support provided by the Auxiliary Lieutenant Development Team.

A commitment to study and training is item 8 of the [Undertakings for Auxiliary Lieutenants](#). All officers are expected to be lifelong learners and take responsibility for their own development, however, some specific guidance and requirements are in place for Auxiliary Lieutenants, which is particularly important during early years of ministry.

Stage II formation and development requirements include:

- working towards a formal Academic Qualifications;
- attending annual Auxiliary Lieutenant Academy;
- attending some Personal and Spiritual Formation Workshops;
- participating in First Nations Immersion Week (local experience); and
- completing some OFS Modules.

Assessment of Training Needs and Individualised Development Plan

Within the first month of an Auxiliary Lieutenant commencing their appointment, someone from the Auxiliary Lieutenant Development Team will meet with them to prepare an assessment of training needs and begin the process of preparing an Individualised Development Plan – Auxiliary Lieutenant (IDPAL). A face to face meeting is preferred but may not always be achievable. If circumstances make the one month timeframe unworkable, such a discussion will happen as soon as is practicable.

Notwithstanding an individualised approach to development, there are some fundamental capacities and competencies that all Auxiliary Lieutenants should demonstrate in line with all those involved in pastoral ministry and spiritual leadership within The Salvation Army. Complementing this, other training and development of Auxiliary Lieutenants will be primarily related to the appointment held.

The IDPAL is framed in the three formation areas and recognises existing skills and experience as well as appointment needs. The IDPAL takes into account the assessment of training needs, the Auxiliary Lieutenant Development Program and feeds into the [Officer Ministry and Development Plan](#). IDPAL goals should be entered into Workday in the usual [way](#). In particular, formal academic studies should be entered as Development Items.⁵

In the first instance, the IDPAL will focus on immediate ministry, appointment readiness and development goals to be demonstrated and achieved within the probation period. This includes mandatory online training that applies to all employees and officers. Any element from [Stage I](#) that was not completed during the application stage must be completed during the probation period. The IDPAL is reviewed and updated as necessary each year

Time Spent on Formation and Development

It is expected that Auxiliary Lieutenants will spend approximately one day per week on development.⁶ This required development time is meant to be during “work hours”, not infringing on personal/family time, holidays or a regular day off. The Brief of Appointment may need to be modified to ensure capacity to meet development requirements.

Academic Qualifications

OFS values the integrity of a solid theological foundation and honours and promotes a culture that values professional development.

There are three development pathways for Auxiliary Lieutenants: Undergraduate, Vocational and Postgraduate,⁷ with undergraduate being the preferred pathway. The most suitable pathway for you is determined by the Auxiliary Lieutenant Development Team in discussion with you, taking into account prior qualifications, intended length of service and intentions toward commissioned officership.

The minimum qualification for all Auxiliary Lieutenants to work towards is the Diploma in Theology (8 units),⁸ which may be commenced via course progression from the Undergraduate Certificate in Divinity or from the vocational Certificate IV in Christian Ministry and Theology starting point.

Undergraduate and postgraduate qualifications are offered by EBC as part of the University of Divinity (UD) and vocational qualifications are offered by EBC as a Registered Training Organisation (RTO).

Irrespective of pathway, the OFS Suite of Units form the basis of Cadet, Lieutenant and Auxiliary Lieutenant formal study requirements.

⁵ If you are undertaking vocational studies, such as a Cert IV, enter the whole qualification as a Development Item and choose the appropriate status “in progress” or “complete” and other relevant information.

If you are undertaking undergraduate or postgraduate studies, enter each unit as a separate Development Item and choose the appropriate status “in progress” or “complete.”

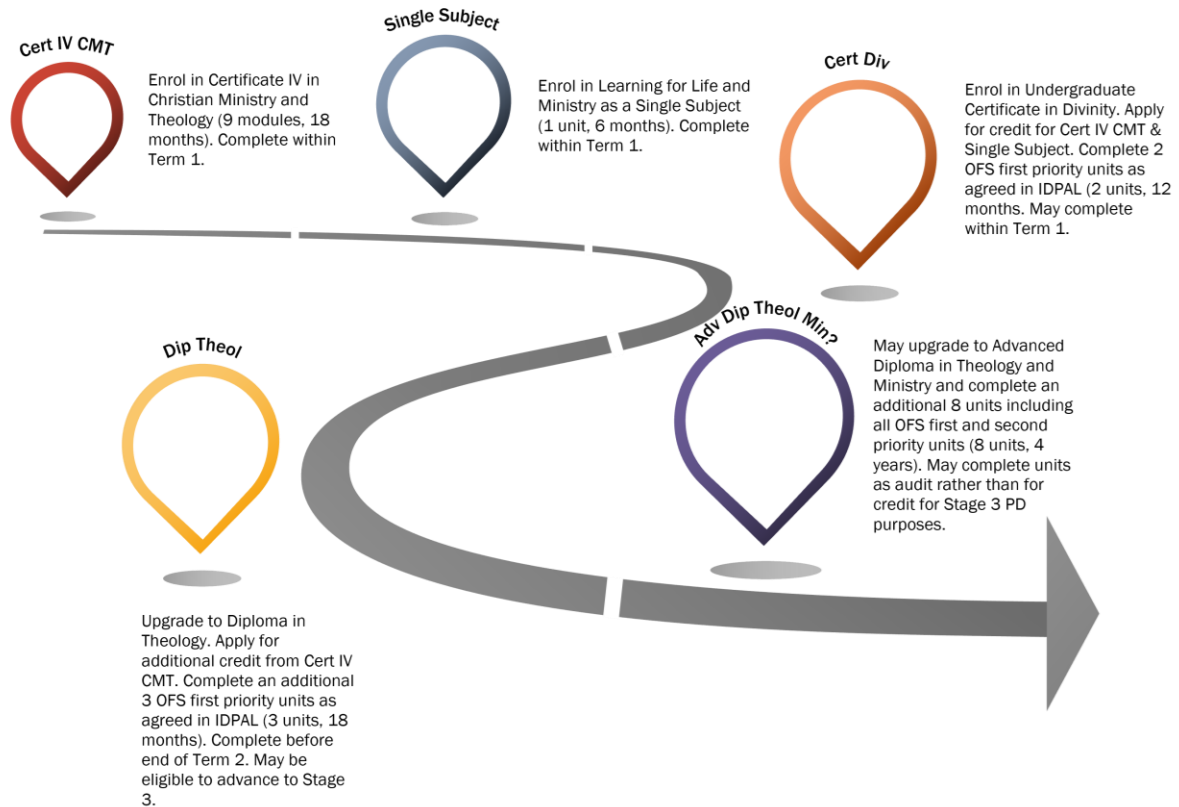
⁶ See “Auxiliary Lieutenant Mandated Training” [Active Officer Service Conditions and Uniform Policy](#), p 8.

⁷ From 2024, study at postgraduate level will be approved only in exceptional circumstances.

⁸ In contrast, the minimum qualification for a Cadet/Lieutenant to work towards is the Advanced Diploma in Theology and Ministry (16 units) although many achieve a Bachelor of Ministry (24 units) or postgraduate qualifications.

Vocational Pathway

In some circumstances,⁹ vocational training may be a more suitable starting point for an Auxiliary Lieutenant's development pathway. The [Certificate IV in Christian Ministry and Theology](#) (Cert IV CMT) is the recommended starting point and comprises 9 modules. The time expected to be devoted to completing the requirements of this course each week equates well to the expectation to spend one day per week on development.



Upon completing the Cert IV CMT, the next step is to enrol in the unit [Learning for Life and Ministry](#) as a Single Subject. This is a transitional step towards the undergraduate pathway. It would be expected that an Auxiliary Lieutenant would complete their Cert IV CMT and the Single Subject before the end of their first term of service.

Satisfactory completion of this unit will prompt a formal transition to the undergraduate pathway. Unsatisfactory progress or inability to complete this Single Subject will prompt a discussion with the Auxiliary Lieutenant Development Coordinator as to what ongoing study options are available to meet the standards expected of those in pastoral ministry or spiritual leadership.

⁹ For example, people who have not completed Year 12, hold no prior tertiary qualifications, have not studied in a long time, are focused short-term or have minimal years left to serve. In limited circumstances, the vocational pathway may be considered for those who hold existing undergraduate qualifications but not for those who hold postgraduate qualifications.

The Cert IV CMT has course progression into the Undergraduate Certificate in Divinity and the Diploma in Theology. Applications for block credit are assessed by the office of the registrar.¹⁰ In addition, the Single Subject can be credited to an award.

There are usually two intakes for the Cert IV CMT each year, however in 2024 there is likely to be only 1 intake mid-year as this course is undergoing a curriculum review. The Auxiliary Lieutenant Development Coordinator will send invitations to those due to enrol on the vocational pathway but you may register your interest direct via the "Request Information" [tab](#) to be added to the list of prospective students.

New Students

New students complete a pre-enrolment evaluation as part of the Online Enrolment Application. If they do not already have one, they need to obtain a Unique Student Identifier (USI), which includes a verification process of identification documents. Please see [Enrolment Information](#).

Students "at risk"

Student's assessment submissions are regularly monitored and where a student is falling behind in what is required they are contacted by the trainer/assessor to discuss any obstacles/difficulties they may be experiencing and to explore support options. If this has no impact, emails will be sent to the student's Line Manager/AO to alert them to the student's lack of progress and ask for their support.

Failure or incomplete studies are a possible breach of the Undertakings and may be notified to ORC. There are also financial consequences of failures or withdrawals after fees have been paid.

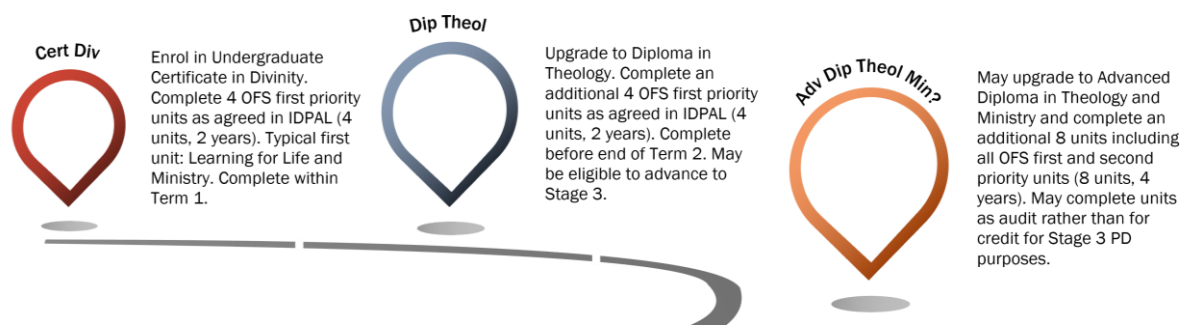
Diploma of Chaplaincy

Auxiliary Lieutenants who are appointed as Chaplains are required to complete the [Diploma of Chaplaincy](#) as their first priority, which is mandatory for all TSA Chaplains. It is rare that an Auxiliary Lieutenant serving in a non-Chaplain appointment would be approved to study the Diploma in Chaplaincy as the required practicum hours in a chaplaincy setting would take them away from their appointment responsibilities.

Undergraduate Pathway

With a building block approach to qualifications, it would be expected that an Auxiliary Lieutenant would complete their [Undergraduate Certificate of Divinity](#) (Cert Div) before the end of their first term of service followed by their [Diploma in Theology](#) (Dip Theol) before the end of their second term of service.

¹⁰ 1 unit in Christian theology (code CT) can be applied for towards the Undergraduate Certificate in Divinity and an additional 1 unit in biblical studies (code BS) can be applied for towards the Diploma in Theology.



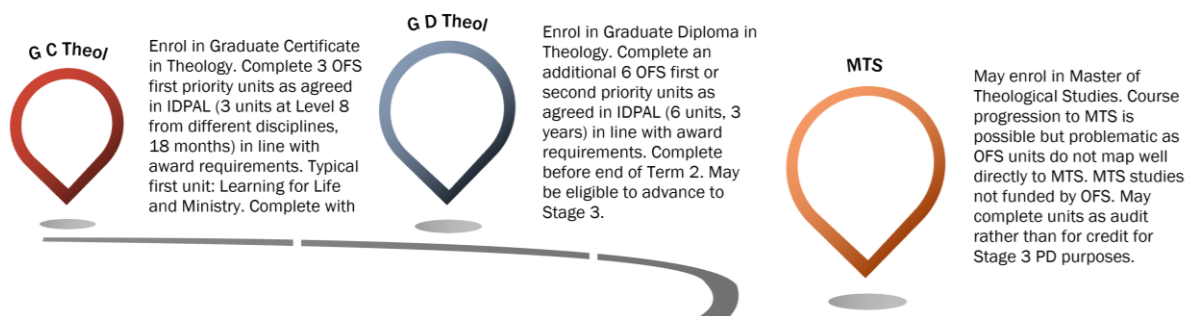
Unit selection is to be from the OFS Suite of Units as agreed in IDPAL and subject to award requirements.¹¹

The [Advanced Diploma in Theology and Ministry](#) (Adv Dip Theol Min) may¹² be pursued taking outstanding first or second priority OFS units. Alternatively, such outstanding units may be taken as audit students¹³ as part of Professional Development.

Postgraduate Pathway

Postgraduate studies will only be approved in exceptional circumstances. The OFS suite of units applies at Level 8 or 9, rather than 1, 2, or 3.

It would be expected that an Auxiliary Lieutenant complete their [Graduate Certificate in Theology](#) (G C Theol) before the end of their first term of service followed by their [Graduate Diploma in Theology](#) (G D Theol) before the end of their second term of service.¹⁴



Course progression to [Master of Theological Studies](#) (MTS) based on the OFS Suite of Units is problematic and not funded by OFS for Auxiliary Lieutenants. However, outstanding first or second priority OFS units may be taken as audit students¹⁵ as part of Professional Development.

¹¹ The Diploma in Theology requires 2 units of biblical studies (code BS, BN, BA) and 2 units of Christian theology and history (code CT, CH) plus any other 4 units.

¹² Those pursuing transition to commissioned officership will need to complete the equivalent of the Advanced Diploma to meet commissioning requirements.

¹³ Note, that Auxiliary Lieutenants who take units as audit students are required to complete informal assessments (submitted to the Auxiliary Lieutenant Development Team, not to Higher Education lecturers).

¹⁴ Although it is possible to apply a building block approach between these two qualifications, it is not presented this way here.

¹⁵ Note, that Auxiliary Lieutenants who take units as audit students are required to complete informal assessments (submitted to the Auxiliary Lieutenant Development Team, not to Higher Education lecturers).

NEW Students

In addition to meeting University of Divinity [enrolment requirements](#) and timeframes, new students have an admissions interview with an EBC academic advisor and complete the [Application for Admission Domestic Coursework Students](#) form. There are minimum [English proficiency](#) requirements for enrolment at UD.

The university admissions process for new students requires that ALL forms and certified copies of documents (identification, previous transcripts etc) must be received by the EBC Registrar BEFORE the date admissions close for the semester or intensive the student wishes to enrol.

People from Diverse Cultural and Linguistic Backgrounds

EBC supports students from diverse cultural and linguistic backgrounds. Such support needs for development will be considered on a case by case basis.

Study Load

Auxiliary Lieutenants may enrol in only one unit during their first semester. This study load equates well to the expectation to spend one day per week on development and is reasonable for a person in a full-time appointment.

Following that initial period of study, the recommended study load continues to be one unit per semester. Undertaking more than one unit at a time is subject to proven ability to balance study and appointment duties and will require written endorsement from the relevant Area Officer to the Auxiliary Lieutenant Development Coordinator. One day per week devoted to development during work time is considered reasonable; study time beyond that would need to be found in personal time.

Students "at risk"

Students who fail one or more units or are otherwise at risk in an academic sense may compromise their ongoing enrolment at UD or other academic institution.

If a student fails a unit through EBC, withdraws after the census date or is otherwise considered at risk, the Student Support representative will notify the student. The Student Progress Committee will advise the Auxiliary Lieutenant Development Coordinator. The student's Line Manager/AO and OPS also need to be informed.

Students studying at other educational institutions are required to advise the Auxiliary Lieutenant Development Coordinator of failed units or withdrawn units that incur a financial penalty. Their Line Manager/Area Officer and OPS also need to be informed.

Failure or incomplete studies are a possible breach of the Undertakings and may be notified to ORC. There are also financial consequences of failures or withdrawals after census date.

Recognition of Competence (via Learning Portfolio)

In order to provide a consistent and transparent system for recognising established competence or equivalent training or experience, Auxiliary Lieutenants are welcome to apply for Recognition of Established Competence (REC) by submitting a Learning Portfolio. This portfolio is for internal OFS purposes only and will be used to determine exemption from academic units in the OFS suite. It does not have formal academic recognition but may form the basis of an application to UD for Recognised Prior Learning, if desired.

A Learning Portfolio is comprised of artefacts that demonstrate achievement of Learning Outcomes. Artefacts may include things such as documents, certificates, photos, audio, video and the focus is on what you learned or how you demonstrate competence, not only on what you experienced. Most artefacts will require an explanatory or reflective component. A Learning Portfolio will respond to a unit from the OFS suite and a separate portfolio needs to be submitted for each unit. You will need to provide up to 3 artefacts per Learning Outcome. The Auxiliary Lieutenant Development team will make available the Learning Outcomes for units on request (although they are readily available on the [EBC website](#)).

You may wish to engage with a member of the Auxiliary Lieutenant Development team while working on your Learning Portfolio to ensure you are on track and that your proposed artefacts are suitable.

An application for REC accompanied by a Learning Portfolio is to be submitted to the Auxiliary Lieutenant Development Coordinator who will consult with other OFS/EBC staff or relevant experts. You will be advised (usually within one month) whether your application has been fully, partially or not granted.

This [video](#) explains the reasoning behind REC, what it means and how to prepare a Learning Portfolio.

Approval and Funding of Studies

Auxiliary Lieutenant studies must be approved by the Auxiliary Lieutenant Development Coordinator and will be funded by OFS. Study must be from the OFS suite of units and will be funded to the level of Diploma in Theology.

Annual interviews for planning and approving study for the following year will be held in November. If not already included in the annual plan, interviews will be held during May for Winter Intensives and during June for Semester 2 units.

For those commencing a Vocational pathway, interviews for planning and approving study will be held 1 month before enrolments open for the intake.

All studies must be approved by the Auxiliary Lieutenant Development team in OFS in advance of the semester or period of study and before submitting unit enrolment documentation to the EBC Registrar or Vocational Course Coordinator.

Continued financial support is dependent upon satisfactory academic success and completion of units. Failed units and withdrawals after census date will be in line with the financial conditions of the Personnel Development Policy.

Ministry resource assistance is available when purchasing ministry resource materials (such as books, bible computer software) for personal use, including for study. A Grammarly subscription may be claimed here. Details are found in the [Ministry Resource \(Book Bonus\) Claims](#) procedure and claims are processed through Workday.

Study through other institutions will only be approved in exceptional circumstances. Course content must be equivalent to that taught by EBC or targeted to meet specific appointment requirements.

After required Auxiliary Lieutenant studies are completed, further study may be applied for according to the Personnel Development Policy.

Award Completion

Graduation ceremonies can be a meaningful way to celebrate and acknowledge the hard work that has gone into earning your academic qualification. Many people graduate “in absentia” while others enjoy celebrating in person. Any costs to attend a graduation ceremony are personal; they are not covered by your appointment or EBC.

Once you have graduated from an award, please update your Education tab (under Career) in Workday. Click “add” and enter the relevant details as well as uploading documented proof of award completion. You may elect to send the documentation through to the Auxiliary Lieutenant Development Coordinator to upload on your behalf.

Auxiliary Lieutenant Academy

OFS hosts an annual Auxiliary Lieutenant Academy. In 2024 this will be from **3-6 June** at EBC Ringwood. The purpose of the Academy is to create space for peer connection and support, meaningful and timely face-to-face training and development opportunities, personal reflection on the ministry journey so far, consideration of spiritual and emotional resilience and support systems.

Auxiliary Lieutenants who are in Stage II are required to attend this annual event while those in Stage III may choose to opt in and have this count as part of their Professional Development (PD) requirements.

Where flights are needed in order to attend the Academy, these are booked and paid by OFS. There will be only minimal cost to the appointment for meals while traveling, if needed.

Personal and Spiritual Formation Workshops

Once a year, usually in July, OFS holds an in-person week-long Personal and Spiritual Workshop for Cadets that now form part of Stage II formation for Auxiliary Lieutenants. Such workshops are critical for Auxiliary Lieutenants who are on a “commissioning track.” In even years, [Enneagram Week](#) is offered and in odd years, [Relationship Enrichment Week](#). OFS will invite Auxiliary Lieutenants to attend these opportunities.

Where flights are needed in order to attend the Academy, these are booked and paid by OFS. There will be only minimal cost to the appointment for meals while traveling, if needed.

In 2024, the anticipated date for Enneagram Week is 15-19 July 2024.

First Nations Immersion Week

All Auxiliary Lieutenants (and in indeed everyone in pastoral ministry or spiritual leadership in TSA) are required to complete [Cultural Competence](#) training. This is also a pre-requisite for [First Nations Immersion Week](#).

The [Reconciliation Action Plan](#) includes a commitment for “current and future Salvation Army officers” to take part in a First Nations Immersion experience for at least one week in order to gain a lived experience in order to more effectively minister to and walk alongside Aboriginal and Torres Strait Islander people. Having been part of Cadet experience for several years, this experience now also forms part of Stage II formation for Auxiliary Lieutenants.

The most accessible experience for Auxiliary Lieutenants is the Individual and Local Program, which is offered jointly by OFS and the TSA Aboriginal and Torres Strait Islander Ministry Team (usually in odd years¹⁶).

The Individual and Local Program is based on where you live right now. You do not travel somewhere remote. You do not disengage from your appointment or local community, although it does require focus, intentionality and devoted time as an immersive experience. The process you create from engaging in this experience will enable you to be more culturally aware and apply the learning to your current appointment.

First Nations Immersion Week typically occurs in September but there is scope within the Individual and Local Program to negotiate other dates. OFS will alert Auxiliary Lieutenants to these opportunities early in the year to allow forward-planning.

Those who have attended an equivalent immersion experience offered by a division in conjunction with the TSA Aboriginal and Torres Strait Islander Ministry Team can have that experience recognised as meeting this Stage II requirement.

OFS Modules

Auxiliary Lieutenants are not expected to complete all [OFS modules](#)¹⁷; however some of these modules are considered essential for all people in ministry such as Inclusion and Diversity, Mental Health First Aid, Family and Domestic Violence, for example. Your ITO or a member of the Auxiliary Lieutenant Development Team will help you identify the modules most urgent or relevant for your appointment.

Training for Ceremonies

Salvation Army Ceremonies is taught through SASR modules that cover foundational concepts as well as practical content for all Salvation Army ceremonies from birth to death.

Some modules of Salvation Army Ceremonies training can be completed [online](#) and can be completed asynchronously at any time:

- Module 1 - Introduction to and Principles of Ceremonies; and
- Module 2 - Membership and Enrolments.

Auxiliary Lieutenants who complete these modules online in their own time must submit a written reflection response to the Auxiliary Lieutenant Development Coordinator demonstrating engagement with class content.

Other modules of Salvation Army Ceremonies training are offered annually in synchronous, online format alongside Cadets: ¹⁸

- Module 3 - Weddings; and
- Module 4 - Funerals.

¹⁶ We are hopeful that we can offer an Individual and Local Program for Auxiliary Lieutenants in 2024, even though such a program is not regularly scheduled until 2025.

¹⁷ OFS modules are also known as Salvation Army Service Requirements and are compulsory for Cadets as they form part of the requirements for issue of the Certificate of Salvation Army Officer Training.

¹⁸ OFS will alert Auxiliary Lieutenants to the annual Ceremonies training opportunities.

In order to officiate a wedding under the Rites of The Salvation Army, an Auxiliary Lieutenant must be registered under the Commonwealth *Marriage Act 1961* as a Minister of Religion to become an authorised marriage celebrant. Before a person may be nominated to become an authorised marriage celebrant, they must have completed the required Salvation Army marriage celebrant legalities training, which is a component of Ceremonies Training.

Mandatory Online Training

All Salvation Army employees and officers are required to complete standardised mandatory online training (primarily through [LEARN](#)), some of which require refresher training every two years. The manager version of some of these will need to be completed by Auxiliary Lieutenants.

Auxiliary Lieutenants who transition from being a Salvation Army employee into Auxiliary Lieutenancy will find their eLearning refresher dates carry over. It is the responsibility of the Auxiliary Lieutenant to ensure that refresher training is completed at the time it falls due. Automated reminders are sent to the individual and to their Line Manager.

There is a wealth of other training also available through LEARN.

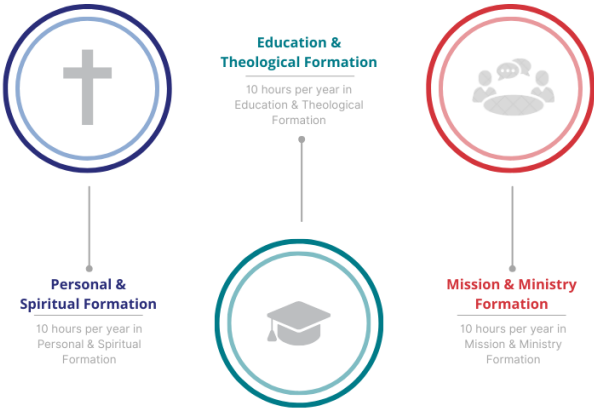
Stage III

Once Auxiliary Lieutenants advance to Stage III, the ongoing formation and development stage, their development is treated along similar lines to Stage III commissioned officers while continuing to follow the three areas of Officer Formation with which you are already familiar. Lifelong learning is key in ministry!

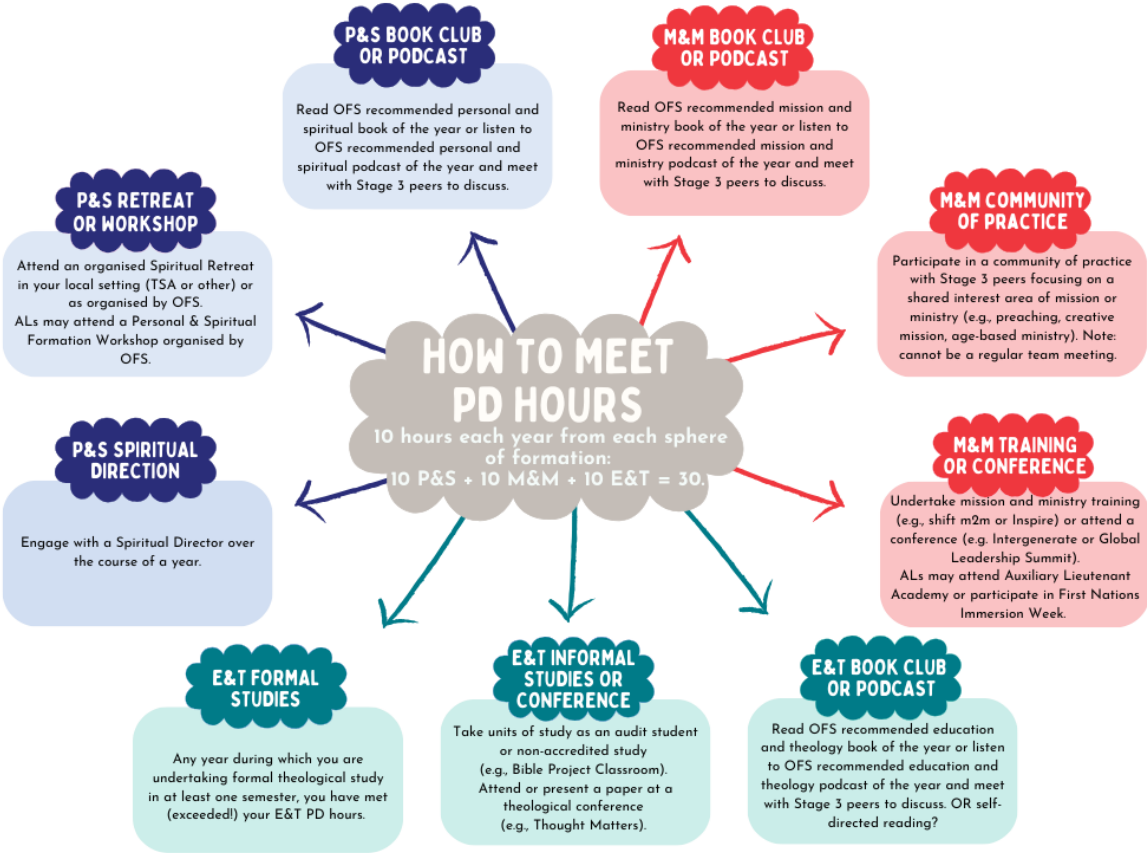
Professional Development Approach during Stage III (10+10+10 PD)

In order to ensure that ongoing formation and development continues to be holistic in nature as well as intentional rather than haphazard, from 2024, Stage III will take a Professional Development (PD) approach to formation. In each year of Stage III, ALs are required to complete a minimum of 10 hours in each sphere of formation.

Stage 3 Professional Development (PD) Auxiliary Lieutenant



There are multiple ways that the 10 hours may be met.



Auxiliary Lieutenants may have outstanding units from the OFS suite to complete during Stage III. Particularly in 2024 and 2025 as we transition to this PD mode, there may be some non-accredited Stage II development opportunities that were missed (such as SASR classes, Relationship Enrichment Week, First Nations Immersion). In the Education and Theological formation sphere, required formal studies take priority over other alternative development options.

Auxiliary Lieutenants may choose to attend the Auxiliary Lieutenant Academy as part of their M&M PD. This is not a required experience in Stage III but, as one Auxiliary Lieutenant recently declared, "Why wouldn't you want to go?"

Specialised Leadership Development Opportunities

Auxiliary Lieutenants in Stage III who have completed their academic award and have several years leadership experience may be eligible for Inspire (a leadership development opportunity offered by TSA). TSA does not currently have funding to support officers attending Arrow Leadership.

Advancing between the Stages

Advancing from Stage II to Stage III Auxiliary Lieutenancy is based on meeting all 5 of the following requirements:

- Years of Service;
- Completion of Foundational Academic Qualification;
- Attendance at Personal and Spiritual Formation Workshops;



-
- Attendance at First Nations Immersion Week;
 - Appraisal.

Please note that Stage III Auxiliary Lieutenancy is not equivalent to being a commissioned officer or "commissioning-ready." Auxiliary Lieutenants who wish to pursue commissioned officership must meet the full requirements of Stage II Cadet.

Advancing from Stage III Auxiliary Lieutenancy requires fulfilment of all equivalent formation and development required for Lieutenants meeting the requirements for promotion to Captain.

Years of Service

To advance from Stage II, an Auxiliary Lieutenant must have served a minimum of 3 years months as an Auxiliary Lieutenant (i.e., have completed their first term of ministry).

Time as an employee or Candidate Helper do not count towards years of service.

However, for an Auxiliary Lieutenant who was previously a commissioned officer, the minimum years of service an Auxiliary Lieutenant to advance from Stage II is 12 months. This allows time to settle in and establish well in the current "lay of the land" of Salvation Army officership in Australia, refresh knowledge, learn systems etc and connect with new Auxiliary Lieutenant peers but acknowledges their advanced standing in having met equivalent Stage III requirements at some point of time in the past.

Foundational Academic Qualification

The foundational academic qualification for an Auxiliary Lieutenant is a Diploma in Theology, including all threshold units.

If a Dip Theol (or equivalent) is held but threshold units have been missed, those units are to be completed as a priority in Stage III (which may be for audit rather than credit or via a Learning Portfolio under the Recognition of Competence (via Learning Portfolio) process).

Personal and Spiritual Formation Workshops

At least one Personal and Spiritual Formation Workshops will have been attended during Stage II; outstanding Workshops to be attended during Stage III as Personal & Spiritual PD.

First Nations Immersion Week

In line with TSA Australia's Reconciliation Action Plan, Auxiliary Lieutenants will participate in First Nations Immersion Week (or equivalent) during Stage II.

Appraisal

Appraisals provide feedback and ongoing evaluation of each officer's performance through their ministry journey. The importance of periodical feedback and evaluation is item 9 the Undertakings for Auxiliary Lieutenants. Therefore, Auxiliary Lieutenants are formally appraised in their ministry, spiritual development and character in year 1 and then in the final year of each term of service. The appraisals are conducted by OPS in consultation with AOs or Line Managers and involve both self and observer reflections. Through this process, you may identify goals to be incorporated into your IDPAL or OMDP and notified to the Auxiliary Lieutenant Development Team.

Transition to Commissioned Officership

At any time during their service, Auxiliary Lieutenants can apply to transition to commissioned officership. Application may be made to the Leader of Officer Formation via the Auxiliary Lieutenant Development Coordinator. Support from the Division (or equivalent) to proceed to the next stage will be sought.

Such an application will trigger an assessment of progress towards meeting requirements of the International Certificate of Salvation Army Officer Training (CSAOT). Recommendations will also be sought from the Line Manager, OPS and Divisional Leader or equivalent. An interview will be held with the Officer Formation Stream Review Council.

A key consideration with transition to commissioned officership is that training standards are upheld.

A crucial factor in flexible training is that there must be no lowering of training standards. Those who have been trained through the flexible system must be as well equipped for officership at commissioning as those who have been trained through the standard system. It is vital that the most rigorous attention is given to the maintenance of high standards in the process of awarding the Certificate of Salvation Army Officer Training.¹⁹

If an Auxiliary Lieutenant is close to completing the requirements of the CSAOT, the recommendation may be to progress towards commissioning as a Lieutenant direct from Auxiliary Lieutenant after completing outstanding training and formation requirements. Auxiliary Lieutenancy is not a short cut to commissioned officership; it is likely to take a minimum of five years to meet the requirements. The usual First Five Years (post commissioning) development requirements will apply to people who transition from Auxiliary Lieutenant to Lieutenant.

If an Auxiliary Lieutenant requires more substantial training and formation to meet the requirements of the CSAOT, the recommendation may be for the Auxiliary Lieutenant to become a Cadet for a period of time in order to complete the necessary training and formation requirements for commissioning as a Lieutenant. It is unlikely that an Auxiliary Lieutenant would remain in the same appointment when transitioning to a Cadet. Alternatively, the recommendation may be to continue as an Auxiliary Lieutenant while intentionally working towards the CSAOT requirements.

The OFS Review Council makes recommendations but acceptance for commissioning is subject to the usual processes of the Territorial Candidates Council and Officer Review Council.

A flowchart depicting the process for transition is at Appendix 3.

¹⁹ Orders and Regulations for Training of Salvation Army Officers

Personnel Processes

End of Term Review

During the third year of each term of ministry and service, an Auxiliary Lieutenant will be subject to an end of term review. The OPS facilitates this process, seeking input from the Auxiliary Lieutenant, the Auxiliary Lieutenant Development Coordinator, the Area Officer (or equivalent) and the Divisional Leader (or Head of Department). A recommendation about ongoing suitability, subject to appointment availability, will be made to the Officer Review Council. Auxiliary Lieutenants will be notified of the outcome.

Future Service Consultation

At specific years of service in an appointment, officers are subject to a [Future Service Consultation](#) (FSC). This process takes place during March/April each year to fit with the Territorial Appointments Council cycle and is facilitated by the OPS. In many cases, the FSC for an Auxiliary Lieutenant will align with the third year of their ministry term, however, this may differ for those who commenced midway during a calendar year or who have changed appointment within their current term.

Extension of Service Term

Extensions of service are not automatic and are subject to continued suitability and appointment availability. As part of the End of Term Review process, an Auxiliary Lieutenant may indicate their desire to renew their ministry term. This three-yearly cycle continues indefinitely as there is no longer a limit of three three-year terms.

Retirement

The [Officer Retirement Provisions Policy](#) applies to Auxiliary Lieutenants. Some retirement provisions have a qualifying length of service for eligibility.

Conclusion of Service

If an Auxiliary Lieutenant intends to conclude their service at the end of their term, they may indicate this desire as part of the End of Term Review process. TSA may also initiate the conclusion of service at the end of a term due to operational reasons.

At the end of the agreed term of ministry, the normal exit procedure for officers will apply.

After the conclusion of service, Auxiliary Lieutenants are no longer eligible to wear rank trimmings or attend officer meetings or councils.



Appendix 1 - Summary Timeline

Timeframe	Tasks
Prior to commencement (Stage I)	<p>Complete ALL Safeguarding requirements (for jurisdiction in which you will be serving) including online training</p> <p>Complete all Stage I preliminary requirements</p> <p>Optional: Entering and Leaving an Appointment class</p> <p>If possible: Commence <i>establishing well</i> training</p>
Commencement (Stage II)	<p>Warranting, Welcome and Affirmation</p> <p>Work through <i>establishing well</i> training</p>
Within 1 month	<p>Complete <i>TSA Today</i> LEARN module (online)</p> <p>Meet with OFS to draw up IDPAL & OFS assigns ITO</p>
Within 2 months	<p>Complete all mandatory LEARN modules (online)</p>
Within 3 months	<p>Engage with pastoral supervisor</p>
At 4 months	<p>Auxiliary Lieutenant Development Team initiates 6 month probation documentation and process, facilitated by OPS</p>
Within 6 months/ Probation	<p>Attend Orientation session hosted by OFS²⁰</p> <p>Complete probation requirements</p>
After completing probation	<p>Review/update IDPAL with OFS</p>
Year 1	<p>Attend Auxiliary Lieutenant Academy organised by OFS²¹</p> <p>Auxiliary Lieutenant Development Team initiates Appraisal process, facilitated by OPS</p> <p>Prepare Officer Ministry Development Plan (OMDP) with Line Manager, taking into account IDPAL and Appraisal²²</p>
Year 2	<p>Attend Auxiliary Lieutenant Academy organised by OFS</p> <p>Continue working towards IDPAL (review/update annually)</p> <p>Annual review OMDP with Line Manager</p>

²⁰ Typically offered in January in conjunction with Cadet Orientation and in June in conjunction with Auxiliary Lieutenant Academy

²¹ Typically in June

²² The OMDP is on a financial year annual cycle



Year 3	Attend Auxiliary Lieutenant Academy organised by OFS Future Service Consultation (if in third year of same appointment) ²³ Continue working towards IDPAL Annual review of OMDP with Line Manager Appraisal and End of Term Review process facilitated by OPS
At end of Year 3	Extension of term of ministry or conclusion of service Review/update IDPAL with OFS Assessment by OFS if conditions have been met to advance to Stage III

Timeframe	Tasks if Stage II	Tasks if Stage III
Years 4 & 5	Attend Auxiliary Lieutenant Academy organised by OFS Continue working towards IDPAL (review/update annually) Annual review of OMDP with Line Manager Annual assessment by OFS if conditions have been met to advance to Stage III	Complete annual PD 10+10+10 requirements Optional: Attend Auxiliary Lieutenant Academy organised by OFS Annual review of OMDP with Line Manager
Year 6	Attend Auxiliary Lieutenant Academy organised by OFS Future Service Consultation (if in third year of same appointment) Continue working towards IDPAL Annual review of OMDP with Line Manager Appraisal and End of Term Review process facilitated by OPS	Complete annual PD 10+10+10 requirements Optional: Attend Auxiliary Lieutenant Academy organised by OFS Future Service Consultation (if in third year of same appointment) Annual review of OMDP with Line Manager Appraisal and End of Term Review process facilitated by OPS
At end of Year 6	Follows pattern of Year 3	Extension of term of ministry or conclusion of service Review/update IDPAL with OFS
Years 7-9	Follows pattern of Years 4-6	

²³ Around March/April



Appendix 2 - OFS Suite of Units

The OFS suite of units applies to Accepted Candidates, Cadets, Auxiliary Lieutenants and Lieutenants. These units have been prioritised for Auxiliary Lieutenants in the following table and 2024 timetabling noted. Further, some units are considered **threshold units**, which means they are required for Auxiliary Lieutenants to advance from Stage II to Stage III. These are marked with a * in the table. All units from the OFS suite are considered threshold units for Auxiliary Lieutenants to advance from Stage III.

1 st priority units	2 nd priority units
<p>Learning for Life and Ministry²⁴ AR1112B EBC or UD Semester 1 2024 // Semester 2 2024 (extensive)</p>	<p>Leadership in Ministry unit code TBA <i>Not offered in 2024</i></p>
<p>*Pastoral Ministry Foundations DP1314B EBC or UD Summer Intensive 2024</p>	<p>Justice and Social Mission DM2136B EBC or UD Summer Intensive 2024</p>
<p>*The Story of God, People and Land BA1137B EBC or UD Semester 1 2024</p>	<p>Wesleyan Theology for Today unit code TBA <i>Not offered in 2024</i></p>
<p>*The Story of Jesus, Gospel and Early Church BN11316B EBC or UD Semester 2 2024</p>	<p>Reflective Practice for Vocational Formation DP2147B EBC or UD Semester 2 2024</p>
<p>*Discovering Christian Theology CT1109B EBC or UD Semester 2 2024</p>	<p>Supervised Theological Field Education DP3121B EBC or UD Full Year 2024</p>
<p>*Spiritual Formation DS2312B EBC or UD Semester 2 2024</p>	<p>Elective units</p>
<p>*Mission Foundations DM1113B EBC or UD Winter Intensive 2024</p>	
<p>Worship & Preaching Essentials DL1198B EBC or UD Semester 1 2024</p>	
<p>Remembering and Forgetting in Christian History CH1306B EBC or UD Semester 1 2024</p>	

²⁴ New unit. Recommended starting point for **all new** EBC Higher Ed students.



Please see the full list of [units of study](#) on offer through EBC in 2024.

2024 Intensive and Semester dates are as follows:

- Summer Intensive period is 5-16 February, with admissions closing 25 January;
- Semester 1 runs from 26 February through 31 May, with admissions closing 16 February;
- Winter Intensive period is 11-21 June, with admissions closing 1 June; and
- Semester 2 runs from 29 July through 1 November, with admissions closing 19 July.

There is scope to alter the priority of units based on individual needs as outlined in the IDPAL. In addition, there may be times when second priority²⁵ or elective units have stronger applicability to the Auxiliary Lieutenant's appointment than units from the OFS suite. Where Recognition of Competence (via Learning Portfolio) is approved in one of these areas, alternative units may be negotiated in line with award requirements. Approval for second priority or elective units must be granted by the Auxiliary Lieutenant Development team.

Please note, EBC Higher Education Stream has been undergoing a curriculum review over the past three years. Several updated and new units are on offer from 2024. A quick summary of the somewhat equivalent units is below.²⁶

New unit name	Former unit name
Pastoral Ministry Foundations	Introduction to Pastoral Theology and Ministry
The Story of God, People and Land	Interpreting the Hebrew Bible
The Story of Jesus, Gospels and Early Church	Interpreting the New Testament
Discovering Christian Theology	Introduction to Christian Theology
Spiritual Formation	Introduction to Spiritual Formation
Learning for Life and Ministry	Critical Thinking for Theology (indirectly)
Remembering and Forgetting in Christian History	Introduction to Christian History
Leadership in Ministry	Introduction to Leadership in Ministry; Leadership: Task and Challenge
Justice and Social Mission	Social and Community Mission 1
Wesleyan Theology for Today	Foundations of Wesleyan Theology
Theology of Catherine Booth	The Theology of Catherine Booth in its Historical and Contemporary Contexts

²⁵ Note that second priority units are Level 2 or 3 and have prerequisites.

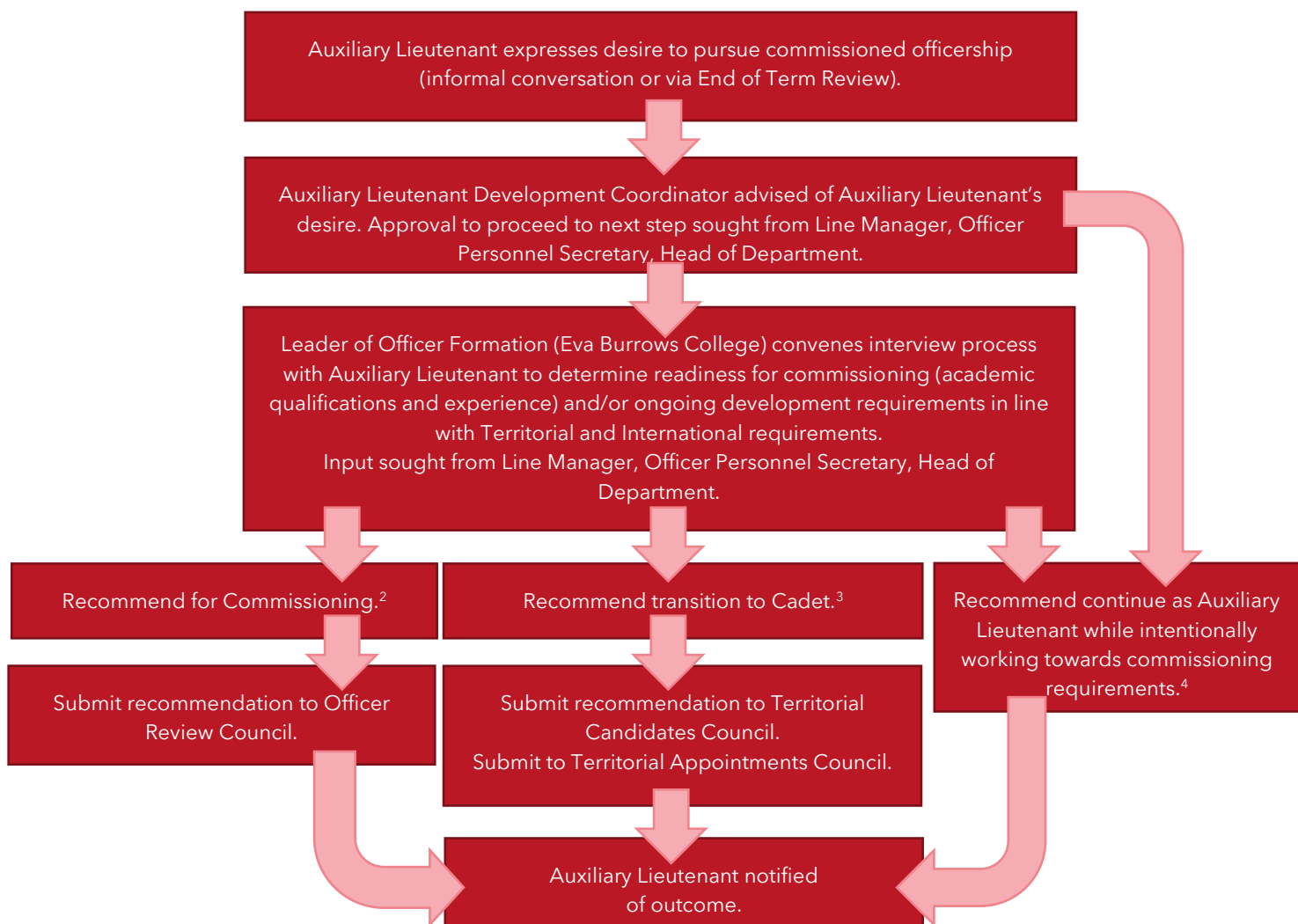
²⁶ Units that are on the same line of the table may not both be taken; e.g., you may not enrol in *Justice and Social Mission* if you previously completed *Social and Community Mission 1*.



Appendix 3 - Transition to Commissioned Officership

At any time, an Auxiliary Lieutenant may ask to be considered for commissioned officership.¹ This question is also explicitly raised in the Auxiliary Lieutenant End of Term Review.

An Auxiliary Lieutenant has been through the Officer Recruitment processes so does not need to re-apply through recruitment channels. There are slight differences in eligibility for Auxiliary Lieutenancy and commissioned officership (e.g., age, appointment availability); this process assumes that eligibility for commissioned officership is met.



1 While this may happen at any time, the transition process would not usually be considered until after an Auxiliary Lieutenant had served a minimum of one year. Requesting to transition earlier than this begs the question why the individual applied to become an Auxiliary Lieutenant rather than a Cadet.

2 Recommendations for commissioning in the current year (November/December) are usually presented to Officer Review Council (ORC) in June/July.

3 While it is possible to transition to cadet mid-year, the preference is to commence with a sessional cohort in January. In this light, recommendations to transition to cadet should be confirmed by September/October of the year prior.

4 It is possible to work towards commissioning requirements while remaining an Auxiliary Lieutenant (i.e., it is not necessary to transition to Cadet). The process of determining readiness for commissioning to occur again early in the year of anticipated commissioning.







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