

# College Theology Society



COLLEGE THEOLOGY  
SOCIETY

## Policy and Procedure Manual of the Board of Directors

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## College Theology Society

### Preamble

The Policy Manual is meant to assist the Board of Directors and committees of the College Theology Society in the practical application of the Constitution of the Society. The Constitution takes precedence should questions of interpretation arise. The Policy Manual presumes the information contained in the Constitution, although, for the sake of clarity, some information may be repeated here.

Since the Manual is internal to the Board of Directors, it may be modified by the Board as need arises. Proposals for updates and revisions should be forwarded to the Vice-President of the Society, including any committee established by the Board to review Society documents. Such proposals will be considered by the Board of Directors no later than at their next meeting.

## I. Offices of the Society

- A. The following positions are filled through election by the membership:
  - 1. President
  - 2. Vice President
  - 3. Secretary (may be reappointed by the Board without election)
  - 4. Treasurer (may be reappointed by the Board without election)
  - 5. The Senior Officer and Officer of Diversity, Equity, and Inclusion
  - 6. At-large members of the Board of Directors
- B. The following positions are filled by appointment by the Board of Directors, with the appointments ratified by the membership at the annual Business Meeting:
  - 1. Members of the Committee on Awards (five, with one added in 2013 and every three years thereafter, and two added in other years)
  - 2. Members of the Committee on Nominations (two in addition to the Vice President, who acts as chair *ex officio*, and the Senior Officer of Diversity, Equity, and Inclusion who serves *ex officio*)
  - 3. Members of the Committee on Diversity, Equity, and Inclusion (three members in addition to the Officer of Diversity, Equity, and Inclusion who serves *ex officio*)
- C. The following positions are appointed by the Board without the approval of the membership:
  - 1. Director of Publications
  - 2. Executive Director of National Conventions
  - 3. Editor of *Horizons*
  - 4. Coordinator of Teaching Workshops
  - 5. Chairs of *ad hoc* committees, e.g., the Welcome Committee
  - 6. Members of the Committee on Resolutions (normally the two Directors whose terms have just ended)

## II. Board of Directors

- A. Composition: The Board of Directors comprises seven elected officers, six elected at-large directors, and four *ex officio* appointed members. The officers are the President, Vice President, Secretary, Treasurer, Senior Officer of Diversity, Equity, and Inclusion, Officer of Diversity, Equity, and Inclusion, and, in alternate years, the President-Elect and Past President (see III.A). The *ex officio* members are the Director of Publications, the Executive Director of National Conventions, the editor of *Horizons*, and the Executive Coordinator of Digital Media. All these members of the Board have voice and vote. An Officer Elect of Diversity, Equity, and Inclusion, elected each year, and a Chair of the Diversity, Equity, and Inclusion Committee, selected by members of that committee, will serve as non-voting members of the Board of Directors.
- B. Responsibilities: Each member of the Board shall have the usual duties pertaining to her or his office, as delineated below. All members collaborate in the work of the Board, which includes the following:
1. Attending the semiannual Board meetings.
  2. Planning for Conventions by choosing themes, sites, and editors, by consensus or majority vote.
  3. Providing input regarding nominees for the Board, standing and *ad hoc* committees, and recipients of the Presidential Award.
  4. Considering resolutions submitted by members to the Committee on Resolutions.
  5. Addressing Society business as it arises.
- C. Executive Members: The Executive Members of the Board consist of the President, Vice President, Secretary, Treasurer, the Senior Officer of Diversity, Equity, and Inclusion and, in alternate years, the President-Elect and Past President (see III.A).

## III. President

- A. Term: The President is elected by the membership to a two-year term. The elected President serves on the Board of Directors one year as President-Elect, then two years as President, and finally one year as Past President.

The following chart may help to make this clear. Adams is elected President in Year 1 to succeed Washington, the incumbent. Jefferson is elected in Year 3 to succeed Adams.

	Year 1	Year 2	Year 3	Year 4
Yocum	President	Past President	----	----
Portier	President-Elect	President	President	Past President
Schrein	----	----	President-Elect	President

Thus, in Years 1 and 3, a President-Elect serves on the Board, and in Years 2 and 4, a Past President serves on the Board.

- B. Responsibilities: The President shall preside at meetings of the Society and of the Board of Directors. The President shall have power, when authorized by the Board of Directors, to enter into contracts on behalf of the Society. The President shall have the usual duties pertaining to the office and such other duties as may from time to time be assigned to the President by the Board of Directors. The specific duties of the President include the following:
1. Preside over meetings of the Board of Directors (November and May/June).
  2. Preside over the Annual Business Meeting (at the Convention).
  3. Prepare the agenda for meetings of the Board.
  4. Before the Convention, post – or arrange to have posted--a standard agenda for the Business Meeting, noting the reports of each office and the time and place of the meeting.
  5. Prepare and send to members two annual newsletters (October and February).
  6. After the Convention, email members with news of the winners of Book, Article and Susan G. Perry Graduate Student Essay Awards; the winner of the Presidential Award; and any other information from the Convention that is of immediate interest.
  7. Present the President's Award at the convention banquet (first year of term), working with the Executive Director to arrange for the plaque and citation.
  8. Present the Presidential Address at the Banquet (second year of term).
  9. Consult with the Vice President and the Board about nominations and elections.
  10. Notify the new members of the Board of their election and invite them to the June Board meeting.
  11. Inform the Board and the membership of the election results.
  12. Send letters thanking candidates who were not elected.
  13. Consult with the Executive Director of Conventions and the Board regarding sites, themes, and plenary speakers for conventions, editors for annual volumes, and the Call for Papers.
  14. On behalf of the Board, issue an invitation to the proposed editor of an Annual Volume.
  15. As needed, consult with the Vice President and the chair of the Committee on Awards throughout the awards process.
- C. President's Recommended Timeline
1. June-July:
    - a. Send thanks to Convention planners and outgoing officers and members of the Board.
    - b. Send an email to members with news of the winners of Book, Article and Susan G. Perry Graduate Student Essay Awards; the winner of the Presidential Award; and any other information from the convention that is of immediate interest.

- c. If the Presidential Award will be given at the next Convention, contact the awardee, based on discussions at the previous Board meeting.
2. Mid-September: Collect items from the Board and Committees for inclusion in the fall President's newsletter. Officers may decide to send some information (for example, the Vice President's call for nominations) separately, but officers should coordinate e-mailing to avoid overusing the lists.
3. Early October:
  - a. Confirm that the Executive Director of Conventions has emailed and posted online the Call for Papers; that the Vice President has emailed to the list (or provided for the President's letter) a call for nominations; and that the chair of the Awards Committee has emailed the membership submission guidelines for the Book, Article, and Perry Awards (or provided such information for the President's letter).
  - b. Work with the chair of the Awards Committee and other members of the Board and Society to publicize the Perry Award competition in institutions offering doctoral degrees in theology, religious studies, and related fields.
  - c. Compose and email the President's fall newsletter, including any information of interest to members and, if not sent already, the Call for Papers, a call for nominations, and information on the CTS publication awards. The Executive Director of Conventions may also request suggestions for Convention themes and locations, to supplement suggestions provided by those who completed evaluation forms at the Convention.
4. Mid-October:
  - a. Confirm with the Treasurer the time and place of the fall Board meeting.
  - b. Email the Board, asking for agenda items for the Board meeting and confirming the time and place of the meeting.
5. November:
  - a. Send out the agenda for the fall Board meeting.
  - b. Preside over the Board meeting.
  - c. Based on matters before the Board, decide on the schedule for the spring Board meeting. If the Board will need to begin its meeting on the Wednesday preceding the Convention, confirm with the Local Coordinator and Executive Director that meeting space, food, and housing will be available.
6. Mid-January:
  - a. Survey the Board and committee chairs to collect items for the President's spring newsletter, usually including information on elections, resolutions, and the upcoming convention, including the teaching workshop (if offered).
  - b. Confirm with the Vice President that candidates for election have been secured and a calendar for elections has been set.

- c. In years when the Presidential Award is presented, make arrangements with the Executive Director for the plaque and citation. Confirm needed transportation arrangements with Director and the Local Coordinator.
7. February:
    - a. Send out newsletter with any information of current information to the membership, usually including information on the teaching workshop (if offered), the electronic balloting process, dates for elections, and a reminder about the process and deadline for submitting resolutions to be considered at the annual Business Meeting.
    - b. Confirm with the member of the Board who chairs the Welcome Committee that welcome events have been arranged and details passed on to the Executive Director for inclusion in the Convention program.
  8. March 15-April 1 (or when election results are available):
    - a. Notify the newly elected members of their election and invite them to the June Board meeting.
    - b. Inform the Board of the election results.
    - c. Send letters thanking candidates who were not elected.
    - d. Email the Board, asking for agenda items for the Board meeting and confirming the time and place of the meeting.
  9. Mid-April:
    - a. Review the minutes of the past year's Board meetings. Confirm that Board members have completed the tasks noted.
    - b. Gather agenda items for the Convention Board Meeting.
    - c. Send out the agenda.
  10. Convention:
    - a. Preside over the Board Meeting.
    - b. Welcome members at the first plenary session and introduce local officials.
    - c. Preside over the Annual Business Meeting.
    - d. Present a report at the Annual Business Meeting on any important business. Thank outgoing members of the Board and standing committees.
    - e. Arrange for a member or guest to offer the blessing at the banquet.
    - f. Depending on the location of the reception and banquet, decide with the Local Coordinator and the chair of the Committee on Awards when and where to present the publication awards – normally, at the end of the reception or the beginning of the banquet. Before the presentation, welcome the membership and guests and introduce the chair.
    - g. Present the President's Award at the banquet (first year of term).
    - h. Deliver the President's address at the banquet (second year of term).

#### **IV. President-Elect**

- A. Term: The elected President serves on the Board of Directors for one year as President-Elect before assuming office as President.
- B. Responsibilities: The President-Elect participates in the work of the Board and has voice and vote.

#### **V. Past President**

- A. Term: The Past President serves for one year following the conclusion of the two-year term as President.
- B. Responsibilities: The Past President, as a member of the Board of Directors, participates in the work of the Board and has voice and vote. The particular duties of the Past President include orienting new members of the Board and serving on the Executive Committee.

#### **VI. Vice President**

- A. Term: The Vice President is elected by the membership to a two-year term.
- B. Responsibilities: The Vice President, at the request of the President, or in the absence or disability of the same, shall have and exercise the powers of the President. The specific duties of the Vice President include the following:
  - 1. Compose the annual report for the Convention and submit it to the editor (or editorial assistant) of *Horizons* no later than June 15<sup>th</sup>. The Report includes the minutes of the Business Meeting, which the Secretary records and emails to the Vice President.
  - 2. Following the procedures detailed later in this manual, serve as the *ex officio* chair of the standing Committee on Resolutions.
  - 3. Following the procedures detailed later in this manual, serve as the *ex officio* chair of the standing Committee on Nominations and, in that capacity, oversee elections (normally 1 February-1 March). The Secretary notifies the Vice President of the results of elections, normally including the number of votes received by each candidate; this information is not normally disseminated further. After the President has notified the candidates and Board of the results of elections, the Vice President informs the membership as a whole.
  - 4. Serve as the Board's liaison with regional groups. The Vice President should solicit reports from these groups to include in the Vice President's fall and spring reports to the Board; facilitate, if needed, their receipt of a \$75 grant to support their activities; announce these activities at the spring Business Meeting; and support other regional groups as interest arises.
  - 5. Work in conjunction with the President and the Executive Committee as need arises.
  - 6. Provide a report to the full Board at the fall and spring Board meetings.
    - a. The fall report includes information on activities held by regional groups and names of nominees for the Board and the standing Committees on Awards and Nominations, to be discussed by the Board.

- b. The spring report includes information on activities held by regional groups, announcement of the results of spring elections, and confirmation of appointments to the Committees on Awards and Nominations.
- 7. Provide a report to the membership at the spring Business Meeting, including information on activities held by regional groups; the results of spring elections; a presentation of nominees to the Committees on Awards and Nominations, to be approved by the membership; and an announcement of the members of the Committee on Resolutions, normally the two at-large members of the Board of Directors who are completing their terms.
- C. Vice President's Recommended Timeline: The majority of the Vice President's responsibilities are included in the timelines for the Committees on Nominations and Resolutions.
  - 1. Early June: Receive from the Secretary the minutes for the Business Meeting of the Convention and from the Workshop Coordinator a summary of the workshop (if held). Write the report for *Horizons*. Circulate it to the Board for confirmation. Submit it by June 15<sup>th</sup>. A template is included in the appendix, but the Vice President should confirm that the template hasn't changed.
  - 2. Early November: If regional representatives haven't sent in fall reports, check with them to include their information in the fall and spring reports.
  - 3. April: If any regional groups are planned events for the spring, check with them to include their information in the spring (and subsequent fall) report.

## VII. Secretary

- D. Term: The Secretary is elected by the membership to a three-year term, which is renewable once by the Board.
- E. Responsibilities: The Secretary shall perform all duties incident to the office of Secretary and from time to time such other duties as may be assigned to him or her by the Board of Directors. The specific duties of the Secretary include the following:
  - 1. Take the minutes of meetings of the Board of Directors and communicate them to the Board shortly thereafter. The meetings have usually been held during the first day of the annual Convention and on the Saturday of the AAR/SBL Annual Meeting. The Secretary moves for approval of these minutes at the next Board meeting.
  - 2. Take the minutes of the CTS Business Meeting held during the convention. These are then emailed to the Vice President before June 15<sup>th</sup> so that she or he may include them in the Vice President's Report, which is published in *Horizons*. The Secretary publishes these minutes to the website before the Convention, invites review by the membership, and moves for approval at the next Business Meeting.
  - 3. Post the final version of the minutes on the website as soon as possible after their approval.



4. At the fall and spring Board meetings, report on how many new members were added to or deleted from the membership rolls and provide the current membership total. Additionally, the Secretary may report on updates on other matters with which she or he is involved, such as trends in membership, updates to the website, or election procedures.
5. Provide a report to the membership at the spring Business Meeting, including the information reported to the Board and any other information relevant to the membership as a whole.
6. Administer the online spring election for open offices.
  - a. With information provided by the Vice President (as *ex officio* chair of the Committee on Nominations), the Secretary prepares the electronic ballot for the spring elections. The Secretary opens and closes voting on the dates decided by the Vice President, normally 1 February-1 March.
  - b. When voting closes, the Secretary reports the results to the Vice President, who in turn informs the President. The President then tells the candidates (successful and unsuccessful), the Board, and the membership. The Secretary normally includes the number of votes received by each candidate; this information is not normally disseminated further.
7. Process new memberships and renewals.
  - a. All members of the College Theology Society are required to apply for and renew membership online at [www.collegetheology.org](http://www.collegetheology.org).
  - b. The Secretary is responsible for administering the online system, including online applications, renewals, and membership support.
  - c. Prospective members and members seeking renewal or cancellation follow separate procedures as explained below.
  - d. Process applications from prospective members.
    - (i) The prospective member selects a plan from the “membership” menu at [www.collegetheology.org](http://www.collegetheology.org) and completes all applicable fields.
    - (ii) The prospective member receives an automated email from the web system to verify the prospective member’s email address. The prospective member is required to click the activation code included in the email in order to continue the registration process. Although the Secretary typically does not interact with prospective members before the email verification process, the Secretary may be required to reissue verification codes if a prospective member neglects to click the activation code or if the system fails to deliver it automatically. The Secretary should check for delinquent activation codes (links that were never verified by new members) at least once per month.
    - (iii) Once the prospective member’s email address is verified, the Secretary will receive an automated notification that a new member is in the registration queue.
    - (iv) The Secretary must log in to the administrative area of the website ([www.collegetheology.org/administrator](http://www.collegetheology.org/administrator)) to review the details of the prospective member’s application. All attempts should be made to

review applications within seventy-two hours of the original application request.

- (v) The Secretary may contact prospective members directly to clarify data before approving applications. The Secretary must pay particular attention to selected categories (full professional, joint professional, associate, and graduate student) vis-à-vis professional eligibility, following the explanations of these plans included in this manual. The Secretary may delay admittance to prospective members in order to research credentials or seek counsel from the Board of Directors.
  - (vi) The Secretary then approves or rejects applications via the membership system at [www.collegetheology.org/administrator](http://www.collegetheology.org/administrator) or by logging in to the main website at [www.collegetheology.org](http://www.collegetheology.org).
  - (vii) When an application is approved, an automated message notifies new members that they may log in to the website to complete the registration process, including submitting payment if required.
  - (viii) Newly accepted members with paid memberships are automatically directed to the CTS payment page at their first login; non-paying members, such as lifetime members and non-billed joint members, have immediate access to the website. Paying members may choose to pay offline or by credit card. The payment process is handled automatically by the web system, but the Secretary must periodically (once a week) double-check registrations manually to ensure that the payment process is working and member permissions are correct. The Secretary works closely with the Treasurer, who also assists with the online billing system. After payment has been verified, members receive automated receipts and thank-you messages from the system.
  - (ix) The Secretary adds new members to the “Announcements” e-mail list.
- e. Process applications from renewing members.
- (i) In addition to automated reminder messages sent from the web system, the Secretary sends e-mail reminders to members prior to the renewal period (October – December). Renewal messages include direct links to the College Theology Society website renewal system.
  - (ii) Although members are encouraged to renew during the last three months of the year, active members (paid for the current year) may renew in advance up to eight months prior to the end of the current year. Active members who wish to renew must begin by logging into the website and navigating to their profile to select the appropriate renewal plan--upgrading if they wish--to renew prior to the official renewal period. Inactive members (those who have not paid for the current year) will be prompted automatically to pay for their membership upon login.
  - (iii) After login, renewing members must select a plan from the “membership” menu and complete all applicable fields. Following onscreen instructions, renewing members pay for their membership

and await automated receipts and thank-you messages from the College Theology Society website. The Secretary oversees and assists with this process as needed.

- (iv) The Secretary verifies the presence of renewing members on the “Announcements” email list and adds their names if necessary.
- 8. Maintain the CTS directory: The Secretary maintains the CTS Membership Directory. This task includes the following:
  - a. Using the administrative interface of the College Theology Society website to process memberships as outlined above.
  - b. Assisting members who need help updating their personal data on the College Theology Society website.
  - c. Deactivating members who do not renew their memberships. This process is automated by the web system but must be monitored by the Secretary.
  - d. Working with the Treasurer to generate dues notifications and payment reminders through the administrative interface of the College Theology Society website.
  - e. Generating mailing lists for *Horizons* and the Annual Volume, using the membership directory of the College Theology Society website. The Secretary will also produce membership reports in preparation for Board meetings.
- 9. Archives: The Secretary has custody of the Society’s records and, in accordance with the Archives Policy below, is the liaison with the Archives of The Catholic University of America.

### **VIII. Treasurer**

- A. Term: The Treasurer is elected by the membership to a three-year term, which is renewable once by the Board.
- B. Responsibilities: The Treasurer shall perform all duties incident to the office of Secretary and from time to time such other duties as may be assigned to him or her by the Board of Directors. The specific duties of the Treasurer include the following:
  - 1. Handle all accounts payable (deliver 30% of dues collected to *Horizons*; pay for brochures, directories, Board reimbursements, etc.).
  - 2. Handle all accounts receivable (collect dues, royalty checks from the annual volume, overage meeting, etc.).
  - 3. Handle cash flow of CTS (checkbook and equity mutual fund).
  - 4. File IRS return annually.
  - 5. Arrange annual financial review by external accounting firm.
  - 6. Provide receipts to all donors.
  - 7. Perform all CTS accounting chores (spreadsheet and balance sheet).
  - 8. Report to the Board at each Board meeting and to membership at the annual Business Meeting.
  - 9. Arrange meeting space and refreshments for the November Board meeting held during the AAR/SBL Annual Meeting. In order to reduce expenses, the

- Treasurer may arrange for attendees to purchase refreshments rather than ordering catered refreshments.
10. Deliver honoraria to plenary speakers at the Annual Convention at the conclusion of their sessions.
  11. In collaboration with the Secretary, arrange to have dues notices sent out.
  12. When authorized by the Board, defray travel expenses incurred by Board members and delegates of the Society, subject to the availability of resources, as determined in consultation with the President.

#### **IX. Officers of Diversity, Equity, and Inclusion**

- A. Term: Officers of Diversity, Equity, and Inclusion will be elected every year and will serve three year terms as Officer Elect in the first year, Officer in the second year, and Senior Officer in the third year.
- B. Responsibilities: The Officers for Diversity, Equity and Inclusion shall perform the duties of at-large members of the Board of Directors as listed below in IX.B, with a specific charge to collaborate with other board members to review Society policies and procedures to bring them into accord with principles of diversity, equity, and inclusion, and to oversee structural initiatives to promote diversity, equity, and inclusion.
  - a. The Senior Officer of Diversity, Equity, and Inclusion will serve as an *ex officio* member of the Committee on Nominations, and the Executive Committee.
  - b. The Officer of Diversity, Equity, and Inclusion will serve as an *ex officio* member of the Committee on Diversity, Equity, and Inclusion.
  - c. The Officer Elect of Diversity, Equity, and Inclusion will serve as a non-voting member of the Board of Directors.

#### **X. Directors (At-large members of the Board of Directors)**

- A. Term: Each Director is elected by the membership to a three-year term. After this term, each Director normally serves for one year on the Committee on Resolutions, which is chaired *ex officio* by the Vice President.
- B. Responsibilities: Directors shall perform all duties incident to the office of Director and from time to time such other duties as may be assigned to them by the Board of Directors. The specific duties of the Director include the following:
  1. Attend the two meetings of the Board. When necessary, at-large Directors may arrange to attend through electronic means.
  2. Based on but not limited to member suggestions, and in collaboration with other members of the Board, develop themes and choose venues for the annual Convention and appoint editors for each Annual Volume.
  3. Consult throughout the year on Society work as it arises and as requested by other officers, including the following:
    - a. Suggesting and reviewing nominations of new members of the Board.
    - b. Suggesting and reviewing nominations of members of committees.
    - c. Reviewing and, as needed, collaborating in revising resolutions.

- d. Suggesting and reviewing policies, including changes to the Constitution and Bylaws and the Policy Manual.
- e. Contributing actively to the Society through such annual activities as reviewing submissions to the Annual Volume and organizing and participating in liturgies.
- f. Overseeing one or more committees or tasks each year, according to the needs of the Society and the interests of individual Board members. Portfolios may be apportioned at Board meetings or assigned by the President. Typical tasks include the following:
  - (i) Chairing the Welcome Committee. The chair of this committee should always be a current member of the Board.
  - (ii) Assisting in publicizing the Susan G. Perry Graduate Student Essay Contest.
  - (iii) Coordinating the liturgy at the Convention
  - (iv) Serving as liaison to the NABPR or Emerging Theologians
  - (v) Representing the Society in dialogues with bishops or other scholarly societies
  - (vi) Leading *ad hoc* committees such as a Technology Review Committee or Social Media Committee
  - (vii) Encouraging and assisting in the development of teaching workshops.
- g. Contributing to strategic initiatives adopted by the Board.
- 4. Encouraging recruitment of new members and active participation in the work of the Society by current members.

## **XI. Executive Director of National Conventions**

- A. Term: The Executive Director is appointed by the Board of Directors to a five-year renewable term.
- B. Responsibilities: The Executive Director of National Conventions is responsible for coordinating the planning of the annual Convention. The Executive Director is a member of the Board of Directors of the Society and has both voice and vote. Consequently, the Executive Director participates in all Board meetings, which usually take place before each Convention and during the annual meeting of the AAR/ SBL. The specific duties of the Executive Director include the following:
  - 1. Solicit recommendations for sites and themes for the Conventions from the membership through the Convention evaluation form and, perhaps, the fall and/or spring Presidential letters. The Board chooses the themes and sites at least eighteen to twenty-four months before the Convention.
  - 2. Report to the Board at both Board meetings, and as needed via email, on the status of planning for upcoming Conventions.
  - 3. After plenary speakers have been identified and contacted by the editor(s) of the Annual Volume, correspond with speakers to issue formal invitations; arrange, through the Treasurer, for honoraria and reimbursement for transportation; and assist with other logistical issues.

4. Work closely with the Local Coordinator of the Convention, who is responsible for all local arrangements. In particular, the Executive Director provides guidance on budget, typical space requirements, working with publishers, and sponsored receptions.
  5. When a Teaching Workshop is held, work with the Workshop Coordinator(s), who is (are) responsible for assembling the workshop and making logistical arrangements through the Local Coordinator.
- C. Executive Director's Recommended Timeline for Convention Planning
1. Ongoing: Each year, the Executive Director solicits suggestions from the membership for themes and sites for future Conventions. At each Board meeting, the Executive Director formally reports to the Board about members' recommendations for site(s), theme(s), local coordinator(s), and editor(s) of Annual Volumes. These suggestions typically are made on evaluation forms at the end of the Convention, but they may also come to the Executive Director in informal conversations or in response to specific requests made by the Executive Director in the fall or spring newsletters or at other times. The Executive Director may also suggest to members that they consider their institutions as possible Convention locations. The Executive Director participates fully as the Board, with input from the Orbis representative, discusses possible themes and chooses one by consensus or vote.
  2. At least two years before the Convention
    - a. The Executive Director, in consultation with the Board, discusses possible sites with those members who have suggested their institutions as Convention locations. The Executive Director works with these members to develop proposals, normally including preliminary information about campus resources for meeting spaces, lodging, and food; transportation to and from the campus; and the willingness of the institution to host the Convention.
    - b. The Executive Director, with input from the Local Coordinator, reports to the Board about specific resources, costs, and transportation requirements for the Convention. If necessary, the Board discusses any questions and makes decisions by consensus or vote.
  3. At least eighteen months before the Convention: The Executive Director makes arrangements with the prospective Local Coordinator and secures additional information, especially about costs, in writing. This information is formally presented to the Board no less than eighteen months before the Convention. The Executive Director then works closely with the Treasurer to ensure that the Local Coordinator does not exceed the projected budget.
  4. Eighteen to twelve months before the Convention: As the editor identifies possible plenary speakers, the Executive Director, along with the rest of the Board, provides suggestions and guidance. The Executive Director, along with the Treasurer, may be especially helpful regarding any potential unusual expenses (e.g., travel from overseas, panels instead of individual plenary speakers, paid moderators). Before the editor sends preliminary

- invitations to speakers, the Executive Director and the Treasurer provide guidance regarding honoraria. (See XI.C.1.d for policies on honoraria.)
5. At the Board meeting one year before the Convention: The Executive Director reports to the Board on the status of the next Convention; any remaining decisions are made at this time.
  6. At the Saturday lunch with the Conveners one year before the Convention
    - a. The Executive Director announces the theme and, if available, plenary speakers for the next Convention. The Executive Director invites the editors to present their description and answer questions.
    - b. The Executive Director presents the timeline necessary for completion of the Convention program, beginning with the usual deadline for Conveners to submit their portion of the Call (normally August 15<sup>th</sup>). The Executive Director specifies information that should be included in the Call for Papers (for instance, length of proposals) and reminds Conveners about the possibility of invited sessions.
    - c. The Executive Director updates the list of Conveners.
    - d. The Executive Director reminds Conveners to encourage presenters to submit promising papers to the Annual Volume.
  7. August before the Convention
    - a. The Executive Director receives notices from Conveners and prepares the Call for Papers.
  8. September: The Executive Director emails the Call for Papers to the Secretary for posting on the website. This is followed by an announcement to the members, via the electronic mailing list, that the Call has been posted.
    - a. If he or she has not done so already, the Executive Director sends formal invitations of plenary speakers and communicates information on honoraria and travel arrangements. (See X. C. 1. c. for policies on honoraria.) As communication with speakers continues, the Director copies the Local Coordinator and editor as needed.
  9. October: No later than October before the Convention, the Director reviews with the Local Coordinator an updated cost projection from the host institution and the Board's recommendation of reasonable expenses for the upcoming Convention. The Local Coordinator is asked not to exceed the recommended amount without specific approval; this is given only after consultation with the Treasurer.
  10. November
    - a. At the Board meeting, the Director reports on the upcoming Convention.
  11. January 15: Conveners send the slates for sessions to the Executive Director, who prepares the program for the Convention.
  12. Early February
    - a. The Executive Director posts the preliminary program on the website by March 1<sup>st</sup>. The Director makes arrangements to handle corrections and additions. As the Convention approaches, the Director prepares for its printing.

- b. The Executive Director receives all information from the Local Coordinator, which should include a listing of all contributors and local speakers. Financial contributions and plans for underwriting aspects of the Convention are finalized.
  - c. The Executive Director works with the Secretary to arrange for online Convention registration.
13. February-April
- a. The Executive Director works with the representatives of the National Association of Baptist Professors of Religion, who join the Convention whenever possible. The Representative of NABPR provides a list of sessions for the Convention, which are integrated into the Program. Representatives from NABPR and CTS are asked to prepare a joint prayer service, which is held before dinner Friday evening.
  - b. The Executive Director contacts publishers with an invitation to exhibit at the annual convention, and informs the local coordinator as to which publishers have elected to participate, along with details on their space requirements.
  - c. The Executive Director updates the program as necessary and prepares it for printing. Printed copies of the program are made for the Convention participants and given to them via their registration packet on site.
  - d. The Awards Committee informs the Executive Director of the winners of the publication awards, and the Executive Director arranges for plaques.
  - e. The chair of the Welcome Committee provides information on their events to the Executive Director, who includes this information in the program as appropriate. The Welcome Committee typically prints a flyer to post at the Convention or pass out at registration.
  - f. The Director sends regular reminders to the membership about registering for the conference.
  - g. The Director confirms final travel arrangements for plenary speakers and confirms that the editors will meet them when they arrive and host them during their time at the Convention.
14. After the Convention
- a. The Executive Director sends notes of appreciation to all appropriate people.
  - b. The Executive Director reviews the Convention evaluation forms. As soon as possible, the Director communicates relevant comments to the Local Coordinator and chair of the Welcome Committee. The Director passes nominations on to the Vice President, by September 1. The Director collates overall evaluations and suggestions for future conventions and presents them to the Board, usually at the November Board meeting.



## **XII. Director of Research and Publications**

- A. Term: The Director of Research and Publications is appointed by the Board to a five-year renewable term. When the Board of Directors names a new Director of Research and Publications, all ongoing projects become the responsibility of the newly appointed Director.
- B. Responsibilities: The main job of the Director of Research and Publications is to coordinate relations between the publisher (at this time Orbis Books) and the editor(s) of the Annual Volume. In view of this, the Director signs the contract with the publisher in the name of CTS. The specific responsibilities of the Director include the following:
  - 1. The Director of Research and Publications works with the Executive Director of Conventions to move along Board decisions concerning the themes of the Convention and Annual Volume and suitable Volume editors. The theme and editor(s) ideally should be in place at least eighteen months before the Convention with which they are associated.
  - 2. The Director puts the Volume editor(s) in touch with the publisher and strives mightily to see that the Annual Volume from each meeting is in the hands of the members before the next Convention. As part of these responsibilities, the Director consults with the editor as questions arise, reviews and edits essays for the Volume after the editor has done so, and then forwards essays to Orbis for final review.
  - 3. The Director coordinates and monitors other projects that might arise.
  - 4. The Director attends the semi-annual CTS Board meetings and has voice and vote.
  - 5. In consultation with the President, the Director responds to requests to reprint material for which the Society holds the copyright.

## **XIII. Executive Coordinator of Digital Media**

- A. Term: the Executive Coordinator of Digital Media is appointed by the Board to a 5-year renewable term. When the Board of Directors names a new Executive Coordinator of Digital Media, all ongoing projects become the responsibility of the newly appointed Executive Coordinator.
- B. Responsibilities: The main job of the Executive Coordinator of Digital Media is to manage content on the Society's website and other social media platforms, as well as to facilitate discussion and voting through online platforms. The specific responsibilities of the Executive Coordinator include the following:
  - 1. The Executive Coordinator of Digital Media works closely with the Secretary and Treasurer to maintain a website or other content management system to facilitate membership renewals and records, as well as communication with Society members.
  - 2. The Executive Coordinator, along with a Task Force that s/he chairs, develops a content management strategy for the Society's website. This shall include, but is not limited to, maintaining current information on officers and Board Members of the Society, profiling Society publications and

- announcements, and – in collaboration with the Executive Director of Annual Conventions – information and registration for the annual meeting.
3. The Executive Coordinator, along with a Task Force that s/he chairs, maintains a Facebook page, Twitter feed, and/or other platforms for communication and collaboration among members of the Society.
  4. The Executive Coordinator coordinates and monitors other projects that may arise.
  5. The Executive Coordinator attends the semi-annual CTS board meetings and has voice and vote.

#### **XIV. Editor(s) of Annual Volume**

- A. Term: The Annual Volume editor is appointed by the Board to a term of approximately one year. The Board may suggest a co-editor to work with the editor for the duration of the term. If there are two editors, the present text is to be adapted to the plural number.
- B. Responsibilities: The editor's chief duties are (1) to select the plenary speakers for the annual convention and (2) to edit and submit to the publisher the annual volume. On the first task, the editor receives input from the Board and then works with the Executive Director of National Conventions to assure that speakers are formally invited and compensated; on the second, the editor works closely with the Director of Research and Publications.
- C. Editor's Timeline
  1. Eighteen to twelve months before the Convention
    - a. The editor writes a title for the Convention and a brief (about one paragraph) description of the theme. The title and description are reviewed by the Board and Orbis representative, which may suggest refinements to the theme or editorial changes to the text.
    - b. The editor, in conversation with the Executive Director, the Board of Directors, and the Orbis representative, identifies prospective plenary speakers for the Convention. Ordinarily, there are three plenary sessions, each with a speaker (and possibly a respondent) or possibly a panel of speakers. Guidelines for choosing plenary speakers are as follows:
      - (i) Speakers may be selected from within the membership of CTS or outside; drawing on the expertise of members is encouraged. In choosing speakers, editors are encouraged to consider diversity, e.g., in gender, denomination, and race/ethnicity.
      - (ii) Ordinarily, a Convention will include three plenary sessions, with one speaker at each. In considering international speakers, panels, and respondents, the editor should consult with the Board, especially the Executive Director and Treasurer, to assure that the CTS Convention budget is respected.
      - (iii) In choosing speakers, editors consult with the Director and Treasurer regarding any unusual expenses (e.g., travel from overseas,

panels instead of individual plenary speakers, paid moderators). Before the editor sends preliminary invitations to speakers, the Executive Director and Treasurer provide guidance regarding honoraria. (See XI.C.1.d for policies on honoraria.)

- c. Once speakers are identified--ideally before, but perhaps shortly after, the previous Convention--the editor confers with the Executive Director to confirm the speakers (including respondents) and honoraria. The editor then sends initial invitations to potential speakers. (See appendix for a sample letter.) If speakers are unavailable, the editor may seek additional input from the Board. If a speaker accepts the invitation, the editor notifies the Executive Director, who sends a formal invitation and arranges for transportation and honoraria.
- d. Policies on compensation for plenary speakers and plenary panelists are as follows:
  - (i) Members of CTS are offered the same honoraria as non-members; however, those who have access to institutional funding are asked to use it to cover their Convention expenses. If no such funding is available, the CTS will cover travel expenses as for a non-member.
  - (ii) Plenary speakers and panelists receive registration, room and board, and transportation costs for the Convention. In addition, speakers who are not already members receive a year's membership in the Society, including a subscription to *Horizons*.
  - (iii) Plenary speakers: The usual honorarium for a plenary speaker is \$1,000.
  - (iv) Panelists: The usual honorarium for a panelist is \$500 each for three panelists.
  - (v) Respondents: Respondents to plenary speeches may be invited for one or more sessions. They are usually selected from within the membership. Respondents receive an honorarium of \$300.
  - (vi) Presiders and moderators: Each session should have a presider, who introduces speakers, recognizes questioners during the discussion, and closes the session. Editors choose appropriate presiders from the membership. Board officers have often been asked to serve; editors may also choose members with expertise in the topic of the plenary session. Presiders are normally not compensated. However, moderators with significant responsibilities--for instance, drawing on their particular expertise in order to facilitate a conversation among panelists--may be offered an honorarium of up to \$100.
- e. At the previous Convention
  - (i) If possible, the editor attends part of the Board meeting to report on the Convention theme and speakers and ask for any needed input.
  - (ii) The editor attends the Conveners' Meeting (usually held during lunch on Saturday) to explain the theme for the coming year; to answer

conveners' questions; and to solicit suggestions, if necessary, for plenary speakers, panelists, or respondents.

- f. November: If possible, attend Board meeting at AAR to present call for papers description and report on progress in securing plenary speakers.
- g. January: The editor arranges for members to serve as presidors for each plenary session. (See X.C.1.c.vi on selecting presidors.) Either the editor or the presidors may take responsibility for writing introductions for the speakers (see i.ii below).
- h. Early February
  - (i) The editor sends to the Executive Director the full names of plenary presenters, the names and locations of their institutions, and the titles of their talks.
  - (ii) The editor confirms with the Executive Director the audio-visual requirements for each plenary session (number of microphones, podiums, computer, projector, tables and chairs if necessary).
- i. March-April
  - (i) The editor works with the Director of Research and Publications and the Orbis representative to update the Guidelines for Submission of Manuscripts for the Annual Volume. (See appendix for previous version.)
  - (ii) The editor writes the introductions for each of the plenary speakers and distributes them to the presidors; alternatively, the editor confirms that the presidors are writing the introductions, and the editor may provide notes from which the presidors may work.
- j. Early May: The editor checks in with the speakers to arrange to meet them when they arrive and to exchange phone numbers. If necessary (and if the Convention budget allows), the editor makes reservations and travel arrangements for dinner with the speakers on Friday night. The Treasurer will arrange reimbursement to the editor for the speakers' meals and transportation.
- k. During the Convention
  - (i) The editor serves as the point of contact for plenary speakers. The editor confirms that speakers have arrived and orients them, if necessary, to the campus and the venues for the plenary sessions. The editor may be responsible for taking speakers to dinner.
  - (ii) The editor confirms arrangements with session presidors, being sure they are aware of any announcements to be given at their sessions, of how to use the microphones, and of how questions and answers will be handled (normally, presidors will pass the microphone or will delegate others to do so). Presidors may be asked to provide water for speakers; if not, the editor should see to this.
  - (iii) Throughout the Convention, the editor attends sessions with an eye to prospective submissions to the Annual Volume and encourages presenters to submit promising papers, without assuring any of

publication. If there are two editors, they normally attend different sessions.

- (iv) Throughout the convention, the editor solicits referees for the Annual Volume. Normally, the editor creates sign-up sheets asking for referees' names, email addresses, phone numbers, and areas of expertise. Those who submit papers do not normally serve as referees but may be called on if necessary, so the editor should encourage them to sign up at this stage.
  - (v) The editor meets with the Orbis representative to confirm the Guidelines for Submission and the timeline for publication of the volume.
  - (vi) The editor attends the Conveners' Meeting, usually held during lunch on Saturday, to answer questions regarding the submission process and to encourage conveners to sign up as referees. If the Guidelines for Submissions is in finished form, the editor may distribute it at the meeting, but the editor also assures conveners that the sheet will be emailed to members after the Convention and posted on the website.
- l. Within a week after the Convention
- (i) The editor facilitates the reimbursement of plenary speakers by the Treasurer.
  - (ii) The editor sends an email message (a) inviting members to submit their Convention papers to the annual volume, (b) attaching the final Guidelines for Submission, and (c) encouraging members to serve as referees for the volume, inviting them to write back with their contact information and areas of expertise. The editor exercises due diligence in locating suitable blind referees for all submissions, with sensitivity to possible conflicts of interest. Ordinarily, those submitting papers do not serve as referees, but the editor may alter this policy if necessary.
- m. July-August
- (i) Submissions are due July 1<sup>st</sup> after the Convention; editors may ask plenary speakers to submit their written texts earlier if possible. Extensions are generally not granted, both to ensure fairness and to allow referees time to review the essays. In truly extreme cases, the editor may allow one to two extra days.
  - (ii) The editor confirms that each author has sent a blind copy, without identifying information in the text, header, or file title (identifying information is unavoidable in some cases, e.g., when authors cite their own work). If not, the editor may ask the author to resend or may remove the identifying information from the file.
  - (iii) The editor sends each author an acknowledgment that his or her paper has been received.
  - (iv) It is very helpful to set up a table or spreadsheet listing each submission; particularly since file titles cannot include the author's

name, it is important to have a secure list linking each file title to the author. Eventually, the editor may use this file to record the date each essay is acknowledged, the referees to whom it is sent, the date each referee report is received, a summary of each referee's report, the decision on each essay, and the deadlines given to authors revising papers for resubmission. Co-editors may want to keep this list on a shared space (e.g., Dropbox, Google Docs) so each can edit it; however, back-up copies should be saved periodically, since any document being edited by two people is especially vulnerable to inadvertent erasures.

- (v) The editor (or at least one editor) reads each essay to determine appropriate referees. The editor sends every article for review, regardless of the editor's evaluation of the quality of the essay.
  - (vi) As soon as possible, the editor sends submitted papers to referees, usually two referees per paper. If necessary, the editor may ask some referees to review more than one essay. The editor includes a copy of the referee report form (see Appendix), which includes a deadline (usually about August 1<sup>st</sup>). The editor makes sure that the author's name is not made known to the referees. The editor uses discretion as to whether to send plenary addresses to referees; it is not necessary to do so, as these are normally included in the volume.
  - (vii) If the editor does not request referee reports on the plenary addresses, the editor will normally review the plenary addresses during July (while awaiting referee reports on submitted articles) and correspond with the authors about any needed revisions. The word count for plenary addresses should be discussed with the Orbis representative and may be somewhat flexible. It is appropriate for the editors to send whatever feedback they believe necessary, including requests for additional information or documentation, suggested revisions for style and grammar, and suggestions for cutting overlong articles. As soon as each essay is edited, the editor forwards it to the Director of Publications for final review. Normally, the Director will complete any final editing without consulting the editor or author and then forward the final text to Orbis.
- n. August
- (i) After August 1<sup>st</sup>, the editor follows up on referee reports that have not arrived. Because the process of reviewing referee reports and rereading papers may take some days, brief extensions can sometimes be granted.
  - (ii) After reviewing the referee reports, and often rereading the papers, the editor makes a judgment to accept or reject each paper. The editor takes seriously both the views of the referees and the editor's own evaluation of each paper's quality and potential to contribute to the

overall volume. The ultimate decision about acceptance or rejection rests with the editor.

- (iii) The editor communicates the judgment to the author. The editor, at his or her discretion, may include material from the referees' reports, but must keep confidential the identity of the referees.
  - If a paper is rejected, the letter should aim to help the author improve the paper and, if appropriate, find other venues for publication.
  - If a paper is accepted, the editor communicates with the author regarding any needed revisions, stressing the limited time available for the task. Revisions are normally due back no later than September 1<sup>st</sup>, but deadlines may be set at two to three weeks. While minor or merely grammatical editing may be completed by the editor without approval by the author, the editor corresponds with the author about substantive editing (e.g., organization, gaps in information, serious difficulties of style, gaps or formatting problems in documentation, shortening to meet the word count). Authors who are unwilling to revise by the deadline, including to meet the needed word count, may be told that their work cannot be included.

m. September-October

- (i) As soon as possible, and no later than October 1<sup>st</sup>, the editor communicates to the publisher (a) the names and institutions of the contributors of the accepted essays and (b) the organization of the volume (usually three or four parts, each with its own title). This information is included in the publisher's catalog.
- (ii) The editor edits each accepted paper for spelling, grammar, and style. In doing so, the editor follows as closely as possible the CTS Submission Guidelines; Kate Turabian, *A Manual for Writers of Research Papers, Theses and Dissertations*, 8<sup>th</sup> ed. (Chicago: University of Chicago Press, 2013 ); and *The Chicago Manual of Style*, 16<sup>th</sup> ed. (2010 ). As soon as each essay is edited, the editor forwards it to the Director of Publications. Normally, the Director will complete any final editing without consulting the editor or author and then will forward the final text to Orbis, but will refer questions of substance to the editor and, if needed, through the editor to the author. Given the agreement of the publisher, accepted and revised articles may be submitted to the publisher as they are approved.
- (iii) The editor writes an introduction of about fifteen pages to the volume, including acknowledgments.
- (iv) The editor writes a brief biographical paragraph about her- or himself and requests one from each author. The editor assembles these paragraphs in alphabetical order.

- (v) By November 1<sup>st</sup>, or as soon as possible afterward, the editor submits the manuscripts of all remaining articles, the introduction, and the contributor biographies to the publisher. The editor works with the publisher in any needed further editing of the accepted manuscripts or the introduction.
- n. January: The editor proofreads the page proofs and submits corrections to the publisher.

## **X V. Local Coordinator of National Convention**

**A. Term:** Annual, but the Executive Director of National Conventions works to identify host institutions and local coordinators at least 24 months in advance of the annual convention. The coordinator's responsibilities continue through the conclusion of the convention.

**B. Responsibilities:** The Local Coordinator of a National Convention is a member of the Society on the faculty of a college or university that possesses the capacity and infrastructure to host a convention of at least 200-250 people (attendance is generally higher when the CTS meets on the East Coast or Midwest, and lower when we meet in the South or the West). The Local Coordinator provides the link between the administration and staff of a given institution and the board of the College Theology Society. As such, the Local Coordinator works closely with the Executive Director of National Conventions of every aspect in the planning of a successful convention for the members of the Society. This includes but is not limited to:

1. Approach the appropriate personnel at the institution, ascertaining whether:
  - a. There is sufficient capacity to host the annual meeting,
  - b. The dates for the CTS Annual Convention, always the weekend after Memorial Day, are available on the campus master calendar, and
  - c. Whether administrators and staff are disposed to support the project.
2. If the indicators are positive, report back to the Executive Director, and, together with the Executive Director, negotiate an agreement for accommodation, reception, and meal costs to be presented for approval to the Board of Directors 24 months in advance of the meeting.
3. Work with the Executive Director to raise consciousness among the college/university administration as to the service that the College Theology Society provides to its members and to Catholic higher education and the Church at large in an effort to negotiate the best possible rates for our members for accommodations and meals.



4. If the rates proposed by the host institution are within an acceptable range, bring the proposal before the board for discussion and approval. The board may pose questions or make an alternative proposal that the Local Coordinator would then bring back to the host institution for further consideration. This process continues until mutually agreeable terms have been reached and a letter of agreement or contract has been signed.

5. Once an agreement has been signed, in consultation with the Executive Director, develop the infrastructure for the Convention. This includes, but is not limited to:

a. Contact Catholic institutions of higher learning in the geographic area of the host institution and inviting them to underwrite the costs of the receptions, coffee breaks, and other features of the annual Convention.

b. Secure the best possible residence hall for the accommodation of 200 to 250 people. Most will require single rooms; some will want doubles (the Executive Director can supply data for the last three meetings to help determine the numbers and types of rooms that are likely to be needed).

d. Secure classroom building(s) that will be available to the Society for three days (Friday, Saturday, and Sunday morning) and that will provide twelve (12) classrooms, all preferably equipped for multi-media presentations.

e. Secure an auditorium for the plenary sessions and the business meeting.

f. Secure appropriate space for the ecumenical liturgy held in tandem with the National Association of Baptist Professors of Religion (NABPR) as well as space for the Roman Catholic eucharistic liturgy on Saturday evening.

g. Secure a venue for the book display Thursday through Sunday.

h. Secure appropriate space for the Board meeting all day Thursday, and the Conveners' Lunch on Saturday.

i. Arrange food service (at the appropriate times) for the daily meals of the Convention (Thursday dinner, Friday breakfast, Friday lunch, Saturday breakfast, Saturday lunch, Saturday banquet, Sunday breakfast), negotiating the most competitive rates possible.

j. Arrange the coffee breaks and receptions at the most competitive rates possible.

- k. Arrange the menu for the Saturday night banquet.
- l. Provide Executive Director with a site map and directions to the college/university if driving or from the airport.
- m. Organize shuttle service to and from airport or provide information regarding airport shuttles and cabs.
- n. Write letters inviting key individuals at the college/university to attend. Consider whether to invite the local Ordinary.
- o. Request someone from the college/university (e.g., President, Vice-President, or Dean) to welcome the group on Thursday evening.
- p. Coordinate with the board member responsible for planning the Saturday evening Liturgy, making sure arrangements have been made for a place, presider, musicians, etc.
- q. Upon receipt of the draft of the Convention program from the Executive Director in the spring of the year before the Convention, assign, in tandem with local support staff, rooms for each of the events of the convention: plenary sessions, receptions, sectional meetings, coffee breaks, business meeting, board meeting, liturgies, book display, etc.
- r. Upon receipt, at least three weeks before the Convention, from the Webmaster of a complete roster of all those who have registered for the Convention along with their requirements for accommodations and meals, work with the staff of the host institution to assure that everyone who has registered by the deadline has suitable accommodations and that all necessary meals have been ordered.
- s. Develop, in consultation with the Treasurer of the Society, a system for check-in at the Convention.
- t. Provide rooms for the plenary speakers and student essay winner (the Society pays for the rooms for these individuals).
- u. Put together a folder of materials for each participant (e.g. campus map, housing rules, bookstore, library and recreational facilities hours, information about local restaurants and local attractions...).
- v. Interface with publishers in negotiating appropriate and adequate space for the book display.

6. If there is a teaching workshop, make arrangements with college/university and Coordinator of the Teaching Workshop for facilities for registration, lodging, and meals for participants and classroom space for workshop sessions. See details under “XIII. Coordinator of the Teaching Workshop” below.

**C. Assistance.** The work of the Local Coordinator intensifies in the spring of the year in which the Convention is to take place. Local Coordinators are well advised to have departmental colleagues, staff, and volunteers who can assist with various aspects of the work as the convention nears. The Society can assist the Local Coordinator by providing a certain number of complimentary registrations or banquet tickets, or even by paying the hourly wages for work-study students or part time employees in order to make sure that the work is done in a timely fashion and that the Local Coordinator is not unduly burdened.

**D. Check-list of Facilities Needed for Annual Convention** (times may vary slightly, and Local Coordinator should consult the Executive Director and past programs):

1. Wednesday (of week after Memorial Day):
  - a. Early check-in site for Board (14-20 people)
  - b. Overnight lodging for Board
2. Thursday
  - a. Registration site
  - b. Meeting room for the Board of Directors (9 a.m.-4 p.m.)
  - c. Auditorium for the plenary address (7:30-9 p.m.)
  - d. Reception area close to the auditorium
  - e. Room for book displays (Thursday evening through Sunday)
  - f. Dining services: breakfast and lunch for Board, dinner for Convention
  - g. Overnight lodging for Convention (Thursday through Saturday nights).
3. Friday
  - a. Registration site
  - b. Dining services: Breakfast, coffee breaks (10:30-11 a.m. and 3-3:30 p.m., lunch, dinner for Convention
  - c. Twelve (12) classrooms for break-out sessions (9-10:30 a.m., 11 a.m.-12:30 p.m., and 1:30-3 p.m.); classrooms with computer projection, overhead projectors and video equipment are an asset.
  - d. Area for coffee breaks near the classrooms (Friday through Sunday)
  - e. Auditorium for plenary (4-5:15 p.m.)
  - f. Small chapel or room for joint prayer service (5:30-6:00 p.m.)
4. Saturday:
  - a. Dining services: Breakfast, coffee break (10:30-11 a.m.), lunch, banquet for Convention
  - b. Twelve (12) classrooms for break-out sessions (9-10:30a.m.)

- c. Auditorium for the plenary address (11 a.m.-12:30 p.m.) and for the CTS Forum and Business Meeting (1:30-4:30 p.m.)
  - d. Chapel/church for the Eucharistic Liturgy (5:30-6:30 p.m.)
  - e. Area for social hour (6:30-7:30 p.m.)
  - f. Banquet hall/dining room (7:30-10:00 p.m.)
5. Sunday:
- a. Dining services: breakfast, coffee break (10:30-11 a.m.) for Convention
  - b. Twelve (12) classrooms for break-out sessions (9-10:30 a.m.)
  - c. Facility for check-out.

## **XVI. Coordinator of the Teaching Workshop**

- A. Term: The position of Coordinator of the Teaching Workshop is an *ad hoc* position. The Coordinator is appointed by the Board following the potential Coordinator's successful proposal of a workshop. The Coordinator's appointment continues throughout the Convention and the evaluation of the workshop. If there are two Coordinators, the present text is to be adapted to the plural number.
- B. Responsibilities: The responsibilities of the Coordinator include the following:
  - 1. Consult with the Board of Directors to determine the theme of the workshop at least one year in advance.
  - 2. Solicit suggestions from the Board for consultants and/or presenters.
  - 3. Consult with the Executive Director of National Conventions and Treasurer about any anticipated expenses (e.g., for space, meals, early arrivals, materials) and follow the prescribed budget.
  - 4. Contact consultants/presenters for suggestions and availability. This is normally done by sending a letter, usually no later than September 1<sup>st</sup>, asking if they will participate. This letter should also outline all expectations to make sure all parties are in agreement:
    - a. The presenter will be present for the entire workshop in order to contribute throughout, rather than attending just the session he or she is leading.
    - b. The format of the presentation will be an interactive experience, not a formal lecture.
    - c. The presenter will have his or her room and board costs covered for the workshop only, not the entire Convention.
    - d. The presenter can expect to have his or her travel costs paid for if the presenter's home institution is unable to do so.
    - e. In later communication, the Workshop Coordinator will ascertain if the presenter needs any special technology or other resources for workshop and will arrange for these needs with the Local Coordinator. If necessary, the presenter will arrive at the Convention early to check the venue, set up the space, and collaborate with the Coordinator and/or other presenters. In such a case, the Coordinator will arrange for housing and meals, the cost for which will be covered by the Society if the presenter's home institutions is unable to do so."

4. . If multiple consultants or presenters will contribute to the Workshop, assure ample communication among them to assure the workshop's coherence. Possible methods include meeting at the AAR, conference calls, email exchanges, or assembling early at the Convention. At least some consultation on-site before the Workshop is to be expected. If the latter, work with the Local Coordinator (and, if appropriate, Treasurer) on any needed arrangements.
5. By the end of January, make up a brochure and send it to Executive Director of National Conventions and the Secretary, who will post relevant information online. The description should contain the time schedule for the workshop with assigned presenters. The Workshop Coordinator works with the Local Coordinator to arrange early dormitory access, meeting space, and meals during the workshop. The Executive Director of Conventions should be consulted and informed as necessary.
6. Work with the Secretary regarding registration for the Workshop.
7. Prepare an evaluation form for the session or work with the presenter on another format for recording evaluations.
8. In early May, confirm that presenters have made room reservations.
9. At the Convention, supervise all aspects of the workshop. Gather participants' evaluations.
10. After the Convention, and before June 15<sup>th</sup>, send a summary of the workshop to the Vice President for inclusion in the report to be published in *Horizons*.
11. No later than July 1<sup>st</sup>, send a report to the Board summarizing the participants' evaluation of the workshop and any planned follow-up.

## **XVII. Committee on Diversity, Equity, and Inclusion**

- A. Charge: This committee develops programmatic initiatives related to diversity, equity and inclusion.
- B. Composition of the Committee: The Officer of Diversity, Equity, and Inclusion serves as an *ex officio* member of the Committee.
- C. Terms
- D. Responsibilities

## **XVIII. Committee on Awards**

- A. Composition of the Committee: The Committee on Awards is made up of five members.
  1. Each year, depending on the rotation schedule, one or two new members will be elected (one member will be elected at the Convention in 2013 and every three years thereafter; two members are elected in other years). The Board discusses and ranks possible new members at the Fall Board Meeting, and the Vice President, as chair of the Nominations Committee, approaches them in order. The Vice President presents the candidates at the Business Meeting for ratification by the membership. Vacancies that occur between meetings shall be filled by a vote of the Board, which may be conducted electronically.
  2. One member in the final year of his or her term is designated chair. When two members are serving a third year, the Board decides which member will serve

- as chair; no stated policy, however, prevents the Board from delegating this choice to the Committee.
- B. Terms: Each member serves a term of three years.
- C. Responsibilities
1. The Committee is responsible for choosing the winners of the Best Book Award, the Best Article Award, and the Susan G. Perry Award for the Best Student Essay (hereafter "Perry Award").
  2. The chair publicizes the competitions to the membership and, for the Perry Award, to appropriate institutions. In publicizing the Perry Award, the chair receives assistance from the Board.
  3. At the Convention, the chair (or another member of the Committee) has the following responsibilities:
    - a. To present the awards for best book and best article and the Perry Award at the Saturday evening banquet. It is customary to speak to the importance of scholarship to the Society and to read a citation for each winner that incorporates specific comments from Committee.
    - b. To announce the Sunday morning session at which the Perry Award winner will present and to encourage members to attend.
    - c. To preside at the Sunday morning session at which the winner of the Perry Award presents her or his paper.
- D. Policies of the Committee
1. All proceedings of the Committee are strictly confidential. Of particular concern is any information regarding how Committee members evaluate particular works.
  2. Questions about procedures and specific concerns should be addressed by the chair of the Committee to the Vice President of the Society; the chair and Vice President will consult the past chair and President as needed.
- E. Procedures for selecting winners
1. The method for selecting winners should be proposed by the chair and agreed upon beforehand by the Committee members. A number of methods are possible. The following two have been used in the past:
    - a. Two members (not necessarily in the same year of their term) are assigned books, and two are assigned articles and graduate-student essays. Each sub-committee arrives at a proposed winner. The chair acts as a tie-breaker.
    - b. Two members are assigned books and two are assigned articles and graduate-student essays. Each sub-committee produces a short list of three to five items. The chair acts as a third voice on both committees once the short lists appear. If a decision is not reached, a member of the other sub-committee can act as a tie-breaker.
  2. Advertisement of contest
    - a. The deadline for submission should be set for some time in early to mid-February.

- b. The call for books, articles, and student essays should appear in the fall Presidential newsletter, ordinarily sent out in early October, with a reminder sent out early in the next year. A sample notice is as follows. Note that the student essay award had not yet been named in honor of Susan Perry, and notices should now include that title.

### **Sample Call for Submissions**

Dear Colleagues:

February 1st is the deadline for me to receive books, articles, and student papers for this year's CTS Awards competition. Eligible material should have been published or completed in 2011. If you have material to submit, and have not yet done so, please send three copies to me at:

Matthew Ashley  
Chairperson  
Department of Theology  
130 Malloy Hall  
University of Notre Dame  
Notre Dame, IN 46556

Please note that you must be a current member (with dues paid up!) to be eligible for the book or article award. So this is a good time to check your membership status.

I have attached a flyer concerning the prize for graduate student essay.

I welcome the submission of articles and graduate student papers as attachments to emails. Please send them to [Ashley.2@nd.edu](mailto:Ashley.2@nd.edu). I will send acknowledgment of receipt of materials by January 20 for those of you who have already sent materials, and upon receipt for those materials received subsequent to that date.

If you have any questions, please send them to me at [Ashley.2@nd.edu](mailto:Ashley.2@nd.edu).

Many thanks,  
Matt Ashley  
Chair--Awards Committee 2011-2012

- c. The chair, with the help of the President and at-large directors, advertises the Perry Award competition broadly, for instance, by distributing flyers and email notices to a broad range of educational institutions in the U.S. and Canada that offer graduate degrees in theology, religious studies, and related fields.
3. Correspondence with those who enter

- a. Each person who enters should receive an acknowledgement of receipt of manuscript.
  - b. When a decision has been made about the winners of the book and article awards, those who have submitted articles and books should be notified that a winner has been chosen. However, the names of the winners are not announced until the Convention.
  - c. When a decision has been made about the winners of the Perry Award, those who submitted essays should be notified of the name of the winner and of how many entries were received.
4. Notification of winners
- a. The chair of the Awards Committee will notify the winners as soon as the results are determined and strongly encourage them to attend the Convention if at all possible. Winners of the Perry Award are required to attend the Convention in order to present the winning essay.
  - b. The chair of the Committee should also directly contact the chair of the department in which the Perry Award winner is enrolled. This communication serves both to congratulate the department and to ask whether the department can provide financial assistance for the student, who is expected to attend the Convention to present the winning essay. If the institution's resources are not sufficient to allow the student to attend, the CTS will endeavor to offer additional assistance; for instance, one possibility is for the department to cover travel expenses and for the CTS to cover registration, room, and board. The chair is encouraged to work with the President and Treasurer in making appropriate arrangements; in addition, since this policy is a new one, the chair is encouraged to keep the Board apprised of questions that come up in implementing it.
5. Eligibility
- a. Membership: For the book and article awards, the author must be a member in good standing of the College Theology Society throughout the process, from submission to announcement of the winners. When an author's name does not appear on the most current lists, the membership can be checked with the CTS website's list. Authors of student essays do not need to be members of the CTS. Student members of the Society in good standing may submit both published articles for the Best Article competition and unpublished papers for the Graduate Student Essay award.
  - b. Only student essays (papers) not published before the Perry Award is given at the Annual Convention are eligible for consideration. Articles or books published by students beforehand may be submitted for the Best Article or Best Book awards.
  - c. Date of publication: Books, articles, and major multimedia products are eligible according to the year in which they appear. Sometimes books and articles do not actually appear in the year listed as the publication date. For example, an article dated October 2009 that does not actually appear



until March 2010 is eligible for the award for works published in 2010. It is up to the discretion of the chair to accept works that appear in a year other than that listed. No entry can be submitted for consideration for more than one year (unless in a revised edition; cf. c.iii below), but multiple entries even in the same category are permitted.

- d. Types of work
  - (i) Single-authored volumes are eligible.
  - (ii) Translations that include substantial critical apparatus are eligible for consideration.
  - (iii) Critical editions are eligible.
  - (iv) Revised works are eligible if an earlier version of the work did not receive the award (it may have been submitted).
  - (v) Edited collections are eligible for the award at the discretion of the Committee. Individual essays may also be submitted for the article award if they were not previously submitted. These decisions reflect current trends in publishing, the significant contributions that such collections often make to scholarship, and a concern that those who contribute to such works not be penalized.
  - (vi) Co-authored volumes are eligible if at least one author is a member of the CTS in good standing. This decision is designed to encourage interdisciplinary work and collegial collaboration. If a co-authored volume is chosen for an award, the honorarium will be divided between the winners.
  - (vii) Non-print entries
    - It may be the case that from year to year outstanding media other than books or articles are submitted for consideration. These might include art installations, DVDs, and computer applications. In this event, one member of the books sub-committee and one member of the articles subcommittee, together with the chair, are to make determinations on the merits of these submissions for consideration of a special New Media Award.
    - New Media Awards, when given, are to be recognized with a cash prize and/or plaque.
- e. Attendance: The winner of the Perry Award must present the winning essay in a session on Sunday morning. Student papers should not be published before the awards ceremony at the Convention. Should financial concerns make it difficult for the student to attend the Convention, the chair of the Committee will work with the chair of the student's department and the Treasurer to attempt to provide needed funds.
- f. Submission of works by Committee members: Committee members who wish to submit their work for consideration must resign from the Committee for that year. Members should let the Vice President know as soon as possible – ideally, in the year before participating in the contest –

of their intent to submit their work. The Vice President will then work with the Board to discern a replacement member for that year. Replacement members may be appointed by the Board without election by the membership.

5. Criteria for selecting winners
  - a. The members of the Committee will aim to give the award to the best book, article, and student essay each year.
  - b. Winning works should manifest excellence in scholarship according to the following criteria: 1) theological/ theoretical acumen/ soundness; 2) creative approach/insight; 3) engagement with current questions in theology, religion, or ministry; 4) instructional/educational value; 5) practical/pastoral value; and 6) accessibility/readability/comprehensibility.
  - c. Choosing winning entries calls for a comparative judgment given what is at hand in any particular year.
  - d. Possibility of co-winners and/or no winners
    - (i) In each of the three categories, it is possible for the committee to select co-winners when two extremely fine works are in contention. Such, however, should be the rare exception; the committee is urged as much as possible to decide upon one final winner in each category. In such a case, the honorarium will be divided between the winners.
    - (ii) It is also possible for the committee to decide not to select a winner in any particular year.
  - e. Possibility of second- or third-place winners: It has been the tradition of the CTS Awards Committee to select one winner in each of the categories of books and articles and not to name any second place or honorable mentions.
  - f. Possibility of honorable mention category for the Perry Award: When many graduate student essays are submitted, the Committee is empowered to name an appropriate number of honorable mentions, though it is not necessary to name any.
7. Plaques
  - a. The Executive Director of National Conventions is responsible for obtaining plaques for each of the award recipients. The chair of the Awards Committee should provide the Executive Director with information on the winning entries as soon as possible.
  - b. It is customary for the plaques to be made at a local trophy shop.
  - c. The Director will make arrangements for payment through the CTS Treasurer, either through reimbursement or through invoice.
  - d. The Director is responsible for transporting the plaques to the Convention for presentation to the recipients.
8. Honoraria
  - a. Current honoraria are as follows:

- (i) Book: \$400
  - (ii) Article: \$200
  - (iii) Perry Award: \$250 (and, typically, costs for registration and the banquet)
- b. As noted above, if the student has financial difficulties in attending the annual Convention, she or he may receive some financial assistance from the Society.
- c. The chair should make sure that the Treasurer writes the checks before or during the Convention.
- 9. Future amendments to the policies of the Awards Committee
  - a. The chair and other members should take note of questions that arise throughout the process. The chair should propose to the Board suitable amendments to this description.

## **XIX. Committee on Nominations**

- A. Composition: The Vice President of the Board of Directors serves as *ex officio* chair and the Senior Officer of Diversity, Equity, and Inclusion serves as an *ex officio* member of the committee. In years when a Vice President is not elected, two new members will be elected to serve on the committee. The Board discusses and ranks possible new members at the Fall Board Meeting, and the Vice President, as chair of the Nominations Committee, approaches them in order. The Vice President presents the candidates at the Business Meeting for election by the membership.
- B. Term: Elected members of the committee serve for a two-year term, which is staggered with the term of the Vice President.
- C. Recommended Timeline for Nominations:
  - 1. Summer: After the Convention, the Executive Director will forward to the Vice President the names of those who were recommended for service on the Convention evaluation forms.
  - 2. Mid-September to October
    - a. The Vice President emails the membership to request additional nominations; this may be done in conjunction with, or even in the text of, the fall President's letter, or the President's letter may remind members of the Vice President's prior request.
    - b. Members of the committee are welcome to submit recommendations.
  - 3. October to early November: Before the Fall Board Meeting, the committee reviews the nominations. In addition, the committee reviews lists of past nominees (requested, if needed, from the former Vice President) and may include these past nominations – especially repeated nominations – in their deliberations. The committee then discerns a set of possible candidates for each position: approximately six to eight possible candidates total for the two at-large positions on the Board and three or four candidates for each open officer position. The Vice President contacts nominees for at-large and officer positions before the fall Board meeting to describe the positions and ask if the

- nominees are willing to stand for election. The committee should also discern possible candidates for open positions on standing committees; this list may overlap with the lists of possible candidates for the Board, but candidates do not need to be consulted before the Board meeting.
4. Fall Board Meeting: The Vice President presents the list of possible candidates at the fall Board meeting. The Board may suggest additional candidates for the standing committees or, if needed, officer positions. The Board ranks candidates for all open positions.
  5. December:
    - a. Following the Board's ranking, the Vice President contacts the potential candidates according to the order decided by the Board, confirming their willingness to stand for election and to serve if elected. If there are not enough candidates who are willing to serve in any position, the Vice President consults with the Nominations Committee and Board to select additional potential candidates. The Vice President contacts nominees until a sufficient number – four for the at-large positions on the Board and two for each open officer position – agree to stand for election.
    - b. The Vice President thanks the nominees who agreed to be considered but were not selected by the Board.
    - c. When nominees consent to stand for election, the Vice President asks them for a 250-word biography and 250-word statement regarding her or his desire to serve and contributions to the Society. These statements are traditionally due December 31<sup>st</sup>, but the Vice President may set a deadline as late as mid-January. Statements must be sent to the Secretary in time to be posted on the website by February 1<sup>st</sup>.
  6. January:
    - a. The Vice President, in consultation with the Secretary, sets the dates for elections, normally February 1<sup>st</sup> – March 1<sup>st</sup> each year.
    - b. The Vice President prepares an introductory statement on elections for the website. No later than January 20<sup>th</sup> (earlier if requested by the Secretary), the Vice President forwards this note, along with the candidate statements, to the Secretary for posting. A sample is as follows:

Welcome to the College Theology Society online election, February 1-March 15, 2012. This year, we will be electing new officers in several positions: President (two-year term, followed by a two-year term as Past President); Vice President (two-year term); Secretary (three-year term, renewable); and Board of Directors (two members, each serving a three-year term). The Nominations Committee (Julie Hanlon-Rubio, John Sheveland, and Anita Houck as chair *ex officio*) and the Board chose our candidates from among those nominated by our membership. We thank each of our candidates very sincerely for their service to the Society and their willingness to stand for election.

The candidates have provided brief biographies and statements that are posted according to the alphabetical order of the candidates' last names. After reading each candidate's biography

and statement, please click the link below—or select from the menu to your right—to enter the voting system.

Please note that you must be a current member to vote. To renew your membership, please visit <link.> If you have questions about your membership status, please contact Danny Michaels, Secretary, at <.> Votes will not be accepted after the March 15 closing date, so you're encouraged to cast your vote early in the voting period.

Thank you for your participating in the CTS!

7. Late January: Once assured by the Secretary that balloting can begin on time, the Vice President sends an email to the membership encouraging them to vote and noting the deadline for voting. Only current members may vote, so it is advisable to encourage members to check their membership status early.
8. February-April
  - a. During the balloting period, the Vice President sends one or more reminders to the membership encouraging them to vote.
  - b. When elections close, the Secretary reports the results to the Vice President and President,. The Secretary normally reports to the Vice President and President the number of votes given to each candidate; this information is not normally circulated further. The President notifies those elected and those not elected, the Board, and the membership. (See Constitution, Article VIII, S. 3.)
  - c. The Vice President prepares an announcement of the results and sends it to the Secretary for posting on the website.
9. Convention: At the Business Meeting of the Convention, the Vice President announces the results of the elections and presents for ratification those who have agreed to serve on the standing committees.

#### **XVIII. Committee on Resolutions**

- A. Composition of the Committee: The Vice President serves as *ex officio* chair. Two other members of the Society, normally the outgoing members of the Board of Directors, are presented by the Vice President for ratification at the Convention.
- B. Term: The Vice President serves on the committee for the duration of her or his two-year term. The other members serve for one year.
- C. Guidelines for Resolutions: Only full members of the society may submit a resolution. Ordinarily, a resolution should pertain to the disciplines of theology and religious studies and to those employed as teachers of those disciplines.
- D. Process for the Committee on Resolutions
  1. In the spring mailing, the President will include a reminder to the members of the Society about submitting resolutions for consideration at the annual Business Meeting.
  2. All resolutions must be submitted to the committee by April 15<sup>th</sup> in order for the Committee to have sufficient time for deliberations. Resolutions

- submitted after this date may be considered at the discretion of the Resolutions Committee in consultation with the Executive Committee.
3. Resolutions should be sent to the Vice President, the *ex officio* chair of the committee.
  4. The Vice President sends copies to the other members of the committee. The committee reviews the resolutions received and determines if any of them will be proposed to the Board of Directors. The committee may propose rewordings of the resolutions, with or without consultation with the author of the resolution. The Vice President reports to the Board all resolutions submitted to the committee.
  5. The Board reviews the resolutions put before it by the committee and determines whether or not the resolution(s) will be presented to the membership at the annual Business Meeting. The Board may propose rewordings of the resolution(s).
  6. No later than May 15<sup>th</sup>, the Vice President sends to the membership the text of any resolutions to be considered at the Convention. The Vice President invites input from those who will be unable to attend the Convention. Input received by May 25<sup>th</sup> will be collected by the committee and included in the discussion at the Convention.
  7. At the Business Meeting, the Board, through the Vice President, presents any resolutions it has determined appropriate for discussion and vote by the members. The members discuss, may reword, and vote on the resolution.
  8. It shall be the responsibility of the President to ensure that the actions called for by the approved resolutions are carried out.

## **XIX. Committee on Teaching and Learning**

## **XX. Task Forces**

### **A. Task Force on Membership**

1. Description: The role of the CTS Task Force on Membership is to publicize the benefits of Society membership to scholars who are not currently affiliated with the CTS, to welcome and orient new members of the Society, especially at the annual meeting, and to work to increase the membership of the CTS. In pursuing these initiatives the Task Force on Membership will work with the Communications Task Force and with the CTS Secretary.
2. Membership: Generally, a member of the Board chairs this task force. Other members come from the wider membership on a volunteer basis and serve for as long as they would like.
3. Responsibilities
  - a. Publicity and Marketing:

- Seeking new venues in which to publicize the work of the CTS to scholars in the fields of theology and religious studies.
- Working with the CTS board to formalize and articulate a distinctive identity for the CTS, and communicate the unique Catholic and ecumenical profile of the Society in comparison with other scholarly organizations in theology and religious studies.
- Periodically assessing the communications and policies of other scholarly organizations in theology and religious studies, adapting CTS practices to conform to best practices when feasible, and working to distinguish the Society from other groups.
- Working with the Treasurer to advertise the Society in suitable print and online media.
- Working with the Treasurer to develop CTS “swag” that can be used to advertise and promote the Society (e.g. T-shirts, caps, etc.). CTS members who photograph themselves wearing CTS swag in exotic locales and send these photos for posting on the CTS website would be eligible for membership or registration discounts.
- Working with the Task Force on Communications post short video clips on the CTS website. These clips would be rotated and include sound bites from a diverse array of CTS members to showcase the benefits of Society membership.
- Working with the Task Force on Communications to videotape plenary sessions and selected panels at the annual meeting, and posting those video clips on the Society website.

b. Welcoming, Orientation, and Assessment:

- Sending out an individualized electronic welcome packet to new members when they join the Society, including the most recent issue of *Horizons*.
- Working with the Program Committee to host an orientation/overview session for new members at each annual meeting.
- Working with the Program Committee to host a session for graduate students and junior scholars at each annual meeting on issues concerning professional development.
- Developing online surveys that assess the opinions and suggestions of current members of the Society.
- Developing online surveys sent to *former members* of the CTS that assess the reasons why those surveyed did not renew membership.
- Working with the Executive Director of National Conventions to develop an on-site meeting survey that includes questions about perceptions of the CTS as a whole.

c. Recruiting:

- Work with the Task Force on Communications to send out recruitment letters that department chairs can forward to graduate students, inviting students to join the Society.
- Collaborate with the Task Force on Programming to host a session at the annual meeting of the American Academy of Religion/Society of Biblical Literature.
- Work with the Secretary on outreach to former members.
- In keeping with the Society's commitment to an ecumenical profile, soliciting memberships in venues beyond Roman Catholic institutions and societies, including graduate programs.
- Offer dues discounts and annual meeting registration discounts to CTS members who successfully persuade new members to join the Society.
- Assess the possibility of expanding current regional CTS meetings, and when such meetings are held, inviting local theologians and religious scholars who are not current CTS members to participate.

## **B. Task Force on Programming**

1. Description: The role of the CTS Task Force on Programming is to enhance the collegial ethos of the society as well as engagement with annual convention themes by developing supplemental offerings to the annual convention program (outings to local attractions, conversations with local experts, teaching workshops) and, when possible, facilitating a CTS gathering at the American Academy of Religion annual meeting in late November. In pursuing these initiatives, the Task Force on Programming will work with the Secretary and Treasurer, the Executive Director of Annual Conventions, local coordinators, annual volume editors, and the Chairs of the Task Forces on Membership and Communications.
2. Membership: Generally, a member of the Board chairs this task force. Other members come from the wider membership on a volunteer basis and serve for as long as they would like.
3. Responsibilities
  - a. Annual Convention:
    - Consult with local coordinators and to identify local attractions and experts that deepen members' experience of the region and/or engagement with the convention theme.
    - Collaborate with local coordinator and Director of Conventions to develop programs during the open blocks in the convention program (Thursday afternoon, Friday evening, Sunday afternoon).



- Collaborate with local coordinator and Director of Conventions to communicate offerings to membership during registration period, and facilitate registration process.
- b. Teaching Workshops
- When possible, identify possible themes for teaching workshop to be held on Thursday before the Convention.
  - Work with external consultant to develop and execute workshop.
  - Collaborate with local coordinator and Director of Conventions to communicate workshop offering to membership during registration period, and facilitate registration process.
- c. American Academy of Religion Gathering:
- Consult with annual volume editor to identify possible ways for promoting the spring annual convention through conversation of some kind in November, taking advantage of local attractions or experts where possible.
  - Work with Secretary and Treasurer to complete AAR registration process in time for official paper and online program formats.
  - Promote event through Cambridge University Press, website, and social media.
  - When possible, secure external funding to offer a modest reception.

### **C. Task Force on Technology and Communications**

1. Description: The role of the CTS Task Force on Technology and Communications is to work closely with the Executive Coordinator of Digital Media, the Secretary, and other officers of the Society to generate content for the Society's website, to moderate online discussion fora and social media platforms, and to expand the Society's digital presence.
2. Membership: Generally, a member of the Board chairs this task force. Other members come from the wider membership on a volunteer basis and serve for as long as they would like.
3. Responsibilities
  - a. Research and Analysis:
    - Research the websites of other, comparable scholarly societies to identify best practices and possible alternative models of web presence;
    - Identify websites and organizations with which we wish to partner and/or establish mutual links;

- Identify web-based tools (tumblr, Twitter, etc.) that we may wish to use or integrate into the CTS website and/or in other communications.
  - Consult with the membership of the CTS about their uses of the website and suggestions for further development.
  - Periodically review online discussion platforms, including but not limited to email listserv, discussion boards, and blogs.
- b. Content Management:
- Consult with the Executive Coordinator of Digital Media and the CTS executive to design an attractive, usable website.
  - Periodically undertake a content inventory of the website to identify any material that is out of date;
  - Develop a protocol to ensure regular review and updating of web content and content for the social media platforms;
  - Collaborate with Society presses (currently Orbis Books and Cambridge University Press), related blogging sites, and other partners to generate content related to CTS publications.

## **XXI. Conveners and Sections**

### **A. Term**

1. The Conveners of Sections usually serve for a three-year term. They are elected by the Section at a business meeting at the conclusion of the outgoing convener's term. Their appointment is confirmed by the Board in the person of the Executive Director of National Conventions. While terms are renewable if necessary, Sections are encouraged to rotate leadership among those involved. If a Convener is unable to complete his or her term, the Executive Director may appoint an interim Convener until an election can be held. Conveners must be dues-paying members of CTS. Normally, they are full members; student members may serve--typically as co-conveners--when necessary. If the Section elects or appoints Co-conveners, their terms should be staggered.
2. The life of a Section is indefinite and will remain until there has been a protracted time of inactivity. Sections will be discontinued only after consultation between the Convener and Board, or, in the absence of a convener, after deliberation by the Board.

### **B. Responsibilities: Conveners are responsible for managing their Section's participation in the Convention, both by organizing their sessions (usually three) and by contributing appropriately to the Convention as a whole. Specific responsibilities of Conveners include the following:**

1. Formulate the section's Call for Papers and submit it by the deadline to the Executive Director of National Conventions. Conveners may, at their discretion, collaborate with Conveners of other Sections to offer joint sessions on topics of shared interest.

2. At their discretion, invite speakers or panels to present as part of the Section's Convention offerings. However, Conveners should ensure that Society members in their field have ample opportunity to have paper proposals considered and presented at the Convention.
3. Send acknowledgments of all paper proposals submitted to their Sections.
4. Evaluate all paper proposals and choose those to be presented in their Sections. Conveners are encouraged to accept no more than two papers per session in order to leave ample time for discussion; however, three papers may be included in a session if necessary.
5. If the Section receives more papers than it can accept, pass along worthwhile proposals to other Conveners. This should be done with the consent of the author.
6. Notify those who have submitted proposals of whether or not they will be presenting. These notices are sent by 31 December if possible, and at the latest in the first week of January.
7. At the Convention, convene each meeting of the Section, introducing each speaker, keeping time, and facilitating discussion.
8. Hold a short business meeting each year for the Section at the end of one session. The meeting should be listed in the program. In the final year of the Convener's service, the meeting should include election of a new Convener and discussion of the future of the section at the CTS. No later than July 1 of that year, submit a 1-2 page report on the section during the three preceding years, including the total number of sessions, papers presented, general attendance figures, successes and failures, and the name and contact information for the next convener(s).
9. At the Convention, attend the Conveners' lunch.

## **XXII. Consultations**

- A. Purpose: Consultations are proposed by one or more interested members to address a specific topic.
- B. Term: Consultations have a two-year life.
- C. Process for establishment
  1. Consultations are proposed in writing to the Executive Director by two or more interested members.
  2. Consultations may be continued for an additional two-year period by mutual agreement of the Convener and Executive Director.
  3. At the end of this second period, members of the Consultation may contact the Director to request permanent status as a Section. The Director will present any such proposal to the Board, which will vote on it at a meeting. In deciding on requests, the Board may consider interest within the membership as demonstrated by attendance at sessions, ability to generate paper submissions from within the membership, and value to the field of theology or religious studies.

- D. Leadership: Ordinarily, one of the proposers will serve as the Consultation's original Convener and will contact the Director in order to assure inclusion in the Call for Papers and the Program. The Convener will be responsible for all the duties assigned to Conveners of sections, including securing continuity of leadership.

### **XXIII.           Caucuses**

- A. Purpose: Caucuses may be formed, with the approval of the Board, as informal venues providing support and collegiality for particular groups within the Society.
- B. Term: Caucuses have an indefinite life.
- C. Process for establishment
  - 1. Interested members draft a brief proposal to the Board explaining the rationale for and proposed membership of the Caucus.
  - 2. This proposal should be sent to the Executive Director. The Executive Director will then present the proposal to the Board of Directors, which will normally act on it at the next Board meeting. The Board may ask for additional information before rendering a decision
- D. Leadership
  - 1. Term: In keeping with the Society's desire to spread leadership across members, coordinators of caucuses should be appointed or elected by their members to nonrenewable terms of no more than three years. In exceptional circumstances, the Coordinator may request that the Board allow a one-year extension of his or her term.
  - 2. Responsibilities: The Coordinator is responsible for collaborating with the Executive Director and Local Coordinator on all logistical arrangements, including scheduling and reserving space, providing program text, and arranging for reservations and (if requested) payment from participants. Should caucuses seek financial support from any group other than their members, they must consult with the Local Coordinator and Executive Director to assure coordination in pursuing sponsorships for the Convention.

### **XXIV. Archives**

- A. The Archives of the Society are maintained in the Archives of The Catholic University of America (CUA), Washington, DC. The relation of the CTS to the CUA Archives are governed by a Gift Agreement, dated May 2000.
- B. The Secretary is responsible for sending material to the Archives, except for publications, which are the responsibility of the Director of Publications.
- C. The following materials are to be sent to the Archives:

1. Current Constitution and Policy Manual of the Society.
2. Agenda and Minutes of Board Meetings – send once minutes are approved.
3. Agenda and Minutes of Annual Business Meeting – send once minutes are approved.
4. Program of Annual Convention--send annually.
5. Annual Volume and other books published or sponsored by CTS (e.g., Sandra Yocum's history of the CTS) – 2 copies (Director of Publications). *Horizons*, however, is collected separately by CUA and is not to be sent to the Archives.
6. Correspondence (Secretary and President)
  - a. President's mailings to membership (print only; if sent out electronically, print and send).
  - b. Significant correspondence – to be determined by Secretary, in consultation with other officers. Send after five years.
7. Brochures for Society and any of its projects (e.g., Teaching Workshop).
8. Grants Awarded or Received – send after 5 years.
9. Financial records: Treasurer's semi-annual reports and outside auditor's reports – send after 5 years (Secretary should consult with Treasurer as to what to send).
10. Newspaper and print media clippings – can be sent immediately.
11. Audiovisual records, if any.
12. Programs of regional meetings (Secretary should consult with Vice President).

D. At present, CUA is not accepting electronic archives. Important documents should be printed out for inclusion in the Archives.

E. Material for CTS Archives should be sent to:

William John Shepherd  
Associate Archivist  
The American Catholic History Research Center and University Archives  
The Catholic University of America (CUA)

101 Aquinas Hall  
620 Michigan Avenue, NE  
Washington, DC, USA 20064  
[Shepherw@cua.edu](mailto:Shepherw@cua.edu)  
P(202)319-5065  
F(202)319-6554  
<http://archives.lib.cua.edu/>.

## Appendices

### A. Vice President's report to *Horizons*

(Note: formatting has not been completely preserved. Consult the previous *Horizons* in adapting this template.)

REPORT OF THE COLLEGE THEOLOGY SOCIETY  
  
THE FIFTY-EIGHTH ANNUAL CONVENTION  
ST. MARY'S UNIVERSITY  
SAN ANTONIO, TEXAS  
May 30-June 3, 2012

*Officers:*

President:	Bradford Hinze
Vice President:	Anita Houck
Secretary:	Daniel Michaels
Treasurer:	Brian Flanagan

*Executive Director of National Conventions:* David Gentry-Akin

*Editor of Horizons:* Anthony J. Godzieba

*Past President:* Michael Barnes

*Chairperson and Editor of Research and Publications:* William J. Collinge

*Board Members:* Mark Allman, Colleen Mary Carpenter, William Clark, Christopher Denny, Jayme Hennessy, Tobias Winright

#### I. *Business Meeting, June 2012*

##### *Reports*

*Executive Director of National Conventions:* David Gentry-Akin

- 2012 Convention (58<sup>th</sup> Annual)
  - 210 attendees
  - Theme: *Found in Translation: Living Faith in New Contexts*
  - Editors of the Annual Volume: Mary Doak and Anita Houck
  - Special thanks to the Local Coordinator, Andrew Getz
- 2013 Convention (59<sup>th</sup> Annual)
  - Location: Creighton University, Omaha, Nebraska. Local Coordinators: Dennis Hamm and Gail Risch
  - Theme: *Teaching Theology and Handing on the Faith: Challenges and Convergences*
  - Editors of the Annual Volume: William Portier and Matthew Sutton

- 2014 Convention (60<sup>th</sup> Annual)
  - Location: St. Vincent College, Latrobe, Pennsylvania. Local Coordinator: Christopher McMahon
- 2015 Convention (61<sup>st</sup> Annual)
  - Location: University of Portland, Portland, Oregon. Local Coordinator: Carol Dempsey
- 2016 Convention (62<sup>nd</sup> Annual)
  - Location: Salve Regina University, Newport, Rhode Island. Local Coordinator: Jayme Hennessy
- 2017 Convention (63<sup>rd</sup> Annual)
  - Location: St. Catherine University, St. Paul, Minnesota. Local Coordinator: Colleen Mary Carpenter
- 2018 Convention (64<sup>th</sup> Annual)
  - Location: Rockhurst University, Kansas City, Missouri. Local Coordinator: Glenn Young

*Chairperson and Editor of Research and Publications:* William J. Collinge

- *They Shall Be Called Children of God: Violence, Transformation, and the Sacred*, College Theology Society Annual Volume 57, was published by Orbis in April 2012. Annual volume editors Margaret Pfeil and Tobias Winright were thanked for their work.
- The deadline for submissions for the 2012 volume, edited by Mary Doak and Anita Houck, is July 2.
- Susan Perry, the guiding spirit of the annual volumes for eighteen years, has announced her retirement. While she will continue to work on the 2012 volume, the Director of Publications will have a greater role in the production of future annual volumes, including overseeing the publication process and providing an initial editorial reading of articles.
- William continues to gather material for the Society's archives at The Catholic University of America.

*Assistant Editor of Horizons:* Elena Procario-Foley

- During the period of June 2011 to June 2012, two issues of *Horizons* (Volume 38, Number 2, and Volume 39, Number 1) were published, with a total of 369 pages.
- 42 manuscripts were evaluated; 8 were published; 2 were accepted for future issues; 11 were rejected; 15 are currently in evaluation; 1 has been resubmitted. Of the published manuscripts, 1 was an editorial essay and 4 contributed to a theological roundtable. There also was 1 book review symposium published to which 6 authors contributed, and an additional 58 books were reviewed for a total of 64 reviews.
- 1062 copies of Volume 38/2 (Fall 2011) and 975 copies of Volume 39/1 (Spring 2012) were printed.
- Circulation for the most recent issue, including members, individual subscribers, and institutional subscribers, was 916.
- Cambridge University Press has been in negotiations with *Horizons* and has made a proposal that outlines a five-year agreement to publish the journal, offer full-text online, and digitize all previous issues.

*Secretary:* Daniel Michaels

- Current membership: 473 total active members (down 32 from June, 2011). The following breakdown is drawn from all active (current) memberships:
  - 317 Full Professional Members (down 20 from June 2011)
  - 17 Joint Billed Members (up 1 from June 2011)
  - 4 Joint Non-Billed Members (down 2 from June 2011)
  - 27 Associate Members (down 1 from June 2011)
  - 91 Student Members (down 17 from June 2011)
  - 3 Lifetime Members (same as June 2011)
  - 14 payments pending

- Several improvements to the CTS website will be implemented this summer, including integrating social networking; upgrading the forum and the look and feel of the website; and increasing permission levels in the content management system.

*Committee on Nominations:* Anita Houck, Chair, *ex officio*

- Julie Hanlon Rubio; John Sheveland; and Anita Houck, Chair, *ex officio*, constituted the Committee.
- Officers completing their terms were sincerely thanked: Danny Michaels, who created and has done a great deal to improve and maintain our website; Michael Barnes, completing his term as Past President; and Brad Hinze, who is completing his term as President and will now serve as Past President.
- Incoming Officers: Sandra Yocum, *President*; Maureen H. O’Connell, *Vice President*; Nicholas Rademacher, *Secretary*. Incoming Board members: Patrick J. Lynch, Margaret Pfeil
- Committee on Awards: Matthew Ashley, Chair, and Gloria Schaab are completing their terms (2009-2012); Patrick Lynch was asked to serve for an extra year after completing his initial three-year term (2008-2011) in order to continue his work on updating the Committee’s policies, and he was thanked for completing this helpful project. Elizabeth Groppe and Jason King were ratified by acclamation to serve three-year terms (2012-2015); Steven Casey was ratified by acclamation to serve a two-year term (2012-2014), completing the term begun by Pat Lynch’s one-year extension of service. Ellen Murray will serve as Chair of the Committee.
- Committee on Resolutions: Mary Doak and Catherine Punsalan-Manlimos are completing their one-year terms. Having served three years on the Board of Directors, Bill Clark and Jayme Hennessy were ratified as the new members of the Resolutions Committee (2012-2013), serving with incoming Vice President Maureen H. O’Connell.

*Treasurer:* Brian Flanagan

- 2011 Revenue: \$116,768
- 2011 Expenses: \$125,587
- 2011 Investment Income: \$(1,042)
- Assets (12/31/11) \$ 52,774
- Operating expenses are lagging behind annual revenue, due in part to increased costs for the website, insurance for the annual convention, and our annual financial review. The Board will explore the possibility of increasing dues and allocating revenue from *Horizons*.
- The Board has approved moving 20% of the Society’s cash reserve into a Calvert money market fund, where it will be more easily accessible.

*Vice-President:* Anita Houck

- Regional Meetings
  - Ed Miller reported that the CTS 2011 Eastern Regional Meeting was held at Holy Family University on October 21, 2011. Jerry Vigna of Alvernia University introduced the group’s discussion on “Catechesis, Teaching Theology in Catholic Colleges and Universities, and *The Quest for the Living God*.”
  - Fran Leap reported that the Southwest Pennsylvania group held its regional dinner on Friday, October 14, 2011, at Seton Hill University, discussing Christopher McMahon’s “Narrating Salvation: Historical Jesus Research and Soteriology,” in *Finding Salvation: Essays on Christology and Soteriology in Honor of William P. Loewe*.
- Resolutions Committee
  - The first resolution passed unanimously: *Whereas* Susan Perry has given extraordinary service to the College Theology Society over the past eighteen years in seeing to the timely



publication of an exemplary Annual Volume; and *whereas* Susan Perry has been an active contributor to the College Theology Society's Annual Conventions for more than two decades; and *whereas* Susan Perry has helped individual members of the Society in countless ways in their projects of teaching and publication; and *whereas* Susan Perry has announced her retirement as of the end of June of this year; *be it resolved* that the College Theology Society expresses its deep gratitude to Susan Perry for her many acts of service and wishes her a rewarding and joyful retirement.

- The second resolution passed with two abstentions: Grateful for the theological and ministerial work of the communities that belong to the Leadership Conference of Women Religious, the membership of the College Theology Society expresses its strong support for the LCWR.

*President:* Bradford Hinze

- Brad reported that he attended a meeting with members of the Committee on Doctrine of the United States Catholic Conference of Bishops on November 12<sup>th</sup>; also attending were Susan Ross, CTSA President; Richard Gaillardetz, CTSA President-elect; Mary Ann Hinsdale, CTSA Past-president ; and Roger McGrath, liaison between the CTSA and the Committee on Doctrine.

*Old Business*

- There was no old business.

*New Business*

- There was no new business.

## II. *Report of the 2012 Annual Convention*

The fifty-eighth convention of the College Theology Society was held concurrently with the meeting of the National Association of Baptist Professors of Religion (NABPR), May 31-June 3, with the meeting of the Board of Directors beginning on May 30. The convention was held at St. Mary's University in San Antonio, Texas, on the theme *Found in Translation: Living Faith in New Contexts*. Andrew Getz served as the Local Coordinator. CTS plenary presentations were given by Richard Ascough, Associate Professor of Greek and New Testament at Queen's School of Religion (Ontario, Canada), on "Meals, Memories, and Methods: (Re-) Constructing the Origins of 'Christianity'"; and Nancy Piñeda-Madrid, Associate Professor of Theology and U.S. Latino/a Ministry, School of Theology and Ministry, Boston College (Massachusetts), on "Social Salvation in the Shadow of Femicide." A third plenary session, a panel on the theme "Interreligious Engagement: Translating Theology and Religion in a Diverse World," included three presentations: "Ecology and the Sacred: Translating (Self-)Exile Together as Muslims and Christians" by Bahar Davary, Associate Professor, Department of Theology and Religious Studies, University of San Diego (California); "Zen and Christian—Articulating the Ineffable?" by Ruben Habito, Professor of World Religions and Spirituality at Perkins School of Theology, Southern Methodist University (Texas); and "Looking for Love in All the Wrong Places: *Agape* in Hindu-Christian Engagements" by Reid Locklin, Associate Professor and Programme Coordinator, Christianity and Culture, at St. Michael's College, University of Toronto (Ontario, Canada). Mary Doak and Anita Houck will edit this year's annual volume.

At the banquet, Matthew Ashley, Chair of the Awards Committee, presented the publication awards. The award for the best book was presented to Timothy Matovina for *Latino Catholicism: Transformation in America's Largest Church* (Princeton, 2011). The award for best article was presented to Anne Clifford for "Creation" from Francis Schlüssler Fiorenza and John P. Galvin (eds.), *Systematic Theology: Roman Catholic Perspectives*, 2<sup>nd</sup> edition (Fortress, 2011). Susan Perry of Orbis Press was warmly thanked for her years of service to the Society. In honor of her retirement, the award for the best essay by a graduate student was named the Susan Perry Award for the Best Graduate Student Essay. The Perry Award was presented to Clair Mesick of Notre Dame for her essay "The Unfinished Christ: Sickness and Healing in the Apocryphal Acts."

Brad Hinze presented the Presidential Address, titled “The Tasks of Theology in the *Proyecto Social* of the University’s Mission.”

### *III. Fifty-Ninth National Convention*

The 2013 annual convention will be held May 30 - June 2, 2013, at Creighton University in Omaha, Nebraska, on the theme *Teaching Theology and Handing on the Faith: Challenges and Convergences*.

*Saint Mary’s College, Notre Dame, Indiana*

## **B. Editor’s Invitation Letter**

*(Sample texts for the editor of the Annual Volume)*

### 1. Sample invitation letter to plenary speakers

Dear Dr. Kwok:

I hope this letter finds you very well. It was a great pleasure to meet you during your recent visit to Saint Mary’s College to deliver the Madeleva Lecture. You were such a gracious and generous presence to all of us in the New Voices Seminar, and both your lecture and your encouragement to the members of the group were very much appreciated. Many thanks.

I’m writing now because I’m helping to coordinate the annual convention of the College Theology Society next June, and I’m hoping you might be willing to offer a plenary lecture. The theme of the 2012 convention, “Found in Translation: Living Faith in New Contexts,” put me very much in mind of your Madeleva Lecture and your blog, including your recent entries on *Hope Abundant* (congratulations on the recognition from the CPA!) and the Song of Songs. The convention will take place at St. Mary’s University in San Antonio from 31 May to 3 June 2012, and the most likely dates for a plenary would be Thursday 31 May or Saturday 2 June (though Friday the 1<sup>st</sup> might also be a possibility). Of course, we’d very much welcome your participation in as much of the conference as would be possible for you. The plenary talks, and selected other papers presented at the conference, are published each year by Orbis; Sue Perry, with whom you’ve already worked, is our guiding spirit for each annual volume. Mary Doak of the University of San Diego (another member of the New Voices group) and I will be the editors.

The conference theme offers many intersections with your work, and we’d be very open to discussing possible topics with you. We are interested both in the ways translation has functioned in religion throughout history, in the work of artists, missionaries, public theologians, teachers, and scholars (the anniversary of the King James Version was part of the initial inspiration for the theme), and in the particular translational challenges and opportunities of our current globalized age. As cultures interact in new ways, dominant cultures find themselves not only translating, but translated into, new social realities. Among the many topics the convention will likely explore are the influence and limits of new media in communicating religious teachings and questions, reflections on the legacy of colonialism, the possibilities of multiple religious belonging,

the role of theology and religious studies in the public sphere, contemporary incarnations of sacred texts, and the possibilities of enculturation (we hope to visit San Antonio's San Fernando Cathedral as part of the conference program).

As a small organization, we would be able to offer a modest stipend of \$1,000 for your talk, as well, of course, as your travel, housing, registration, and meal expenses. The convention usually brings together about 250 scholars in theology and religious studies, and the CTS has a particular concern for combining excellence in teaching with excellence in research; we also focus on outreach to younger scholars, including graduate students completing their dissertations. Roman Catholic in its roots, the group is ecumenical and committed to ecumenical and interfaith dialogue.

Thank you very much for considering this invitation. I know your schedule is very full indeed, but we would be delighted and honored to have your insights be part of our gathering in San Antonio. I look forward to hearing from you and wish you all the best in all you do.

Sincerely yours,

Anita Houck

Vice President, College Theology Society

Associate Professor and Chair, Department of Religious Studies, Saint Mary's College

### **C. Guidelines for Submission to the Annual Volume**

*Sample guidelines for submitting manuscripts (to be reviewed and confirmed each year with Orbis representative and Director of Publications)*

#### **GUIDELINES FOR SUBMISSION OF MANUSCRIPTS FOR THE 2014 CTS ANNUAL VOLUME Deadline: Monday, June 30, 2014**

1. All submissions should be submitted as email attachments in Microsoft Word and in the "title.doc" or "title.docx" format to both [sschrein@lourdes.edu](mailto:sschrein@lourdes.edu) and [Jason.king@email.stvincent.edu](mailto:Jason.king@email.stvincent.edu) **Monday, June 30, 2014**. Please be sure to save a copy for your own files in case there is any error in the email transmission. You'll receive an email acknowledgment of your submission.
2. Please include a first page (cover sheet) with your name and institution, along with your email address, telephone number(s), and current mailing address. This page will be retained by the editor/s when your paper is sent out for blind review by two peer reviewers. **Do not include your name on subsequent pages.** Please send this cover sheet as a separate document.
3. Include the paper's title, but no other identifying information, on the first page.

4. Please number the pages of your paper.

5. If your submission is accepted for publication, you will be asked for a brief biographical note (no more than 75 words) in the form used in previous CTS annual volumes. If you wish, you may include the note with your cover page.

6. The CTS Board of Directors limits the pages allowed for the volume. Thus, only articles directly related to the conference theme will be considered. Moreover, briefer, substantive articles (approximately 3,000-4,000 words, including notes) are ideal and are more likely to be accepted than substantially longer essays. Joint authors, including panels or papers with responses, may be given more leeway on length. Please provide a word count at the end of your manuscript. Please note that promising essays may need to be shortened in order to be published in the volume.

7. **It is expected that authors will make any stylistic changes appropriate to move the essay from a spoken piece to one designed to be read in print.** In addition, some substantive changes are appropriate, especially improvements based on feedback received at the convention. Overall, however, the changes should not result in a new essay, but in a revised piece that demonstrates well the kind of scholarship presented at the convention.

8. Rules of Style:

a. Double space and use Times New Roman 12-point type (if possible) throughout the manuscript, even in the notes. Justify only the left margin and not the right.

b. Use italics (not underlining) for titles of books and journals or, occasionally, for emphasis or foreign-language words. Do not use special fonts, including all upper-case, boldface, or larger fonts for titles or headings. Do not underline internet addresses.

c. Avoid inserting formatting in the body of your text, including margin changes (except for excerpts; see below in 8.d) or font changes.

d. Block quotes (those of at least five lines) should be indented five spaces on both sides.

e. Use endnotes, not footnotes. References should appear in endnotes, not in the body of the text. (The exceptions are biblical texts and official church documents.)

f. The first reference to a source must include the author's full name; the work's complete title and subtitle; in parentheses, the city of publication, publisher, and

date; and the page number or sequence of pages. Subsequent references use the author's last name, the title, and the page number.

g. Ibid. can be used (it is not italicized) with the page number (if needed) for the immediately preceding reference. Do not use op. cit.

h. As precisely and as accurately as possible, use Kate Turabian, *A Manual for Writers of Research Papers, Theses and Dissertations*, 7th ed. (Chicago: University of Chicago Press, 2007) (8<sup>th</sup> ed. [2013] may be used) for stylistic matters. A short form of Turabian is available online at [http://www.press.uchicago.edu/books/turabian/turabian\\_citationguide.html](http://www.press.uchicago.edu/books/turabian/turabian_citationguide.html). If Turabian is insufficient, consult *The Chicago Manual of Style*, 16th ed. (2010). Attend carefully to punctuation, especially in the notes.

i. In citing internet sources, use Turabian 7th or 8<sup>th</sup> ed. 17.7. However, please note that Orbis style is to shorten all internet addresses to their root source. For example, [http://www.vatican.va/archive/hist\\_councils/ii\\_vatican\\_council/documents/vat-ii\\_cons\\_19651207\\_gaudium-et-spes\\_en.html](http://www.vatican.va/archive/hist_councils/ii_vatican_council/documents/vat-ii_cons_19651207_gaudium-et-spes_en.html) will be shortened to <http://www.vatican.va>.

j. Use gender-inclusive language. However, when directly quoting material, do not edit or replace non-inclusive language.

k. The first letter of certain words commonly used in theology and religious studies is sometimes upper-case and sometimes not. For the sake of consistency, capitalize the following throughout your text: "Mass," "Eucharist" and "Bible" (but not "biblical"). Capitalize "church" only when it is used as a proper noun (e.g., in reference to a specific church, such as Immaculate Heart of Mary Church, or to a specific religious group or denomination, like the Roman Catholic Church or the Church of England). The obvious exception to this rule is that upper- or lower-case use should not be edited within quoted material. For modern Latin titles, such as those of Vatican documents, capitalize major words as in English, e.g., *Gaudium et Spes*, *Caritas in Veritate*. For Latin titles of ancient and medieval works, capitalize only the first word and proper nouns, e.g., *De rerum natura*, *Summa contra Gentiles*.

l. All non-Roman characters should be transliterated. Any transliteration of biblical and related languages should follow the guidelines in *The SBL Handbook of Style: For Ancient Near Eastern, Biblical, and Early Christian Studies*, available at [http://www.sbl-site.org/assets/pdfs/SBLHS\\_SS92804\\_Revised\\_ed.pdf](http://www.sbl-site.org/assets/pdfs/SBLHS_SS92804_Revised_ed.pdf), chapter 5.

m. Orbis uses B.C.E. and C.E. (small caps, please) instead of B.C. and A.D.

n. Original sources should be quoted whenever possible. The use of "qtd. in" should be limited to those cases in which the original source is no longer available.

o. Change all British spellings to American, with the exception of quoted material.

9. Manuscripts not conforming to these instructions will be returned for corrections.

10. Submissions must be emailed to Annual Volume Editors Shannon Schrein and Jason King at [sschrein@lourdes.edu](mailto:sschrein@lourdes.edu); [jason.king@email.stvincent.edu](mailto:jason.king@email.stvincent.edu) **no later than Monday, June 30, 2014**. Submissions after this deadline will not be considered. Submissions will be sent to referees in early July with a turnaround date in early August.

#### **D. Referee's Report**

(Sample guidelines for referees)

#### **CTS Annual Volume 2012 Guidelines for Referees**

**Thank you for serving as a reviewer for the 2012 Annual Volume.** We appreciate your providing this important service to the Society.

1. Please use the following as a guide for completing the evaluation form below.
2. Please email your form(s) to [mdoak@sandiego.edu](mailto:mdoak@sandiego.edu) and [ahouck@saintmarys.edu](mailto:ahouck@saintmarys.edu) by Friday, August 3, 2012.
3. Please direct your comments to the author, aiming to help her or him improve the piece and grow as a scholar.
4. Please include at least a summary comment on the evaluation form. If you wish to provide additional comments on the text of the essay itself, please note that most computers' "Track Changes" or "Insert >Comment" functions will stamp your comments with your name. To preserve your anonymity, you may want to try one of these methods used by other referees: (a) If your computer allows it, on the "Track Changes" pulldown menu, click "options" and uncheck the box to indicate name and date; or (b) instead of inserting comments via Track Changes, simply type your comments, in colored font, within the paragraphs themselves.

#### **Theme: *Found in Translation: Living Faith in New Contexts***

**Description:** Religious traditions live by translation, as religions are expressed not only in different languages but also in various social and cultural contexts. Artists, missionaries, public theologians, scholars, and teachers have always sought ways to communicate religious convictions and questions to new audiences. Those efforts at translation often bring controversy, as the recent history of Christianity, from Wyclif and Tyndale to the Roman Catholic Church's new English translation of the Roman Missal, abundantly shows. Still, translation remains essential to religion, particularly in a globalized world that gives access to, and responsibilities toward, people whose voices would not have easily been encountered generations ago.

This new access—through the proliferation of media, greater ease of travel, and perhaps especially the extent of current migration—is changing daily lives

throughout the world, challenging people to negotiate the differences that emerge. As people interact in new ways, dominant cultures find themselves not only translating, but translated into, new social realities. In these interactions, translation has served too often as a tool of colonization, including the destruction of languages and cultures. But it has served as well in the service of enculturation that enriches religious traditions, as in the artwork and vital community of San Antonio's San Fernando Cathedral, and the transformative dialogues that can arise between religions. What new possibilities for our lives and our religious traditions are emerging through such translations? What valued wisdom of the past are we in danger of losing? Where might we need to acknowledge that different languages and worldviews are incommensurable, impossible to translate fully enough? And how, as teachers and scholars of religion, can we assist our students, our faith communities, and our world in the translations necessary to meet the challenges of our time?

### **Criteria for Paper Selection**

**1. Accept without revisions.** The essay excels in each of these areas:

*Relevance:* The essay makes a well-argued case directly pertinent to the convention's theme of "Found in Translation: Living Faith in New Contexts" and will contribute significantly to a coherent annual volume.

*Scholarship:* The essay engages the most pertinent interlocutors and sources; it examines relevant differing perspectives with fairness and respect.

*Originality:* The essay makes an original, worthwhile argument that will be of interest to the audience.

*Style:* The essay is engagingly and professionally written and clearly organized. The author makes her or his ideas accessible to readers who are not specialists in the author's particular area of theological expertise.

*Length:* The length of the essay fits within the recommended guidelines (3,000-4,000 words, including notes) or, if slightly longer (up to 4,500 words), is so exceptional as to justify the additional length.

**2. Accept with minor revisions.** The essay is relatively strong in the areas listed above and could contribute to the volume without a major recasting of the argument and without substantial lengthening of the essay. However, it should be improved in one or more areas before publication. In your comments, please explain your responses and suggest areas for improvement.

### **3. Strongly consider for inclusion**

**a. conditional on reduction in length.** The essay is strong in the areas above, but the word count (including notes) exceeds 4,500 words. In your comments, please provide specific recommendations for what could be excised, as well as any other suggestions for improvement.

**b. conditional on significant revision.** While the essay shows promise, significant weaknesses would need to be addressed before the essay could be accepted for publication. Please provide specific recommendations for improving the essay with an eye toward inclusion in the volume.

**4. Consider for inclusion, conditional on availability of space.** While the essay clearly merits publication, it pertains only peripherally to the convention theme and thus would not, in its present form, contribute to the coherence of the volume. In your comments, please provide specific recommendations for bringing the essay more closely in line with the convention theme while keeping the revised text within the length guidelines. (If it seems unlikely that the essay's argument will lend itself to the volume, you may wish to provide suggestions of other venues in which the author could seek publication.)

**5. Reject, on the basis of being only peripherally relevant to the theme of "Found in Translation: Living Faith in New Contexts."**

**a. Minor revisions suggested before submitting to another publication:**

While the essay would be of publishable quality with relatively minor revisions, because it does not directly bear upon the convention theme, it is more appropriate for the author to seek publication in a different venue. Please provide recommendations for improving the essay and, if possible, suggest journals the author might consider.

**b. Substantial revisions suggested before submitting to another publication:** While the essay is not yet of publishable quality, it is professionally competent and shows promise for future publication. Please provide recommendations for improving the essay and, if possible, suggest journals the author might consider.

**6. Reject, on the basis of the significant weakness in scholarly argument:**

The essay does not yet sufficiently develop a coherent or original scholarly argument. The essay may be of limited scope, make unwarranted arguments, show incomplete analysis of or unfamiliarity with important sources, rely on mere reportage of positions, or show a general lack of insight on the question at issue. In your comments, please be specific about your concerns and offer constructive suggestions for the author's future work.

## **Evaluation Form**

### **CTS Annual Volume 2012**

#### ***Found in Translation: Living Faith in New Contexts***

Please check one category below and provide comments in the space following. These comments will assist the editors and will be provided (without the reviewer's name or identifying information) to the author.

N.B.: Please include at least a summary comment on this form. If you wish to provide additional comments on the text of the essay itself, please note that most computers' "Track Changes" or "Insert >Comment" functions will stamp your comments with your name. To preserve your anonymity, you may want to try one of these methods used by other referees: (a) If your computer allows it, on the "Track Changes" pulldown menu, click "options" and uncheck the box to indicate name and date; or (b) instead of inserting comments via Track



Changes, simply type your comments, in colored font, within the paragraphs themselves.

**Essay title:**

\_\_\_\_\_ 1. Accept without revisions.

Comments:

\_\_\_\_\_ 2. Accept with minor revisions.

Comments, including suggestions for improvement:

\_\_\_\_\_ 3. Strongly consider for inclusion

\_\_\_ a. conditional on reduction in length.

Comments, including specific recommendations for what could be excised and any other suggestions for improvement:

\_\_\_ b. conditional on significant revisions.

Comments, including suggestions for improvement:

\_\_\_\_\_ 4. Consider for inclusion, conditional on availability of space.

Comments, including specific recommendations for bringing the essay more closely in line with the convention theme while keeping the revised text within the length guidelines (or suggestions of other venues in which the author could seek publication):

\_\_\_\_\_ 5. Reject, on the basis of being only peripherally relevant to the theme of “Found in Translation: Living Faith in New Contexts.”

\_\_\_ a. Minor revisions suggested

\_\_\_ b. Substantial revisions suggested

Comments, including suggestions for other venues the author might consider:

\_\_\_\_\_ 6. Reject, on the basis of the significant weakness in scholarly argument.

Comments, including suggestions for improvement:

Please email your form(s) to [mdoak@sandiego.edu](mailto:mdoak@sandiego.edu) and [ahouck@saintmarys.edu](mailto:ahouck@saintmarys.edu) by Friday, August 3, 2012. If you have other comments for the editors, please feel free to add them below or in a cover email.

**Referee’s name:**

**Date:**

**Thank you!**

Updated Fall 2010 by Shannon Schrein.

Updates discussed at the Board meeting of May 2012.

Proposed revision completed by Anita Houck, Bill Collinge, and Patrick Lynch,  
June-August 2013, revised by Lynch and Collinge, February-April 2014,

amended and approved by Board May 29, 2014. Revised by Bill Collinge,  
November 2014, November 2015.