

Guide to
Dallas Theological Seminary. Lay Institute Records

1935, 1972-2008 and undated, bulk 1972-2008

.25 linear feet

Accession Number: 2009-12
Collection Number: CN 027

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Abstract: Dallas Theological Seminary Lay Institute records primarily regarding classes offered and the original planning for the Institute.

Preferred Citation:

[Identification of the Item], Dallas Theological Seminary. Lay Institute Records, CN 027, Box [number], Folder [number], Archives, Dallas Theological Seminary.

Archives, Dallas Theological Seminary, 3909 Swiss Ave., Dallas, TX 75204

Historical Sketch:

The Lay Institute started in 1974 to provide faculty-supervised teaching internships for upper-level Dallas Theological Seminary students and provide instruction to adults in the Bible and related subjects. In 1985, the Institute started offering continuing education units. In 1989, it added courses emphasizing practical application of biblical lessons and started awarding certificates to students who completed eight courses and an award to those who completed sixteen. In 1995 the institute was renamed the Center for Biblical Studies and the curriculum was redesigned to start an optional three-year diploma program. The program usually offers courses in the spring and fall, and some years also in the summer.

Partial List of Directors:

1974-1985	Thomas L. Constable
1985-1987	Kenneth L. Sarles
1987-1990	Eugene W. Pond
1990-1991	Greg A. Hatteberg
1991-1992	Douglas M. Cecil
1992-circa 1995	David E. Malick
?	[The class schedules stopped listing the director in 1995.]
2007-present [2009]	Terry Hebert

References:

Dallas Theological Seminary. Lay Institute Records. CN 027, Archives, Dallas Theological Seminary

System of Arrangement:

The Lay Institute records are organized in three series.

Series I. Memoranda, 1935, 1972-1975, .07 linear feet (1 folder)

Arranged chronologically.

Series II. Printed Material, 1974-2008 and undated, .11 linear feet (3 folders)

Arranged chronologically within folders.

Series III. Miscellaneous, 1973-1995 and undated, .07 linear feet (3 folders)

Arranged chronologically within folders.

Scope and Content Note: This collection housed in seven legal size folders, consists of three series. The Memoranda document the early history of the Lay Institute. The second series, Printed Material, lists the courses offered through the years and the teachers. The last series, Miscellaneous, includes lists of courses, enrollment, names of teachers, and notes about the history of the Institute.

The collection provides information about a teaching lab providing adult continuing education. Courses offered changed through the years as the brochure styles also changed.

Selected Search Terms:

Dallas Theological Seminary. Lay Institute

Donor/Source: Dallas Theological Seminary Center for Biblical Studies, July 27, 2009.

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Container List

Series I. Memoranda		1935, 1972-1975
<u>Folder#</u>	<u>Title, Dates, Description</u>	
1	Early History Includes a photocopy of an article from 1935 about the Evening Bible Institute and memoranda (1972-1975) concerning planning a teaching laboratory for DTS students.	1935, 1972-1975
Series II. Printed Material		1974-2008 and undated
<u>Folder#</u>	<u>Title, Dates, Description</u>	
2	Brochures Primarily brochures listing classes and teachers, with application forms.	1974-1987
3	Brochures Primarily brochures listing classes and teachers, with application forms.	1988-2008 and undated
4	Spanish Brochures Brochures for classes in Spanish.	1985-1986, 1999-2000
Series III. Miscellaneous		1973-1995 and undated
<u>Folder#</u>	<u>Title, Dates, Description</u>	
5	Course Names and Numbers Lists showing course names and numbers offered and enrollment per session from 1978-1991.	1988-1991

Series III. Miscellaneous (continued)Folder# Title, Dates, Description

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|---|---|-----------------------|
| 6 | Lay Institute Teachers: Yesterday and Today | circa 1995 |
| | Alphabetical list of teachers from Spring 1974-Summer 1995 including status shown in alumni directory. | |
| 7 | Miscellaneous | 1973-1995 and undated |
| | Includes agendas for the committee planning the teaching lab; draft for 1955-1996 catalog; list of students for summer 1995; various notes, including notes about the purpose and history of the program. | |