



THE BAPTIST INSTITUTE OF PITTSBURGH

STRENGTHENING BAPTISTS
IN FAITH, DOCTRINE, & UNITY

Program Guide 2016-2017



From the Executive Director

Dear Student,

The goal of the Baptist Institute is to glory God by strengthening you in your faith, understanding of Baptist doctrines, and unity with our Lord Jesus Christ and His church.

I pray that you find in the pages of this Program Guide all the information you need on how to apply, register for classes, and earn and transfer course credit. You will also find information about our courses, instructors, grading policies and more.

In addition to learning about our programs and policies, I invite you to contact me or any member of our Board of Directors to talk about how the Baptist Institute can help you grow not only in knowledge, but in love for our Lord and Savior Jesus Christ and His people.

Yours in Christ,



Brian K. Hart
Executive Director

Statement of Faith

We affirm the Holy Bible to be the inspired, inerrant, authoritative, and sufficient Word of God. We follow the 1689 London Baptist Confession of Faith as our guiding confessional statement. All BIP board members, faculty, and administrators agree to accept our standards as they relate to teaching and learning within the Institute.

As a student, you are not required to subscribe to any confession of faith, but we receive only students who confess Jesus Christ as their personal Lord and Savior and whose stated beliefs and practices adhere to the standards of God's Word as their rule for faith and life. Students of Christian church backgrounds, including those that are not Reformed or baptistic, are welcome to enroll in our courses so long as they respect our faith and the teaching of the BIP.¹

We are a not-for-profit Institute governed by an independent Board of Directors, subject to the rule of Jesus Christ. We are not affiliated with any single church or association of churches. In a manner consistent with Baptist faith and practice, we actively establish relationships with pastors, churches, associations, and seminaries. Our Board may receive advice from an Advisory Panel consisting of representatives of local churches, seminaries, and other institutes. Local churches are also represented through our Church Partner Program.

RPTS Partnership

The BIP and RPTS have entered into a cooperative agreement for Baptist seminary education. This relationship is built on brotherhood in Jesus Christ and mutual respect for each other in areas of both agreement and disagreement on interpretation of Scripture. We believe that unity in spite of our differences honors our Lord and brings His blessing. We are Christians first, Reformed second, and Baptists third. The BIP is represented on the RPTS President's Council and likewise, RPTS liaisons participate in the BIP Advisory Panel.

The BIP and RPTS are entirely separate from one other: each with its own instructors, boards, officers, locations, and operations structures.

Mission Statement

To build up baptistic churches in western Pennsylvania by offering programs of study, credit and non-credit courses, classes and apprenticeship opportunities for seminarians, church leaders and others involved in Christian ministry that reflect the confessional and Reformed history of Baptist faith and practice.

¹ By "baptistic" we mean individuals or churches whose beliefs are similar to those of the historic Baptist faith, but may not identify themselves as Baptist in faith or practice. This term includes a wide range of churches.

General information

Locations

Our administrative offices are located at:

Baptist Institute of Pittsburgh
908 Ann St., Second Floor
Homestead, PA 15120

Phone: 412-461-2107

Email: baptistinstitutepgh@gmail.com

www.baptistinstitutepgh.org

Our classes are taught at a number of church locations throughout Pittsburgh including Three Rivers Grace Church in the Elliott (West End) neighborhood and Calvary Baptist Church in West Mifflin. You should consult the schedule of classes for location information prior to registering.

Class Times

Most classes are taught on a three-weekend format each quarter, with the student responsible for completing assignments between classes. Each weekend includes classes on Friday from 6:30 – 9:10 p.m. and Saturday from 9 a.m. to 4 p.m. There is one class session in each month of the quarter. Class days are coordinated as closely as possible with the RPTS schedule to minimize conflicts for degree-seeking students. Please consult the schedule at www.baptistinstitutepgh.org for up-to-date information.

Class Attendance

Class sessions provide you with the opportunity to interact with the instructor by asking questions and participating in discussions. Attendance at all classes is expected and demonstrates the student's Christian maturity and responsibility. If you are ill or otherwise legitimately must be absent from class, you should notify the instructor and make arrangements to obtain notes and handouts, or to complete exams.

Library

RPTS graciously extends library privileges to all BIP students, faculty, and staff. If you are not an RPTS student, a library card will be obtained for you. The card is valid only while you are taking BIP classes. The RPTS library is available during the normal operating hours of the seminary. You are fully responsible for fines and may not register for BIP courses if you have unpaid fines or obligations. We expect you to leave a good witness with the seminary by returning books on time in the condition in which they were borrowed.

You may also have access to certain reserve books for use in the BIP classroom. These holdings are managed through the RPTS online catalog and may be checked out for up to one week using your RPTS library card.

Textbooks

Students are responsible to order all required books through the bookstore of their choice including Amazon, Lifeway, Christian Book Distributors, etc.

Academic Calendar

Fall Quarter

2016-2017

Quarter Begins ²	September 5
Final Day to Withdraw Without Penalty	September 16
Registration Opens for Winter Quarter.....	October 17
Final Examinations.....	Week of November 14
Quarter Ends.....	November 18

Winter Quarter

Quarter Begins	November 28
Final Day to Withdraw Without Penalty	December 9
Winter Break Begins	December 17
Classes Resume	January 2
Final Day to Resolve Fall Quarter Incompletes	January 2
Registration Opens for Spring Quarter.....	January 23
Final Examinations.....	Week of February 20
Quarter Break.....	February 27 – March 5

Spring Quarter

Classes Begin	March 6
Final Day to Withdraw Without Penalty	March 17
Final Day to Resolve Winter Quarter Incompletes	April 10
Registration Opens for Summer and Fall Quarters	April 17
Final Examinations.....	Week of May 15

Summer Quarter

Internships Scheduled by Arrangement

² Most BIP classes are offered in a three-weekend intensive format and will begin after the start of the quarter, ending before the last day given for final examinations. Consult the online schedule for additional information.

Program of Studies

Course Descriptions

- **Introduction to Reformed Theology** – This course is intended for students who do not plan to enroll at RPTS, but may enroll at another seminary or take the course for personal enrichment. Students will study the development of Reformed Theology with its emphasis on salvation by grace through faith and the development of the Reformed doctrines of grace and their impact on the Protestant churches of today. Consideration will be given to the doctrines of grace in personal and confessional theology. Equivalent to RPTS Introduction to Reformed Theology.
- **Theology of Worship** - This course will focus on the biblical teaching concerning Christian worship. Attention will be given to personal and family worship, and the gathered worship of the local church. Topics of study will include: corporate worship on the Lord's Day, the ordinances of baptism and the Lord's Supper, the role of music in corporate worship, the Regulative Principle, and other related matters. (This course is intended to replace the RPTS Ministry of Worship course or, if need be, will count as an elective. It should be taken in the second year of the M.Div. degree or first year of the M.T.S. degree.)
- **Baptist Church History** – Students will trace the development of present-day Baptist faith through its beginnings in pre-Reformation Europe, including the development of Anabaptist thought, the English non-conformists, migration of Baptist churches to America, and the development of mainline Baptist associations. Attention will be given to the development of the various Baptist confessional statements beginning with the 1644 London Baptist Confession of Faith. This course meets the RPTS denominational church history requirement. RPTS M.Div. or M.T.S. students should take this course during their second year.
- **History of the Black Baptists** - In this denominational church history course, students will explore the historical development of Black Baptist churches in America. Attention will be given to theological and cultural distinctions of Black Baptist churches from other Baptist and baptistic groups. This course meets the RPTS denominational church history requirement. RPTS M.Div. or M.T.S. students should take this course during their second year.
- **Doctrine of the Church** – From a biblical-historical perspective, this course focuses traces the assembly of God's people for worship from Eden to Christ and the New Testament church indwelt by the Holy Spirit. After exploring the nature of assembled worship in the Old Testament, students will examine the elements of the true church along with the ordinances of Baptism and the Lord's Supper, and types of church government with emphasis on the congregational model. Consideration is given to issues confronting the New

Testament church today. (This course is intended to replace the RPTS Doctrine of the Church course or, if need be, will count as an elective and should be taken in the third year of the M.Div. degree or second year of the M.T.S. degree.)

- **Baptist Confessional Standards** – This course examines the development of Baptist confessional standards from the Schleithem Confession through the 17th century London standards (1644 and 1689), into the development of the Philadelphia and New Hampshire Confessions to various forms of the the Southern Baptist Convention’s “Baptist Faith and Message.” The course will show how confessional development guided the movement of the Baptist church and helped her to retain conservative thought regarding the authority of Scripture as the rule for faith and life. (Counts as elective credit at RPTS.)
- **Baptist Theology** – Historically rooted in the Particular and General Baptist theologies of the English Reformation, there is today no one Baptist theology. In this course, students will trace the main lines of Baptist theology including Baptist Covenant Theology, Dispensationalism, and the more recently-developed New Covenant Theology and their impact on Baptist and baptistic churches today. In addition, the course will examine the significant differences between Presbyterian and Baptist covenant theologies. (Counts as elective credit in lieu of the RPTS Covenant Theology course.)
- **Internship/Apprenticeship** – Students called to pastoral ministry will serve at least one ten-week internship at a local church under the supervision of a local pastor. The experience is designed to provide practical and observational experience within the context of a local church, including if possible, participation in associational connections with other congregations. Internship opportunities may also include work in chaplaincies, missions, or other areas of church life. Pass/fail grading will be based on the observations of the supervising pastor and on the student’s own observations in consultation with BIP faculty. RPTS students may take this course in lieu of the RPTS Summer Internship.

Please note that we may add new courses from time to time. Check our website for up-to-date course offerings.

Certificate Programs

The BIP awards the following certificates to aid in the credentialing of Baptist students:

Pastoral Ministry Certificate – this certificate is granted to all students who complete at least five BIP courses and earn an approved M.Div. degree. (Courses taken must include Ministry of Worship, Baptist Church History, Doctrine of the Church, and Baptist Theology, plus one BIP elective.)

Ministry Studies Certificate – awarded to all students who complete at least Baptist Church History, Ministry of Worship, and Doctrine of the Church and earn an approved M.T.S. or similar degree.

Baptist Church Servant Certificate – awarded to all students who complete at least Ministry of Worship and receive an RPTS Servant of the Church certificate. A student who completes four courses, but does not complete an RPTS degree program may also be awarded this certificate.

Non-certificate Studies – any RPTS student is welcome to take one or more of our courses for elective credit transfer toward his or her RPTS degree. Students from denominations other than the RPCNA may take Baptist Church History in lieu of Reformed Presbyterian Church History, Black Church History and Polity, or writing a denominational research paper.³

General Education - Members of the community may, upon admission, take any or all courses on a for-credit or audit basis. All students must apply and register to take BIP courses.

If you are an RPTS student enrolled in the Counseling concentration please note that taking Baptist Institute courses could result in more credits earned you need for graduation.

Admissions Information

General Requirements

Application

You must apply to the BIP in order to take courses. An application form is available on our website. In addition to the application form, you must also submit the following.

Active and Engaged Church Membership

The mission of the BIP is to train men and women to serve in the local church. Whether or not you plan to earn a degree, you must provide evidence of membership in a local church. Ongoing, active, and engaged membership is considered a foundational part of a student's preparation for ministry. Accordingly, all students will need to submit a completed Pastor's Certificate of Active and Engaged Church Ministry with their application. (This form is not required for current church pastors.)

Statement of Faith

You are required to submit an essay (500 words) describing how you came to accept Jesus Christ as Lord and Savior, along with your specific call to ministry. The essay must describe how you carry out Christ's Great Commission (Matt. 20:19-20) in daily practice.

Academic Achievement

You will need to provide evidence of academic achievement if you apply to BIP, but are not currently enrolled in seminary. Transcripts of at least baccalaureate work are preferred; however, a student may be admitted to take BIP courses for credit without

³ The Reformed Presbyterian Church in North America (RPCNA) is the denomination to which RPTS belongs. RPCNA students are required to take RP Church History. You should check with your RPTS advisor and BIP Registrar when planning which courses to take for credit.

having earned an undergraduate degree. We are looking for evidence of preparation and ability to complete graduate level work. If you are not accepted as a “for-credit” student, you may still audit courses at the reduced rate.

Note to RPTS and Non-credit Students:

We accept verification of enrollment from the registrars of RPTS and other partner seminaries in lieu of a detailed application and transcripts. You must submit a short application form, the Pastor’s Certificate of Active and Engaged Church Membership, a seminary certification of enrollment, and a Statement of Faith. To audit BIP classes, you need only complete the short application form, pastor’s certificate, and statement of faith. Please check with the BIP Registrar for details.

Certificate Program Requirements

Pastoral Ministry Certificate

In addition to general requirements described above, you must be an RPTS or other seminary M.Div. candidate. (Students will be also considered on presentation of a Certificate of Admission to an M. Div. program.)

RPTS M.Div. students declaring the Biblical Counseling concentration should be aware that most BIP credits transfer to RPTS as electives. The Biblical Counseling concentration courses leave little room for electives and consequently, enrolling at BIP could result in taking more than the 135 credits required by RPTS for graduation.

Ministry Studies Certificate

In addition to the general requirements described above, you must also be a candidate for the RPTS M.T.S. Degree Program. (Students admitted to another seminary will also be considered on presentation of a Certificate of Admission to a theological studies program other than M.Div.)

Baptist Church Servant Certificate

RPTS Servant of the Church certificate students or students not enrolled at a seminary may apply for admission to the Servant of the Church program. This allows you to take any or all of the BIP courses. You will earn full graduate credit for courses taken that can later be considered by RPTS or another seminary should you choose to enroll in a degree program later on.

Non-Credit/Audit Program

You may enroll in BIP courses on a not-for-credit (audit) basis by completing an application for admission and declaring the non-credit option. Please note that the Active and Engaged Church Membership certificate and Statement of Faith are still required. Non-credit/audit students will not receive program certificates or graduate credit. Auditing students are not required to complete assignments or take examinations.

Application Fee and Deadlines

Application materials should be accompanied by a check or money order for \$20.00 payable to the Baptist Institute of Pittsburgh. (The application fee is waived for RPTS

students.) You can apply at any time, but no less than 10 business days before the start of any class in which you plan to enroll.

Tuition and Fees

Tuition for Baptist Institute courses is set by the Board of Directors annually. You are responsible for paying tuition directly to the Baptist Institute by cash, check, money order, or credit card. Please note that a handling fee is charged for credit card payments to cover the Institute's costs for processing.

Tuition is due in full on or before the first day of class unless a payment plan has been set up and approved by the Institute Office.

2016-2017 Tuition

For-credit Students: \$200 per credit (\$600 for a three-credit course)
Non-credit/Audit Students: \$250 per course.

Fees

Aside from the \$20 Application Fee, the Baptist Institute does not add fees to base tuition.

Registration

Once admitted, you may register for any BIP course being taught in a given quarter. To register, you must be admitted, be in good standing with the BIP and your church, and owe no outstanding tuition or fees to the BIP. You must also not have any outstanding fines or overdue books at the RPTS Library. Registration must be complete by the first day of class unless special arrangements have been made with the Registrar.

While enrolled, you must agree in writing to the following statement, "While I am a student at the BIP, I will attend classes regularly and obey all rules and regulations. I promise to pay all tuition and fees on time or according to agreed-upon arrangements. On my honor I will neither give nor accept improper assistance in completing any assignments while enrolled in BIP programs."

You must register and begin attending within one calendar year of admission or you will be required to reapply. Any student who has not taken a class within three years of the first may also be required to reapply.

Full-time seminary students should consider overall course loads when registering for BIP courses. We generally will not permit you to register for BIP courses if you are taking more than 12 credits at your home seminary in the same term. This limit may be increased to 15 credits for students demonstrating exceptional ability. **If you are taking more than 15 credits in any given term at your home seminary, you must show proof that you have dropped one or more classes before registering for BIP courses.** We will confirm course loads before finalizing student registrations.

Transfer Credit

The BIP is not a degree-granting institution and therefore we do not accept transfer credit from other institutions. Accredited degree-granting seminaries and other institutions may accept BIP courses for transfer credit after a review and determination provided that you have successfully completed the course, usually with a grade of “C” or better.⁴

At the time of this writing, the BIP has credit acceptance agreements in place with RPTS, The Southern Baptist Theological Seminary, and Ashland Theological Seminary (Ashland, Ohio).

Credit by Examination

The BIP does not offer a credit by examination program. Academic credit is granted only to those who enroll and participate in instructor-led courses.

Auditing

You may audit BIP courses after meeting the following requirements:

- Submission of a complete application for admission.
- Full payment of the course audit fee or entering an approved payment plan.
- Consent of the instructor.

Transcripts

Official transcripts of course work will be issued to an institution on your behalf so long as you are in good standing with the BIP. A transcript fee of \$4.00 is charged for each official transcript requested. We automatically issue official transcripts to the RPTS Registrar after each term of enrollment at no cost to the student. Official transcripts are never issued directly to the student.

You and your sponsoring church (if desired) will receive unofficial grade reports after each academic term showing course grade, term grade point average, and cumulative grade point average (if any).

Financial Information

Your tuition is due and payable on or before the first day of class. We accept personal or church checks or credit cards. Please be aware that we charge an additional fee for credit card payments to cover our processing costs. We encourage students to avoid incurring debt by using credit cards, and so we will work with you on a flexible

⁴ You should consult with your home seminary *before* enrolling at BIP to be sure credits will transfer. The BIP Registrar can help you determine which courses are approved at RPTS and other seminaries either as electives or in lieu of required courses.

payment schedule. All payment schedules must be approved in writing in advance and you will be required to sign a promissory note.

Current tuition rates are published on the BIP website at <http://baptistinstitutepeg.org>. We reserve the right to change tuition and fees at any time. Checks must be made payable to Baptist Institute of Pittsburgh. If you use an online banking system to send a check, please make sure it will arrive at our administrative office on or before the first day of class.

Refunds

Tuition refunds for dropped courses will be prorated on the following scale:

100% to the end of the first week

75% to the end of the second week

50% to the end of the third week

No refunds will be made after the end of the third week of the term.

Financial Aid

The BIP does not participate in or accept funds from government financial aid programs. We discourage the use of loans (including credit cards) to finance education since it may be difficult to repay them on a ministry salary. If you must pay all or part of your own tuition, please be reminded that a flexible payment schedule is available as described under Tuition and Fees above.

Church Partner Grant Program

Members of one of our supporting partner churches may be eligible to receive a tuition discount at BIP. **RPTS students should note that our program is different from the RPTS church match grant program, so please plan accordingly.**

The BIP encourages sending churches to prayerfully consider supporting all or part of your costs. We are glad to consult with you and your church on financing arrangements to make it possible for students to participate and receive the full benefit of our programs.

Academic Information and Policies

Accreditation

The BIP is an unaccredited Institute for Baptist studies. Accredited seminaries may approve and accept BIP courses for transfer credit in lieu of required courses or as electives.

Our status as an unaccredited institute should not be confused with our ability to offer graduate credit for our courses. "Unaccredited" means that we have not applied for or received accreditation from an accrediting agency such as the Association of Theological Schools. We can and do offer graduate, seminary-level instruction and credit for our courses.

Academic Year

The academic year is divided into three quarters of eleven weeks each. Usually one course is offered in any given quarter. Internships are generally scheduled during the summer months, although special arrangements can be made.

Standards of Evaluation

One quarter hour of credit consists of one 50-minute class period meeting weekly for ten weeks in a quarter, plus one additional week for the final examination. Most BIP courses are assigned three quarter hours. The grading system used is as follows:

Letter Grade	Means	Numeric Grade	Quality Points
A+		98-100	4.0
A	Excellent	94-97	4.0
A-		90-93	3.7
B+		87-89	3.3
B	Good	84-86	3.0
B-		80-83	2.7
C+		77-79	2.3
C	Fair	74-76	2.0
C-		70-73	1.7
D+		67-69	1.3
D	Unsatisfactory	64-66	1.0
D-		60-63	0.7
F	Failure	Below 60	0.0
I	Incomplete	Required work not yet completed. ⁵	
P or F	Pass/Fail	Given for Internships	
W	Withdrawal	Student withdraws from class before deadline.	

Grade Point Average

Student records, grade reports, and transcripts will carry the computed Grade Point Average (GPA). The GPA is the total quality points earned divided by the total number

⁵ "I" grades are resolved by turning in all missing course work within six weeks following the end of the term in which the grade was given. Your instructor may, at his discretion, reduce your grade by one (A to B, B to C, etc). If you fail to turn in work within the allotted time, the I grade will be converted to an F.

of credit hours attempted. W and Pass/Fail grades do not contribute to a student's GPA.

Grade Appeals

The grade you receive from your instructor is final unless you can demonstrate to the BIP Registrar by compelling evidence that the grade was unfair and a modification should be made. If you appeal a grade, a committee made up of the Registrar, Lead Instructor, and Course Instructor (if different) will review the evidence and determine your final grade.

Continuing Status

You must generally earn a grade of C or better in BIP courses in order to continue in a certificate program. Decisions on continuing status will be made by the Registrar and Lead Instructor and may take into account your overall graduate program (BIP and seminary) success. You may repeat BIP courses if doing so may improve the likelihood that a course will be accepted for transfer elsewhere. The transcript will show all attempts to complete a course and the grade received; however, only the most recent (not necessarily the highest) grade recorded will be used to compute your GPA.

You must also have paid all BIP account balances and have no outstanding fines or charges at the RPTS library in order to continue in BIP programs or receive your certificate upon seminary graduation.

Incomplete Coursework

You must complete all coursework for any given quarter no later than six weeks after the end of the quarter. Failure to meet the deadline for submitting incomplete coursework will result in a grade based on the work that was completed, usually an "F." See Standards of Evaluation above for more information. The instructor may at his discretion impose a penalty of one letter grade (B for A, C for B, etc.) in assigning your final grade.

Records

The Registrar maintains permanent records of your achievement in coursework and provides a report to you and your sponsoring church officials (if desired) at the end of each quarter. The Registrar provides one official transcript to RPTS or your home seminary after each term at no charge. Your student records will otherwise be held in confidence except transcripts distributed at your request, or if the Institute is legally required to distribute your transcript to others.

Withdrawal from Courses

Written permission of the instructor is required before you may withdraw from a course. A grade of "W" will be recorded if you withdraw within three weeks of the first class meeting. (If you are enrolled in a three-weekend intensive course, a grade of "W" will be recorded after the first weekend.) If you withdraw after three weeks, a grade of "F" will be recorded. Under extraordinary circumstances such as documented extended illness, you may petition the Registrar to have an "F" withdrawal grade commuted to a "W."

Independent Study

You may be able to take some courses independently with the permission of the faculty member. In addition, you may submit a proposal for consideration of an independent study course designed around specific topics of concern to Baptist or baptistic students. An independent study fee of \$65 per credit hour is charged due to the additional load imposed on the instructor. Please remember that independent studies can be difficult or impossible to arrange when courses are taught by visiting instructors. Students should contact the Lead Instructor with questions about independent study arrangements.

Staff

Brian K. Hart, M.Div., Executive Director and Registrar

Instructors

Benjamin M. Reaach, Ph.D., Lead Instructor

R. Bruce Bickel, D. Min, D.D.

Brian K. Hart, M.Div

Mark Robinson, M.Div.

Richard Wingfield, D. Min.

Board of Directors

Mr. Philip M. D'Amato

Dr. R. Bruce Bickel

Mr. Brian K. Hart (*ex officio*)

Dr. Benjamin M. Reaach

Rev. Johnathan Wilson