



THE BAPTIST INSTITUTE OF PITTSBURGH

STRENGTHENING BAPTISTS
IN FAITH, DOCTRINE, & UNITY

Program Guide 2018-2019

From the Executive Director

Dear Student,

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

I pray that you will find this Program Guide helpful as you consider your theological education. In its pages you will find 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,

A handwritten signature in black ink, appearing to read "Brian K. Hart". The signature is fluid and cursive, with a long horizontal stroke at the end.

Brian K. Hart
Executive Director

Statement of Faith

We affirm the Holy Bible to be the inspired, inerrant, authoritative, and sufficient Word of God and follow the London Baptist Confession of Faith of 1677/89 as our guiding confessional statement. BIP board members, faculty, and staff agree to abide by our standards as they relate to teaching and learning within the Institute.

We accept students from all Christian denominational backgrounds. 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 are welcome to enroll in our courses so long as they respect our doctrinal beliefs and those of others.

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 one church, association, or denominational body. 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.

Seminary Partnership

The BIP has entered into an agreement with the Reformed Presbyterian Theological Seminary (RPTS) under which most of our courses can be accepted toward master's level academic degrees. RPTS students may replace some required courses with similar BIP courses and take other courses for elective credit. BIP students may also use the RPTS library during any term of enrollment even if they are not taking RPTS courses. BIP students who wish to earn seminary degrees are encouraged to apply to RPTS, or they may also transfer certain course credits to The Southern Baptist Theological Seminary (Louisville, KY) or Ashland Theological Seminary (Ashland, OH).

Mission Statement

To build up Baptist and like-minded 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 historic Baptist faith and practice.

General information

Locations

Our administrative office and primary classroom is located at:

Baptist Institute of Pittsburgh
416 E. 10th Ave.
Munhall, PA 15120

Phone: 412-461-2107

Email: baptistinstitutepgh@gmail.com

www.baptistinstitutepgh.org

All courses will be offered at this location during the 2017-18 academic year.

Class Times

Most classes are taught over three weekends in each quarter, with the student responsible for completing assignments between classes. Classes meet one weekend per month. Each weekend includes classes on Fridays from 6:30 – 9:10 p.m. and Saturdays from 9 a.m. to 4 p.m. Class days are coordinated as closely as possible with the RPTS schedule to minimize conflicts for degree students. Please consult the Class Schedule page at www.baptistinstitutepgh.org for up-to-date information as changes may occur.

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 arrange to obtain materials, gain access to class videos, or complete exams.

Library

BIP students have borrowing privileges at the RPTS library while enrolled in BIP classes. If you are not an RPTS student, we will arrange a library card for you. The card is valid only during terms in which you are taking BIP classes. The RPTS library is available during the normal operating hours of the seminary and is closed on Lord's Days. You are fully responsible for library fines and may not register for BIP courses if you have unpaid fines or other 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 such as Amazon, Lifeway, Christian Book Distributors, etc.

Academic Calendar

Fall Quarter

2018-2019

Quarter Begins	September 7
Registration Opens for Winter Quarter.....	October 15
Quarter Ends.....	November 17

Winter Quarter

Quarter Begins	December 7
Winter Break Begins	December 22
Classes Resume.....	January 11
Final Day to Resolve Fall Quarter Incompletes.....	December 4
Registration Opens for Spring Quarter.....	January 22
Quarter Ends.....	February 16

Spring Quarter

Quarter Begins	March 8
Final Day to Resolve Winter Quarter Incompletes	April 27
Registration Opens for Fall Quarter	April 16
Quarter Ends.....	May 11
Final Day to Resolve Spring Quarter Incompletes	June 22

Program of Studies

Course Descriptions

- **Baptist Church History I** – The Baptist church has its roots in the English separatist movement of the 17th century. Both General (Arminian) and Particular (Calvinistic) Baptists find their foundations in the struggle of Protestant believers with the Church of England and one another as the great theologians of the day worked to find the “right” Protestant identities. Baptists, being convinced of the regenerate nature of the New Testament church, sought to defend this view while at the same time demonstrating their orthodox Christian belief. Explores the origins of the General and Particular Baptist churches through the 17th and 18th centuries including the migration of Baptists from England to America in New England, Pennsylvania, and the other English colonies. RPTS M.Div. or M.T.S. students should take this course during their second year. Offered during the Fall Quarter.

- **Foundations of Church Leadership** – What does the Bible teach about church leadership? Baptist churches are independent bodies, yet often associated with similarly-minded churches. While leadership structures may vary from church to church, this course examines the underlying biblical principles of church leadership that are useful to pastors, elders, deacons, Sunday school teachers, youth leaders, and more. Students will explore the biblical foundations of church leadership as well as consider how those foundations can be applied to church life today. Offered in the Fall Quarter.
- **Theology of Worship** - In the vernacular of the modern church, “worship” has come to mean the style of songs we sing. Biblically speaking, worship includes every aspect of how we give glory to God in public services, with our families at home, or in our private devotions. Worship is the Word of God preached, read, sung, prayed, and observed in the ordinances of Baptism and the Lord’s Supper. In this course, students will be confronted with contemporary issues in worship in the church, examining them according to what the Bible says that God requires. Students will also reflect on their own worship practices at home and in private, assessing them in terms of what the Scriptures say is pleasing to God. Offered in the Winter Quarter.
- **Baptist Theological Frameworks** – Churches have developed what might be called “theological frameworks” to summarize their understandings of Scripture. Covenant theology, Dispensationalism, and New Covenant Theology are among the frameworks used by various Baptist churches. This course, with an emphasis on Reformed Baptist covenant and biblical theology, helps the student understand the nature, history, and development of these frameworks to make more informed choices among them and, consequently, among the churches which hold to each of them.
- **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 may be accepted for elective credit and should be taken in the third year of the M.Div. degree or second year of the M.T.S. degree.) Offered during the Spring Quarter 2018.
- **Baptist Confessional Standards** – The church has from its very beginning sought to establish from Scripture clear statements of its beliefs to teach others, settle disputes, and often to demonstrate orthodoxy. The seventeenth-century Baptists were no exception. In addition to personal confessional statements, they developed corporate statements that continue to be used by churches today or served as the source from which many modern statements can trace their origins. Tracing the origins of Baptist confessional thought in

sixteenth and seventeenth century England, students will recognize the foundational role of the London Baptist Confessions of 1644 and 1689 to subsequent Baptist statements of faith finding within it the distinctives of Baptist belief and practice that continue to distinguish this branch of Christian believers from those of other denominations, especially with respect to the nature of the New Testament church.

- **Internships/Apprenticeships** – 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. (Please note that RPTS students must arrange internships through the seminary.)

The Baptist Institute adds new courses to our curriculum 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 Theology of Worship, Baptist Church History, Doctrine of the Church, and Baptist Theological Frameworks, plus one BIP elective.)

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

Servant of the Church Certificate – awarded to any student who completes at least three Baptist Institute courses whether or not enrolled in a seminary degree program.

Admissions Information

General Requirements

Application and Statement of Faith

You must apply to the BIP to take courses. An application form is available on our website. In addition to the application form, you must also submit a 300-500 word essay describing how you came to accept Jesus Christ as Lord and Savior, along with your specific call to ministry. For-credit students should include how you carry out Christ’s Great Commission (Matthew 28:19-20) in daily practice.

Academic Achievement

Non-RPTS students taking BIP courses for credit need to provide evidence of academic achievement. Transcripts of at least baccalaureate work are preferred; however, a student may be admitted to take BIP courses for credit without 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 BIP courses.

Note:

We accept verification of enrollment from the registrars of RPTS and other partner seminaries in lieu of a detailed application and transcripts. For-credit and non-credit students must complete the application form and a statement of faith. Please check with the BIP Registrar for details.

Application Fee and Deadlines

There is no application fee. Application materials should be sent electronically or by mail to the BIP office. You can apply at any time, but your application must be received prior to the start of the first course for which you plan to register.

Tuition and Fees

Tuition is set by the Board of Directors annually and is due in full on or before the first day of class. 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 will be charged for credit card payments to cover the Institute’s costs for processing.

Payment Plans

If you cannot pay tuition in full before classes begin, you may request a payment plan. Once approved, you may divide tuition into three equal payments, with each one due by the start of each class weekend. See the Registrar for details.

Federal Loans

The BIP does not participate in federal or private loan programs. RPTS students who pay for their education using federal loans may be able part of the proceeds to cover BIP tuition. Specific rules apply, so please check with the BIP office or RPTS Financial Aid Office well in advance of a given quarter to make sure you meet eligibility requirements and are able to draw down sufficient loan funds.

2016-2017 Tuition

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

Fees

There are no mandatory course or extracurricular fees. A handling fee is charged for credit card payments to recover our costs.

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.

Church Partner Grants

Members of one of our supporting partner churches may be eligible to receive tuition discounts. Check with your church or contact our office for more information.

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.

Registration

Once admitted, you may register for any BIP course that you are eligible as long as you are 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, overdue books, or other obligations with 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.”

You must register and begin attending within one calendar year of admission or you will need to reapply. Any student with a break longer than three years between classes will must also 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 quarter-hour or eight semester-hour credits in a given term at your home seminary. This limit may be increased to 15 quarter-hour or ten semester-hour credits for students demonstrating exceptional ability. **If you are taking more than 15 quarter-hour or ten semester-hour 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 your registration.

Transfer Credit

The BIP does not accept transfer credit from other institutions because we not a degree-granting institution. Accredited degree-granting seminaries and other institutions *may* accept BIP courses for transfer credit if you have successfully completed the course, usually with a grade of “B” or better.

The BIP has credit transfer agreements in place with RPTS, The Southern Baptist Theological Seminary, and Ashland Theological Seminary. Rules for credit transfers vary by institution, so please check before registering if you plan to transfer credit to any of these seminaries.

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:

- Submitting a completed 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 and have no outstanding fines or other obligations to the RPTS Library. We automatically issue official transcripts to the registrars of RPTS, Southern Seminary, or Ashland Seminary after each term of enrollment at no cost to the student. Official transcripts are never issued directly to the student. You will be charged \$4.00 for official transcripts issued for other purposes.

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.

Academic Information and Policies

Accreditation

The BIP is an unaccredited Institute for Baptist studies. 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. Internships are generally scheduled during the summer months, although other schedules may be arranged.

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 period for the final examination. Our courses consist of the same number of instructional hours, but taught over three weekend sessions per quarter. 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.	
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 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 Registrar 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 to continue in a certificate program. Decisions on continuing status will be made by the Registrar and Lead Instructor and may consider 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. Full tuition must be paid for each repeated course attempt. 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 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 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 also one official transcript to your seminary after each term. 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 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 \$50 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.

About the Baptist Institute

The Baptist Institute was founded in 2014 in response to churches and students seeking instruction in the distinctives of Baptist faith and practice locally in western Pennsylvania. We began with sixteen students enrolled in Theology of Worship and have regularly expanded and refined our curriculum since that time.

The Board of Directors is comprised by Baptist men who are committed to strengthening pastors, church officers, and members of Baptist and similarly-minded churches throughout the area who desire classroom instruction at the graduate, seminary level but unable to travel to other cities and prefer face-to-face instruction over online courses. We are committed to our partnership with RPTS locally in which we teach the distinctives of Baptist faith as part of a solid program of theological instruction by men who hold to the inerrancy of Scripture and its sufficiency for all matters of faith and spiritual life.

Staff

Brian K. Hart, Executive Director and Registrar

Instructors

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

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

Kim Grueser, D. Min. (adjunct)

Brian K. Hart, M.Div.

Mark Robinson, M.Div. (adjunct)

Richard Wingfield, D. Min. (adjunct)

Board of Directors

Mr. Philip M. D'Amato

Dr. R. Bruce Bickel

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

Dr. Benjamin M. Reaach

Rev. Johnathan Wilson