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OF THE
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## BAFTIST TRAINING UNION

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OF THE
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METROPOLITAN BAFTIST CHURCH WASHINGTON, D. C.

MRS . ETTA N. HEAD, DIRECTOR

DR. EARNEST C. SMITH, PASTOR

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## METROPOLITAN BAPTIST CHURCH

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## PREFACE

The Metropolitan Baptist Training Union HAS BEEN IN OPERATION NEARLY FOUR YEARS. DURING THIS PERIOD IT HAS EXPERIENCED MANY PROblems, the solution of which has resulted in THIS PROGRAM, WHICH IN SOME DEGREE HAS MET THE NEEDS OF OUR UNION. Many requests have come to us for a copy OF THIS PROGRAM. BECAUSE OF THESE REQUESTS, the author has been permitted to arrange the MATERIAL IN A PAMPHLET FORM IN ORDER THAT IT MIGHT SERVE A LARGER NUMBER. IT IS OUR SINCERE DESIRE THAT OUR EFFORTS AND THE RESULTS of our experiences will be of help to trugGLINGB. Y. F. U'S AND B.T.U'S.

Etta M. Head

The Netropqlitan Baptist training Union was organized January 1, 1938. WHEN IT WAS SIX MONTHS OLD, there were seventy-one members who had completed the study courses in METHODS.

The organization was previously a b. Y. P. U. With A COLLECTION OF SONG BOOKS, SENIOR B.Y. P. U. QUARTERLIES AND A SECRETARY'S BOOK. WITH THESE SUPPLIES, EQUIPMENT and talented members, the union was able to effect a very Fine financial and cultural assembly program. Large sums OF MONEY WERE RAISED BY THESE GROUPS FOR THE ORGANIZATION. I REMEMBER IN ONE RALLY, ONE OF THE GROUPS RAISED EIGHTYfive dollars. The collection was sometimes as much as EIGHTEEN DOLLARS PER WEEK.

There were five treasuries ingluding the general treasury. the only expenses were, representation fees in the DISTRICT B. Y. P. U. AUXILLIARIES, AND A DONATION TO THE PIANIST CHORISTER, TWO SECRETARIES AND PRESIDENT. THIS SUM, IN CONTRAST TO THE PRESENT B. T. U. EXPENSE IS SMALL.

The B. Y. p. U. was composed mostly of adults. they ARRANGED THE PROGRAM AND OPERATED THE UNION. THE YOUNGER PEOPLE FROM THE AGES OF FOUR TO TWENTY COMPRISED WHAT WAS known as the Ever ready class. Their duty was to be ready to APPEAR ON PROGRAM WHENEVER AN ADULT FAILED.

This constituency was not only true of the metropolitan UNION BUT OF THE MAJORITY OF UNIONS OF BOTH WHITE AND COLORED

CHURCHES. IT WAS THIS CONDITION WHICH LED TO THE ORGANIZING OF THE B. A. U. AND FINALLY THE B. T. U.

AS A RESULT OF THESE CONDITIONS THE CHURCH AUTHORIZED THE NEW PRESIDENT TO SEPARATE THESE GROUPS ACCORDING TO THEIR AGES, AND TO PLACE SUPERVISORS OVER THEM, AND TO ARRANGE THEIR PROGRAMS. THIS RELIEVED A VERY CONGESTED CONDITION AS TO ORDER AND SYSTEM, AND ALSO ALLOWED A DEGREE OF DEPARTMENTAL DEVELOPMENT.

AFTER THIS WAS DONE THE PRESIDENT STUDIED MUCH OF THE AVAILABLE LITERATURE ON THE WORK. UPON GOING TO CONGRESS IN 1937 WHICH MET IN RALEIGH N.C., SHE FOUND AMONG ITS LITERATURE A B. T. U. MANUAL WRITTEN BY MR. LAMBDM OF THE SOUTHERN BAPTIST SUNDAY SCHOOL BOARD. AFTER READING IT, THE PRESIDENT FOUND THAT THE CHURCH HAD TAKEN THE RIGHT STEPS IN SEPARATING THESE AGE-GROUPS. THE NEXT STEP WAS TO ORGANIZE THE B. A. U., A DIRECTOR WAS APPOINTED, AND LITERATURE SUPPLIED. THE OTHER DEPARTMENTS WERE LATER ORGANIZED, DIRECTORS APPOINTED AND GIVEN LITERATURE SUITABLE TO THEIR AGES. THIS PROCESS INVOLVED MANY RICH EXPERIENCES AND PROBLEMS WHICH CONTRIBUTED TO THE DEVELOPMENT OF THE UNION. THE PROBLEMS WERE AS FOLLOWS:

PROBLEM 1. THE COMPLEX PROGRAM PRESENTED THE FIRST DIFFICULTY: TO SOLVE THIS PROBLEM REQUIRED CONSTANT TEACHING. THE STUDY COURSE REQUIREMENT WAS NOT A POPULAR ONE. IT REGUIRED ALL THE INGENUITY ONE POSSESSED TO PERSUADE MEMBERS TO STUDY. THE REASON WAS OBVIOUS. THE UNION FIRST CONDUCTED A FIVE WEEK INSTITUTE, MEETING ON FRIDAY NIGHT OF EACH WEEK. THIS PLAN MET WITH

A DEGREE OF SUCCESS BUT NOT AS GREAT AS THE PRESIDENT VISIONED. SHE OBTAINED PERMISSION FROM THE CHURCH TO HAVE THE CLASSES CONDUCTED ON SUNDAY ONCE EACH MONTH UNTIL THE COURSES WERE COMPLETED. THIS PLAN MET WITH GREAT SUCCESS. THE EIGHT POINT SYSTEM AND THE STANDARD OF EXCELLENCE WERE INCLUDED IN THIS PROBLEM• IT WAS THE NATURE OF THE TWO STANDARDS WHICH BAFFLED THE INDIVIDUALS. THESE WERE SOLVED ONLY THROUGH THESE YEARS OF PERSISTENT EFFORT.

THE NUMBER TO FORM A GROUP WAS EIGHT ACCORDING TO THE MANUAL. THE ARGUMENT IS, IF THE RECORDS ARE USED PROPERLY, THIS IS ALL THAT CAN BE TRAINED. THERE WERE PREVIOUSLY MORE THAN ONE HUNDRED IN A GROUP; TO DIVIDE THESE PRESENTED A MOST FORMIDABLE PROBLEM. TO KEEP THEM INTACT REQUIRED CONTINUED EFFORT, AND ACTIVITY. WE ALWAYS TRIED TO SHOW THE MEMBERS THE LOGIC OF SMALL DIVISIONS FOR THE PURPOSE OF THE BEST TRAINING.

OFFICERS REPORT BLANKS OFFERED ONLY A MILD PROBLEM. THE OPPOSITION WAS MORE OR LESS JUST "TOO MUCH WORK" TO DO. AS THEY FINALLY SAW THE IMPORTANCE OF THEIR USE AND OFFERED NO MORE OPPOSITION.

PROBLEM 2. I THINK I CAN JUSTIFIABLY PLACE THE PROBLEM OF PROGRAM PROCEDURE NEXT. THE UNION HAD PREVIOUSLY OPERATED UNDER THE TEACHING SYSTEM, HENCE IT WAS A MOST DIFFICULT TASK TO CHANGE IT. BY CONTINUALLY WORKING AND ADMINISTERING CLOSE SUPERVISION THE GROUPS ARE IMPROVING BUT NOT ENTIRELY FREE FROM IT. PROBLEM 3. RECORDS HAD TO BE KEPT BY THE OLD B.Y.P.U. BUT ONLY BY THE GENERAL SEGRETARY. OF COURSE IN THE B. T. U.

THERE ARE NUMBERS OF RECORDS TO BE KEPT AND NUMBERS OF 'SECRETARIES TO KEEP THEM• THIS WAS OBJECTIONABLE. IT BECAME NECESSARY FOR THE UNION TO ELECT A DIRECTOR OF SECRETARIES TO SUPERVISE AND ENCOURAGE THIS GROUP. WITH HIS AID AND INSPIRATION, THEY GREW TO LIKE THE WORK AND THE UNION IS PROUD TO POINT TO SEVERAL WHO CAN BE PLACED IN ORGANIZATIONS TO FILL VACANCIES OF THE KIND.

PROBLEM 4. THE PROBLEM OF NUMEROUS OFFICES AND OFFICERS AMAZED AND CONFUSED THE MEMBERS. THAT THIS WAS A TRAINING SCHOOL AND THAT THESE MEMBERS WERE TO BE TRAINED IN THESE OFFICES WERE NOT, READILY UNDERSTOOD. TO SOLVE THIS PROBLEM MEANT SHEER EDUCATION. THERE WAS NO SHORT WAY OF WORKING IT OUT. CONTINUAL INSTRUCTION, THE BUYING AND DISTRIBUTING OF LITERATURE ON THE SUBJECT AND CLOSE SUPERVISION OF THE OPERATION WAS THE ONLY SOLUTION I FOUND. AFTER A LENGTH OF TIME, THE OFFICERS BEGAN TO UNDERSTAND THEIR ASSIGNMENTS AND MANIFESTED A GREAT DEAL OF INTEREST IN THEM.

PROBLEM 5. THIS PROBLEM HAD TO DO WITH THE LOSS OF MEM BERSHIP IN THE TRANSITION. MEMBERS WHO HAD BEEN STAUNCH SUPPORTERS OF THE OLD B. Y. F.U. COULD NOT ACCEPT THE NEW PROGRAM, HENCE THEY LEFT. THIS WAS A HARD BLOW TO THE UNION AND THE PRESIDENT, FOR SHE CERTAINLY NEEDED ALL THE SUPPORT POSSIBLE TO CARRY ON.

## THE ORGANIZATION

THE METROPOLITAN BAPTIST TRAINING UNION CONSIST OF FOUR DEPARTMENTS AND A STORY HOUR; VIZ:-B. A. U. DEPARTMENT, A

SENIOR, INTERMEDIATE, AND JUNIOR. ALTHOUGH THERE WERE EIGHT ROOMS WHICH COULD BE USED FOR THESE GROUPS THERE WERE NOT ENOUGH to take care of all departments and unions. There arose then, the problem of seating them. It was solved in this way.

The B. A. U. DEPARTMENT WHICH CONSISTS OF SEVEN UNIONS OCCUPY THE LOWER AUDITORIUM. THE UNIONS ARE SEATED IN DESIGNAted places in the room. The program therefore had to be planned ACCORDING TO THE SPATIAL AREA.

The B. A. U's have their devotions together in the lower AUDITORIUM, EACH UNION TAKING ITS TURN WEEKLY CONDUCTING IT. THE UNION IN CHARGE HAS ITS PRESIDENT PRESIDE; ITS BIbLE LEADER'S Reader conducts the drill; some members of the union leads in PRAYER; THE TREASURER MAKES THE REPORT OF MISSIONARY WORK, AND the vice president receives the new members. With this arrangement, in three months all officers of the departments will have HAD AN OPPORTUNITY TO APPEAR BEFORE THE AUDIENCE IN THE PERFORMANCE OF HIS DUTIES.

THE SENIOR AND INTERMEDIATE DEPARTMENTS MEET IN THE UPPER AUDITORIUM AND FOLLOW THE SAME PROCEDURE. THE JUNIOR AND STORY HoUr are more fortunate in that they have separate rooms in which TO MEET ANB JUNIOR, HAVING ONLY ONE UNION, PRESENTS NO DIFFICULTY IN ITS OPERATION. THE JUNIOR B. A. U. DEPARTMENT ALSO HAS THE ADVANTAGE OF SEPARATE ROOMS IN WHICH TO EXECUTE ITS PROGRAM. EACH OF THESE UNIONS HAS TWO OR MORE GROUPS. THE PROGRAM PROCEDURE THEN IS TO ALLOW ONE GROUP IN THE UNION EACH SUNDAY TO TAKE CHARGE OF THE DISCUSSION, HENCE, IN THREE MONTHS, EACH GROUP WILL HAVE HAD AN OPPORTUNITY TO CONDUCT THE PROGRAM, AND

EACH INDIVIDUAL WILL HAVE HAD THE OPPORTUNITY OF APPEARING ON THE PROGRAM. TO HOLD THE INTEREST OF THE MEMBERS WHO DO NOT have a chance to appear weekly, an open discussion is conducted BY THE DEPARTMENTS IN WHICH ALL CAN TAKE A PART. THIS HAS BEEN a very interesting feature of the program. The other departMENTS FOLLOW THE \&AME PLAN.

## MEETING

the Baptist Training Union has three meetings for the purpose of carrying out the program. They are the executive committee meeting, monthly business, and the weekly meetings. the executive meeting is held on the third sunday in each month. in it all matters pertaining to the operation of the union are planned, discussed and decided upon. The business meeting is held the first thursday night in each month. There we discuss the action of the executive committee, receive reports of OFFICERS FROM ALL DEPARTMENTS AND TO DISCUSS ANY BUSINESS THAT COMES BEFORE THE BODY. ALL UNIONS AND DEPARTMENTS ARE ASKED TO participate in this meeting. A problem still remains, however: in that al l unions do not find it possible to meet on the night SET ASIDE FOR that purpose although the majority of them do.

The weekly meetings are devotional in nature and are held each Sunday at 6:00 f. M. to 7:30 F. M. In these meetings the officers and members have a chance to develop themselves by STUDY, DISCUSSIONS, AND THE OPPORTUNITY TO APPEAR BEFORE THE purlic. The aim is to have each member appear on a program at
least once every three months.
There are many other important meetings by different GROUPS, VIZ:- THE DIRECTORS. THE PURPOSE OF THIS MEETING IS TO PRESENT PROBLEMS ARISING IN THE DEPARTMENTS AND THE SOLVING OF THEM. THE EFFICIENCY COMMITTEE MEETS FOR THE PURPOSE OF CHECKING ON RECORDS AND INSTRUCTION. THE GROUP CAPTAINS MEET TO RECEIVE INFORMATION AS TO HOW THEY MAY PERFECT THEIR WEEKLY OR DEVOTIONAL PROGRAM. THE BIBLE READERS, THE MISSIONARY AND THE SOCIAL ARE ALL IMPORTANT GROUPS WHICH MEET MONTHLY TO PLAN THEIR WORK.

THE UNION HAS FIVE DIRECTORS OVER DEPARTMENTS AND TWELVE ASSOCIATE DIRECTORS OVER GROUPS AND ASSISTANTS TO DIRECTORS. COMMITTEES

You have been told previously of the Committee meeting. It would, however, give the reader a systematic view of the progRAM IF THEY ARE NAMED IN ORDER. THEY ARE: EFFICIENCY-COMPOSED OF ALL SECRETARIES. EXECUTIVE-COMPOSED OF ALL GENERAL OFFICERS, THE HEADS OF DEPARTMENTS AND UNIONS. EXTENSION-COMPOSED OF ALL ASSOCIATE DIRECTORS AND VICE PRESIDENTS. MIISSIONARY-COMPOSED OF ALL TREASURERS. SOCIAL-A SELECTED GROUP. CULTURAL-A GROUP WHOSE DUTY IS TO FIND TALENT AND TO HELP DEVELOP IT. ADJUSTMENT COMMITTEE- A GROUP WHOSE DUTY IS TO STUDY THE PROGRAM OF THE UNION AND TO RECOMMEND CHANGES, IT ALSO SOLVES PROBLEMS IN THE UNION WHICH NEED IMMEDIATE ATTENTION. THE ADVISORY COUNGIL IS APPOINTED BY THE CHURCH TO ADVISE THE DIRECTOR AND UNION ON PROblems which they cannot adjust. It is vested with the power to
make final decisions. If necessary the problem is referred to THE CHURCH BY THE COUNCIL IN WRITING THROUGH THE CHURCH'S ADVISOR THIS GROUP CONSISTS OF A DEACON, TWO TRUSTEES, THE ASSOCIATE DIRECTOR, A MEMEER OF THE UNION, AND THE DIRECTOR.

THE SOCIAL COMMITTEE IS A PART OF THE SOCIAL DEPARTMENT OF the church. It is an agency through which clothes are sent to the needy, supplies a sunday school teacher for the freedman's HOSPITAL, AND CONDUCTS A STUDY COURSE FOR PERSONAL SOCIAL WORK. OFFICERS

The b. T. U. has more than seventy officers. they are: DIRECTORS, ASSOCIATE DIRECTORS, PIANIST, CHORISTERS, SECRETARIES, TREASURERS, GROUP CAPTAINS, INSTRUCTORS IN THE TRAINING SCHOOL AND ADVISOR. THE LATTER'S DUTY IS TO ADVISE THE UNION AS TO MATTERS PERTAINING TO THE CHURCH'S POLICY AND TO ADVISE THE UNION CONCERNING IT.

SOURCES OF EQUIPMENT AND SUPPLIES
THE UNION USES MUGH OF THE MATERIAL RECOMMENDED BY THE BAPTIST SUNDAY SCHOOL BOARD, VIZ:- THE EIGHT POINT SYSTEM ENVELOPES, GROUP CAPTAIN RECORD BOOKS, REPORT CARDS, SECRETARY'S WEEKLY REPORT CARDS, GENERAL SECRETARY'S WEEKLY REPORT CARD, MONthly report blanks and story hour material. The quarterlies are purchased from the National baptist publishing house. the union IS EQUIPPED WITH AN EIGHTPOINT SYSTEM BLACKBOARD, A TYPEWRITER, STORY HOUR MATERIAL, STUDY V COURSE BOOKS, BOOKS ON MISSION, SONG BOOKS AND PERIODICALS. THE UNION ALSO FOUND IT NECESSARY TO ISSUE A BULLETIN, A MONTHLY PUBLICATION OF NOTICES AND INFOR-

MATION CONCERNING THE ORGANIZATION. IT SUBSGRIBES FOR FIVE copies of the B. T. U. magazine and one of the Story Hour.

THE UNION SENDS TO THE CHURCH EACH YEAR A WRITTEN REPORT OF THE PAST YEAR'S WORK AND A COPY OF THE FUTURE PROGRAM TO BE ENDORSED BY THE CHURCH BEFORE BEING PUT INTO EXECUTION. THE ORGANIZATION MAKES AN ATTEMPT TO KEEP THE UNION CHURCH CONSCIOUS. CONFORMITY TO THE CHURCH'S PROGRAM IS CONTINUALLY URGED, AND AN EFFORT IS MADE TO CHECK ANY TENDENGY TO DEVIATE FROM THAT POLICY.

RELIGIOUS EDUCATION
It has been stated before, that the union was faced with THE PROBLEM OF CONDUCTING THE STUDY COURSE AND SOLVED IT BY US ING A FORTY-FIVE MINUTE PERIOD ON SUNDAY FOR A PERIOD NECESSARY FOR ITS COMPLETION. THIS IS A REQUIREMENT OF THE UNION. THEREfore it is satisfied. The Metropolitan Union conducts sevenTEEN CLASSES OF METHOD AND CONTENT COURSES INCLUDING MISSIONS. It sends delegates to the national B. T. U. and s. S. Congress; IT SENDS TEACHERS TO INSTRUCT IN THE TRAINING SCHOOLS OF THE CONVENTIONS AND GHURCH SCHOOLS ALSO OTHER LOCAL INSTITUTES AND EXTENSION WORK. WORKERS ARE SENT OUT BY THE EXTENSION COMMITTEE to organize B. Y. P. U.'s and B. T. U's under this department and daily bible reading is encouraged.

THE DEVOTIONAL PROGRAMS INGLUDE MUSIC, SGRIPTURE, PRAYER and a bible drill. It is the object and desire of the union to make the devotional period a felt-need in the organization. Much CARE IS EXERCISED in the selection of hymns and scripture. The

MEMBERS ARE TRAINED TO CENTER THE THOUGHT OF THEIR PRAYERS, DISCUSSIONS, ALSO SCRIPTURE AND SONGS AROUND THE TOPIC OF THE LESSON.

The Bible Readers Leader is advised to conduct the drill AFTER HAVING PLANNED IT WELL IN ADVANCE OF THE PROGRAM SO AS TO MAKE IT AS EFFECTIVE AS POSSIBLE.

THE CHORISTER AND PIANIST WORK TOGETHER TO MAKE THE MUSIC AS INFLUENTIAL AS POSSIBLE. THE CHORISTER LEADS IN THE ASSEMBLY MUSIC AND DEVELOPS SINGING IN ALL DEPARTMENTS. BUDGET

THE B. T. U. ORGANIZATION REQUIRES THAT THE CHURCH FINANCE THE UNION. THE UNION IS TO DO ITS PART BY BRINGING IN AND TRAINING DELINQUENT AND ACTIVE MEMBERS TO CONTRIBUTE TO THE CHURCHE' BUDGET. THE BUDGET IS RAISED THROUGH WEEKLY COLLECTION AND TWO MAJOR ACTIVITIES IN THE CHURCH.

THE UNION WORKS TO CARRY OUT THE AIM AND PURPOSE OF THE PROGRAM, THAT IS TO DEVELOP THE CHURCH MEMBERS DEVOTIONALLY AND TO TRAIN THEM THROUGH THE PROGRAMS, STUDY COURSES AND COMMITTEES FOR GOOD CHURGH MEMBERSHIP.

THERE ARE FOUR HUNDRED MEMBERS ON ROLL: TWO HUNDRED AND SEVENTY-FIVE ARE ACTIVE. ALL ACTIVE MEMBERS ARE TOUCHED AT LEAST ONCE EACH QUARTER BY SOME PHASE OF THE PROGRAM • FOUR HUNDRED AND ELEVEN HAVE COMPLETED THE STUDY COURSES IN FOUR YEARS.

THIS IS A WORKABLE AND EFFECTIVE PROGRAM. WE HAVE NOT DEVELOPED ALL THE PHASES WHICH ARE REQUIRED BY THE MANUAL, BUT WE ADD. EACH YEAR SOME ONE PHASE OF DEVELOPMENT AND HOPE TO REACH THE A-I STANDARD IN THE COURSE OF TIME.


