

The General
Assembly's Training School
for Lay Workers
Bulletin

CATALOG NUMBER



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THE GENERAL ASSEMBLY'S TRAINING SCHOOL
FOR LAY WORKERS
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1919

BULLETIN

OF

The General Assembly's Training
School for Lay Workers

FOR

Foreign and Home
Missionaries, Pastor's Assistants,
Sunday School Superintendents and Teachers,
Women's Society Leaders, Bible Teachers,
All Christian Workers

Richmond, Virginia

ANNOUNCEMENT 1919-1920

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The General Assembly's Training School for Lay Workers

GOVERNMENT

The General Assembly's Training School for Lay Workers is under the direct control of the General Assembly of the Presbyterian Church in the United States. Its Board of Managers, consisting of twelve members, is elected annually by the Assembly and is made up as follows: Each of the four Executive Committees has one representative, the other eight members are selected from the Church at large.

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INCORPORATION

"The General Assembly's Training School for Lay Workers, Incorporated," was granted a charter by the Commonwealth of Virginia May 3, 1915.

FACULTY

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Church History and Sunday School Pedagogy

REV. M. RYERSON TURNBULL, B. D.
Head of the Department of English Bible

REV. WALTER W. MOORE, D. D., LL. D.
Wisdom Literature and Biblical Geography

REV. EDWARD MACK, D. D.
The Psalms and Prophets

REV. THERON H. RICE, D. D., LL. D.
The Pentateuch

REV. EUGENE C. CALDWELL, D. D.
New Testament Epistles

REV. CHARLES L. KING, B. D.
New Testament Epistles

REV. THOMAS C. JOHNSON, D. D., LL. D.
Christian Doctrine

MISS KATHERINE HEATH HAWES
Social Questions and Christian Ethics

MISS ANNA BRANCH BINFORD
Sunday School Pedagogy, Secondary Division

MISS ELIZABETH McE. SHIELDS
Sunday School Pedagogy, Elementary Division

MISS LILLIE C. BRINGHURST
Christian Endeavor and Teacher Training

REV. GILBERT GLASS, D. D.

Young People's Work and Adult Department

MISS CARRIE LEE CAMPBELL

Organized Women's Work

REV. O. E. BUCHHOLZ, B. D.

Christian Missions

MR. WADE C. SMITH

Personal Evangelism and Stewardship

MISS MARY CARTER ANDERSON

Current Events as Related to Social and Religious Questions

W. B. LORRAINE, M. D.

Director of Medical Course

REV. M. RYERSON TURNBULL

Clerk of the Faculty

CALENDAR 1919-1920

Fall Term Opens September 24, 1919.

Examinations, December 1-6, 1919.

Winter Term Opens December 8, 1919.

Christmas Holidays, December 23 to January 2, 1920.

Examinations, February 23-28, 1920.

Spring Term Opens March 1, 1920.

Examinations, April 26-May 1, 1920.

Session Closes May 6, 1920.

STUDENTS

SENIOR CLASS

FLORENCE ISABEL DOLPHY.....	Mobile, Ala.
EDITH MAY HENSHAW.....	Kearneysville, W. Va. Fairfax Hall, Winchester, Va.
BERTHA MABEL HOWLAND.....	Charlotte, N. C.
ELIZABETH GILLBESPIE MARTIN.....	Charleston, W. Va.
ANNA ELIZABETH RUCKMAN.....	Staunton, Va. Mary Baldwin Seminary, Staunton, Va.
ROSA MAE WALKER.....	Burgaw, N. C.
CHARLOTTE EMERSON WEBB.....	Winston-Salem, N. C. State Normal College, Greensboro, N. C.
JANET WELTON.....	Moorefield, W. Va. Lewisburg Seminary, Lewisburg, W. Va.
NANNIE FINLEY WHITE.....	Churchville, Va. Lewisburg Seminary, Lewisburg, W. Va.
ELIZABETH GILKESON WRIGHT.....	Moffatts Creek, Va.
FRAZIER WYNNE.....	Waycross, Ga. Fredericksburg College, Fredericksburg, Va.

SENIOR CLASS, 11.

JUNIOR CLASS

LOLA LEACH BAIN.....	Raeford, N. C.
ROBERTA ANN BAIN.....	Wade, N. C.
HELEN MAR BEALL.....	Durham, N. C.
LILLIE CONKLIN BRINGHURST.....	Houston, Tex. University of Texas, Austin, Tex.
MILDRED CAMERON.....	Kingsport, Tenn. Tusculum College,
MARY R. CUMMING.....	Wilmington, N. C. Flora Macdonald College, Red Springs, N. C.

MABEL CLAIRE CURRIE.....Maxton, N. C.
Flora Macdonald College, Red Springs, N. C.

MARY LOUISA DOWNING.....Columbus, Ga.

SOPHIE GROVER FLANAGAN.....Norfolk, Va.

MARY CATHERINE GLAUBER.....Madison, Ind.

CLARA GOODLOR.....Nellys Ford, Va.
Winston Seminary, Waynesboro, Va.

WILLIE BURNICE GREENE.....Atlanta, Ga.
Washington College, Washington, D. C.

MARGARET EMMA HARLEY.....Rome, Ga.
Shorter College, Rome, Ga.

SADIE MABEL HARLEY.....Rome, Ga.

HAZEL HEARTWELL HOLT.....Macon, Ga.
State Normal College, Athens, Ga.

ALICE HUBBARD.....San Marcos, Tex.

VICTORIA ALICE HUDSON.....Mooresville, N. C.
Bible Teachers Training School, New York City.

VIVIAN ELIZABETH JOHNSTON.....Carrollton, Miss.
Industrial Institute and College, Columbus, Miss.

SIDNEY WILLIAMSON KEARFOTT.....Kearneysville, W. Va.
Shepherd College.

RUTH LOWMAN.....Millboro, Va.
Mary Baldwin Seminary, Staunton, Va.

JEAN MCALPINE.....Nagoya, Japan.
Winthrop Normal and Industrial College, Rock Hill, S. C.

MARY WILSON McCOWN.....Lexington, Va.
Harrisonburg State Normal, Harrisonburg, Va.

LOUISE MILLER.....Santee, Ga.
Chicora College, Columbia, S. C.

ELLA QUISENBERRY.....Richmond, Va.
Woman's College, Richmond, Va.

ANNE KENNEDY SCOTT.....Bessemer City, N. C.
Ohio Wesleyan University, Delaware, O.

MATTIE SPARROW.....Ransomville, N. C.

STELLA VICTORIA STEVENSON.....Charleston, S. C.

JULIA WALLACE.....Hopkinsville, Ky.

CLARABEL WILLIAMS.....Chester, S. C.
Winthrop Normal and Industrial College, Rock Hill, S. C.

ROWENA ORA WILLIAMSON.....San Antonio, Tex.
South West Texas Normal, San Marcos, Tex.

REBA LAWRENCE WINSTON.....Houston, Tex.
University of Texas, Austin, Tex.

JUNIOR CLASS, 31.

SPECIALS

KATHLEEN PARRISH DIETZ.....Richmond, Va.

IRENE HAWKINS.....Kashing, China.

ISABEL G. HONEY.....Lima, O.

LUCRETIA IRWIN.....Princeton, W. Va.

MERLE DUPUY LINGLE.....Richmond, Va.

SARA PENNEBAKER ROBERTSON.....Richmond, Va.

LILLY WOODS.....Hwaiianfu, China.

SPECIAL STUDENTS, 7.

SUMMARY BY CLASSES

Senior Class.....	11
Junior Class.....	33
Special Students.....	7
Total.....	49

SUMMARY BY STATES AND COUNTRIES

Alabama.....	1
China.....	2
Georgia.....	7
Indiana.....	1
Japan.....	1
Kentucky.....	1
Mississippi.....	1
North Carolina.....	11
Ohio.....	1
South Carolina.....	2
Tennessee.....	1
Texas.....	4
West Virginia.....	5
Virginia.....	11
Number of States and countries represented.....	14

The Aim and Purpose of the Assembly's Training School

The Assembly's Training School is, first of all, a Bible Training School, as can be seen by a glance at the catalog. But gathered about the Bible course as a center there are many other correlated courses and courses in practical methods covering almost every form of Christian service. These courses are outlined in the catalogue.

The purpose of the Training School is to train lay workers, both men and women, for every department of the Church's work except the gospel ministry. More than two-thirds of the foreign missionaries sent out by the Southern Presbyterian Church are lay workers. The great majority of these are women. The Assembly's Training School trains these lay workers for this foreign service, and it is the only Training School of the kind in the Southern Presbyterian Church. There are now in the School eleven students who expect to go to the foreign field.

Missionaries on furlough find it very profitable to spend part of their furlough in the Training School and every year we have enrolled some missionaries among our students.

The Training School also trains lay workers for all forms of home mission work. We have graduates at work in the mountains, among the miners, in mill settlements, and in large industrial centers.

Emphasis is laid upon Sunday School work and our graduates are rendering efficient service as Sunday School workers in various parts of the Church.

There has been quite a demand for Training School graduates to teach the Bible in church schools and colleges, and several of our former students are filling such positions with great success.

During the past few years there has been an increasing demand for pastors' assistants and church visitors in our large churches, and a number of our graduates are filling such places with distinction. At present the Training School is not able to supply the demand for such workers.

We have in the Training School at present several students who are preparing themselves to be more efficient Bible teachers and workers in their own home churches. It is hoped that there will be an increase in the number of students who look to this kind of voluntary service.

It can be seen at once that the Training School is going to mean a great deal to the Church as these trained leaders go out into every part of the Church year after year.

While the Training School is Presbyterian, it is open to students of all denominations. It is also intended for both men and women.

COURSES OF STUDY

The full course of study at the General Assembly's Training School covers a period of two years. An outline of all the departments of this course will be found in the pages that follow. The student who completes the full course successfully is awarded a diploma. A diploma will not be awarded to any student who makes a grade of less than 75 per cent on any study for any term during the two years.

A course extending over one year, or even shorter courses, can be taken to advantage if the student finds it impossible to take the whole course. Certificates of proficiency are awarded to students who take partial courses. These certificates will include all studies on which the student makes a grade of over 75 per cent.

I. DEPARTMENT OF ENGLISH BIBLE

GENERAL STATEMENT.—The study of the English Bible is made the center of the whole course of preparation. This is done with the conviction that the knowledge of the Word of God in the mother tongue is absolutely essential for any successful Christian worker. Almost half of the time is given to the direct, intensive study of the Bible, and even the other courses are based largely upon the Bible. The only text book used in this department is the American Revised Version. The purpose is not to study books *about* the Bible, but the Bible itself; to give the students a clearer and deeper knowledge of the Scriptures, and at the same time to develop their ability to make the most efficient use of the Bible in practical work.

Large emphasis is placed upon Method. The aim is not only to make the students familiar with the facts and principles of the Bible, but to teach them how to master individual books for themselves, that they may be able to carry on effectively their study after leaving the school—to make them independent of the teacher rather than dependent upon him. The belief is that if the school can teach the students *how* to study the Bible by a mastery of the key books, it has rendered a greater service than if it has simply taken them through every book of the Bible. Though it is the aim to give a general view of the Bible as a whole and to show how each book is linked up with "the one increasing purpose" that runs through the Scriptures. As the student progresses in the knowledge of any book, its teaching on various topics is collected and classified. Thus most valuable material for talks and Bible readings is secured. Large emphasis is laid upon three fundamental principles:

THOROUGH-GOING STUDY.—The Bible will render its treasures to those who are willing to apply as strenuous mental effort to its pages as they do to any studies in the sciences and arts. A thorough mastery of the material in its relation to the contents of the whole book is insisted upon. The students are inspired and directed to obtain the results through their own efforts, and not merely to take notes from the lectures of the professors. To secure this independent work on the part of the student the teachers seek to follow the plan of Dr. A. B. Davidson. When asked what was the secret of his remarkable success as a teacher, Dr. Davidson replied, "My method consists in gaining the student's confidence and in making them do as much as possible. I also try to impart impetus and give direction."

DEPENDENCE UPON THE HOLY SPIRIT.—Along with the insistence upon real study, the student is constantly made to realize that the Holy Spirit is the one and only Teacher, and it is only as they look to him for his personal instruction will they be able to understand the deep things of God.

CULTIVATION OF THE SPIRITUAL LIFE.—The Bible is taught not merely to prepare the students to teach it to others, but that their own spiritual lives may be deepened

and enriched. Insight into the truths of the Bible is shown to be dependent upon the right life. "Access to the inmost sanctuary of the Holy Scripture is granted only to those who come to worship." The aim is to maintain the highest standard of scholarship and at the same time to encourage the deepest spirituality.

English Bible Courses in the Old Testament

1. **THE PENTATEUCH.**—Three hours a week. Fall and Winter terms. First Year. The place to begin in the study of the Bible is at the beginning. As the whole of the Bible has its roots in Genesis, a thorough study of this book is made. Exodus is gone into with equal thoroughness because it contains all the creative ideas of the Hebrew people and is the necessary foundation of the law. Leviticus, Numbers and Deuteronomy are gone over more rapidly, though time is taken to get a clear conception of the Hebrew institutions which these books contain.

2. **THE HISTORICAL BOOKS** (Joshua, Judges, Ruth, I and II Samuel, I and II Kings, I and II Chronicles, Ezra, Nehemiah, Esther).—Three hours a week. Fall and Winter Terms. Second Year. These books are studied to see the development and partial fulfilment of the Abrahamic Covenant. Emphasis is placed upon the development of the Hebrew monarchy and its place in the plan of redemption, the principal characters of Hebrew history, the period of Elijah and Elisha, and the causes of the fall of the Northern and Southern Kingdoms. Sufficient time is given to the study of the kings of Israel and Judah to furnish a background for the study of the Prophets.

3. **ISAIAH AND JEREMIAH.**—Two hours a week. Spring Term. Second Year. In the study of these two major prophets large emphasis is laid upon the Messianic element they contain and the fundamental principles of Hebrew Prophecy which they illustrate.

4. **THE MINOR PROPHETS.**—Three hours a week. Spring Term. Second Year. A thorough study is made of Amos as a typical book of this group. Outline studies are made of the others so far as time permits.

5. **THE PSALMS.**—Two hours a week. Fall Term. First Year. The course in the Psalms includes as its background Old Testament History, with a general introduction to the book and a careful study of selected Psalms. The purpose is to make this great manual of devotion a practical book for the personal use of the students and for their use in teaching.

6. **THE WISDOM LITERATURE.**—Three hours a week. Fall Term. Second Year. The class makes a study of the Hebrew conception of Wisdom, especially as set forth in the books of Job, Proverbs and Ecclesiastes. The structure and contents of these books are carefully studied, and the passages of special difficulty or special importance are thoroughly expounded. In connection with this course, the Song of Songs also is analyzed and interpreted in detail.

English Bible Course in the New Testament

7. **THE SYNOPTIC GOSPELS.**—Three hours a week. Fall Term. First Year. The Gospel by Matthew is thoroughly studied. A mastery of the contents of the book is required, with a study of its purpose, construction and prominent characteristics. An important aim is to suggest methods of study for future use. Outline studies of Mark and Luke are given.

8. **THE GOSPEL BY JOHN.**—Three hours a week. Winter Term. First Year. This Gospel, known as "the greatest book in the world," is studied with special care. The whole is studied in the light of the author's purpose stated in 20:30, 31. Large emphasis is placed upon the question of belief and unbelief revealed in the gospel. "The central teaching of Jesus Christ" in chapters 13-17 are dwelt upon.

9. **THE BOOK OF THE ACTS.**—Three hours a week. Spring Term. First Year. The Acts is considered one of the great key books of the Bible and is accordingly studied with thoroughness and vigor. Emphasis is laid upon the work of the Holy Spirit, the fundamental principles of the Early Church, and the missionary element. The construction of this book makes it peculiarly well adapted to illustrate the principles of the book study method.

10. **THE EPISTLE TO THE ROMANS.**—Two hours a week. Winter Term. Second Year. This great epistle is studied in a close exegetical way. The students are required to work out a theme and analysis of the book as a whole and of the individual sections. The study of this epistle furnishes them with a thorough knowledge of the great plan of salvation by grace alone.

11. **THE PRISON EPISTLES** (Ephesians, Philippians, Colossians, Philemon).—Three hours a week. Fall Term. Second Year. This rich group of epistles is studied with enthusiastic earnestness to bring out the great Pauline ideals. The method of study is similar to that employed in the study of Romans.

12. **THE EPISTLE TO THE HEBREWS.**—Three hours a week. Spring Term. First Year. This book is studied just after the students have completed the study of Old Testament institutions in the Pentateuch. With this as a background they are in a position to appreciate the greater richness of the New Testament dispensation which this epistle so strikingly reveals.

13. **THE BOOK OF THE REVELATION.**—Two hours a week. Spring Term. Second Year. The opening expression of the last book of the Bible, "The Revelation of Jesus Christ," is made the keynote of the work in this course. The contents of the book are so mastered as to be readily kept before the mind in working through them from beginning to end. Caution is exercised in interpretation. The apocalyptic portions of both the Old and the New Testament are examined while the book of the Revelation is being studied. The great practical and devotional value of the book is emphasized.

14. **BIBLICAL GEOGRAPHY.**—Three hours a week. Last half of Spring Term. First Year. The main features of Palestine are thoroughly studied by a method which aims not only to give a full and exact knowledge of names and places on the map, but also to enable the students to hear through the Holy Land "the sound of running history." Other countries identified with Bible history are studied in this course.

15. **BIBLE READINGS.**—One hour a week throughout the second year. The purpose of this course is to teach the students how to present in a simple, popular way the lessons they have been getting from their Bible study. There is a great demand for Christian workers to lead devotional meetings and to give interesting, instructive Bible readings, and it is the aim of the Training School to prepare the students to meet this need. The professor gives the class the fundamental principles which should guide the students in their presentation of Bible truths. Then after the student has endeavored to put these principles into practice by making a talk before the class, the professor gives his criticism, pointing out the strong points as well as the weak ones.

II. DEPARTMENT OF CHRISTIAN DOCTRINE

16. **CHRISTIAN DOCTRINE.**—A course covering the Christian system of doctrine in a brief, practical way is given. The Westminster Shorter Catechism, the Confession of Faith, and A. A. Hodge's Commentary thereon, and Charles Hodges' "Way of Life" are the text books. The students are required to memorize the Shorter Catechism. They are required to read carefully and prepare from memory written digests of the several chapters in Hodge's "Way of Life." They are taught in the class room the Inspiration of the Scriptures and the whole group of Soteriological, Ethical and Ecclesiological doctrines. They are taught by lecture and text book. In all quizzes they are expected to prove from Scripture the positions taken by them. A constant endeavor is made to apply the truth brought out to the life of the student.

Junior Year. Entire Session. One hour a week.

III. DEPARTMENT OF SOCIAL QUESTION AND CHRISTIAN ETHICS

GENERAL STATEMENT.—Christian workers in order to do effective work must have an intelligent knowledge of the present social conditions, the problems arising from them, and the agencies at work for the solution of these problems. This course aims to give the student a foundation knowledge of these questions and to show the social responsibility of

Christian people through the application of the social teachings of Jesus to the life of to-day.

17. FIRST GROUP.

1. INTRODUCTION.—The Social Question in General, Social Service, Structure of Society, Group Action.

2. STUDY OF THE FAMILY, THE COMMUNITY (URBAN AND RURAL), THE CITY.

3. THE INDUSTRIAL SITUATION.—Present Conditions, Evils and Remedies, Women in Industry, Child Labor, Organized Industry, Legislation, Socialism.

Junior year. Fall term. One hour a week.

18. SECOND GROUP.

1. SOCIALIZED CHARITY.—Study of Dependents, Defectives and Delinquents, their relief and care, the Charity Organization Society and other relief agencies.

2. RACE QUESTIONS.—The Immigrant Causes and problems of immigration, legislation, distribution, protection, and assimilation of immigrants.

The Negro-Economic condition, health and housing, education, leadership, religion.

3. THE PROBLEM OF COUNTRY LIFE.

Junior year. Winter term. One hour a week.

THIRD GROUP.

1. STUDY OF AGENCIES, BIBLIOGRAPHY, AND SOURCES OF INFORMATION NEEDED BY THOSE IN SOCIAL WORK.

2. COMMUNITY STUDIES AND SURVEYS—THEIR PURPOSE AND VALUE IN GENERAL, AND THEIR RELATION TO CHURCH WORK.

3. RELATION OF THE CHURCH TO SOCIAL PROBLEMS, INSTITUTIONAL CHURCHES, THE SOCIAL TEACHINGS OF JESUS.

Junior year. Spring term. One hour a week.

NOTE.—During the year lectures will be given by leaders of the different organizations which are accomplishing results in civic life; current events bearing upon social conditions will be discussed, and required work will consist of visits to agencies in the city doing social work with written reports; reviews of books on social subjects, and papers on questions of general interest.

IV. DEPARTMENT OF PERSONAL EVANGELISM AND STEWARDSHIP

GENERAL STATEMENT.—The purpose of this course is to direct the thought of the students to their personal obligations to win souls to Jesus Christ and to teach them how to do it. As the Word of God is the power of God unto salvation, it is held up as the principal means through which soul winning is to be done. Certain passages of Scripture are selected on account of their special adaptation to this work and students are required to memorize these. The students are also encouraged to do personal work, as they may have opportunity, and report to the class. The teachings of the Bible concerning stewardship of life and substance are also carefully studied in this department.

19. PERSONAL WORK.—The Great Commission is used to enforce the obligation of personal work. Personal preparation, the guidance of the Holy Spirit, the use of Scripture texts, the objections and the excuses offered by unbelievers and non-professing believers, the difficulties and problems encountered in soul winning, the methods employed by Christ and his disciples and prominent personal workers of later days are studied.

Junior year. Fall and Winter terms. One hour a week.

20. STEWARDSHIP.—The purpose of this course is to bring to the minds of the students the Bible view of Life, of Talents and of Money, and to lead them to a deeper consecration of their gifts. It also is designed to teach them how to teach others correct ideas of stewardship and to lead them to practice it in their lives. The modern plan of church finances, how secured, how collected, and how distributed, is also included in this course.

Junior year. Spring term. One hour a week.

V. DEPARTMENT OF CHURCH HISTORY

21. JUNIOR YEAR.—Every trained Christian worker ought to know something of the history of the Christian church. With this thought in mind the Training School gives during the Junior year a popular course in the general history of the church. This course avoids technical details and studies the great men and movements and de-

velopments in the church from the beginning of the Christian era to the present time. In short, this course deals with the great landmarks of Church history.

Junior year. Entire session. One hour a week.

22. SENIOR YEAR.—Every trained Presbyterian worker ought to know something of the history of the Presbyterian Church. Holding this conviction the Training School gives during the Senior year a popular course in the history of the Presbyterian Church in all lands, with especial emphasis upon the Presbyterian Church in the United States.

Senior year. Entire session. One hour a week.

23. A COURSE IN CURRENT HISTORY.—The famous Arnold of Rugby read the newspapers to see what God was doing in His world. If the Christian worker is going to do his best he ought to know something of the present-day world movements. With this idea before us the Training School gives a course on Current Events as related to religious and social questions.

Juniors and Seniors. Entire session. One hour a week.

VI. DEPARTMENT OF CHRISTIAN MISSIONS

24. JUNIOR YEAR.—The first part of this course covers the study of the Bible as the Basis for Missions, and the History of Missions, including a general survey of Mission Lands and Missionary Biography.

Junior year. Entire session. One hour a week.

25. SENIOR YEAR.—The second part of this course is designed to give the student Missionary Principles and Methods, and a more detailed study of the Home and Foreign Mission Fields of the Southern Presbyterian Church. It closes with a course on the Faiths of Mankind.

Senior year. Entire session. One hour a week.

VII. DEPARTMENT OF SUNDAY SCHOOL AND YOUNG PEOPLE'S WORK

26. TEACHER TRAINING COURSE.—This course covers thoroughly "The First Year Standard Teacher Training Course," consisting of forty lessons, ten on the study of the Pupil, ten on the study of the Teacher, and the art of teaching, ten on "The Teacher's Study of the Life of Christ."

and ten on the School, its organization and management. The text-book used is "Trained Workers," which is issued by the Presbyterian Committee of Publication, but this text-book is largely supplemented by lectures. Upon the completion of this course the Presbyterian Committee of Publication and Sunday School Work gives the student a Teacher Training Certificate. This course is intended to prepare our students to be leaders of teacher training classes.

Junior year. Entire session. Two hours a week.

27. ELEMENTARY COURSE.—In this eight weeks' course on elementary work we are putting before our students the characteristics, needs and means for development of the pupils of the Cradle Roll, Beginners, Primary and Junior departments of the Sunday School. It is the purpose of this course to equip each student with such an intimate knowledge of the work in these departments that he or she can be able to organize and successfully conduct these branches which are so fundamental to the work of the Church.

Senior year. Fall term. Two hours a week.

28. ADOLESCENT COURSE.—This course takes up a specialized treatment of the Control, Organization, Equipment and Management of the Intermediate, Senior, Young People's departments of the Sunday School. It will present a study of the pupil in the three stages of adolescence: His Aims, the Aims of the Departments of this Division of the Sunday School; the Means Now Used to Attain these Aims; the Means Suggested; the Judgment Values of these Means. The course also presents an opportunity for Definite Supervised Practice Work in both Impressional and Expressional Activities.

Senior year. Winter term. Two hours a week.

29. YOUNG PEOPLE AND ADULTS.—In this course a general survey is taken of work for young people, especially the work which is accomplished through various church organizations and societies for young people.

This course also studies the work and problems of the organized adult classes in the Sunday School. This is a most important subject, as adult classes have come to form such a large and influential element in the modern Sunday School.

Senior year. Spring term. One hour a week.

30. COURSE IN CHRISTIAN ENDEAVOR.—This course is planned to give the student a practical, working knowledge of the most effective methods used in Young People's Societies. The text-book, "Expert Endeavor," will be made the basis of study, supplemented by reports on special phases of the work and a study of meeting the conditions in both large city churches and those of rural communities. Special study will be made of such problems as "Holding the Teen Age Boy and Girl in the Church Activities," "Young People at Work for Other Young People," and "Young People Trained for Service." This study will be based upon actual conditions in our churches to-day.

Junior class (September-December). One hour a week.

31. WOMAN'S WORK.—In this course it is intended to give the student the history, principles and methods of Woman's Work in the Church. The organization of Women's Societies, their Relationship to the Young People and to the Church, Parliamentary Practice, Making of Programs, the Woman's Auxiliary of the Presbyterian Church, etc. The seminar method will be used largely, with such discussions as may be suggested.

Senior year. Fall term. One hour a week.

VIII. DEPARTMENT OF PHYSIOLOGY, HYGIENE AND ELEMENTARY NURSING

GENERAL STATEMENT.—The special aim of the work done in this department is to give the student a comprehensive knowledge of the anatomy and physiology of the human body, so that they may learn the laws governing the workings of the body and that the tendencies to weakness and the predisposition to diseases may be overcome. A sound body is almost necessary as antecedent to moral and physical right living. The course will be given by the lecture method by able physicians and graduate nurses.

32. ANATOMY AND PHYSIOLOGY.—This course consists of lectures on the Anatomy and Physiology of the human body, together with the laws which govern its workings.

Junior year. Fall term. One hour a week.

33. FIRST AID AND HYGIENE.—The student is required to learn the General Directions for the First Aid for Injuries, How to Use Triangular and Roller Bandages, How

to Prevent Accidents and How to Meet Emergencies When They Occur. In this course also the student is taught that the care of the health is a divine requirement, that much disease may be averted, and that a strong body is conducive to right mental and moral living. Students are shown, not only how this may be accomplished, but also are equipped for disseminating these health principles among people who are ignorant of the laws of health and sanitation.

Junior year. Winter term. One hour a week.

34. ELEMENTARY NURSING.—The Elementary Principles of Nursing are taught in this course. The object is to teach the student to follow intelligently the directions of a physician in any case. This course is conducted with practical demonstration.

Junior year. Spring term. Two hours a week.

IX. DOMESTIC SCIENCE AND HOUSEHOLD ECONOMICS

SENIOR CLASS.—During the past year there has been given under this general department a most excellent course in Home Demonstration Work by Miss Maude E. Wallace, home demonstration agent for Richmond, under the United States Department of Agriculture Co-operating Extension Division, Blacksburg, Va.

The object of Home Demonstration Work is to arouse the women and girls to the fact that home-making is one of the greatest professions of mankind; that its influence extends far beyond the walls of the house and the confines of the farm.

Short course of ten lessons:

1. FOOD.

1. Food for Growth and Energy:
 - (a) Food for children.
 - (b) Food and its Relation to Disease.
 - (c) Suggested Demonstration (Cereals and Vegetables).
2. Food Values—
 - (a) The Well-Balanced Meal; or,
 - (b) The One-Piece or One-Dish Meal.
 - (c) Suggested Demonstration (One-Dish Meal, e. g. Calcutta Rice, Plain Muffins).

3. Sanitation and Marketing of Food—
 - (a) The Classes of Food as to
 1. Care in the Markets (Food Laws of Virginia).
 2. How to Buy.
 3. Care in the Home.
 - (b) Suggested Demonstration (Tuna Fish Loaf with White Sauce and Green Peas).
2. Health—
 1. Prevention of Disease.
 - (a) Food.
 - (b) Sanitation (microorganisms).
 - (c) Household Pests.
 - (d) Malnutrition.
 - (e) Suggested Demonstration (Milk and Eggs in Various Ways).
 2. Home Care of the Sick—
 - (a) Demonstration by a trained nurse.
 3. Food for Sick and Convalescent—
 - (a) Demonstration (Beverages and Invalid's Tray).
3. Household Management—
 1. Business of the Household.
 - (a) Household Budgets.
 - (b) Household Accounts.
 - (c) Personal Accounts.
 - (d) Demonstration (Planning and Preparation of a Breakfast).
 2. Care and Repair of Household.
 - (a) Plumbing, Heating, Lighting; or,
 - (b) House Furnishings and Decoration.
 - (d) Demonstration (Planning and Preparation of a Luncheon).
 3. The Convenient Kitchen.
 - (a) Floor Covering.
 - (b) Household Devices.
 - (c) Labor-Saving Devices.
 - (d) Demonstration (Dishes Suitable for a Simple Dinner).
4. Review of nine lessons.

Written examination. Note books.

NOTE.—We cannot guarantee to give a course in this department every year, but it will be made a permanent part of the Training School curriculum as soon as circumstances will permit.

X. DEPARTMENT OF MUSIC

GENERAL STATEMENT.—The aim of the department of music is to provide instruction in vocal music and in the use of the voice in singing, that students may be able to read sacred music at sight and to lead devotional or evangelistic singing in religious meetings.

SIGHT SINGING.—This course undertakes to ground the student in a knowledge of the keys through the medium of scale building, exercise and actual reading and singing of hymns. At the end of the year the student should have acquired the ability to sing any simple sacred music at sight, and to use the voice without abusing it.

Senior year. Throughout the year. One hour a week.

NOTE.—We have found it difficult to make satisfactory arrangements for the department of music and do not guarantee to give it every year.

XI. DEPARTMENT OF PHYSICAL EDUCATION

GENERAL STATEMENT.—The object of this department is to provide for the students themselves needed physical exercise and to train them in leading young people into healthful recreation. The playground has become a well-defined institution in school and community life, and is destined to play an increasing part in all education.

PHYSICAL EXERCISE.—Systematic gymnasium work develops the student physically, and promotes health and grace. This course may be taken in connection with the Y. M. C. A. and the Y. W. C. A. of the city of Richmond. Both of these institutions have excellent gymnasium facilities with competent instructors. Excellent tennis courts have been provided for the use of students, and this healthful exercise may be enjoyed throughout the fall term.

NOTE.—As the School has no gymnasium of its own at present, this course is not compulsory, but students are fully expected to take plenty of wholesome recreation every day. This can be easily done on the tennis course and by taking advantage of many beautiful walks within easy reach of the Training School.

XII. THE DEPARTMENT OF CHRISTIAN PRACTICE

All members of the Senior class are required to engage in some very definite form of Christian service under the general supervision of some member of the faculty. This work is assigned to members of the Senior class, and while a Senior is encouraged to make suggestions as to the kind of work she would like to engage in, no member of the class is expected to take work without consulting with the President or with the member of the faculty who supervises the Senior practice.

The work of the student in this department is supervised and reported on from month to month and helpful suggestions are made by the supervising member of the faculty as to the best methods of doing the work in hand.

This course is a part of the regular curriculum and must be taken and done successfully before the student can get a diploma. It is the aim of the school to train practical Christian workers.

Members of the Junior class are expected to engage in some practical form of mission work or Sunday School work. The city of Richmond with its many Christian activities affords abundant opportunity to all students to engage in some helpful and profitable form of Christian service. In fact, there are so many opportunities that the student is sometimes perplexed in deciding just what form of service to choose.

SCHEDULE

Course Number	SUBJECTS	Weekly Hours
<i>Diploma Course. Junior Year. Fall Term.</i>		
1	English Bible: The Pentateuch. Prof. Turnbull.	3
7	English Bible: The Synoptic Gospels. Prof. Turnbull.	3
5	English Bible: The Psalms. Dr. Mack.	2
16	Christian Doctrine: Exposition of Shorter Catechism and Confession of Faith. Dr. Johnson.	1
17	Social Service: General Introduction. The Family, The Industrial Situation. Miss Hawes.	1
9	Personal Evangelism: Methods and Practice. Mr. Smith.	1
24	Christian Missions: History and Development. Mr. Buchholz.	1
26	Sunday School Pedagogy: Teacher Training and Organization of the Sunday School. Dr. Lingle and Miss Bringhurst.	2
30	Young People's Societies. Miss Bringhurst.	1
21	Church History. Dr. Lingle.	1
32	Physiology and Anatomy. Dr. Lorraine.	1
<i>Diploma Course. Junior Year. Winter Term.</i>		
1	English Bible: The Pentateuch. Prof. Turnbull.	3
8	English Bible: The Gospel of John. Prof. Turnbull.	3
16	Christian Doctrine: Exposition of Shorter Catechism and Confession of Faith. Dr. Johnson.	1
18	Social Service: Socialized Charity, Race Question, Country Life. Miss Hawes.	1
9	Personal Evangelism: Methods and Practice. Mr. Smith.	1
24	Christian Missions: History and Development. Mr. Buchholz.	1
26	Sunday School Pedagogy: Teacher Training and Organization. Dr. Lingle and Miss Bringhurst.	2
30	Young People's Societies. Miss Bringhurst.	1
21	Church History: Dr. Lingle.	1
33	First Aid and Hygiene. Dr. Lorraine.	1

Course Number	SUBJECTS	Weekly Hours
	<i>Diploma Course. Junior Year. Spring Term.</i>	
9	English Bible: The Book of the Acts. Prof. Turnbull.	3
12	English Bible: The Epistle to the Hebrews. Prof. Turnbull.	3
14	Biblical Geography (April 3rd to 28th). Dr. Moore.	3
16	Christian Doctrine: Exposition of Shorter Catechism and Confession of Faith. Dr. Johnson.	1
18	Social Service: Social Agencies, Surveys, Relations of Church to Social Problems. Miss Hawes.	1
20	Christian Stewardship: Time, Money and Talents. Mr. Smith.	1
24	Christian Missions: Problems and Progress of Missions. Mr. Buchholz.	1
21	Church History: Dr. Lingle.	1
26	Sunday School: Teacher Training and Sunday School Organization. Dr. Lingle and Miss Bringhurst.	1
34	Elementary Nursing with Practical Demonstration.	2
	<i>Diploma Course. Senior Year. Fall Term.</i>	
2	English Bible: The Historical Books. Joshua through Second Samuel. Prof. Turnbull.	3
6	English Bible: The Wisdom Literature. Dr. Moore.	3
11	English Bible: The Prison Epistles. Mr. Cousar.	3
22	Church History: Presbyterian Church. Dr. Lingle.	1
31	Women's Work: History, Development, Principles. Miss Campbell.	1
25	Christian Missions: Missionary Principles and Methods. Mr. Buchholz.	1
27	Sunday School Pedagogy: Elementary Course from Cradle Roll to Junior Department. Miss Shields.	2
16	Bible Reading: Criticisms of Talks on Simple Bible Themes. Prof. Turnbull.	1
23	Current Events. Miss Anderson. Christian Practice.	1

Course Number	SUBJECTS	Weekly Hours
	<i>Senior Year. Winter Term.</i>	
2	English Bible: Historical Books, First Kings through Esther. Prof. Turnbull.	3
10	English Bible: The Epistle to the Romans. Dr. Caldwell.	2
22	Church History: Presbyterian Church. Dr. Lingle.	1
25	Christian Missions: Study of Home and Foreign Mission Fields of the Southern Presbyterian Church. Mr. Buchholz.	1
28	Sunday School Pedagogy: Study of Intermediate, Senior and Young People's Department. Miss Binford.	2
16	Bible Reading: Criticism of Talks on Simple Bible Themes. Prof. Turnbull.	1
	Social Teachings of the Bible. Dr. Lingle.	3
23	Current Events. Miss Anderson. Christian Practice.	1
	<i>Senior Year. Spring Term.</i>	
4	English Bible: The Minor Prophets. Prof. Turnbull.	3
3	English Bible: The Major Prophets. Dr. Mack.	2
13	English Bible: The Book of the Revelations. Dr. Caldwell.	2
22	Church History: Presbyterian Church. Dr. Lingle.	1
25	Christian Missions: The Faiths of Mankind. Mr. Buchholz.	1
29	Sunday School Pedagogy: Young People's Department and Adult Department. Dr. Glass.	1
16	Bible Readings: Criticism of Talks on Simple Bible Themes. Prof. Turnbull.	1
	Household Economics and Domestic Science.	2
23	Current Events. Miss Anderson. Christian Practice.	1

GENERAL INFORMATION FOR STUDENTS

1. Qualifications for Entrance

The requirements for entrance are that one must be over eighteen years of age, must have at least a high school education or its equivalent, must be of approved Christian character, and must be physically fit. The student should send with her application for admission into the Training School a testimonial from pastor or session as to her Christian character and general fitness for the work and a testimonial from her physician as to her physical fitness. As a matter of fact, our students range from twenty to thirty years of age, and many of them are college graduates, as can be seen from the catalogue.

2. Expenses

Tuition for entire session.....	\$ 25.00
Board, room, heat and light, \$4.50 per week for about 32 weeks.....	144.00
Total paid to the School for tuition and board.....	\$169.00

In addition to the above, the student will have to provide for personal expenses, clothes, travel and incidentals. It is difficult to estimate expenses for these, as they depend largely on one's personal tastes, except the item of travel, which varies with the distance. An economical student ought to be able to go through the session at a cost of \$250.00.

On account of the very low rate charged for board, students will be expected to care for their own rooms, set the tables, and keep halls and class rooms in order. This takes very little time and is a valuable part of one's training.

If a student desires to enter the Training School but is unable so do so because of financial reasons, we will be glad to do all that we can to help her to so plan her finances as to make it possible for her to enter the school. The Training School is still young and has very few endowed scholarships, but there are other ways of helping and so far as we can recall no student who

was otherwise eligible has ever been turned away from the Training School for financial reasons. All of this should be adjusted by correspondence before the student comes to the school.

3. What the Student Should Bring

Besides personal belongings, all boarding students should bring the following articles:

Two heavy wool blankets for 42-inch bed.

Four sheets for 42-inch bed.

Two pillow cases, 16x28 inches.

Two or more napkins.

Towels to suit individual needs.

Names should be marked plainly with indelible ink on each piece.

4. Directions for Coming

Railroad tickets should be purchased direct to Richmond. If you come over the Southern, the C. & O., or Seaboard railroad you will arrive in Richmond at the Main Street station. Upon arriving take a street car marked "Broad and Main" going west and get a transfer to North First Street. At Broad and First transfer to the Ginter Park car, which is usually marked with a big 6 or a big 7. Remain on this car for about twenty minutes and get off at stop number 28. You will then be in front of 518 Chamberlayne avenue, which is the main building of the Training School.

If you come on the Norfolk and Western, Coast Line, or R., F. & P., you will arrive in Richmond at the Broad Street Station. Take any street car going east and get a transfer to North First Street. At Broad and First Streets transfer to Ginter Park car and follow directions given above.

If you will write the President the hour of your arrival and the train on which you will arrive, someone will meet you at the train. In that event it is best to state beforehand how we can identify you. The easiest form of identification is a small piece of ribbon worn in a conspicuous place.

If you know beforehand the street and number of the building in which you are going to room it is best to give your trunk check to a transfer man at the depot and have him deliver your trunk at that number.

5. Location

The General Assembly's Training School is ideally located. It is an education to live in Richmond with its history, its culture, and its churches. The student has here a rare opportunity to develop in general education and culture. What is even more to the point, the student has the opportunity of studying first hand the work of some of the largest and most effective churches and Sunday Schools to be found anywhere and the opportunity of taking part in various forms of mission work under competent leadership.

The Training School is located in Ginter Park, one of the most attractive residential sections of Richmond, and our students are given a cordial welcome in the very best homes of this section as well as in other sections of the city.

Just across the street from the Training School is located Union Theological Seminary, with its spacious grounds and handsome buildings. During the year distinguished speakers from all parts of the world are brought to Union Seminary and all of these lectures are open to the students of the Training School. A large number of our foreign missionaries and well-known workers in our own home church visit Union Seminary and the Training School during the year, and it means a great deal to our students to meet and know and hear all of these. The whole atmosphere is an ideal one in which to develop Christian character and train for Christian service.

6. Securing Positions

There has been a large demand for the services of the graduates of the Training School and thus far the demand has been larger than the supply. The faculty of the Training School is always glad to be of service to its students in helping them to locate in suitable fields of service upon their graduation and in helping them to make changes in their location if for any reason a change is desirable. Of course, the faculty cannot guarantee to secure positions, but the members of the faculty will always count it a privilege to be of assistance along this line.

7. Correspondence

All correspondence should be addressed to the President of the General Assembly's Training School for Lay Workers, 518 Chamberlayne Avenue, Richmond, Va.

ORGANIZATIONS WITHIN THE TRAINING SCHOOL

1. Student Government

The whole student body is organized for the purpose of self-government. As our students are mature and many of them have had experience with student government in college, this form of government is especially successful in the Training School. Students entering the School are expected to observe the rules which have been made by the student government. It is highly desirable that students who are in training for Christian service should learn to observe not only the ordinary rules and proprieties of life, but to cultivate also the general bearing which the Church and the public expect to find in one whose life is given wholly to Christian work.

2. Class Organizations

Each class is organized and cultivates a very loyal spirit to the class and to the institution. The usual officers are found in these class organizations.

3. The Woman's Auxiliary

The young women of the Training School have organized a Woman's Auxiliary, modeled after the General Assembly's plan for woman's work in the Church. This Auxiliary is a continual practical demonstration of the work which many of these young women will be called on to do after they graduate.

4. The Christian Endeavor

The students of the Training School have organized a regulation Christian Endeavor Society. In the work of this Society they develop their own spiritual lives and at the same time get a first-hand acquaintance with the work of one of the most effective organizations for young people which has yet been discovered.

5. Student Volunteer Band

There are in the Training School at present eleven volunteers who expect to go as foreign missionaries when their course has been completed. These volunteers are organized into a most helpful volunteer band, which meets frequently for prayer and conference. A member of this volunteer band is president of the Volunteer Union of the State of Virginia.

6. The Settlement League

Numbers of our students are deeply interested in Christian Settlement work in our cities and large industrial centers and have formed a league for the study of this work and for conference about settlement work. The members of this league make special study of all such work in the city of Richmond.

INFORMATION FOR INVESTORS

The General Assembly's Training School for Lay Workers offers a fine opportunity to invest some money where it will be safe and where it will yield large dividends. We submit a few facts which make such an investment a very attractive one:

1. The Training School belongs to the General Assembly of the Southern Presbyterian Church and the investor can feel sure that his investment will always belong to the Presbyterian Church.

2. The Training School is the only school of the kind in the whole Southern Presbyterian Church and has the whole Church to draw on for its constituency. This gives it a very wide field. At present we have students from twelve States. It is destined to be one of the largest and most useful institutions in the Church.

3. The Training School is developing into the great training center for lay workers who go into the foreign mission field from the Southern Presbyterian Church. There are 387 foreign missionaries connected with the Southern Presbyterian Church and 274 of these are lay members of the Church. Of the lay members, 230 are women. This is the one school in the Church where these lay missionaries can prepare definitely for their work. There are now eleven students in the Training School who are preparing for the foreign field and the number is growing each year.

4. The Training School is preparing Home Mission workers who are going into the mountains, mills and mines and industrial centers to do all kinds of home mission and Sunday School work.

5. The Training School is supplying well-trained Bible teachers for the schools and colleges for women in our Church.

6. There is a growing demand for trained lay workers to assist the pastors in the large churches. The pastor finds it impossible to do all the work that he wants to do for the young people and the Sunday School and to do all the visiting among the strangers and others that he would like to do. The modern city church is too large for one man. The Training School is preparing lay

workers to assist pastors in these large churches; at present we are not able to supply the demand for such workers.

7. One of the great needs of the majority of churches to-day is for a larger number of lay workers who are definitely trained for leadership in the work of the local church. There are a number of students at the Training School each year who expect to go back to the home church and as voluntary workers and give their services as a work of love to the church and the Master. We hope that this number will increase from year to year. We can scarcely realize what it would mean if all our churches could have just a few such trained workers in them.

8. Think what it would mean to the Church if all these departments of service were filled with well trained lay workers. There are large numbers of our young people who want to train for such service and if the Training School had room and equipment it could rapidly fill the ranks with trained workers. We have now inquiries from about seventy prospective students who would like to enter the Training School next year, but it is impossible for us to accommodate such a large number. We cannot provide for more than fifty students now, as our room is limited. We could have 100 students next year if we had the room for them. Inside of five years we could have 200 students if we can judge from the large number of inquiries which come to us.

9. The Needs of the Training School:

(a) The first need is a dormitory that will hold 100 students. We are at present housing our students in two large three-story residences. That means that we can take only a limited number. The dormitory would probably cost \$150,000.00. We have a beautiful lot on which to build it. The location is ideal.

(b) The President's Chair ought to be endowed immediately for \$60,000.00. The Training School ought to be in a position to secure at once for President one of the strong, constructive leaders of the Church who could give his whole time to this great work. We have been hoping that someone would offer to endow the President's Chair on condition that the Presbyterian Church would proceed to raise money to erect the dormitory.

(c) The Chair of English Bible and other chairs ought to be endowed as soon as possible.

(d) The Training School needs \$10,000.00 a year for current expenses until adequate endowments can be raised. This money is needed to employ professors and to meet necessary running expenses. We have to look to the churches, societies and indi-

viduals for this money for current expenses. Lexington Presbytery put the Training School on the budget of its churches last year for 1 per cent of all money contributed to benevolences. This is a fine example for other churches to follow. If all of our churches would do that, within a few years we would have a great institution for the training of home and foreign missionaries, Sunday School workers, Bible teachers, pastor's assistants and all forms of Christian service.

(e) Numbers of splendid students wish to enter the Training School each year who are not able to meet the necessary expenses, although the expenses have been reduced to a minimum. The School needs a number of endowed scholarships, the income of which could be used to assist such students. A Christian woman gave the School \$5,000.00 in Liberty Bonds during the past year for the endowment of such a scholarship. We wish that many others would follow her example.

The Woman's Synodical Auxiliary of Texas has endowed a scholarship in the Training School with a principal of \$2,000.00, the interest of which is to be used in assisting a Texas student.

Other Synodical and Presbyterial Auxiliaries have provided from year to year scholarships ranging from \$100.00 to \$225.00.

Individuals and societies can render a large service by helping to meet the expenses of worthy students who are not able to meet all of their own expenses. The President of the Training school can furnish you with the names of such worthy students.

10. Upon the death of a Presbyterian elder in Richmond last year it was found that he had left the Training School \$500.00 in his will. He was not a wealthy man, but he knew the Training School and felt that it was a good investment. If you are not in a position to help the Training School in your life time, help to make it a great institution by remembering it in your will.

FORM OF GIFT

I hereby subscribe for the purpose of erecting suitable buildings (endowment) for the General Assembly's Training School for Lay Workers, Inc., the sum of.....
Dollars, payable.....

FORM OF BEQUEST

"To the General Assembly's Training School for Lay Workers, Incorporated, Richmond, Va., I give and bequeath the sum ofDollars to be applied by its Board of Managers to the uses and benefit of said School."

For information on any subject connected with the Training School, write to the President of the General Assembly's Training School for Lay Workers, 518 Chamberlayne Avenue, Richmond, Va.