



**CONGRESSIONALTM
PRAYER CAUCUS**

F O U N D A T I O N

Prayer Caucus Chairman Handbook

Table of Contents

Section 1 – Definition of Terms	3
Section 2 – Congressional Prayer Caucus Foundation	4
Our Vision.....	4
Our Approach	4
Our Mission	4
Our Strategy	4
Our Values.....	5
Congressional Prayer Caucus Foundation Leadership.....	5
Our Funding.....	6
Our Organizational Chart	7
Section 3 – Congressional Prayer Caucus.....	8
A Call to Prayer for America.....	8
Section 4 – American Prayer Caucus Network.....	9
Role of State Legislative Prayer Caucus Chair(s)	11
Role of the Prayer Caucus Network State Director	12
Section 5 – CPCF Initiatives.....	13
Current Initiatives.....	13
Section 6 – Resources to Support You	18
Collateral and Resources	18
CPCF Social Media and Websites	20
CPCF Contact Information.....	20
Appendix A - State Director Finance Administration.....	21
Appendix B – Sample Email Invitation to Join Prayer Caucus.....	23
Appendix C – Sample of Bylaws.....	25

Section 1 – Definition of Terms

Congressional Prayer Caucus Foundation, Inc. (CPCF) A non-profit, non-partisan organization created to work alongside elected officials who are calling America back to prayer and trust in God. Committed to protecting religious freedom, preserving our Judeo-Christian heritage and promoting prayer. *Established in 2005. Led by Congressman Randy Forbes, President.*

Congressional Prayer Caucus (CPC) An official bicameral and bipartisan Congressional Member Organization formed to promote prayer and pursue common legislative objectives to protect religious liberties. *Established in 2005. Members include U.S. Representatives and U.S. Senators. Led by Senator James Lankford and Rep. Tim Walberg and Rep. Rick Allen.*

State Legislative Prayer Caucus A group of legislators from one state who are united by their commitment to prayer and the preservation of the Judeo-Christian values that formed America. *Affiliated with APCN. Members include state legislators. Led by a chair(s).*

American Prayer Caucus Network (APCN) The entire nationwide network of legislators and citizens who are part of the Congressional Prayer Caucus, State Legislative Prayer Caucuses and State Prayer Caucus Networks. *Established in 2009. Members include government leaders and citizens.*

Room 219 / 219 Prayer

A room in the U.S. Capitol where members of the CPC meet regularly to pray. Also, a CPCF prayer initiative where citizens commit to pray for America and her leaders. *Established in 2006. Members include citizens and elected government officials.*

National Strategic Center (NSC)

The National Strategic Center utilizes a large network of leaders and strategists to help build and sustain a Culture of Strategy among the Faith Community by training Christian leaders to think strategically, equipping individuals to act strategically, and providing messaging to communicate strategically.

Faith Impact Groups

Faith Impact Groups are local groups of community and government leaders connected by a national network who gather on a regular basis; members strengthen each other personally and spiritually as they work together to fight the fight for faith and impact the culture, both in their community and throughout the nation.

Section 2 – Congressional Prayer Caucus Foundation

The Congressional Prayer Caucus Foundation, Inc. (CPCF) is a non-profit, non-partisan organization created for leaders by leaders who are building and supporting a national network of federal, state, and local leaders who are passionately and strategically advancing faith and religious freedom in America. The CPCF serves nearly 100 members of Congress who are part of the Congressional Prayer Caucus, many of which are part of our Congressional Advisory Board, and Legislative Prayer Caucuses in over 40 states.

Our Vision

To mobilize the largest network of government leaders and citizens who are guiding America's future with Judeo-Christian principles.

Our Approach

We are people of faith in the government sphere, who are also engaged in the fight for faith in all public forums. Meetings and events incorporate prayer; however, there is a strong emphasis on building networks and deploying strategic action that protects faith and religious freedom in America. This organization is not competing with churches or ministries.

Our Mission

To advance religious liberty and America's Judeo-Christian heritage.

Our Strategy

1. **Unite and Activate Government Leaders:** Provide forums for high-level leaders within federal, state and local governments, to connect, strategize and strongly advocate for Judeo-Christian values and religious liberty.
2. **Equip and Mobilize a Grassroots Community of Committed Advocates:** Build powerful networks of committed citizens and government leaders nationwide to increase active prayer, multiply advocacy efforts to protect against attacks on religious freedom, and provide research for enduring legislative solutions that preserve America's Judeo-Christian heritage.
3. **Provide Broad-based Education and Awareness to the Public:** Utilize a variety of key venues and existing national infrastructure to impact public opinion through thought leadership, promoting relevant content to increase awareness of attacks on religious freedom; advancing a clear and winsome appeal for prayer, faith and morality in the public square; and implementing programs that equip individuals to practice and advocate for these core principles.

Our Values

- **God first** – We are citizens of the Kingdom of God in Christ and governed by His principles.
- **Prayer** – We are dependent on His guidance and mercy.
- **Relationships** – We value relationships and will build unity with others whenever possible.
- **Stewardship** – We consider it a sacred trust to preserve and protect the freedom and Christian heritage God has given us in America.
- **Truth** – We seek to live and teach according to the truth revealed by God in the Bible.



Congressional Prayer Caucus Foundation Leadership

Congressman J. Randy Forbes, President

Randy Forbes is the President of the Congressional Prayer Caucus Foundation and National Strategic Center, and was a Senior Director at one of the largest law firms in the United States. Randy began his career in private law practice, ultimately becoming a partner in the largest law firm in southeastern Virginia. From 1989 – 2001, he served the Commonwealth of Virginia in the General Assembly, first as a Member of the House of Delegates and then in the Virginia Senate. In 2001, Randy was elected to Congress where he represented Virginia's 4th Congressional District for 16 years. He was a senior member of the House Judiciary Committee and the House Armed Services Committee, and Chairman of the Seapower and Projection Forces Subcommittee. In 2017, he served as a Distinguished Fellow at the U.S. Naval War College in Newport, Rhode Island. He has been recognized around the country as an expert on strategic planning and strategic analysis. Randy also is one of a few Americans who have received the highest civilian awards presented by both the United States Army and the United States Navy for distinguished public service.

CPC Advisory Team

Senator James Lankford
Rep. Tim Walberg
Rep. Rick Crawford
Senator John Boozman
Senator Marsha Blackburn
Senator Kevin Cramer
Congressman Robert Aderholt
Congressman Brian Babin
Congressman Dan Bishop

Congressman John Carter
Congressman Richard Hudson
Congressman Bill Huizenga
Congressman Doug Lamborn
Congressman Chris Smith
Congressman Glenn Thompson
Congressman Joe Wilson
Congressman Rob Wittman

Executive Team

- Lt. Col. Allen West - Honorary Chairman
- Angie Swygert – V.P. of Operations and Project Development
- Summer Ingram – V.P. of Legislative Affairs and Prayer Outreach
- Jim Davids – Senior Legal Advisor
- Steve W. Fitschen – Chief Legal Counsel

Key Support Team

- Jessica Young, Program Administrator
- Jamie Forbes, Technology Administrator

Board of Directors

- Jerry Rex
- Shirley Forbes
- Tom Speight

Officer:

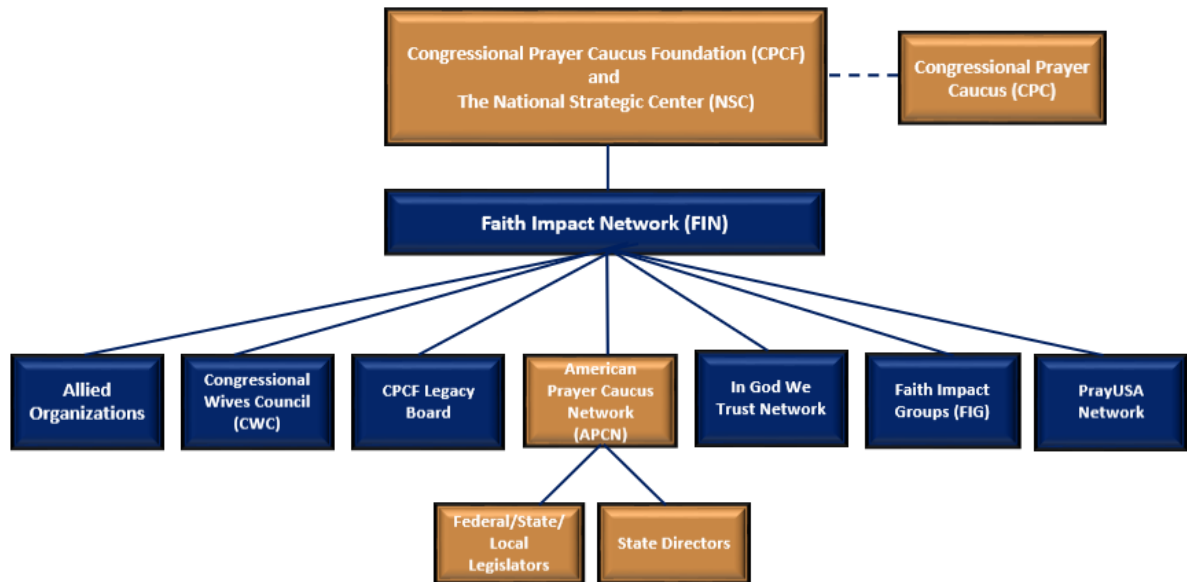
- Dr. Myra Vandervelde

Our Funding

The Congressional Prayer Caucus Foundation, Inc. is a non-profit, non-partisan organization. Contributions are tax-deductible in accordance with IRS rules and regulations. No funds are used for political or campaign activities.

[State Prayer Caucus Financial Document](#) – Appendix A

Our Organizational Chart

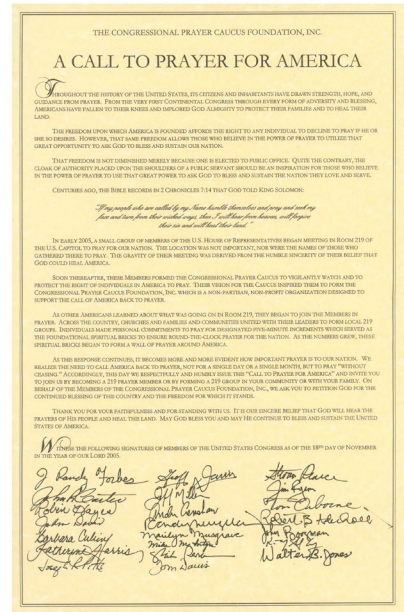


Section 3 – Congressional Prayer Caucus

The bipartisan and bicameral Congressional Prayer Caucus (CPC), formed in 2005 by Congressman J. Randy Forbes [R-VA] and co-chaired by Senator James Lankford, is an official Caucus of the U.S. Congress with nearly 100 members. A Congressional caucus is a group of members of the U.S. Congress formed in order to pursue common legislative objectives. The Congressional Prayer Caucus was formed to advance faith and freedom through prayer and strategic action, and allow for quick and unified riposte to proposed legislation opposing religious liberties. Also, it was formed to advance the important role that prayer and Judeo-Christian principles play in American life and history, as well as to defend against the concerted effort to remove all vestige of God from the public square.

A Call to Prayer for America

Following the launch of the CPC, Virginia Congressman J. Randy Forbes and over 30 other Members of Congress from 19 states held a bipartisan press conference on the West Steps of the U.S. Capitol to call America back to prayer at noon on Wednesday, March 28, 2007. The ceremony included the signing of a Call to Prayer Proclamation. State Prayer Caucuses are using the original Proclamation as a pattern for their own Call to Prayer Proclamations.



Are the Congressional Prayer Caucus (CPC) and the Congressional Prayer Caucus Foundation (CPCF) one in the same?

No. The Congressional Prayer Caucus is an entirely separate entity from the Congressional Prayer Caucus Foundation. The Congressional Prayer Caucus is an official bipartisan and bicameral Congressional member organization and caucus of the U.S. Congress. It was formed to advance faith and freedom through prayer and strategic action and allow for quick and unified riposte to proposed legislation opposing religious liberties. Also, the CPC acknowledges the important role that prayer and Judeo-Christian principles play in American life and history and defends against the concerted effort to remove all vestige of God from the public square.

Section 4 – American Prayer Caucus Network

The American Prayer Caucus Network is supported by the Congressional Prayer Caucus Foundation, Inc. (CPCF). CPCF is successfully **uniting elected leaders** across the nation **with praying and action-oriented citizens** in a concerted effort to protect America’s rich spiritual heritage and the religious liberty granted us by our Creator and defined in the First Amendment.



Your position of influence gives you the opportunity to unite people of faith on both sides of the aisle for this very important mission.

Why engage in the Legislative Prayer Caucus?

The American Prayer Caucus Network is the largest network of legislators, created by legislators for legislators, actively and strategically standing for faith in America. It is part of the larger Faith Impact Network which is built and supported by the National Strategic Center and Congressional Prayer Caucus Foundation. This Network includes nearly 1,000 federal and state lawmakers, more than 100 allied organizations, business leaders, local government officials, hundreds of thousands of activist citizens and more.

The collective networks of the CPCF and Faith Impact Network, and proven strategies of the National Strategic Center, are powerful resources providing you with critical prayer and strategic support. The hostility toward faith and religious freedom is being neutralized because we are impacting our communities through prayer and action.

How is a State Prayer Caucus Different from a Prayer Meeting?

A State Legislative Prayer Caucus is not a prayer meeting or Bible study, but rather an official, action-oriented state caucus designed to protect prayer and religious freedom in the public square.

In a Prayer Meeting the main goal is to pray. We encourage members of the prayer caucus to meet regularly for legislator-only prayer because it is more conducive to open and honest sharing of needs; however, it is not required.

For a Legislative Prayer Caucus, prayer is simply the first step toward taking strategic action. Prayer Caucus efforts might include a legislative strategy to advance best practices religious freedom measures, standing with those who are being attacked for their faith, and participating in events or initiatives designed to protect faith, prayer or the Bible in the public square.

Who should be invited to join the Legislative Prayer Caucus?

The chairs are free to determine who to invite to join. Some prefer to invite all the members of the legislature to avoid someone feeling hurt or left out, and to avoid the perception that the caucus is some secret political group. In that case, our recommendation is that you clearly communicate the purpose from the beginning. Most Chairmen simply seek Members they know to be of good character and whom they observe have a sincere passion for prayer and protecting religious freedom.

How should I invite legislators to join the Caucus?

We recommend legislators be invited to join either by an in-person invitation or an email with a brief introduction of CPCF, APCN, and the State Caucus and its purpose. [Click here](#) for a sample email invitation (Appendix B). An introductory meeting is recommended, either via phone call or in-person meeting. The President of CPCF may be available to participate in these meetings, if desired.

How are other State Prayer Caucuses engaging?

State Prayer Caucuses engage in a wide variety of ways, depending on many variables, most notably the priorities of the legislators and the environment, and opportunities and challenges in their state. Here are just a few examples of what other caucuses have achieved:

- Advanced religious freedom measures using the UPDATED [2022-2023 Report and Analysis on Religious Freedom Measures Impacting Prayer and Faith in America, which includes](#) model legislation, talking points, and additional resources. This Report is researched and prepared by the Congressional Prayer Caucus Foundation, the National Legal Foundation, and Wallbuilders. In each of the last several years, we've seen over an 800% increase in the passage of measures designed to protect faith and religious freedom. Lawmakers in the American Prayer Caucus Network are responsible for many of these wins. Thanks to recent SCOTUS rulings, including the Kennedy decision, lawmakers in this Network have a generational opportunity to make truly monumental advancements in the fight for faith in America.
- Re-inserted God into the public square by encouraging the display of "In God We Trust" in government buildings, schools, and businesses, using resources provided by the CPCF, National Strategic Center and CPCF Legal Counsel.
- Stood alongside pastors in churches to call congregations to pray for our nation and leaders at strategic PrayUSA events coordinated by the State Director or CPCF.
- Protected our Judeo-Christian heritage by ensuring children have access to Bible Literacy classes in public schools using resources provided by the CPCF Legal Counsel

and National Strategic Center.

- Supported victims of religious freedom attacks by sending them letters prepared by CPCF Legal Counsel containing legal precedent and support, signed by state legislators.
- Took a bold, unified stand for faith in their state's capitol on Religious Freedom Day (January 16), or as part of other nationwide events coordinated by CPCF.
- Hosted events in the capitol, including Legislative Prayer Caucus launch events, Call to Prayer events, Legislator and Pastor Prayer Breakfasts or other events, all coordinated by the State Director.
- Coordinated Capitol Spiritual Heritage Tours.

How to establish the fundamental purpose of the Legislative Prayer Caucus

Bylaws are optional for State Prayer Caucuses and may be very useful in providing the parameters for the governing of the Caucus. If you would like additional information, please contact CPCF or your State Director. [Click here](#) for sample bylaws for your consideration and use (Appendix C).

Role of State Legislative Prayer Caucus Chair(s)

The role of the State Legislative Prayer Caucus Chair(s) can vary depending on the amount of time available to dedicate to this mission. Prayer Caucus chairs invite legislators to join the Prayer Caucus, as well as keep this mission a priority in the hearts and minds of Prayer Caucus Members. Details on Chair Orientation to come.

Prayer Caucus Chair(s) work together with the State Director to create an annual strategy for effectiveness; including, but not limited to:

- Build a strong and effective Legislative Prayer Caucus
- Consider legislative research provided by the CPCF to protect our Judeo-Christian heritage and religious liberty
- Promotion of faith and morality in the public square
- Advocacy efforts with help of CPCF Legal Team
- Champion the truth about our Founding Principles, Judeo-Christian heritage and other important concepts like Separation of Church and State, Freedom of Religious vs. Freedom of Worship and Rights of Americans to pray in the public square
- Inform and mobilize the State Prayer Caucus Network on mission-related issues

Prayer Caucus Chair Actions

- ✓ Create a State Plan with State Director and work with them on implementation throughout the year. CPCF assistance is available
- ✓ Submit a Member list with email addresses annually so CPCF keep members informed of strategic opportunities, challenges, and valuable resources
- ✓ Make sure CPCF has your personal email and scheduler email
- ✓ Ensure you and members are receiving the American Prayer Caucus Network email
- ✓ Review your state prayer caucus page [here](#)

Role of the Prayer Caucus Network State Director

The State Director serves as a liaison between legislators, the State Prayer Caucus Network and the Congressional Prayer Caucus Foundation. They work alongside elected leaders and citizens to implement the vision of the CPCF and State Prayer Caucus in each state. Each State Director goes through extensive training to ensure they are ready to represent the CPCF and affiliates well.

Responsibilities include but are not limited to:

- Meeting regularly with the State Prayer Caucus Chairman to collaborate on strategy
- Serving as a liaison between state legislators, citizens and the CPCF
- Creating and organizing a support system to establish a prayer covering for each State Legislative Prayer Caucus that is transformational and sustainable
- Collaboration of prayer and action at the state level to accelerate the rate at which religious freedom is secured nationally
- Working alongside State Legislative Prayer Caucus members as they facilitate organized calls to prayer, partnering with churches and para-church organizations and ultimately preserving faith in God as lifeblood of America
- Regularly meet with the Chair to create state plans

Section 5 – CPCF Initiatives

As the Prayer Caucus Chair, the following initiative are suggested actions that will help to ensure a healthy Legislative Prayer Caucus.

Current Initiatives

1. Return The Book Now

The *Bible's Place in Public Schools Toolkit* is part of the *Return the Book Now* Campaign which provides strategies and resources compiled from the years of experience and expertise of many individuals and organizations. For those interested in advancing Bible Literacy, our *Bible in Schools Toolkit* has best practices legislation, curriculum, and talking points.



Prayer Caucus Chair Actions

- ✓ Like and Follow the Return The Book Now Facebook page
- ✓ Distribute the Bible's Place in Public Schools Toolkit to like-minded lawmakers, thought leaders, and champions of the faith
- ✓ Create Faith Impact Groups and consider which vehicle in the Toolkit will work in the district and/or state
- ✓ Consider participating in one of the various components of this initiative including but not limited to: passing legislation, building networks and equipping them to start student-initiated Bible clubs or community-based Bible programs, and more

Return The Book Now hosted sites:



Return The Book Now



www.ReturnTheBookNow.com

2. "In God We Trust. Put It Up!" Campaign:

The nationwide "In God We Trust. Put It Up!" Campaign is designed to promote the display of our National Motto. This initiative was inspired by the passage of H. Con. Resolution 13 by an overwhelming 396/9 vote in the House in November of 2011, reaffirming our National Motto and encouraging its public display.


Elected leaders and citizens have taken action to display "In God We Trust" in government buildings, courtrooms, schools and businesses. We are encouraging the widespread public display of our National Motto, creating a safe harbor for acknowledging God within the public square. The CPCF is providing leadership, resources and the momentum required to raise the banner of "*In God We Trust.*"



Prayer Caucus Chair Actions

- ✓ Consider passing a bill or strengthening a current National Motto bill
- ✓ Like and follow "In God We Trust" social media
- ✓ Consider participating in one of the various components of this initiative including but not limited to: hanging an "In God We Trust" display in home, office, city council and more, hosting an "In God We Trust" art contest winner in the capitol

In God We Trust hosted sites:

 In God We Trust

 <http://ingodwetrust.com>

3. **Keep Faith in America**

CPCF initiated a movement by engaging elected leaders and Americans to actively reinsert faith into the national conversation and public square.


Faith and freedom may not have been born together, but their marriage built America and divorcing the two would be its demise.

Faith and freedom can and have existed separate from one another. However, the genius of our founding fathers was their understanding of the monumental strength derived from combining the two. Neither could reach its full potential for guiding a nation without the other. To begin to unravel the thread of faith in the fabric of society was to begin to unravel the thread of freedom. The reverse was equally true. Our mission is to reduce animosity, restore civility, and strategically protect the role of faith in America.

KEEP FAITH IN AMERICA

Keep Faith in America hosted sites:

 Keep Faith in America

 I Stand For Faith

 I Stand for Faith

 <http://KeepFaithinAmerica.com>

Prayer Caucus Chair Actions

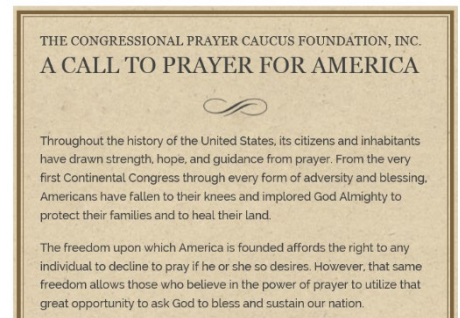
- ✓ Like and follow the Keep Faith in America social media.
- ✓ Consider the various ways the State Legislative Prayer Caucus could impact the state with this initiative.
- ✓ Record or share a video about why faith is important to you or why you think it's important to keep faith in your state or in America.

4. PrayUSA: Government Leaders Calling the Nation to Prayer

PrayUSA is an extraordinary prayer initiative that was birthed on March 7, 2015 at the historic LIFFT America Religious Liberty Summit in Charlotte, North Carolina, convened by the Congressional Prayer Caucus Foundation. Congressman J. Randy Forbes and Senator James Lankford, co-chairs of the Congressional Prayer Caucus at the time, members of Congress, state lawmakers, and other high-level leaders from 25 states gathered to coordinate a tactical strategy to effectively challenge the growing anti-faith movement in our Country. It all started with prayer.

Hundreds of government leaders and over a hundred thousand citizens have already signed a Call to Prayer for America, but that is just the first step. Churches nationwide are scheduling time on Sunday morning to have an elected official read the Proclamation, play the 3-minute PrayUSA video and allow their congregation to sign the Proclamation.

Downloadable resources are available at www.PrayUSA.com.



Prayer Caucus Chair Actions

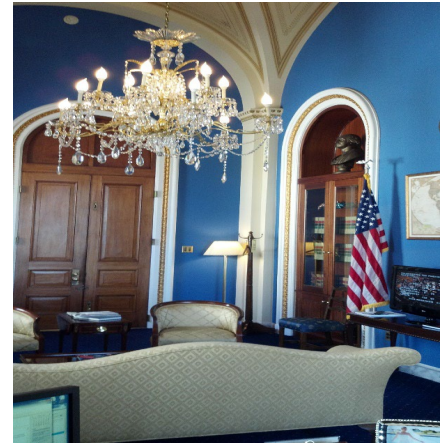
- ✓ Like and follow all PrayUSA social media
- ✓ Add your signature to the nationwide [“PrayUSA: Government Leaders Calling the Nation to Prayer Initiative”](#) prayer Proclamation
- ✓ Invite churches to co-host a PrayUSA Sunday with you
- ✓ Encourage other Prayer Caucus members to host a PrayUSA Sunday in their districts

PrayUSA hosted social media sites:



5. 219 Prayer

Every week before session, Members of Congress meet to pray in Room 219, a strategic room in the U.S. Capitol. In 2002, the president of the CPCF, Congressman J. Randy Forbes from Virginia, gathered a small group of Congressional Members of the U.S. House of Representatives to meet to pray for God to heal our nation. This action inspired the launch of the Congressional Prayer Caucus and the Congressional Prayer Caucus Foundation, including the CPCF's Room 219 Prayer Initiative, which is building and strengthening the spiritual wall of prayer around America and our leaders through informed and fervent intercession and fasting.



Prayer Caucus Chair Actions

- ✓ Increase prayer by encouraging citizens to establish a Room 219 group or add 219 Prayer to existing groups after a PrayUSA event or State Legislative Prayer Caucus launch
- ✓ Participate in prayer meetings, programs and events with churches and citizens



www.FindRoom219.com

Section 6 – Resources to Support You

Collateral and Resources

The CPCF team and expert legal counsel provide complimentary support to our network chairs and members in many ways, including but not limited to: \

National Strategic Center

The CPCF's National Strategic Center equips lawmakers and leaders across the nation. The National Strategic Center utilizes a large network of leaders and strategists to build and sustain a Culture of Strategy among the faith community, equipping leaders and citizens to take strategic action that is making a difference in their communities. Please contact us if there's a need the National Strategic Center can help with.

Toolkits

CPCF Toolkits give step-by-step instruction on how to approach elected officials, provides legal support, sample policies or resolutions, talking points, and more for leaders and citizens to be effective in advancing faith and freedom in a variety of spheres. Toolkits can be accessed on the Online Chairman Page (details below). If there's something you need, please contact us to see how we can help.

Strategic Report

The UPDATED [2022-2023 Report and Analysis on Religious Freedom Measures Impacting Prayer and Faith in America is available](#). This report includes model legislation, talking points, and additional resources.

CPCF Legal Counsel

The CPCF Legal Counsel serves legislators by providing the annual [Report and Analysis on Religious Freedom Measures Impacting Prayer and Faith in America](#), victim support letters, legal counsel, vetting of legislation, expert opinion, and more.

State Faith Assessments

A State Faith Assessment is a strategic analysis of the faith environment in a particular state, including political atmosphere, faith demographics, relevant networks, faith issues and more.

State Prayer Caucus Website

Each State Prayer Caucus is provided a website to serve as a networking hub for legislators for streamlined communication with like-minded citizens. State pages including social media connections, event calendars, and other cutting-edge tools can be accessed here:

<http://cpcfoundation.com/join-the-movement-in-your-state/>

State Prayer Caucus Branding

CPCF provides branding material to every Prayer Caucus including:

- State Prayer Caucus logo
- State Prayer Caucus email and Facebook headers

Note: Please only use images and designs provided or approved by the Foundation when printing your state letterhead, envelopes, and any other state-specific Prayer Caucus affiliated promotional items.

A variety of templates are available for your use. Contact CPCF or your State Director for access.

- Prayer Caucus member acquisition letters and emails
- Prayer Caucus Launch Event emails, flyers, agendas

State Prayer Caucus Social Media

Social Networking is an effective way to communicate with your network quickly and efficiently. We encourage you to utilize the various technological avenues available.

CPCF has provided each state with all social media accounts:

- State-specific Prayer Caucus Facebook
- State-specific Prayer Caucus Twitter

Password Protected Webpage for Chairmen

Our exclusive web portal was designed as a valuable information hub providing you pertinent legislative issues, toolkits, handbooks, research documents, historical references and more. This resource provides critical tools to assist you in making proactive decisions that help secure and defend our religious liberties. Email jessicayoung@cpfoundation.com to receive a link to this private webpage.

CPCF Social Media and Websites

CPCF utilizes social media to communicate with the public around our initiatives, our mission and our messaging to support campaigns.

Prayer Caucus Chair Actions

- ✓ Like and follow all of our Facebook pages
- ✓ Follow our Twitter posts
- ✓ Visit our websites and become familiar with our initiatives and campaigns
- ✓ Subscribe to our YouTube site and share the videos through your networks

CPCF hosted social media sites:



CPCF Contact Information

Name	Title	Email
Congressman Randy Forbes	President	Randy@CPCFoundation.com
Angie Swygert	V.P. of Operations and Project Development	Angie@CPCFoundation.com
Summer Ingram	V.P. of Legislative Affairs and Prayer Outreach	Summer@CPCFoundation.com
Jessica Young	Program Administrator	JessicaYoung@CPCFoundation.com
Jamie Forbes	Technology Administrator	Jamie@CPCFoundation.com

Office	Address	Phone
CPCF Main Office	524 Johnstown Road, Chesapeake, VA 23322	757.546.2190

Appendix A - State Director Finance Administration

State Contributions

CPCF handles all the administration of the bank account for the state, including reconciliation, tax reporting, contribution receipts, and more. A state report is emailed to your CPCF email around the 15th of the month, unless there are no funds in the account. All donations to the CPCF and State Prayer Caucuses are tax-deductible.

CPCF provides a contribution button on your State Prayer Caucus landing page (Ex. www.TexasPrayerCaucus.com) to easily process and track state donations. Please direct donors to the “Donate Now” button under the “Connect With Your State” side bar on the right side of the page. Then, they will need to select your state from the dropdown menu. This will ensure all donations go directly to your state. All donors will receive a tax-deductible receipt from the CPCF. State Directors are responsible for all Donor Care: emails, letters, calls, etc.

When a State Director receives a contribution via check or cash, please submit the Contribution Transmittal Form to CPCF immediately and mail cash and all payments to 524 Johnstown Rd. Chesapeake, VA 23322, and Attention: Jessica Young. There must be notation included that identifies the donation as allocated toward the state caucus (Ex. “Texas Prayer Caucus” in the memo line).

Expense Reimbursement and Payment Process

CPCF will approve reimbursement requests for expenses related to events and programs sponsored by the State Prayer Caucus. These expenses must also be approved by at least one of the State Legislative Prayer Caucus Chairmen and must be directly related to advancing the mission.

You may use your own discretion to submit receipts for reimbursement if prior approval was not received, and personal money was used. If CPCF denies the reimbursement, please have your Chairman reach out to Angie at Angie@CPCFoundation.com for CPCF to reconsider.

Sufficient funds must be available in your State Prayer Caucus account prior to submitting requests for funds. A state report is emailed around the 15th of the month. A standard CPCF Reimbursement Form with receipts is required to receive reimbursement of expenses. [Click here to download the form.](#) You can also request CPCF send direct payment to a vendor for any approved expense. [Click here to download the form.](#) If you need a current state report, or are submitting requests for funds, please email JessicaYoung@CPCFoundation.com and cc Summer@CPCFoundation.com.

Q & A

If I have purchased things on my own, can I claim the expenses as a donation to the Congressional Prayer Caucus Foundation?

Yes. You can claim the expenses as a donation to the CPCF. Simply turn in the receipts so the CPCF can provide you with a tax-deductible receipt for your in-kind donation.

How do I account for my mileage reimbursement?

You must complete the standard reimbursement request form, including the purpose of the travel, and attach a google map screenshot as documentation. The screenshot of the google

map must show starting and ending addresses and mileage calculated. CPCF will reimburse at \$0.45 per mile for approved travel.

Is there a specific donation form that I should use for my state?

Yes. You can find your state donation page on your website. Please advise that the donor choose the designated state. If your donor would like to submit a check, they must indicate in the memo that the contribution is for the State Prayer Caucus. Ex. "Texas Prayer Caucus"

How often will I receive a State Report?

If funds are available, you will receive a state report around the 15th of each month.

How long do I have to submit receipts?

All relevant forms and receipts need to be submitted within 30 days from the purchase or event date. All payments or reimbursements can be expected within 30 days of receipt by the CPCF.

Appendix B – Sample Email Invitation to Join Prayer Caucus

For use as letter or email. Feel free to edit or personalize. Edit words in **yellow** with appropriate replacement.

State Letterhead

DATE

Legislator

Senate/ General Assembly

Address

Re: **STATE** Legislative Prayer Caucus

Dear Legislator:

I invite you to join me in becoming a member of the **STATE** Legislative Prayer Caucus, which is part of the American Prayer Caucus Network. Legislative Prayer Caucuses have been formed in Congress and nearly 40 states. The purpose is to provide like-minded legislators with proven strategies, robust resources, best practice religious freedom legislation and extensive support networks as we face challenges and opportunities both nationwide and unique to **STATE**.

The American Prayer Caucus Network is the largest network of legislators, created by legislators for legislators, actively and strategically standing for faith in America. It is part of the larger Faith Impact Network which includes 100 members of the Congressional Prayer Caucus, over 900 state legislators, more than 100 allied organizations, business leaders, local government officials, hundreds of thousands of activist citizens, and more, supported by the National Strategic Center.

The collective networks of the Faith Impact Network and proven strategies of the National Strategic Center are powerful resources at our disposal, providing critical prayer and support. The hostility toward faith and religious freedom is advancing at an ever-increasing frequency and I am asking for your help. Through prayer and strategic action, we can make an impact in **STATE**. Will you join us?

[OPTIONS]

We will be holding a vision-casting meeting on _____ at _____ in room _____ of the capitol.

OR

Please respond by replying to this email.

OR

Use the below card to reply.

Please do not hesitate to contact me with any questions.

Sincerely,

STATE LEGISLATIVE PRAYER CAUCUS REPLY CARD

YES, I WOULD LIKE TO JOIN THE **STATE** LEGISLATIVE PRAYER CAUCUS!

Legislator:

Phone:

Email:

Date:

Return the above information via email to (if not already responded to previous email invitation): **EMAIL**

Or deliver to **ADDRESS**

Appendix C – Sample of Bylaws

BYLAWS OF STATE LEGISLATIVE PRAYER CAUCUS

Supported by the
CONGRESSIONAL PRAYER CAUCUS FOUNDATION, INC.
A Nonprofit Organization
Incorporated under the laws of the Commonwealth of Virginia

ARTICLE I NAME AND ASSOCIATION

Section 1.1 Name.

The name of the Caucus shall be _____ LEGISLATIVE PRAYER CAUCUS (“Caucus”), an official caucus of the state of _____, and included in the American Prayer Caucus Network (“Network”).

Section 1.2 Association.

The Caucus will be included in the American Prayer Caucus Network (“Network”), and will be supported by the Congressional Prayer Caucus Foundation, Inc.

ARTICLE II PURPOSES AND GOVERNING INSTRUMENTS

Section 2.1 Purpose.

The _____ Legislative Prayer Caucus shall be an official caucus which shall engage in any lawful act or activity for which caucuses may be organized under the state laws and legislature ethics rules.

The purpose or purposes of the Caucus shall be to serve the purposes stated below:

- a. Unite legislators who would like to begin meeting and praying together, or who are already meeting and would take the initiative to the next level;
- b. Advance information related to America’s Judeo-Christian heritage, the status of religious liberty, strategy to effectively combat the growing anti-faith shift in America.
- c. Use the legislative process – both through sponsorship of affirmative legislation and through opposition to detrimental legislation – to assist the nation and its people in continuing to draw upon and benefit from the expression of faith in the public square.

Section 2.2 Governing Instruments.

The Caucus shall be governed by these Bylaws.

ARTICLE III
MEMBERSHIP AND LEADERSHIP

Section 3.1 Members.

The membership of the Caucus shall consist of (1) Caucus Chairs, (2) elected legislators currently serving in the House of Representatives or Senate and (3) former legislators, current or former state administrators, current or former judges, or other officials presently or formerly holding state office who have been approved by unanimous vote of the Caucus Chairs. All members must ascribe to the purposes of the Caucus as set forth above, and must have completed a Caucus Commitment Card substantially in the form found in Appendix A. With the exception of the Caucus Chairs, all members of the Caucus are non-voting.

Section 3.2 Leadership.

(a) The authority and management of the Caucus shall be vested in the Chairs. All of the powers, duties, and functions of the Caucus as conferred by these Bylaws, state statutes, common law, court decisions, or otherwise, shall be exercised, performed, or controlled by the Chairs.

(b) The governing body of the Caucus shall be the Chairs. The Chairs shall have supervision, control and direction over the management, affairs and property of the Caucus; shall determine its policies or changes therein; and shall actively execute its purposes and objectives. The Chairs may adopt, by majority vote of the members, such rules and regulations for the conduct of its business and the business of the Caucus as shall be deemed advisable, and may, in the execution of the powers granted, delegate certain of its authority and responsibility to other members of the Caucus or State Director. Under no circumstances, however, shall any actions be taken that are inconsistent with these Bylaws. The fundamental purposes of the Caucus, as expressed in these Bylaws, shall not be amended or changed.

(c) The Chairs may, from time to time, appoint, as advisors, persons whose advice, assistance and support may be deemed helpful in determining policies and formulating programs for carrying out the purposes and functions of the Caucus.

(d) The Chairs are authorized to employ such person or persons, including attorneys, directors, agents, and assistants, as in its judgment are necessary or desirable for the administration and management of the Caucus, within the state laws and ethics policies, and to pay reasonable compensation for the services performed and expenses incurred by any such person or persons.

Section 3.3 Chairs.

(a) There shall be a minimum of one Chair and a maximum of four Chairs. The number of Chairs will depend upon whether the Caucus has elected representatives from one or both political parties in the House and Senate. If there are only Caucus members from one party in the House of Representatives, there will be only one Chair. If there are Caucus members from both parties in the House of Representatives, there will be two Chairs. If there are Caucus members from both parties in

the House and one party in the Senate (or vice versa), there will be three Chairs. If there are Caucus members in both parties in both the House and the Senate, there will be four Chairs.

(b) The present Chairs are _____ and _____. In the event that the Chairs increase in number pursuant to Section 3.3 (a), the present Chairs by unanimous agreement will select the additional Chair. The Chairs shall serve as long as they remain elected and currently serving members of the House or Senate. In the event that a Chair is no longer an elected and serving member of the House or Senate, the Chair must submit his/her resignation to the remaining Caucus Chairs, who will unanimously select his/her successor from the Caucus members from the same party in the same House or Senate chamber.

(c) A Caucus Chair may resign his/her position by submitting a letter of resignation to the remaining Chair(s). In the event of a voluntary resignation, the remaining Chair(s) shall fill by unanimous vote the vacant Chair from the Caucus members from the same party in the same House or Senate chamber.

(d) A Chair may be removed for cause if the Chair shows by word or deed that he/she no longer agrees to the purpose and mission of the Caucus as set forth above, or the Chair has committed an immoral act. In the event of an immoral act or word/deed contrary to the purpose/mission of the Caucus, the remaining Chair(s) shall meet with the offending Chair and seek a reconciliation through confession and repentance. If the offending Chair refuses to confess and seek reconciliation, or fails to reaffirm by word and deed the mission/purpose of the Caucus after the attempt to reconcile, the remaining Chairs by unanimous consent may involuntarily remove the offending Chair. Thereafter, the remaining Chairs will unanimously select the successor to the removed Chair from the Caucus members from the same party in the same House or Senate chamber. In the event there are only two Chairs, and the offending Chair refuses to confess and reconcile, the remaining Chair shall involve the Executive Director of the Congressional Prayer Caucus Foundation, who will determine whether the offending Chairs remains or loses his/her chairmanship.

The Chair(s) shall:

- (a) preside at all meetings, including meetings of the executive committee;
- (b) speak for the Caucus in conjunction with the executive committee;
- (c) execute the plans and programs of the Caucus; and
- (d) regularly communicate with Caucus members on matters concerning the purpose and activities of the Caucus;
- (e) When all Chair(s) are unavailable, the Chair(s) will designate who will lead meeting if needed;
- (f) maintain a current membership roll at all times and provide member list annually;
- (g) CPCF can offer referrals if Legal Counsel is needed.

Section 3.4 Compensation.

No Chair of the Caucus shall receive, directly or indirectly, any salary, compensation or emolument in his/her capacity as a Chair.

Section 3.5 Eligibility

All members of the Caucus agree with, and commit to the advancement of the mission and vision of the Caucus.

Section 3.6 Dues

There are no dues associated with being a Chair or member of the Caucus. However, we recognize there will be expenses incurred for LPC-sponsored events and therefore encourage members to participate in a paying a suggested membership fee of \$100 per year. Membership fees/dues will help finance events and or gatherings hosted by the LPC and other expenses as determined by the Chairs and the State Prayer Caucus Director. Any expenses over \$200 will be reviewed with the Congressional Prayer Caucus Foundation.

ARTICLE IV MEETINGS OF THE CAUCUS

Section 4.1 Place of Meeting.

Meetings of the Caucus members or Chairs may be held at any place within or outside the state capitol. Meetings may be held by telephone.

Section 4.2 Regular Meeting: Notice.

Regular meetings of the Caucus members or Chairs may be held from time to time or on regular basis at such places as the Chairs may prescribe. Notice of the time and place of each such meetings shall be given by the Chairs or State Director either personally or by telephone, by mail, by facsimile, or by telegram in sufficient time for the convenient assembly of the members or Chairs.

ARTICLE V EXECUTIVE COMMITTEE

Section 5.1 Number and Election.

The Chairs may, in its discretion, appoint an Executive Committee to serve at the pleasure of the Chairs.

Section 5.2 Authority.

The Executive Committee shall report to the Chairs and shall assume such duties as are assigned and authorized by the Chairs.

Section 5.3 Regular Meetings.

Regular or special meetings of the Executive Committee may be held at such time and place as the Executive Committee may provide from time to time, as agreed upon with Chairs.

ARTICLE VI
CONTRACTS, DONATIONS AND FUNDS

Section 6.1 Contracts.

The Chairs may not authorize any officer or officers, agent or agents of the Caucus, in addition to the officers so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of, or on behalf of the CPCF.

Section 6.2 Gifts and Donations.

As long as in accordance with state ethics laws, the Chairs may accept on behalf of the Caucus any contribution, gift, bequest, or devise for purpose of the Caucus.

Section 6.3 Deposits.

All funds, including gifts and donations to the Caucus, shall be deposited to the credit of the Caucus in such banks, trust companies, or other depositories as the CPCF may select, in accordance with the policies and procedures provided by CPCF and in accordance to federal and state laws.

ARTICLE VII
MISCELLANEOUS

Section 7.1 Books and Records.

The CPCF shall keep correct and complete financial books and records of account as provided by the Chairs and State Director.

Section 7.2 Collateral.

The CPCF shall provide collateral, logo, and related material for the Caucus's use.

Section 7.3 Construction.

Whenever the context so requires, the masculine shall include the feminine, and the singular shall include the plural, and conversely. If any portion of these Bylaws shall be invalid or inoperative, then, so

far as is reasonable and possible, the remainder of these Bylaws shall be considered valid and operative and effect shall be given to the intent manifested by the portion held invalid or inoperative.

Section 7.4 Headings.

The headings are for organization, convenience and clarity. In interpreting these Bylaws, they shall be subordinated in importance to the other written materials.

ARTICLE VIII
AMENDMENTS

Section 8.1 Power to Amend Bylaws.

The Chairs by majority vote have the power to alter, amend, or repeal these Bylaws or adopt new Bylaws. CPCF has power to dissolve affiliation at any time if Bylaws conflict with CPCF mission and vision.