GENERAL BOARD MEMBERS HANDBOOK

2025-2026

TABLE OF CONTENTS

OUR IDENTITY 4
- Mission Statement
- Statement of Faith

OUR PRIMARY RESPONSIBILITIES 5
- EHS Board Member Expectations
- Other Information
- Board Member Expectations Per Year of Service
- 2025-2026 Board Members

OUR AWARDS AND ASSESSMENT TOOLS 7
- The Keith Willhite EHS Presenters Award
  - Sample Rubric
- The Carol M. Norén Pedagogy Paper Award
- The Haddon W. Robinson Biblical Preaching Award
  - Application Form
  - Sample Promotional Poster
  - Sample Rubric
- The Scott M. Gibson Emerging Scholars Grant
  - Sample Rubric

OUR REACH 16
- Spring Webinar
- Study Group Review
- International Affiliate Review

OUR ASSISTANCE WITH EXECUTIVE DUTIES 20
- Secretary-Treasurer Assistance
- Communication Coordinator Assistance
- Vice President Assistance

OUR EXECUTIVE COMMITTEE'S DUTIES 23
- President

Vice President
Secretary-Treasurer
Communication Coordinator

OUR VIRTUAL MEETINGS 28
Annual Schedule for Online Meetings and Topics to be Discussed

OUR SOCIETY'S ANNUAL WORK CALENDAR 29

OUR SOCIETY'S GROUPS 41
A Word About Our Groups
Women in Homiletics
Minoritized Study Group
Study Groups Guidelines

ADDITIONAL GUIDELINES 45

This Handbook is intended to introduce prospective and new General Board members to the Evangelical Homiletics Society's historical policies and processes in effect as of October 2025. The General Board and its Executive Committee are responsible for annually reviewing and updating the Handbook's contents.

OUR IDENTITY

Mission Statement

The Evangelical Homiletics Society is an academic society formed for the exchange of ideas related to the instruction of biblical preaching. The purpose of the Society is to advance the cause of biblical preaching through the promotion of a biblical-theological approach to preaching; to increase competence for teachers of preaching; to integrate the fields of communication, biblical studies, and theology; to make scholarly contributions to the field of homiletics.

Statement of Faith

1. *We believe* the Bible to be the inspired, the only infallible, authoritative Word of God.
2. *We believe* that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
3. *We believe* in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. *We believe* that for the salvation of lost and sinful people, regeneration by the Holy Spirit is absolutely essential.
5. *We believe* in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
6. *We believe* in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and that they are lost unto the resurrection of damnation.
7. *We believe* in the spiritual unity of believers in our Lord Jesus Christ.

OUR PRIMARY RESPONSIBILITIES

EHS Board Member Expectations

At-large board members are appointed for a one-year term, renewable for up to three years, based on their satisfactory fulfillment of the expectations outlined below.

Throughout each term, members are expected to…

- Pay membership dues.
- Attend all board meetings (online and in-person).
- Be present at the entire annual meeting and serve where asked.
- Review and rank paper proposals.
- Contribute articles to *The Communicator* upon request and on time.
- Contact assigned publishers for sponsorship at the conference.
- Serve on or chair designated subcommittees (e.g., the Robinson Competition, Gibson Grant, Study Group Review, International Affiliate Review, and other initiatives).

Society members must hold an earned doctorate to be considered for appointment to the General Board.

Other Information

Regarding length of service, our Articles state: "Each at-large Director shall hold office for one (1) year, for no more than 3 consecutive years, and shall hold office through the adjournment of the next annual meeting of members or until his successor shall have been elected and qualified whichever is later."

Board members who serve faithfully and demonstrate the administrative skills required to fulfill the responsibilities of an Executive Committee officer will be the first candidates considered as those offices become vacant. (The EHS Constitution and By-Laws provide a broad overview of the Executive Committee members' responsibilities.)

Given the Evangelical Homiletics Society's academic nature, Board members are strongly encouraged to consider whether prospective candidates for the offices of President and Vice President are employed in an institution of higher learning, with preference given to those who are employed in such institutions.

Board members pay for conference registration and are expected to attend the board meeting on Thursday morning before the conference. They are reimbursed for Wednesday's lodging.

Board Member Expectations Per Year of Service *(to be assigned at the Annual All-Day Board Meeting)*

1st Year

- Serve on the Robinson Award, Spring Webinar, or Study Group Review subcommittee.
- Assist the Secretary-Treasurer or Communication Coordinator or serve as liaison to the Affinity Groups.
- Review and rank paper proposals.
- Contribute articles to *The Communicator* upon request.

2nd Year

- Chair the Robinson Award, Spring Webinar, or Study Group Review Subcommittee.
- Assist the Secretary-Treasurer or Communication Coordinator or serve as liaison to the Affinity Groups.
- Review and rank paper proposals.
- Contribute articles to *The Communicator* upon request.

3rd Year

- Serve on or chair the Gibson Grant.
- Serve on or chair the International Affiliate Review Subcommittee.
- Assist the Vice President with papers.
- Review and rank paper proposals.
- Contribute articles to *The Communicator* upon request.

OUR AWARDS AND ASSESSMENT TOOLS

The Keith Willhite EHS Presenters Award

In 2003, the Evangelical Homiletics Society established the Keith Willhite Award in memory of Dr. Keith Willhite, our guild's late cofounder and second president. This award recognizes an outstanding paper presented at the EHS's annual gathering, reflecting the highest standards in research, analysis, insight, critical thinking, passion, and professional standards in evangelical homiletics, as demonstrated in the life of our friend, colleague, and visionary cofounder. These papers will be published in the *Journal of the Evangelical Homiletics Society*.

Board members will assess all paper proposals provided by the Vice President in mid-March and return their scores by the end of the month. The following rubric highlights the strengths of a good proposal.

Sample Rubric

10	• Engages conference theme • Offers original, diverse perspective on topic • Demonstrates strong understanding of field of homiletics • Addresses topic of interest to conference attendees • Well-written and engaging abstract
9	• May or may not engage conference theme • Offers original, diverse perspective on topic • Demonstrates strong understanding of field of homiletics • Addresses topic of interest to conference attendees • Well-written and engaging abstract
8	• May or may not engage conference theme • Offers original, diverse perspective on topic • Demonstrates familiarity with the field of homiletics • Addresses topic of interest to conference attendees • Well-written and engaging abstract

7	• May or may not engage conference theme • Offers familiar or common perspective on topic • Demonstrates familiarity with the field of homiletics • Addresses topic of interest to conference attendees • Well-written and engaging abstract
6	• May or may not engage conference theme • Offers familiar or common perspective on topic • Demonstrates familiarity with the field of homiletics • Addresses topic of interest to conference attendees • Jargony or confusing abstract
5	• May or may not engage conference theme • Offers familiar or common perspective on topic • Demonstrates familiarity with the field of homiletics • Addresses narrow or overly specific topic • Jargony or confusing abstract
4	• May or may not engage conference theme • Offers familiar or common perspective on topic • Demonstrates little familiarity with the field of homiletics • Addresses narrow or overly specific topic • Jargony or confusing abstract
3	• May or may not engage conference theme • Offers problematic or poorly supported perspective on topic • Demonstrates little familiarity with the field of homiletics • Addresses narrow or overly specific topic • Jargony or confusing abstract
2	• May or may not engage conference theme • Offers problematic or poorly supported perspective on topic • Demonstrates no familiarity with the field of homiletics • Addresses narrow or overly specific topic • Jargony or confusing abstract

1	• May or may not engage conference theme • Offers problematic or poorly supported perspective on topic • Demonstrates no familiarity with the field of homiletics • Addresses topic unrelated to homiletics • Jargony or confusing abstract

The Carol M. Norén Pedagogy Paper Award

At the discretion of the Board, the Carol M. Norén Pedagogy Paper Award is presented at an annual conference to the author of a paper dedicated to the teaching of preaching. Supporting one of the central components of the mission of the Evangelical Homiletics Society, this award recognizes advances and refinements in the domain of homiletics pedagogy. The award includes a $200.00 prize plus one transferrable conference registration for the following year, and consideration for publication in *The Journal of the Evangelical Homiletics Society*. The award was established to recognize Dr. Carol M. Norén as a charter member of the Evangelical Homiletics Society in 1997. Dr. Norén had a distinguished career of teaching homiletics at North Park Theological Seminary, Chicago, Illinois.

The Haddon W. Robinson Biblical Preaching Award

The Haddon W. Robinson Biblical Preaching Award is an annual preaching scholarship established in honor of Dr. Haddon W. Robinson, one of the leading evangelical homileticians of the later 20th and early 21st centuries. Robinson's teaching career in homiletics spanned decades, instructing students at three different seminaries. Dr. Robinson's classic textbook, *Biblical Preaching*, helped shape the place and force of evangelical homiletics. Robinson's legacy for preaching is captured in this significant award.

- This scholarship is open to all active Associate Members of EHS enrolled in undergraduate or Masters-level programs.
- Sermons are to be 15-20 minutes in length.
- Sermons are to focus on the theme and/or Bible text announced for the Haddon W. Robinson Preaching Award.
- The target listeners are members of a local evangelical church.
- The sermons are to be videotaped and submitted at https://ehomiletics.org/robinsonaward by the stated deadline.
- A panel of EHS members will view the submission, evaluate it based on adherence to the basic principles of biblical preaching (as discussed in Robinson's Biblical Preaching) and the EHS confessional statement, and determine first, second, and third prize awardees.
- The Board will notify the students of the decisions at least 90 days before the EHS annual conference.
- Recipients will be recognized at the annual EHS conference. The first-place recipient could be asked to present the message during the EHS conference (e.g., one of the periods in which academic papers are presented), with a link to his sermon possibly included on the EHS website;
- The winning sermon will be published in *Preaching* magazine.
- Cash awards:
  1) first place = $500, plus registration fees and meals to attend the EHS conference, and the sermon will be published in *Preaching* magazine.
  2) second place = $400
  3) third place = $300

Year	Theme
2016	OT or NT Narrative
2017	NT Epistles
2018	Psalms
2019	NT Parables
2020	Proverbs
2021	Apocalyptic
2022	Epistolary Passages
2023	Law

2024 Narratives
2025 Prophetic Texts

Timeline for the Award Process:

- Jan. 15 - Acquire a mailing list of EHS members from the Secretary-Treasurer and email everyone requesting them to share information about the competition with their students.
- Jan. 15 - Post competition information to the Twitter/X EHS handle.
- Jan. 15 - Send competition information to the Communication Coordinator for posting on Facebook.
- Jan. 15 - Send the updated genre and submission date to the EHS webmaster.
- April 15 – Repeat the two preceding bulleted steps above.
- June 30 - Deadline for submissions. (The late date allows students in the African affiliate to participate.)

Sample Application Form, Promotional Poster, and Sample Rubric (on following pages)

The Haddon W. Robinson Preaching Award Application Form

Name:

Institution:

Sermon Text:

Sermon Title:

Central Idea:

Sermon Form:

Setting Preached:

Process:

Submit this form with a link to a YouTube recording of the sermon submitted for consideration to **robinsonsermons@ehomiletics.org**. Questions can be directed to the EHS Vice President, Casey Barton, at **cbarton@lbc.edu**.

Deadline: May 30, 2026

The Haddon W. Robinson Biblical Preaching Award
Sermon Evaluation Form

Speaker:
Text:
Title:

Introduction	Unsatisfactory to Excellent
Included an attention getter	1 2 3 4 5
Included main idea of the text, (in Conclusion if inductive)	1 2 3 4 5
Included main idea of the sermon, (in Conclusion if inductive)	1 2 3 4 5
Included a transitional sentence	1 2 3 4 5
Proper length and suitable to subject matter of sermon	1 2 3 4 5
	Subtotal _____
Body	
Stated the main points of the sermon	1 2 3 4 5
Each main point connected to the main idea of the sermon and the text	1 2 3 4 5
Each-sub point connected to the main point	1 2 3 4 5
Explained the context, meaning, significance, key words, phrases, etc.	1 2 3 4 5
Argumentation was effective, logical, and supportive of main idea	1 2 3 4 5
Illustrations were pertinent to main point(s)/moves	1 2 3 4 5
Applications were biblical, universal, and practical	1 2 3 4 5
	Subtotal _____
Conclusion	
Summarized the sermon including the main idea and main points	1 2 3 4 5
Called the audience to action with application	1 2 3 4 5
Exhorted or invited audience to respond to Christ	1 2 3 4 5
	Subtotal _____
Delivery	
Sermon was delivered with passion and confidence	1 2 3 4 5
Maintained a good pace	1 2 3 4 5
Maintained good eye contact	1 2 3 4 5
Preached with clarity	1 2 3 4 5
Body gestures contributed rather than distracted	1 2 3 4 5
	Subtotal _____
	Total Score _____

Comments:

The Scott M. Gibson Emerging Scholars Grant

From its founding in 1997, the Evangelical Homiletics Society has been committed to cultivating rising scholars in the field of homiletics. The Emerging Scholars Grant is a means for the Society to assist and encourage developing scholars fund their education. Awardees of this grant represent the best in current graduate educational scholarship in homiletics.

- This scholarship is open to all members of EHS enrolled at the **PhD level** of graduate study.
- The submission must focus on research regarding a relevant issue in homiletics.
- The length of the research will be 15,000 – 20,000 words and follow the current *JEHS* style guide for articles.
- The submission must be an original piece of writing, which is coherent in its own right, and does not depend on knowledge of a wider thesis.
- The target readers are evangelical professors of homiletics.
- A note from an instructor/program director/dean declaring that s/he has read the student's work and recommends it for submission must be included with the submission.
- The student must submit the research at https://ehomiletics.org/gibsongrant by the stated **deadline of July 31**.
- A jury of EHS members will use a pre-approved rubric to evaluate the essay "blindly" based on relevance to the teaching of biblical preaching and the EHS confessional statement, and determine a recipient.
- A designee of the Board designee will notify the students of the decisions prior to the EHS annual conference.
- Recipient will be recognized at the annual EHS conference, may be given an option of presenting the research during the EHS annual conference, and possibly have their work published in a future issue of the *JEHS*.
- Cash scholarship of first place = **$2,000, plus registration fees and meals to attend the EHS conference**.

Sample Rubric (on next page)

Scott M. Gibson Emerging Scholars Grant Rubric

Evangelical Homiletics Society

Submission Title:

Date of Submission:

Requirements	**Pass/fail**
Applicant is an EHS member	
Applicant is enrolled in a PhD program	
Piece is coherent in its own right	
15,000-20,000 words	
Follows JEHS style guide	
Target readers are evangelical professors of homiletics	
Instructor/director/dean note	

Rubric	**Each out of 5**
Argumentation. • A clear and convincing thesis • Purposeful and coherent presentation of supporting ideas • Biblical and theological engagement	
Relevance • Demonstrates the necessity of the work • Contributes to the teaching of preaching	
Research • Demonstrates sufficient familiarity with pertinent literature • Engages with sources accurately and faithfully	
Style • Writing is engaging and compelling • Free from errors in grammar, spelling, etc.	

OUR REACH

Spring Webinar

1. Identify a topic or theme:
    a. Topics could be tied to upcoming EHS Annual Meeting themes, like the Preaching the Paintings and Preaching and the Arts.
    b. Topics could also derive from "pressing" immediate themes that might stir interest in the membership, like the webinar on AI in spring 2023.
2. Identify potential speakers or panelists:
    a. Is there someone who has experience or expertise on the topic?
    b. Is there someone in EHS who has experience or expertise?
    c. Could we identify multiple individuals to provide a panel discussion?
3. Determine format of webinar:
    a. Question and answer format with panelists provides opportunities for individuals to listen and participate.
    b. Lecture format is not ideal for a webinar. If one person is talking for more than ten minutes, it could probably be a video posted on the EHS website.
    c. Consider providing options for break out rooms where individuals can engage in conversation with other participants.
4. Select a date and time:
    a. Find a time that works for speakers and/or panelists.
    b. Consult EHS calendar to avoid overlapping with other EHS events.
    c. When selecting a date:
        i. Consider the flow of the semester for academics. Primarily, avoid January or May as some schools start late or end early.
        ii. Consider the flow of the church calendar for pastors. Primarily, avoid busy time like the week before Easter.
    d. When selecting a time:
        i. Afternoons work better due to teaching schedules and time zones.
        ii. A webinar should likely run between an hour and an hour and a half. Moving beyond 90 minutes begins to encroach on people's day.
5. Publicize through EHS Communicator and EHS website.

    a. Publicity should be at least 6 weeks in advance.
    b. Publicity should be staggered. After initial announcement, provide additional follow up announcements every two weeks.
    c. Utilize social media to promote the event. (Not sure we have done this effectively in the past.)
6. Provide a means for sign-up and determine if we will charge anything.
    a. We have not asked people to pay in the past, but asking people to pay provides funding and gives the participants investment in the event. If they do not pay anything, it is free to sign up and therefore free to miss.
    b. Even if the webinar is free it helps to have an idea of how many people to expect and a list of email addresses to provide follow-up communication.
    c. This can be completed free through Google Forms.
    d. This might be available through the website in the future if we use Event Brite for Annual Meeting.
7. Determine webinar host:
    a. Zoom is effective and efficient and can accommodate large groups, up to 100.
    b. This can be a university sponsored account.
    c. EHS does not have an active Zoom account but could purchase one if necessary. (That would, of course, increase cost.)
    d. Microsoft Teams is another option if EHS Board Members have Teams available through their institution.
8. Provide link to webinar:
    a. Rather than posting the webinar link, it is best to provide participants the link after they sign up via email.
    b. This limits the likelihood of unwanted visitors. (Zoom-bombing)
9. Adjust settings for webinar:
    a. It is helpful to establish a waiting room when participants arrive.
    b. This allows for last minute conversation between host and guest speakers or panelists.
    c. Also allows opportunity to test the technology.
10. During the Webinar:
    a. Continue to monitor waiting room after the even begins. (Someone other than the host or panelists could be assigned co-host role and monitor this.)

b. Check the chat platform often for questions from participants.
c. As everyone to mute microphones or mute microphones manually if necessary.
d. If using breakout rooms for discussion, have someone other than host or panelist develop break out rooms and populate them.
    i. Break out rooms could be assigned randomly, or participants could be grouped strategically depending on the purpose of the break outs.
e. Be sure to include an introduction to EHS.
f. Provide announcements for upcoming EHS events.

11. After the webinar:
    a. Provide a link to the session to all participants with any necessary passwords. (This points to the value of sign-up.)
    b. Thank the panelists and speakers.

Study Group Review

A subcommittee of the Board will publicize invitations and instructions for interested parties to establish standing study groups to be convened at the annual conference. Advertisements should be posted on the website and shared at the Fall meeting and Spring webinar at the subcommittee's discretion.

The subcommittee will review applications for the creation of standing study groups and offer its recommendations to the full Board. A study group's purpose should be academic rather than social, political, or ideological. All study groups exist at the pleasure of the Board.

The subcommittee will review each standing study group on a 3-year rotation. This is to ensure up-to-date information on the convener and to avoid the study group's mission drift. Matters to be considered include:

- Has the initial convener retired? Changed institutions? Left EHS? Left the classroom?
- Is the study group developing any scholarly work, such as papers to be presented at the annual conference?
- Has the group peaked and begun to decline?

International Affiliate Review

A subcommittee of the Board will review applications for international affiliates and offer recommendations for approval to the full Board. It will also assess the status of existing international affiliates on an annual basis and recommend to the full Board at its annual conference whether each affiliate's status should be continued, discontinued, or continued upon the condition that specific actions be taken to address perceived deficiencies.

Matters to be considered include:

- Does the affiliate continue to affirm the EHS confession of faith?
- Is the affiliate meeting annually?
- Who is leading the affiliate?
- Are academic papers being presented at the affiliate's annual meeting?
- Have any articles from the affiliate been submitted to the JEHS jury?
- Are members of the affiliate generating any academic products?
- Has the affiliate's annual meeting become primarily a preaching conference rather than an academic society as intended? (The three preceding questions will be a key indicator.)

OUR ASSISTANCE WITH EXECUTIVE DUTIES

Secretary-Treasurer Assistance

The Secretary/Treasurer position, in summary, revolves around Minutes and Money. Board members may be asked to serve in the following ways among others:

- Be present and available during the entire check-in time at the Annual Conference to assist with registering attendees, stuffing folders, moving tables, setting up posters, directing traffic, and creating a hospitable and welcoming environment, especially for newcomers.
- Attend all sessions during the Annual Conference and be available to introduce speakers, offer prayers, and make announcements as needed.
- Participate in any financial audits when needed.
- Read and promptly respond with any corrections to the Minutes.
- Submit all receipts for expenses that require reimbursement in a timely manner after the conference, particularly for ground transportation (e.g., an extra day for car rental), food, and lodging for the day before the conference. Note that flights are not eligible for reimbursement.

Communication Coordinator Assistance

- Assist CC in following up on those who missed the last annual conference.
- Serve on the Promotional Team that designs and distributes promotional material prior to the annual meeting and spring webinar.
- Manage or contribute to the Society's Social Media activities (Facebook, Twitter/X, etc.).

Vice President Assistance

The Vice President, working with the General Board and its Executive Committee, is responsible for communicating the theme of its annual conference to all interested parties, issuing a timely call for papers, working with the Board to identify which papers should be presented, and collecting those finished works for timely distribution to all conference attendees. It is at the discretion of the Vice

President to determine how many of the preceding tasks he seeks assistance from the assigned General Board member to complete. The following provides an overview of the entire process and the dates when work is generally due.

- Mid-October (during the celebration luncheon at the annual conference) – Announce the next year's conference theme.
- By November 1st - The new theme and graphic should be posted on the EHS website, along with an explanatory paragraph about the theme, suggested research questions, and recommended readings. (The V. P. will lead the Executive Committee and its appointees in drafting the paragraph, questions, and list of readings.)
- February 1st – The Call for Papers is posted on the website and announced in *The Communicator*. (Both announcements should include links to the paper proposal form, instructions, and paper template.)
- March 15th – Paper Proposals are due to the Vice President. (Every proposal is logged, acknowledged in a return email, and copied into a gallery that the General Board will review and rank as a blind jury later.) **
- March 20th – The Vice President sends the proposals gallery to General Board members to review and rank. (DUE: April 10th)
- April 15th – The Vice President notifies the Executive Committee of the vote's outcome.
- May 15th – All people who proposed a paper will be notified whether their proposal was approved for presentation. Those who are approved will receive an attachment to their email, which includes a copy of the Guidelines for Submission and Presentation of Papers, Video Introduction, and Template.
- July 15th – Those who are approved should be emailed and reminded that their papers are due by August 15th.
- COLLECTING and EDITING FINAL PAPERS through August 20th – Final papers will trickle in throughout the summer, with most arriving in early to mid-August.
- September 1st – Paper presenters are required to submit a short video introduction to themselves and their work for posting on the EHS website or YouTube. This work will be submitted to the EHS webmaster.

- September 10th – The Vice President will work with the Site Host to prepare a paper presentation schedule.
- Friday of the Conference – The Vice President will brief the paper presenters on what is expected of them during their allotted presentation periods.

** If a person submits two or more proposals that the blind jury approves, only the proposal receiving the highest composite score should be developed into a paper for presentation.

OUR EXECUTIVE COMMITTEE'S DUTIES

Our Individual Duties

PRESIDENT

- **Board Meetings**
  - Schedule meetings.
  - Notify and remind members of meetings.
  - Develop meeting agenda in concert with Executive Committee and General Board Members.
  - Lead Meetings.
- **Executive Committee Meetings**
  - Schedule meetings.
  - Notify and remind members of meetings.
  - Develop meeting agenda.
  - Lead Meetings.
  - Participate in on-site planning visits for upcoming annual international scholars' conferences.
- **Annual Meeting**
  - Attend annual international scholars' conferences.
  - Preach Saturday morning sermon.
- **International Affiliates**
  - Virtually represent EHS at international affiliate gatherings.
  - Communicate with leadership from international affiliates.
- **Other Duties**
  - Coordinate assignments for General Board service.
  - Communicate with committee chairs.
  - Contribute articles to *The Communicator*.

VICE PRESIDENT

- **Conference Papers**
  - The Vice President, working with the General Board and its Executive Committee, is responsible for communicating the theme of its annual conference to all interested parties, issuing a timely

call for papers, working with the Board to identify which papers should be presented, and collecting and editing those finished works for timely distribution to all conference attendees. (These responsibilities are treated in detail in the preceding section “Vice President Assistance.”)

- **Leadership Duties**
  - The Vice President leads in matters assigned by the President and in the President’s absence as stipulated in the By-Laws.
- **Meeting Attendance**
  - Attend annual international scholars’ conferences.
  - Participate in scheduled and called meetings of the Executive Committee.
  - Participate in regularly scheduled meetings of the General Board.
- **Other Duties**
  - Participate in on-site planning visits for upcoming annual international scholars’ conferences.
  - Perform other duties as requested by the Board.

SECRETARY-TREASURER

The Secretary-Treasurer is responsible for maintaining accurate records of meetings and managing the Corporation's finances. This role includes keeping minutes, overseeing corporate records, and handling all financial transactions and reporting. This position is stipend monthly.

- **Record Keeping**
  - Keep minutes of members’ and Directors’ meetings and make sure they are approved at each following meeting.
- **Notice Management**
  - Ensure all notices are given in accordance with Bylaws or other requirements.
- **Custodian Duties**
  - Act as custodian of the corporate records and seal of the Corporation.
  - Maintain a register of the post office address of each member as furnished to the Secretary.

    - Have general charge of the Corporation's membership books via online tools.
- **General Secretary Duties**
    - Perform all duties incident to the office of Secretary.
    - Carry out additional duties assigned by the President or the Directors.
    - Provide "Guidelines for Hosting Conferences" to all inquiring parties.
- **Financial Responsibilities**
    - Oversee and be responsible for all funds and securities of the Corporation.
    - Receive and give receipts for money due and payable to the Corporation from any source.
    - Deposit all money in the name of the Corporation in selected banks, trust companies, or other depositories as per the Bylaws.
- **Financial Reporting**
    - Submit an updated financial report at each Board of Directors meeting.
    - Present an updated financial report to the members at each annual meeting.
- **General Treasurer Duties**
    - Perform all duties incident to the office of Treasurer.
    - Execute additional duties assigned by the President or the Directors.
- **Other Duties**
    - Participate in on-site planning visits for upcoming annual international scholars' conferences.
    - Attend annual international scholars' conferences.

COMMUNICATION COORDINATOR

- **Editor of *The Communicator***
    - Schedule article deadlines and expected distribution calendar for regular issues of *The Communicator*. *(See Sample Schedule and Monthly Emphases spreadsheet in the Additional Guidelines.)*

- Schedule suggested emphases and relevant information appropriate for each issue.
- Acquire articles from appropriate persons for each issue.
- Compose and publish 2-3 articles per year to solicit donations from the membership or request the same from select Board members.
- Distribute the above information to the Board.
- Distribute *The Communicator* to all associate, affiliate, and full members of EHS.

- **Manager of Social Media and Digital Content**
  - Administer and post appropriate information to all EHS social media accounts, including Facebook and X.
  - Record interviews with our annual award winners and submit them to the webmaster for linking to the EHS website.
  - Monitor and evaluate requests for participation and submissions to the EHS social media accounts, with sensitivity to requests from bots.
  - Coordinate with the EHS webmaster to ensure conference information is updated in November for the following year's meeting, in January regarding the Robinson and Grant competitions, and in March concerning the Spring Webinar and Women in Homiletics virtual conversation.
- **Distributor of Information**
  - Distribute information and promotions outside of the regular *Communicator* issues pertaining to critical deadlines and events of special interest.
  - Work with the Executive Committee to communicate information in a timely and effective manner.
- **Meeting Attendance**
  - Attend annual international scholars' conferences.
  - Participate in scheduled and called meetings of the Executive Committee.
  - Participate in regularly scheduled meetings of the General Board.
- **Steward of Promotional Materials**

    - Coordinate access to and requests for use of EHS promotional materials at non-EHS events.
- **Other Duties**
    - Participate in on-site planning visits for upcoming annual international scholars' conferences.
    - Perform other duties as requested by the Board.

Our Shared Duties

The Executive Committee shall consist of the Officers of the Corporation. The Executive Committee shall serve as the nominating committee or designate one to serve on behalf of the Corporation to present a slate of Officers to serve any expiring or vacant terms. The Executive Committee shall be responsible for the prudent management, receipt, and disbursement of such funds under its purview. The Executive Committee shall perform a financial audit of the Corporation and the Local Arrangements Committee within 30 days of the close of each annual meeting of the members.

OUR VIRTUAL MEETINGS

Annual Schedule for Online Meetings and Topics to be Discussed

- Late November – Thoughts about the previous month's conference; plans for the year ahead.
- Late January – Plans for the next two annual conferences; the call for papers; updates from the Executive Committee; updates from General Board members regarding their assignments.
- Late February – Spring Webinar details; updates from EC and GB members (including updates concerning the Robinson and Gibson awards); other developments.
- Late March – Evaluation of the Spring Webinar; update on received paper proposals; items the GB wants the EC to discuss at its annual site visit in April; updates concerning the Robinson and Gibson awards; other developments.
- Late April – Summary of items discussed at the EC's site visit; approved paper proposals; updates from GB members regarding their assignments (including Robinson and Gibson award information); other developments.
- Early June – Outstanding matters related to the Fall conference; updates from GB members; the Robinson and Gibson awards; other developments.
- Late August – Final details related to the Fall conference; EC and GB updates; other developments.
- Late September – Final details related to the Fall conference; EC and GB updates; other developments.
- Mid-October (Thursday) – All-day meeting of the EC and GB prior to conference registration.

The EC will hold its online meetings in late October, early December, mid-January, early March, mid to late April (in person), late May, mid-July, and early September.

OUR SOCIETY'S ANNUAL WORK CALENDAR

The Society's annual meeting usually takes place on the Thursday through Saturday immediately following Columbus Day. The Board's new work year begins at the close of that meeting.

October (Mid to Late October – after the annual conference)

- President
  - LATE OCTOBER:
    - Email words of appreciation to the EHS Executive Committee, General Board, site host, and President of the school hosting last week's meeting.
    - Convene a virtual meeting of the Executive Committee. Items to discuss:
      - What went well at the last conference.
      - Where we can do better.
      - Secretary-Treasurer's expense report from the conference.
      - Remaining details for the next conference.
- Vice President
- Secretary-Treasurer
  - LATE OCTOBER: Provide the final bill for all meals, snacks, and other conference costs to the Executive Committee during its virtual meeting.
- Communication Coordinator
  - LATE OCTOBER: In *The Communicator*, review highlights from the annual meeting, express gratitude to our sponsors, congratulate the award winners, report on business items, and welcome new members.
- Site Host
  - MID-OCTOBER: Request invoices from the host institution and submit them to the Secretary-Treasurer.

November

- President
  - LATE NOVEMBER: Convene a virtual meeting of the General Board.
- Vice President

- MID-NOVEMBER: Work with the Communication Coordinator and webmaster to ensure that next year's conference theme and graphic are posted on the EHS website, along with an explanatory paragraph about the theme, suggested research questions, and recommended readings. (The V. P. will lead the Executive Committee and its appointees in drafting the paragraph, questions, and list of readings for the following year's conference.)

- Secretary-Treasurer
- Communication Coordinator
- Site Host
  - EARLY to MID-NOVEMBER: Confirm with the Secretary-Treasurer that the host institution has submitted a signed invitation.
  - MID-November: Contact local hotels requesting blocks of rooms and discount rates for the next conference.
  - LATE NOVEMBER: Coordinate with the Communication Coordinator to send the following information to the EHS webmaster.
    - Dates of the conference
    - Location
    - Theme
    - Picture of the campus and/or a welcome video
    - Registration rates
    - Lodging information (with block room passwords, if provided)
    - Airport information
    - List of local attractions and links
    - Plenary Speakers' Photos and Biographies

December

- President
  - EARLY DECEMBER: Convene a virtual meeting of the Executive Committee.
- Vice President
- Secretary-Treasurer
- Communication Coordinator

- Emphases for *The Communicator*: Christmas, the next year's conference theme, report on the status of the "Toward 25" campaign, encourage end-of-year gifts, and congratulations to the past year's awards recipients.
- Site Host

January

- President
  - MID-JANUARY: Convene a virtual meeting of the Executive Committee.
  - LATE JANUARY: Convene a virtual meeting of the General Board. Items to discuss:
    - Nominees to serve as the next Vice President.
    - Dates for the Executive Committee's site visit.
- Vice President
  - EARLY JANUARY: Submit the Call for Papers to the Communication Coordinator for posting on the website and announcing in *The Communicator*. (Both announcements should include links to the paper proposal form, instructions, and paper template.)
- Secretary-Treasurer
- Communication Coordinator
- Site Host
  - LATE JANUARY: Coordinate lodging and travel for the Executive Committee's site visit, making necessary reservations for hotels or on-campus housing, a meeting space, restaurant reservations, etc.
- JEHS Book Review Editor
  - MID-JANUARY: Collect, edit, and forward the book reviews for the Spring journal to the Senior Editor.

February

- President
  - LATE FEBRUARY: Convene a virtual meeting of the General Board.
- Vice President

    - EARLY FEBRUARY: Ask the Communication Coordinator to repeat the Call for Papers in *The Communicator* and to steer interested parties to the website for more information.
- Secretary-Treasurer
- Communication Coordinator
    - EARLY FEBRUARY: Emphases in *The Communicator*: Black History month, location and theme of the next annual meeting, call for papers, spring webinar, announce the Robinson Award genre, and remind members of important upcoming deadlines.
- Site Host
    - LATE FEBRUARY to EARLY MARCH: Confirm that the Executive Committee has made flight reservations.

March

- President
    - EARLY MARCH:
        - Convene a virtual meeting of the Executive Committee.
        - Confirm with the site host that the conference is on the school's institutional calendar.
    - LATE MARCH: Convene a virtual meeting of the General Board.
- Vice President
    - MARCH 15th: Paper Proposals are due to the Vice President. (Every proposal should be logged, acknowledged in a return email, and copied into a gallery that the General Board will review and rank as a blind jury later.)
    - MARCH 20th: Send the proposals gallery to General Board members to review and rank. (Their scores are DUE: April 10th)
- Secretary-Treasurer
- Communication Coordinator
    - EARLY MARCH: Emphases in *The Communicator:* Women's History month, call for papers, promote Robinson Award and Gibson Grant, pertinent deadlines, and spring webinar.
- Site Host

April

- President
  - EARLY APRIL: Welcome guests to the Spring Webinar.
  - MID to LATE APRIL: Convene the Executive Committee for an in-person visit of the conference site. Items to cover:
    - Meet representatives of Guest Services, Catering, and other campus personnel.
    - Tour the campus and decide rooms for registration, meals, worship, and papers.
    - Finalize the conference schedule.
    - Plan for the streaming of all plenary sessions.
    - Discuss sponsorships.
    - Review plans for the next year's conference.
    - Brainstorm future conference sites and ideas.
    - Identify Board nominees.
    - Address *Journal* affairs.
    - Consider website matters.
    - List upcoming inductees into the Chrysostom Club and deaths in the past year. (Decide how to acknowledge both.)
    - Determine whether any Lifetime Achievement Awards are in order.
    - Provide a certificate of insurance to the host school.
  - LATE APRIL: Convene a virtual meeting of the General Board.
- Vice President
  - April 15th: Notify the Executive Committee of the vote's outcome.
- Secretary-Treasurer
- Communication Coordinator
- Site Host
  - MID to LATE APRIL (during site visit):
    - Schedule all meals and breaks (try to include school administrators and faculty).
    - Lead a tour of the facility.
    - Lead the "meet and greet" (Catering, Information Technology Services, Events Personnel, Musical Worship participants).

        - Review the conference schedule with the Executive Committee.
        - Be prepared to discuss the budget, insurance (if needed), and projected costs.
        - Reserve rooms for the conference.
        - Follow-up with Catering, ITS Personnel, Events Personnel, and Musical Worship participants.

May

- President
    - LATE MAY: Convene a virtual meeting of the Executive Committee.
- Vice President
    - MID-MAY: Email everyone who proposed a paper about whether their proposal was approved for presentation. Approved proposers should receive an attachment that includes the Guidelines for Submission and Presentation of Papers, Video Introduction, and Template.
- Secretary-Treasurer
- Communication Coordinator
    - EARLY MAY:
        - Promote conference theme and plenary speakers.
        - Reminder: Asian American month.
- Site Host

June

- President
    - EARLY JUNE:
        - Confirm the guest preacher's availability for the conference's Friday night service.
        - Convene a virtual meeting of the General Board.
- Vice President
- Secretary-Treasurer
    - MID-JUNE: Introduce our members to the upcoming conference's host institution by linking a video from its website to our EHS website.
    - MID-JUNE: Acquire and post a personal video invitation from the EHS president to attend the upcoming conference.

    - MID-JUNE: Post information and links for housing/hotel reservations.
- Communication Coordinator
- Site Host
    - LATE JUNE: Coordinate with the Communication Coordinator and local leaders near the host institution about creating and distributing promotional materials through email and other available means.
- JEHS Book Review Editor
    - MID-JUNE: Ship the books to be reviewed before the January 15th deadline.

July

- President
    - MID-JULY:
        - Convene a virtual meeting of the Executive Committee.
        - Email plenary speakers to request they submit copies of their lecture notes by August 31st so they can be shared in advance with our panel participants.
- Vice President
    - MID-JULY: Send reminders of paper and video submission deadlines to people presenting papers at our upcoming conference.
- Secretary-Treasurer
- Communication Coordinator
- Site Host
    - MID to LATE JULY:
        - Confirm the catering menu (with gluten-free options).
        - Coordinate with publishers on the shipping and receiving of books and other items.
        - Coordinate with the Communication Coordinator on receiving the EHS display items (i.e., tablecloth, banners, etc.).
        - Check with the Secretary-Treasurer on a bi-weekly basis regarding the number of registrants.
        - Make dinner reservations for the Board's Wednesday night fellowship.

        - Email Board members about what to expect regarding lodging, travel, Board meeting locations, meals, etc.
        - Confirm Board members' travel arrangements. Use email or a Google Doc to serve as a travel spreadsheet for Board members to coordinate with one another.
- JEHS Editors
    - MID-JULY: Collect, edit, and forward the book reviews for the Fall journal to the Senior Editor.

August

- President
    - LATE AUGUST: Convene a virtual meeting of the General Board.
- Vice President
    - MID to LATE AUGUST: Final papers are due to the Vice President. Videos are due to the Communication Coordinator or designee.
- Secretary-Treasurer
- Communication Coordinator
    - EARLY AUGUST: Publicize information concerning conference registration, housing, sponsorships, and contest winners.
- Site Host
    - MID-AUGUST: Checklist
        - Audio-visual hookups in rooms to be used for paper presentations
        - Arrangements for the recording of plenary sessions
        - Food services
    - LATE AUGUST: Checklist
        - Secure worship leaders for the conference and notify the President.
        - Invite the host site's President and/or Dean to attend the Thursday dinner and to extend the institution's welcome.

September

- President
    - EARLY SEPTEMBER:
        - Convene a virtual meeting of the Executive Committee.

        - Send the plenary speakers' lecture notes to the conference's panel participants.
    - LATE SEPTEMBER: Convene a virtual meeting of the General Board.
- Vice President
    - MID-SEPTEMBER: Work with the Site Host and President to prepare a paper presentation schedule.
- Secretary-Treasurer
- Communication Coordinator
    - EARLY SEPTEMBER: Work with the site host to prepare welcome packets, including the conference schedule, maps, ballots for officers and the Wilhite award, minutes, financial reports and proposed budget, and conference evaluation form.
    - EARLY SEPTEMBER: Reminder – Hispanic American month
    - LATE SEPTEMBER
        - Coordinate with the site host regarding the production of name tags for conference attendees.
        - Work with the Executive Committee on the Saturday business meeting's agenda, plans for registering attendees, and the handling of sponsors and sponsorships.
- Site Host
    - EARLY SEPTEMBER: Work with the Communication Coordinator to prepare information for the welcome packets, including lists of "things to do" and local restaurants, publishers' information and announcements, shuttle services (if available), etc.
    - MID to LATE SEPTEMBER
        - Print order of worship for all services.
        - Secure EHS signage.
        - Arrange for a photographer to take pictures at the conference.
        - Promote the conference through the host site's communication avenues.
        - Confirm shuttle services between the airport, hotels, and host site (if available).
        - Arrange lodging for plenary speakers, special guests, and the EHS Executive Committee (if possible).

- LATE SEPTEMBER
  - Confirm with food services how snacks, coffee, and meals will be handled. Conference needs include:
    - Coffee, water, and snacks for the General Board meeting beginning at 8 a.m. on Thursday
    - Lunch for the General Board at 12 p.m. on Thursday
    - Thursday's dinner
    - Sponsors' dessert fellowship following the Thursday plenary session
    - Coffee, water, and snacks following the Friday morning worship service
    - Friday lunch
    - Friday dinner
    - Dessert following the Friday evening worship service
    - Coffee and water following the Saturday morning worship service
    - Celebration luncheon on Saturday afternoon

October (Early to Mid-October – before and during the annual conference)

- President
  - MID-OCTOBER:
    - (Wednesday) – Attend the Board's fellowship dinner.
    - (Thursday morning to afternoon) – Lead the annual all-day meeting of the General Board. Items to discuss:
      - Assign tasks (Robinson Award, Gibson Grant, etc.) for the coming year.
      - Identify new members to invite onto the Board.
      - Decide the location, theme, plenary speakers, and guest preacher for the conference two years out.
      - Establish the upcoming calendar.
      - Review the financial report.
    - (Thursday dinner) – Welcome everyone to the meeting and clarify logistics.
    - (Saturday morning) – Deliver the presidential sermon.

- Vice President
  - MID-OCTOBER:
    - (Thursday afternoon) – Work with the President and Board to finalize the theme and speakers for the conference two years out.
    - (Friday) – Brief the paper presenters on what is expected of them during their allotted presentation periods.
    - (Saturday luncheon) – Announce the next year's conference theme. Receive the gavel to serve as the next president.
- Secretary-Treasurer
- Communication Coordinator
  - EARLY OCTOBER:
    - Collect the next year's conference theme, list of plenary speakers, and graphic of the conference site to share during the Celebration Luncheon.
    - Send out reminders regarding the upcoming conference's paper presentations, how to register, how to become a member, and conference schedule.
- Site Host
  - EARLY OCTOBER:
    - Collect sponsors' materials and EHS display items and store them in a safe place.
    - Begin collecting items for welcome packets and name tags. (Place the conference schedule on the back of the tags.)
    - Collaborate with Board members to arrange responsibilities for every plenary, worship, and meal session.
    - Confirm musical worship and connect musicians with the A/V workers.
  - MID-OCTOBER:
    - Confirm the registration list and communicate the information to Catering.
    - Confirm travel/parking signage.
    - Confirm facilities and tech requests (including registration and sponsors' tables).

        - Assemble welcome packets. (Recruit Board members to assist during the Thursday afternoon meeting.)
        - Email attendees welcoming them to the conference, include last-minute information, what to expect about travel, where registration will be located, and what to do if they are arriving late.
        - Email appropriate information to the sponsors.
        - Print programs for the plenary, worship, and meal sessions and distribute them during the conference.
        - Be available during the entire registrations period to answer questions and troubleshoot issues.
        - Prepare registration for late arrivals.
- JEHS Book Review Editor
    - MID-OCTOBER (Thursday registration): Distribute the books to be reviewed by July 15th of the following year.

OUR SOCIETY'S GROUPS

A Word About Our Groups

The Society currently has at least two different groups that comprise special interests in the society. The first, Study Groups, is comprised of members who gather for a limited period of time to focus on a particular area of academic study in the field of homiletics. Some of these groups may produce articles, books, or presentations that result from their scholarship. Previous and current Study Groups included:

- Preaching the Literary Forms of the Bible
- Pedagogy for Preaching
- Minoritized Preaching
- Exploring an Evangelical Lectionary
- Women in Homiletics

The second, Affinity Groups, is comprised of members who gather to encourage each other and consider ways they can strengthen the Society and the wider field of homiletics. Current Affinity Groups include Women in Homiletics and Minoritized Preaching.

As a Society, we come to the study of homiletics from various backgrounds and with special interests. Convening with those of like mind can prove a fertile ground for scholarly production. Such groups are welcome to form as they see fit. Those groups that wish to promote their work within the Society or to convene during the Society's annual meeting are asked to notify a member of the Executive Committee or General Board.

Pedagogy for Preaching

The Pedagogy for Preaching Study Group purposes to keep in view one of the foundational goals of the Evangelical Homiletics Society: to increase competence for teachers of preaching. As teachers of preaching, the study group seeks to engage critically various aspects of the teaching task, including the history of the

teaching of preaching, pedagogy/andragogy, delivery systems, instructor training, assessment of the teaching task, ethnic and gender viewpoints, peer learning—among other aspects of the teaching of homiletics.
Group Status: Open
Convener: Scott M. Gibson (scott_gibson@baylor.edu)

Minoritized Preaching Group

The Minoritized Preaching Study Group seeks to connect and support scholars and scholarship from and around minoritized communities engaged in homiletical scholarship. By highlighting the work of minoritized EHS members through our virtual conversations and creating intentional spaces for presenters and attendees to connect at the annual EHS conference, the group aims to encourage and amplify the voices of scholars, preachers, and students from underrepresented groups in the field of homiletics.
Group Status: Open
Convener: Cameron Thomas (Cameron_thomas1@baylor.edu)

Exploring an Evangelical Lectionary

The Exploring an Evangelical Lectionary Study Group is developing a lectionary for use by any evangelical preacher. A primary goal is to avoid the difficulties presented by the widely used Revised Common Lectionary and its denominational derivatives. Depending on the number of contributors, we anticipate it will take three to five years to complete the project and publish the lectionary. This study group welcomes interested members willing to meet virtually once per quarter and in person at the annual conference.
Group Status: Open
Convener: Arica Demme (aricademme@gmail.com)

Women in Homiletics

Women in Homiletics aims to support and connect women who are currently engaged in scholarly work in homiletics, as well as to encourage more women to participate in scholarly work in this field. Through initiatives such as the Women in Homiletics Virtual Conversations and providing opportunities for female

presenters and attendees to connect at our annual EHS conference, Women in Homiletics hopes to engage and encourage women at all levels of homiletics, including female students, professors, and preachers.
Group Status: Open to all women of the EHS
Convener:

Study Groups Guidelines

- Study groups will meet for three years at the EHS annual conference.
- The format will be similar to a PhD guided research seminar.
- The convener will be an EHS senior member with interest and expertise in the general area of investigation.
- The convener will build the collaborative research team by personal invitation to those with whom he/she would like to work OR can issue a general invitation to the EHS membership.
- The convener will choose the research issue / investigative topic OR can develop consensus from the research team.
- The convener will delegate various aspects of the research issue / investigative topic among the collaborative research study group OR can use a paper / respondent / response format.
- Annual progress reports will be presented to the designated General Board member.
- The group's convener can request a reserved hour during the normal professional paper presentation schedule of the annual conference for discussion of their work.
- The group is invited to share its findings, conclusions, or research which may be of interest to the broader evangelical homiletics community with the Editor of the *Journal of the Evangelical Homiletics Society* for review and possible publication.
- If the convener needs to withdraw from leadership for unexpected reasons during the three years, he/she may notify the EHS president who can invite a current member of the study group or another senior member to serve as the convener for the remaining term.

- At the end of the three years, the convener can offer recommendations to the Executive Committee to continue, discontinue, or revise the standing study group.

ADDITIONAL GUIDELINES

Women in Homiletics Virtual Conversation

1. Invite a Speaker
    a. Contact a woman who is teaching, writing, or leading in the field of homiletics
    b. Ideally the woman is a member of EHS or a speaker at an upcoming EHS conference
    c. Clarify that the speaker is volunteering her time; there is no honorarium
    d. Past speakers:
        i. 2022: Dr. Patricia Batten
        ii. 2023: Dr. Carol Noren
2. Coordinate Time and Date
    a. The virtual conversation has historically been an hour-long lunchtime conversation from 12:30-1:30 pm EST, as that time window accommodates multiple American and international time zones
    b. The virtually conversation has historically been held in the spring to encourage attendees to apply to or attend the EHS conference in the fall
3. Determine Webinar Host
    a. Zoom or Microsoft Teams are easily accessible and navigable for medium-sized groups
4. Create Sign-Up for Virtual Conversation
    a. Instead of posting link to the virtual conversation online, create a signup and then send the link to those who sign up
    b. Creating a signup avoids spammers interrupting the conversation, allows the host to include only women in the event, and provides contact information for follow-up after the virtual conversation
5. Publicize Virtual Conversation
    a. Publicize the Virtual Conversation through the EHS Communicator, the EHS Website, the EHS Facebook Group at least 6 weeks before the chosen date
    b. Email all the female members of EHS directly inviting them the virtual conversation (the Board can supply an updated list of female EHS members) 4-6 weeks before the chosen date

    c. Email all EHS members and encourage them invite women interested in preaching to attend the virtual event 2-4 weeks before the chosen date
6. Send Link to Attendees
    a. 4 weeks before chosen date, send link to all attendees
    b. 1 week before chosen date, re-send link to all attendees
    c. 1 day before chosen date, re-send link to all attendees
    d. If men sign up for the Virtual Conversation, email them to thank them for their interest but clarify this event is specifically for women
7. Confirm Details with Speaker
    a. Send list of questions the speaker could address. Some possibilities include:
        i. Describe your call to ministry
        ii. Describe your growth as a preacher—how has your preaching changed over time?
        iii. Describe any struggles or opportunities you have encountered as a woman in homiletics
    b. Send any questions gathered from the attendees in the signup process
    c. Confirm if the speaker is comfortable having the conversation recorded
    d. Ask the speaker to arrive 10 minutes early to the Virtual Conversation to address any technological problems
8. Host Virtual Conversation
    a. Introduce EHS and invite attendees to future EHS events
    b. Introduce Speaker
    c. Depending on number of attendees, invite attendees to introduce themselves
    d. Rough schedule for Virtual Conversation
        i. Introduction to EHS (5 min)
        ii. Introduction of Speaker and attendees (10 min)
        iii. Speaker Shares (30 min)
        iv. Questions for Speaker (10-15 min)
    e. Monitor chat, answer questions as appropriate, or direct questions to Speaker
9. After the Virtual Conversation
    a. Contact the Speaker and thank her for her participation

b. Follow up with attendees, thank them for their participation, reiterate invitation to EHS events & conference

Letter Encouraging Membership Renewal

Hello, friends of the Evangelical Homiletics Society.

My name is Greg Hollifield. I am honored to serve as this year's president of our academic guild.

One of my first acts upon assuming office was identifying people like yourself who receive our monthly newsletter, *The Communicator*, but aren't current members. You may be surprised to hear your membership has lapsed. The two biggest reasons may be that we don't have an active credit card from you on file or you are one of the people who fell between the cracks when we switched to a new collections platform. Whatever the reason, we want you back!

You may never have been a member of our society, but you've appreciated the information in our newsletters, journals, and website. If so, we're grateful you've found those resources helpful. Our journal strives to keep readers up-to-date on developments in our field through its timely articles and reviews of recently published books. Its sermons are both stimulating and instructive, making the journal an excellent introduction to what awaits if you join us.

The benefits of EHS membership are many, including opportunities to:

- Develop as a scholar.
- Contribute to the field of homiletics.
- Become a leader in our discipline.
- Serve our organization with your gifts.
- Cultivate life-changing professional and personal relationships.
- Make connections for job possibilities.
- Participate in one of our study or affinity groups.
- Compete for the Scott M. Gibson Emerging Scholars Grant if you are an associate member engaged in Ph.D. studies.

Thanks to the generosity of our partners, you will receive:

- A free subscription to *Preaching* magazine.
- Updates on a partnership with Preaching Today for a discounted rate on their services.

On our website, you will enjoy unlimited access to:

- Conference papers from the present to the past.
- Recordings from select conferences.
- Postings on our job board and the ability to share your own.
- Forum discussions of topics relevant to our field.

Each spring, we host a free webinar to:

- Reconnect with old friends.
- Engage with a speaker addressing an aspect of the upcoming fall conference's theme.

When you join us at one of our annual conferences, you will enjoy:

- A warm and welcoming atmosphere.
- International engagement with homileticians from across the globe.
- The possibility of sharing papers when approved by a panel of your peers.
- Thought-provoking research presented in intimate settings with the opportunity to ask questions and offer opinions.
- Full meals and tasty desserts.

If all of that wasn't reason enough to renew your membership today or join our ranks for the first time, we're offering you the code below to receive half-off your annual membership dues for 2025. If you are a student, your dues will be even lower.

You can join by going to ehomiletics.org, clicking the Membership box, selecting your membership status, and completing the form. Enter the code RENEW50 where prompted.

I hope you will accept our invitation. We look forward to seeing you soon.

In Christ,

Greg

Sample Schedule and Monthly Emphases for *The Communicator*

Standing items as information received: job openings, books published, news of members, video spots, featured sponsor, helpful links

Occasional items as requested: article from past presidents, sr members, new members, award recipients, associate members, plenary guests

ISSUE	FOCUS	CONTRIBUTORS	DUE	SUBMITTED	DISTRIBUTED
2025					
Early Feb	First call for papers, inclusion of proposal guidelines (link to website page), deadline, and the Carol Norén Pedagogy proposals; spring webinar topic, convenor, date, time, platform; announce Robinson Award genre and deadline; "what to do and see" in host city (with hyperlinks); express request from Derek Kitterlin RE health and intro Vice President pro tem; Black History Month	President Communication Coordinator Sec/Treas Board Member: Book Review Editor JEHS editor	**Feb 8**		**Feb 11**
March	Call for papers; proposal deadline; scholarship deadlines, Robinson Award promotion; Women's History Month; possible study group convenor focus; host city attractions (with hyperlinks); host city housing (with hyperlinks)	President Vice-president Communication Coordinator Sec/Treas Book Review Editor Board Member: Study Group Convenor:	**March 15**		**March 22**
April	Status of papers; JEHS release; webinar promotion; intro RE plenary	President Vice-president	**April 22**		**April 29**

	speaker(s) and content; study grp convenors; Robinson Award deadline; Gibson Grant deadline; Rdg/short story Club; WIH conversation	Communication Coordinator Sec/Treas Journal Editor Board Member:		
May	Conference theme and plenary guests; Anticipated notifications about paper proposals; Asian American Month; Housing options; conference registration	President Vice-president Communication Coordinator Sec/Treas New Board Member:	**May 13**	**May 20**
June	video link to host institution; personal video invitation from president; announce any digital workshop to whet appetite for conference theme; links for housing/hotel reservations; anticipated notifications about paper proposals; housing options; conference registration	President Vice-president Communication Coordinator Sec/Treas Book Review Editor New Board Member:	**May 28**	**June 3**
August	Conference registration; housing; sponsorships; Contest winners	President Vice-president Communication Coordinator Sec/Treas Journal Editor Book Review Editor Board Member:	**Aug 12**	**Aug 19**

Sept	Paper compilation; business agenda; conference registration; sponsorships; Hispanic American Month	President Vice-president Communication Coordinator Sec/Treas Book Review Editor Board Member:	**Sept 9**	**Sept 16**
Week Before Conference	Conference Theme; Plenary Guests; Paper presentations; Registrations; Membership; Schedule; President's farewell; instructions for voting	President Vice-president JEHS Editor Communication Coordinator Board Member:	**Sept 30**	**Oct 7**
Late Oct	Rvw of annual mtg; intro new officers; gratitude to sponsors; gratitude to leaving board members; congrats to award recipients; report on business items; welcome to new members	President Vice-president Sec/Treas Communication Coordinator Book Review Editor New Board Member:	**Oct 21**	**Oct 28**
Mid-November	Thanksgiving	President Vice-president Sec/Treas Communication Coordinator Book Review Editor New Board Member:	**Nov 11**	**Nov 18**

Mid-December	Christmas; announce 2026 conference theme; report status of "Toward 25" campaign and encourage end-of-year gifts; congrats to 2025 award recipients	President Vice-president Sec/Treas Communication Coordinator Journal Editor Book Review Editor Board Member	**Dec 9**	**Dec 16**