

## **BLACK MINISTRIES PROGRAM STUDENT MANUAL**

### **Basic Information**

The Black Ministries Program, under the direction of Rev. Dr. B. K. Watts, provides introductory theological training for clergy and laity. Course offerings include biblical studies, preaching, theology, worship, Christian education, pastoral counseling and church history. Upon completion of the program a certificate is awarded.

The two-year program is designed especially to assist clergy and laity in a more effective ministry within the urban church and community. It is also for those individuals who desire educational opportunities for personal and corporate enrichment. A baccalaureate degree is not required for admission.

### **Requirements**

One must successfully complete eight courses and attend the Bible Institute (in a two year period) in order to be awarded a certificate. The program year extends from September to June. While most classes will be on Saturdays, one course is occasionally scheduled for Friday evenings. “Core” courses for the program must be taken in order to receive your certificate. These courses include: Survey of the Old Testament (BMP- 260) and Survey of the New Testament (BMP- 270). Students are also required to take Ministries: Theology and the Black Experience (BMP- 190). The Writing Workshop (BMP- 100) is required unless you are granted exempt status. Exempt status from this course is determined by your writing sample (personal statement) submitted with your application.

### **Opportunities for Baccalaureate Credit**

Credit for BMP courses has been awarded by the State of Connecticut. These credits can be used towards an undergraduate degree at Charter Oak State College. Each course is worth one credit hour, with the exception of Introduction to the Old Testament, Introduction to the New Testament, Christian Education, and Religion and American Culture. These courses have been awarded 1½ credit. The Art of Plain Talk and Writing is not eligible for credit at Charter Oak College. In order to receive college credit you must elect to receive a letter grade as opposed to a designation of satisfactory (S) or unsatisfactory (U). If you do choose the satisfactory/unsatisfactory option of grading, continuing education units (ceu's) may qualify as life experience credit by some institutions.

### **Grading**

The grading system entails the following:

- a. Those who wish to receive potential college credit will need to elect to receive letter grades (A, B, C, F).

b. Those who do not wish to receive college credit may elect to receive Satisfactory (S) or Unsatisfactory (U).

You must let us know at the time of registration which option you choose. In order to change your option during the year you must submit a request in writing to the Registrar’s Office (registrar@hartsem.edu).

**In order to maintain up to date records, each student must complete a registration form prior to each class they wish to take.**

**Assistants to the Black Ministries Program**

Questions about the program can be answered during business hours, 9 a.m.-3 p.m., by **Marcia Pavao**, Administrative Assistant at (860) 509-9512 or by email: mpavao@hartsem.edu

**Althea Walker** is the assistant to the Black Ministries Program. She is available on Saturday mornings and can be reached at (860) 509-9500.

**Inclement Weather**

Occasionally we need to cancel classes because of inclement weather. If you need to know if classes have been canceled, you may listen to WTIC FM 96.5, KISS 95.7, or call Hartford Seminary’s main number at (860) 509-9500 for a recorded message.

<b><u>Library</u></b>	<b>(860) 509-9561</b>
<b><u>Circulation Desk</u></b>	<b>(860) 509-9500</b>
<b><u>Library Hours</u></b>	
<b>Monday – Thursday</b>	<b>9:00 a.m. – 9:00 p.m.</b>
<b>Friday</b>	<b>9:00 a.m. – 5:00 p.m.</b>
<b>Saturday</b>	<b>8:30 a.m. – 3:00 p.m.</b>

**Student I.D. Cards**

Early in the first semester you may request a student identification card at the front desk. You must present your student identification card in order to take books out of the library or charge required books at the bookstore. Arrangements can be made to charge required textbooks to your student seminary account.

**Financial aid does not cover textbooks.**

**Attendance**

It is the student’s responsibility to contact their professor in order to make up missed assignments. Because of the class format, two or more absences in one course is considered to be an “incomplete”. A student who finds him/herself in this situation must contact the registrar or they will be charged for the course.

**Other important Hartford Seminary phone numbers:**

Dr. B. K. Watts .....(860) 509-9514

**Hartford Seminary Business Office.....**  
**(860) 509-9524/(860) 509-9525**

Degree Programs.....(860) 509-9512

Educational Outreach.....(860) 509-9555

## **Student Papers**

Coursework must be turned in to the professor or as instructed in your syllabus. Hartford Seminary / Black Ministries Program staff will not accept student papers. Hartford Seminary will not be held accountable for papers left at its facilities. It is always a good idea to keep a copy of your paper for you records.

## ***Withdrawal From a Course or Program***

You must notify Marcia Pavao, BMP Administrative Assistant, at (860) 509-9512 within the first two sessions of a class if you intend to withdraw; otherwise you will be charged for the course. **Do not simply stop attending class and assume you will not be charged.**

## **Auditing Courses**

Graduates of the Black Ministries Program are also eligible to audit BMP courses at the reduced rate of \$75 per course.

## **Orientation/Registration**

An Orientation/Registration day is scheduled for all prospective students. The **2012-2013** orientation is on Saturday, September 15th, from 12:30 p.m. to 1:30 p.m. This is an opportunity for prospective students to meet Seminary staff and prospective classmates, to be oriented to the program, business office and library procedures, and to register for classes.

Attendance at the Bible Institute is mandatory for all incoming BMP students. This required lecture will meet every other year. Please be in touch with Marcia to find out when it is taking place. This presentation is free for all incoming BMP students and it is open to the public. The tuition for the Bible Institute for non-incoming BMP students is \$35.

## **Cost of the Program**

Black Ministries Program courses are \$210 each. A non-refundable application fee of \$40 must be submitted with your application.

Limited scholarship assistance is available.

Each course must be paid in full prior to the start of the next class. Students who need tuition assistance should complete the scholarship form provided in the application. Each student is responsible for the purchase of books and materials for their classes.

## **Convocation and Scholarship Banquet**

Upon completing the requirements for your certificate, you will be eligible to participate in Hartford Seminary's closing exercises (convocation) and the Annual Black Ministries Program banquet. The location and time of convocation and the annual BMP scholarship banquet will be announced at a later date.

\*A **\$65.00 graduation fee** is assessed at the end of the program, which is used for kente cloth stoles for you to keep, robe rental and other incidentals related to this event.

### **Educational Outreach**

In addition to the Bible Institute, the Black Ministries Program will work with Educational Outreach to offer at least one annual event that addresses the needs of the African American community. These programs will focus on a variety of topics including: health, economic development, interfaith dialogue, community development, and other unique challenges that face the Black Church. Educational Outreach has planned an exciting and diverse schedule of events for the academic year. As Hartford Seminary students, you are invited to attend these events at a reduced rate.

### **Alumni Seminar**

Designed in response to the needs of BMP graduates, the Alumni series offers additional advanced coursework that builds upon the foundation of the Black Ministries Certificate Program. Availability of these courses will depend upon enrollment. Students who have successfully completed the Black Ministries Certificate Program are invited to apply to the Alumni Seminars. Alumni Seminar applicants who have not completed the Black Ministries Certificate Program will be admitted at the discretion of the Director.