**\*\*CAUCUS LEADER WORKSHEET INSTRUCTIONS\*\***

Every caucus leader will fill out the following worksheet**(found on page 6),** whether you caucus using Option 1 or Option 2. You will report back to your organizer on the following:

* Names of each of the Network Members who participated in your caucus (including Team Leaders and Clergy)
* The names of those that have completed the Network Member Survey
	1. The link to the survey is here: [**https://forms.gle/5d1y6FB6qPdsWuHH8**](https://forms.gle/5d1y6FB6qPdsWuHH8)
	2. If they have not completed the survey, please ask them to do so. This is to help us understand where our people power is, and how to re-strategize with calling and letter sending campaigns as we are working online!
* The names of those that wish to participate in or receive updates on an issue campaign, the campaign they want to join and their contact information.
* Investment drive commitments and if folks plan to turn in their investments (or a portion of it) early online or via mail
* Remind all Network Members that we will still have a “Day of Prayer and Action” on June 1st with specific action steps and the Celebration has been rescheduled to Monday, August 24th.

**Option 1: Caucusing with Zoom, Google Hangout or Conference Call (in a group)**

**Step 1: Rally Reflection**

*Say:* Thank you all for being a part of this call.First, I want to take some time to reflect on the Rally. I want to start by asking everyone: when you watched the “Rally,” which issue campaign update or testimony was most impactful for you and *why?* In the interest of time, please keep your answer to less than 30 seconds.

I’ll start, and then ask each person one by one to respond.

(lead by example and share which issue campaign update or testimony was most impactful for you and a personal story to illustrate why. *Example: “it was most impactful for me to hear about gun violence, because I hear gunshots every night in my neighborhood and my family lives in fear for our safety.”)*

Again, the question is: which issue campaign update or testimony was most impactful for you and *why?*

*Go one by one and call on people ONE BY ONE to respond.*

**Step 2: Invite any new members to join as Network Member**s

*(if there are people who aren’t committed Network Members who watched the Rally from your congregation, invite them to join your caucus to engage them!)*

*Say:* Thank you all for sharing. Now, many of you are already committed Network Members, meaning you have agreed to come to the Nehemiah Action and bring three or more people with you and attend three other organizational wide events throughout the year and our congregational Network Meeting in the spring. This is a commitment we make year after year, so despite our current challenges, we all continue to be committed Network Members.

Is there anyone here who has not yet committed to be a Network Member?

*(if so)* Will you commit tonight to be a Network Member for our congregation?

**Step 3: Network Member Survey**

*Say:* As we adjust to the current situation, we are brainstorming different ways to be creative with our issue campaigns. For that reason, we are asking all of our Network Members to fill out a “Network Member Survey,” so we know where our people power is located throughout our community. Our issue committees will be re-strategizing for things like calling campaigns and letter-writing to our public officials, and it’s important that those calls and letters come from their constituents. There is also an opportunity to sign-up to receive the MORE Justice newsletter.

You may have already filled out the survey from an email I sent or from an issue update. I want to take a moment to ask everyone if they have filled out the survey. If you have not, please let me know when you will fill it out! It takes no more than a couple of minutes.

*(go around ONE BY ONE in the same order and have each person answer)*

**Step 4: Issue Campaign Sign-ups**

*Say:* Like I said, our issue committees are in a process of making a plan for what our issue campaigns will look like for the next couple of weeks and months as we adapt our process. That said, our Gun Violence, Housing, and Education campaigns will continue to push forward as we know that these problems will only become worse during this pandemic.

Participation in our issue work can look different for each person. We will have online Full Committee Meetings where we discuss recent updates in the research and the Full Committee will make a recommendation for next steps. You are also welcome to participate in research visits that lead up to those meetings. Those will occur on Zoom or by conference call, and each meeting has a pre-meeting that lasts one hour to get everyone on the same page, the visit itself lasts an hour, and we have an evaluation afterwards where we talk about what we learned and how we need to follow up. The evaluation lasts no more than 20 minutes. Network Members are also welcome to participate in any of these meetings, even if you haven’t previously been involved!

Signing-up for one of our issue campaigns does not commit you to anything, and if you do decide to sign up, you will receive updates as our research moves forward and decide your own personal level of involvement from there.

So, I will go around one by one again and ask everyone if you want to receive updates, and if so, which issue campaigns you would like to receive updates from. You can choose one or you can choose all three! Again, the options are Gun Violence, Housing, and Education.

*(ask each person which lists they would like to sign-up for and take down the relevant information)*

**Step 5: Invitation to turn in investments**

Say: As you all know, each Network Member is invited to invest $200 or more into the work of the Justice Ministry. Our congregation’s investment drive goal is \_\_\_\_\_\_\_\_\_\_\_\_.

The Celebration is the kickoff for our investment drive, but because of the delay in our cycle we are inviting everyone to consider turning in all or part of your investment ahead of time. If you would like to turn in your investment before the Celebration, please mail that to the MORE Justice Office at **709 Gabriel Street, Columbia, SC, 29203**. Can anyone mail inall or part of their investment? Alternatively, you can invest online.

**Conclusion:**

The COVID-19 crisis has only made it clearer how much injustice exists in our community. We are tackling some very serious problems and we will only have success in gaining commitments from our Public Officials with our power of people!

The Justice Ministry will be sharing lots of opportunities to participate via email, and on our social media. You can find MORE Justice on Facebook at @MOREJusticeMinistry and on Instagram at @morejustice\_ministry. We will still have a community wide day of prayer and action on June 1st, with specific action step we can take (details to come), and we have rescheduled our Celebration and it will take place on August 24th, so please write those dates down.

Ultimately, we have to remember what Fr. Sandy said - while the Action is cancelled, our call to do justice is not. I am so glad to be in this work with each of you and am looking forward to what we will continue to accomplish together!

*(Invite someone to close the meeting in prayer)*

**Option 2: Caucusing individuals (phone calls following Network Members watching the Rally)**

**Step 1: Rally Reflection**

Ask the person to answer the question: when you watched the “Rally,” which issue campaign update or testimony was most impactful for you and *why?*

(lead by example and share which issue campaign update was most impactful for you and a personal story to illustrate why. *Example: “it was most impactful for me to hear about gun violence, because I hear gunshots every night in my neighborhood and my family lives in fear for our safety”)*

**Step 2: Invite any new members to join as Network Members (if applicable)**

*(if there are people who aren’t Network Members who watched the Rally from your congregation, schedule a call with them to engage them!)*

Our congregation has many committed Network Members, meaning they have agreed to come to the Nehemiah Action and bring three or more people with them and attend three other organizational wide events and one congregational check-in meeting in the spring.

Will you commit to be a Network Member for our congregation?

**Step 3: Network Member Survey**

*Say:* As we adjust to the current situation, we are brainstorming different ways to be creative with our issue campaigns. For that reason, we are asking all of our Network Members to fill out a “Network Member Survey,” so we know where our people power is located throughout our community. Our issue committees will be re-strategizing for things like calling campaigns and letter-writing to our public officials, and it’s important that those calls and letters come from their constituents. There is also an opportunity to sign-up to receive the MORE Justice newsletter.

Did you already fill out the survey that I sent out?

If yes, “Great - thank you!”; If no, “Okay, can you take a moment to fill that out this week?”

* 1. The link to the survey is here: [**https://forms.gle/5d1y6FB6qPdsWuHH8**](https://forms.gle/5d1y6FB6qPdsWuHH8)

**Step 4: Issue Campaign Sign-ups**

*Say:* Like I said, our issue committees are in a process of making a plan for what our issue campaigns will look like for the next couple of weeks and months as we adapt our process. That said, our Gun Violence, Housing, and Education campaigns will continue to push forward as we know that these problems will only become worse during this pandemic.

Participation in our issue work can look different for each person. We will have online Full Committee Meetings where we discuss recent updates in the research and the Full Committee will make a recommendation for next steps. You are also welcome to participate in research visits that lead up to those meetings. Those will occur on Zoom or by conference call, and each meeting has a pre-meeting that lasts one hour to get everyone on the same page, the visit itself lasts an hour, and we have an evaluation afterwards where we talk about what we learned and how we need to follow up. The evaluation lasts no more than 20 minutes. Network Members are also welcome to participate in any of these meetings, even if you haven’t previously been involved!

Signing-up for one of our issue campaigns does not commit you to anything, and if you do decide to sign up, you will receive updates as our research moves forward and decide your own personal level of involvement from there. You can choose one or you can choose all three! Would you like to sign up for an issue committee?

**Step 5: Invitation to turn in investments**

Say: As you all know, each Network Member is invited to invest $200 or more into the work of the Justice Ministry. Our congregation’s investment drive goal is \_\_\_\_\_\_\_\_\_\_\_\_.

The Celebration is the kickoff for our investment drive, but because of the delay in our cycle we are inviting everyone to consider turning in all or part of your investment ahead of time. Will you invest $200 or more this year? Are you able to mail in all or part of that investment?

If so, you can mail it to: MORE Justice, 709 Gabriel Street, Columbia, SC, 29203. Alternatively, you can invest online.

**Conclusion:**

*Say:*The COVID-19 crisis has only made it clearer how much injustice exists in our community. We are tackling some very serious problems and we will only have success in gaining commitments from our Public Officials with our power of people! The Justice Ministry will be sharing lots of opportunities to participate via email, and on our social media. You can find MORE Justice on Facebook at @MOREJusticeMinistry and on Instagram at @morejustice\_ministry. We will still have a community wide day of prayer and action on June 1st, with specific action step we can take (details to come), and we have rescheduled our Celebration and it will take place on August 24th, so please write those dates down. Ultimately, we have to remember what Fr. Sandy said - while the Action is cancelled, our call to do justice is not. I am so glad to be in this work with each of you and am looking forward to what we will continue to accomplish together!

TEAM LEADER CAUCUS REPORT BACK WORKSHEET:

*Please fill out and send back to your organizer*

**NAME:**

**CONGREGATION:**

**TOTAL NUMBER OF NETWORK MEMBERS:**

**NETWORK MEMBERS IN CAUCUS:**

1. **Team Leader Information (You):**
* Filled out Network Member Survey?
	+ *If not, when will they do so?*
* Which issue campaign(s) would you like to participate in/receive updates from?
	+ *(if printed, check all that apply and if online, indicate “yes” next to each campaign that applies)*

▢ Gun Violence

▢ Housing

▢ Education

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Will this person invest $200 or more? What amount? Are they able to mail in all or part of their investment?
1. **Network Member Name:**
* Filled out Network Member Survey?
	+ *If not, when will they do so?*
* Which issue campaign(s) would you like to participate in/receive updates from?
	+ *(if printed, check all that apply and if online, indicate “yes” next to each campaign that applies)*

▢ Gun Violence

▢ Housing

▢ Education

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▢ Housing

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