

**Association of Christian Librarians (ACL)
Bible Core Section (BCS)
Team Manual**

Introduction

This manual has been developed in an effort to make the functioning of the ACL Bible Core Section professional and systematic, and to enable seamless transitions between leaders. We recognize the difficulty of establishing systematic efforts, given that BCS leaders are geographically distant from each other and that each elected leader has a full set of responsibilities in his or her home institution.

The Table of Contents for the BCS Manual lists sections for each elected leader. These sections contain position descriptions outlining specific responsibilities and timelines for specific tasks. To see the public face of the Bible College Section, please visit the the [Bible Core Section page](#) located under “Get Involved” on the ACL website.

Purpose

The Bible Core Section is one of the sections within the Association of Christian Librarians. It exists to add specialized benefits to a select group of the ACL membership. The Bible Core Section exists to promote best practices for Christian higher education libraries where the primary focus of the institution is a biblical core curriculum. Frequently, these institutions also focus on training for vocational ministry. The section shall seek to facilitate collaboration among section members and their libraries.

In addition, the section shall maintain relations with these two Christian higher education accrediting associations--the Association of Biblical Higher Education (ABHE) and the Transnational Association of Christian Colleges and Schools (TRACS)--in order to promote best practices in their library standards and encourage collaboration between their members' libraries.

Relationship with ABHE

A direct link between the Bible Core Section (and ACL) and ABHE has existed since the section was established in 1987. The development of the *Library Guidelines for ABHE Colleges and Universities*, based upon ABHE's Library Standard, demonstrates the close connection. As the ABHE annual conference is held in February and the ACL annual conference in June, there is potential for communication gaps to develop. The ACL Liaison to ABHE role facilitates communication and collaboration between the two associations. This liaison encourages and coordinates opportunities for library training at ABHE conferences and ABHE training at ACL conferences.

Relationship with TRACS

The Bible Core Section, along with the ACL Board of Directors, created a TRACS liaison role to help create a more direct link between the section and this accrediting body. The TRACS liaison and others are working to develop the *Library Guidelines for TRACS College Institutions*. The liaison position provides the opportunity for increased communication between the two associations and facilitates the opportunity for library training at TRACS conferences and TRACS training at ACL conferences.

Membership

Membership in the Bible Core Section is focused on members of ACL who work at Christian higher education institutions where the primary focus is a biblical core curriculum (at least 30 hours in biblical studies coursework) and/or are accredited by the Association of Biblical Higher Education or the Transnational Association of Christian Colleges and Schools, or members who feel this section fits them best such as a librarian with primary responsibilities to Biblical studies, ministry, or religion departments.

As with ACL, the BCS has two levels of membership.

Full members: one who meets the criteria for full membership in ACL. A full member shall be a Christian librarian subscribing to the purposes of ACL who is affiliated with an institution of higher learning. A full member is eligible to serve on the BCS Team.

Associate members: one who meets the criteria for associate membership in ACL. An associate member shall include the following individuals who are in agreement with the purposes of ACL:

- 1) Christian librarians not affiliated with institutions of higher learning.
- 2) Non-librarians.

Associate members may not serve on the BCS Team, but are entitled to all other benefits of BCS.

Contacts

BCS members can learn about section activities and contact BCS Team members through the:

- ACL website, acl.org
- Bible Core Section webpages of the ACL website, <http://www.acl.org/index.cfm/get-involved/sections/bible-college-section/>
- ACL discussion list with a subject starting Bible Core Section
- ACL office at (937) 766-ACLL (2255)

Meetings

The Bible Core Section shall conduct at least one business meeting, which includes a program, at each ACL annual conference. The BCS business meeting and program are open to all, though only BCS members may make motions or vote.

The Bible Core Section Team shall have at least one in-person team meeting at each ACL annual conference. The BCS Team meeting is for elected and appointed team members and is open to other BCS members at the discretion of the BCS Chair.

The parliamentary procedure authority for the BCS is the most current edition of *Robert's Rules of Order*.

ACL BCS TEAM

All elected positions shall be for terms of three years.

If a team member must resign, is asked to leave a position, or is elected to a new position, the elected replacement will fill the position for the remainder of the original term.

ABHE and TRACS Liaisons are appointed by the ACL Board of Directors for two-year positions as noted in the ACL Standing Rules.

During team meetings and through correspondence, each team member will assume leadership by coordinating a specific area of section life. These coordinator responsibilities will typically last for one year, unless a member desires to continue and the other team members agree. More than one elected team member may assist in a certain area. The purpose of these coordinator responsibilities is to match section needs with the interests and gifts of the team members.

Qualifications of a BCS Team Member:

- Be a full Bible Core Section member which includes being a Christian librarian subscribing to the purposes of ACL who is affiliated with an institution of higher learning preferably accredited by ABHE or TRACS.
- Ideally has attended at least one conference AND one BCS meeting prior to being nominated for the BCS Team.
- Commit to attending the next three conferences.
- Commit to fulfilling assigned team responsibilities in a timely manner.

Chair

Authority: To direct the ongoing activities and projects of the Bible Core Section (BCS) upon election by the BCS membership at their annual meeting during the ACL annual conference.

Length of Term: 3-Years

Accountability: To the President of ACL in particular to the Board of Directors as representatives of the general membership of ACL.

Responsibilities & Timeline:

During the Year:

- Respond in a timely manner to all communications related to BCS in order to expedite the ongoing effectiveness of the planning, activities, and projects of the section.
- Promote the program, activities, and projects of the section to BCS members and the ACL membership.
- Systematically encourage and monitor progress on activities and projects of the section.
- Ensure that activities and projects of the section are carried out in a timely manner or by the date specified on the section's timeline of activities.
- Communicate progress and matters of concern (or need) with the BCS Team.
- Pray for BCS and its activities.

December-January-February:

- Communicate with the Conference Planning Team regarding the scheduled time slot and length of time for the BCS section program during the annual conference and the deadline for submitting the BCS program description for inclusion on the conference website and notebook.
- Facilitate the planning of the BCS section program meeting at the annual conference and obtain consensus of the program description from the BCS Team a minimum of 10 days before the description deadline.
- Submit the BCS program to the Conference Planning Team on or before the deadline.
- Confirm and then announce and request nominations for open team positions no later than the end of February through the ACL discussion list and/or other means.
- Respond to any requests from the Conference Planning Team for information.

March-April-May:

- Announce the section program on the ACL discussion list a minimum of 90 days before the conference; encourage participation again in April and May.
- Confirm that BCS Team members will attend conference and make arrangements to cover responsibilities for team members unable to attend.
- Collect reports from BCS Team members regarding activities and projects.

- Prepare a written report on BCS activities and projects for the President and Board of Directors no later than 30 days prior to the start of the ACL Board of Directors meeting or when requested by the ACL Executive Director.
- Establish and announce times of BCS Team meetings (prior to and post section meeting) at the annual conference no later than June 1.
- Develop an evaluation form for the section meeting.

At Annual Conference:

- Meet in person with BCS Team prior to the BCS section meeting and lead the team meeting.
- Lead or appoint another BCS member to lead the program portion of the section meeting at the annual conference.
- Ensure that the evaluation form is administered and collected.
- Meet in person with new and old BCS Team members after the section meeting to:
 - Review the section meeting and program to identify what went well and can be improved.
 - Establish project and activity goals for the coming year.
 - Confirm the project and activity responsibilities of each team member with the whole BCS Team, and individually in detail as needed.
 - Review the agreed upon timeline for projects and activities with the whole BCS Team, making adjustments to the timeline as needed.
- Annually seek ACL Board of Directors approval of section officers and team members and proposed activities and projects.

After Annual Conference:

- Send an announcement of new BCS Team members and summary of BCS meeting and program to the ACL discussion list.
- Create a summary of BCS section meeting evaluation results, including BCS Team member review, and distribute the evaluation and plan for improvement to BCS Team.
- Communicate with the Conference Planning Team regarding feedback related to the BCS section program and BCS in general.

Vice Chair

Authority: To assist the Chair in guiding the ongoing activities and projects of the Bible Core Section (BCS) upon election by the BCS membership at their annual meeting during the ACL annual conference and to work with the Nominations Coordinator on the BCS elections.

Responsibilities & Timeline:

During the Year:

- Replies to questions and comments from other BCS Team members and section members promptly.
- Fulfills the duties of one or more of the coordinator positions listed below and agreed to at BCS Team meeting.
- Maintain regular communication with Chair in order to assist with duties as needed and assigned.
- Pray for BCS and its activities.

Before Conference:

- Actively participate in the planning of the BCS section meeting and program at the annual conference.
- Work with Nominations Coordinator to facilitate introduction and election of BCS Team members at the BCS business meeting and ensuring election ballots are prepared.

At Annual Conference:

- Select tellers and oversee counting of ballots.
- Ensure the election process is expedited and ideally takes less than 5 minutes of the business meeting.
- Assure the Secretary has accurate election results and has the actual election ballots, which are retained for one year. (Election results must be presented in a tactful manner without providing actual vote counts.)
- Attends all BCS section and team meetings.
- Actively assists with BCS section meeting and program.
- Provides new team members access to up-to-date BCS Manual and job descriptions at the meeting of old and new BCS Team members.

After Conference:

- Begin working on assigned projects and activities.

Secretary

Authority: To compile the official record of all Bible Core Section activities by taking accurate minutes of all BCS meetings and online communication.

Responsibilities & timeline:

During the year:

- Replies to questions and comments from other BCS Team members and section members promptly.
- Collects and archives e-mails sent to the ACL discussion list pertaining to BCS business.
- Maintain regular communication with BCS Chair and other team members.
- Maintain written record of decisions made throughout the year by BCS Team members particularly those related to BCS projects and activities.
- The Secretary may choose to fulfill the duties of a coordinator position in addition to the secretary role, if desired.
- Pray for BCS and its activities.

Before Conference:

- Maintain copy of BCS Manual in electronic format.
- Collect and archive the report from BCS Chair to ACL Board of Directors.
- Works with Chair to arrange for substitute secretary if unable to attend conference.

At Annual Conference:

- Attends all section meetings and BCS Team meetings
- Takes minutes at all BCS meetings
- Assists with BCS program as requested

After the Conference:

- Submit email of BCS election results and summary of BCS meeting and program to Chair for distribution.
- Distributes copies of minutes from section and team meetings to all BCS Team members.
- Ensure that minutes of the section meeting and program are submitted to the ACL office for posting.
- Notifies the Chair and Nominations Coordinator (if one) of leadership positions which will become vacant at the next conference.

Members-at-Large

(3-year term)

Responsibilities & timeline:

The Bible Core Section may have up to three Members-at-Large who are not elected to a *specific* coordinator position, but are expected to coordinate one or more aspects of section life according to the expectations and timeline established by the BCS Team. As their interests and/or the needs of the section change, a Member-at-Large may perform different duties from year to year, but a Member-at-Large who agrees to coordinate something shall follow through on that work for the course of one year.

During the year:

- Replies to questions and comments from other section leaders and members promptly.
- Perform all of the duties as listed for the coordinator role(s) they have accepted.
- Other duties as assigned by Chair.
- Prays for BCS and its activities.

Before Conference:

- Submits copies of documents, e-mails, or reports to the Chair or Secretary as requested.

At Annual Conference:

- Attends all Bible Core Section and BCS Team meetings.
- Actively assists with BCS program as requested.

After the Conference:

- Ensure that all other elected BCS Team members have their e-mail address and contact information.

Coordinator positions:

The following six coordinator descriptions describe activities that need to be accomplished by the BCS Team. Each Member-at-Large needs to select one or more of these coordinator positions and fulfill responsibilities. Officers or other designated section members may fill a coordinator position as well. This allows each person to serve in areas in which they are passionate and gifted.

Program Coordinator

Charge: To plan and carry out the program portion of the BCS meeting as decided by the BCS Team.

During the Year:

- Track and keep note of topics of interest to BCS members for potential program ideas.
- Work with the Chair to facilitate the discussion and planning of the BCS program in conjunction with the entire BCS Team.
- Solicit and review nominations for presenters, panelists, etc for the BCS program.

Before Conference:

- Contribute to the BCS meeting agenda.
- Work with Chair to locate individual(s) to introduce speakers and serve in other capacities as needed.

At Annual Conference:

- Attend the BCS and team meetings.
- Does whatever is needed to ensure a smooth program presentation.
- Take notes about topics for future program panel discussions or presentations.

After the Conference:

- Reads BCS program evaluations.
- Sends thank you notes to program participants.
- Suggests program topics or resources for the following year based on conference notes and BCS program evaluations.

Nominations Coordinator

Charge: To solicit nominations for open BCS leadership positions in conjunction with the BCS Chair and assist the BCS Vice Chair with the election.

Responsibilities & Timeline:

During the Year:

- Request nominations no later than February for open leadership positions through the ACL discussion list and/or other means.
- Answer or refer to other BCS Team members any questions from prospective nominees.
- Confirm that nominees are willing to have their names on the ballot and will be attending conference.
- Other duties as assigned by Chair.

Before Conference:

- Request brief biographical sketches and pictures from nominees.

- Ensure nominee biographical information is posted to ACL discussion list or BCS webpage.
- Forward biographical information to the Chair for the meeting agenda.
- Create paper ballots to use during the section meeting and ensure they are available during the meeting.
- Work with the Vice Chair to arrange for someone to introduce the nominees if unable to attend conference.

At Conference:

- Introduce nominees at BCS meeting.
- Select two tellers from BCS members who are not on the BCS Team.
- Instruct tellers on distribution and counting of election ballots (along with Vice Chair).

After the Conference:

- Receive a list of positions that will be vacant at the next conference from the Secretary.

Website Coordinator

Charge: To develop, update, and maintain BCS related content which is accurate and relevant to BCS members and accessible online via the BCS webpages or Libguide.

During the year:

In conjunction with the ACL contact for the ACL website:

- Be responsible to review and maintain the content of the BCS section pages.
- Be responsible to ensure that all links on the BCS section pages are accurate.
- Post the names and positions of BCS Team members.
- Work with other Members-at-Large and Officers to post current and accurate information about BCS activities.

LibGuides:

- Solicit suggestions of both specific resources and types of resources to be added to the BCS Libguide.
- Track suggestions and resources posted to the ACL discussion list and mentioned at ACL conference.
- Ensure that links posted on the BCS Libguide are accurate and well-explained.
- Promote the use of the BCS Libguide to BCS members.

Collection Development Resources Coordinator

Charge: To develop, update, and maintain collection development related content which is accurate and relevant to BCS members and is accessible online via the BCS webpages or Libguide.

During the year:

- Solicit suggestions and resources that can be used by BCS members for collection development.
- Track suggestions and resources posted to the ACL discussion list and mentioned at ACL conference.
- Suggestions may include resource lists or suggested questions to consider and think about related to collection development topics.
- Work with the LibGuides coordinator to post and maintain collection development resources on the BCS Libguide.

Liaison to the ACL Mentoring Program:

Qualifications:

- Understand and be committed to the ACL Mentor Program mission statement.
- Understand the goals and objectives involving the ACL mentor-mentee relationships.

Charge: To help BCS members connect with and benefit from mentoring relationships.

Responsibilities & Timeline:

During the year:

- Be knowledgeable of the mentor and mentee forms and their use
- Be aware of the lines of authority for the mentoring program including suggested activities and program evaluation.
- Communicate with the LAS Mentoring Coordinator (if position is filled) and ACL Mentoring Coordinator as needed.
- Recruit BCS mentors for mentees.
- Publicize the mentorship program to BCS members.

Before Conference:

- Encourage established mentor-mentee pairs to attend conference.
- Submit a report to the BCS Chair on the mentoring program.

At Conference:

- Meet with potential BCS mentors to recruit them to the program.
- Meet with individuals who may be seeking a mentor.
- Meet with LAS and ACL Mentoring Coordinators as needed.
- Attend BCS section meeting and BCS Team meeting.

After Conference:

- Follow-up with potential BCS mentors and BCS members seeking a mentor.

Liaison Positions

The ACL Board of Directors appoints two Liaisons which interact between ACL/BCS and the accrediting associations. These are two-year appointed positions as indicated by ACL Standing Rules.

Liaison to ABHE

- Act as a communication channel between BCS and ABHE.
- Assist the BCS in making changes to the document *Library Guidelines for ABHE College and Universities*.
- Collaborate with the ACL marketing team to promote ACL at ABHE conferences.
- Serve as a liaison between ACL, BCS and ABHE in regard to working cooperatively on joint projects mutually beneficial to each association.

Liaison to TRACS

- Act as a communication channel between BCS and TRACS.
- Assist the BCS in making changes to the document *Library Guidelines for TRACS Institutions*.
- Collaborate with the ACL marketing team to promote ACL at TRACS conferences.
- Serve as a liaison between ACL, BCS and TRACS in regard to working cooperatively on joint projects mutually beneficial to each association.

ACL Board of Directors Liaison to Bible Core Section

The ACL Board of Directors appoints a Director-at-Large to serve as a liaison to the Bible Core Section. This person serves as an ex officio appointed member of the BCS team.

- Acts as a communication channel between the ACL Board and BCS.
- Serves as a liaison between ACL and BCS in regard to working cooperatively on joint projects mutually beneficial to members.

BCS Team Timeline:

Task:	Who Performs:	Timeframe:
Before Conference:		
Communicate with Conferencing Planning Team regarding schedule/length for BCS section program & deadline for submitting BCS program description	Chair	December-January-February
Have suggested list of program topics or resources for BCS program planning	Program Coordinator	Throughout year but available in December-January-February
Facilitate the planning of BCS section meeting & program; obtain consensus of program description from BCS Team	Chair Program Coordinator All BCS Team	December-January-February; 10 day before deadline
Solicit/review nominations for presenters, panelists, etc. for BCS program	Program Coordinator	December-January-February
Submit the BCS program to the Conference Planning Team	Chair Program Coordinator	December-January-February; by description deadline
Confirm, announce, and request nominations for open team positions	Chair Vice Chair Nominations Coordinator	No later than end of February
Announce section program on ACL discussion list minimum of 90 days before conference	Chair Program Coordinator	March
Confirm BCS Team members will attend conference and make arrangements to cover responsibility as needed	Chair All BCS Team	March-April-May
Chair collects reports from all BCS Team members regarding activities and projects	Chair All BCS Team	March-April
Confirm nominees are willing to have names on the ballot and will be attending conference	Nominations Coordinator	April-May
Request brief biographical sketches of nominees and post to ACL discussion list/BCS webpage	Nominations Coordinator	April-May; No later than June 1

Locate individual to introduce program speakers as needed	Program Coordinator	No later than June 1
Prepare written report on BCS activities for President and Board of Directors Archive copy of report	Chair Secretary	March-April-May; no later than 30 days before conference
Establish and announce times of BCS Team meetings	Chair	March-April-May; no later than June 1
Develop an evaluation form for the section meeting	Chair Program Coordinator	March-April-May: no later than June 1
Create paper ballots for election	Nominations Coordinator Vice Chair	No later than June 1
At Conference:		
Lead and attend all BCS Team and section meetings	Chair All BCS Team	
Superintend BCS election including someone to introduce nominees and counting of ballots and election results	Vice Chair Nominations Coordinator	Before, during, and after BCS section meeting
Ensure a smooth program presentation	Program Coordinator	Before and during BCS section meeting
Provide new team members access to up-to-date BCS Manual and job descriptions	Vice Chair	At meeting of old and new BCS Team Members
Seek ACL Board of Directors approval of team members and BCS activities and projects	Chair	
After Conference:		
Send announcement of new BCS Team members and summary of BCS meeting/program to ACL discussion list	Chair Secretary	By end of June
Distribute copies of minutes from section and team meetings to elected leaders	Secretary	By end of June
Submit minutes of section meeting and program to ACL office for posting	Secretary	By end of June
Create summary of BCS section	Chair	By end of June

meeting/program evaluation results and plan for improvement	Program Coordinator	
Send thank you notes to program participants	Program Coordinator	By end of June
Communicate with the Conference Planning Team regarding feedback related to BCS section program	Chair	By end of June
Receive/create a list of positions that will be vacant at the next conference	Nominations Coordinator Secretary	