



# State Director Handbook



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# 01 Welcome



# 01 Welcome

Welcome to the American Prayer Caucus Network! Thank you for volunteering to serve as State Director for the Congressional Prayer Caucus Foundation.

The American Prayer Caucus Network is part of the Faith Impact Network, the largest network of leaders actively and strategically standing for faith in America, that 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.

As a State Director, your position of influence gives you the opportunity to transform your state by mobilizing your State Prayer Caucus Network through a variety of means. We are delighted to have you on our team!

## How to use this Handbook

This Handbook serves as your primary hub of information and resources for your role as State Director, beginning with the onboarding process and continuing once you are established in your position. Use links embedded in the text of this handbook and the chapter buttons on the right hand side of each page to help you navigate through the information quickly.

Although comprehensive, there are certain resources, events and activities that may not be explained here due to their ever-evolving status. Your State Director Trainer is always available for additional information, clarification, and planning.



# 02 The Basics

- ★ Role of the State Director, Training, and Expectations
- ★ Network Chart
- ★ Definition of Terms
- ★ Ethical Considerations
- ★ Tools
- ★ Contact Information



This chapter of the Handbook provides the basic information you need to get started as a State Director. Included are common questions with sample answers and links for you to use to get additional information for context and clarity. Feel free to ask questions along the way.



# Role of the State Director

## Q: Who is the State Director?

A. A State Director is the CPCF representative for their state and serves as the liaison between the CPCF and the State Legislative Prayer Caucus. A State Director works to build a team who will work together to provide support to the Legislative Prayer Caucus and to inform, equip, and mobilize the State Prayer Caucus Network. For presentation purposes, a State Director in California would be considered the “California State Director for the Congressional Prayer Caucus Foundation.”

## Q. What skills/responsibilities are required to fulfill the role of State Director?

A variety of skill sets are helpful to advance the different aspects of the State Director responsibilities. These skills may be needed at times to carry out specific facets or phases in a state. The team approach is the desired way to ensure that these various efforts are accomplished. They include:

- **Building the Faith Impact Network:** Build relationships with like-minded people and organizations throughout the state. Help identify potential Allies, Strategic Action Centers, FIG Groups, prayer networks, etc.
- **Legislator Support:** Stay informed on things related to the legislator and the Prayer Caucus activities including, session dates, religious freedom legislation, CPCF resources available to support legislators, specific attacks on legislators.
- **Communication:** Maintain communication with CPCF, allies, activists within the state. May use email, social media or other means of communication.
- **Faith Impact Opportunities and Toolkits:** Review the FIOs and Toolkits and prayerfully consider ways to positively impact the culture by coordinating key events or advancing one or more of the strategic opportunities found in the Toolkits.
- **Prayer:** Mobilize prayer for the State Prayer Caucus, for Allies and for state-specific religious liberty issues. Connect and collaborate with State Prayers Leaders to ensure that all prayer bases are covered.
- **Funding:** Determine financial needs and create a fundraising strategy accordingly.

[Click here](#) to learn more about State Director Responsibilities.



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# Training and Expectations

We are grateful that you have joined us in the fight for faith in America.

We are keenly aware this is a volunteer position and that our State Directors have other responsibilities. Your engagement is needed to be effective in this role, so we do ask that you make most of these meetings and calls. Please inform the State Director Trainer of conflicts that prevent regular attendance at any of the meetings below.

## Q: What training do I receive?

A. State Directors are provided with:

- A sequence of onboarding and initial training meetings
- Bi-monthly meetings with SD Trainer
- Bi-Annual planning meetings with SD Trainer
- Monthly SD call with SD network: Last Thursday of every month at 11:00AM ET
- SD Summits/Retreats
- Invitations to CPCF Strategic Summits and Briefings
- Quarterly virtual training meetings
- Online training for specific responsibilities
- Additional/ongoing training, as needed, with SD Trainer

## Q: What is expected of the State Director?

A. State Directors are expected to:

- Wear name badge when fulfilling the role of SD.
- Keep training meetings.
- Attend State Director Meetings and Prayer Calls
- Represent the CPCF in behavior and dress befitting your position as State Director.
- Build a team that will effectively execute the mission of the CPCF and SPC.



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# Training and Expectations

## Q: What is the standard training process?

A. Each step or phase of onboarding and ongoing training is managed around the time constraints and abilities of the State Director (SD) and adapted to the individual needs of each State Director. The overall order and process of the training are standard, but also flexible:

- **Introduction:** Watch Executive Overview video by the CPCF President and the Executive Director
  - SD then receives Handbook
  - After review, SD watches Onboarding and Action 1 Video for clarification.
  - After SD watches the training video, SD has individual follow-up call with State Director Trainer to answer questions and ensure comprehension.
- **Onboarding and Action 1:** SD reviews Onboarding and Action 1 items of the Responsibility Tracks
  - After review, SD watches Onboarding and Action 1 Video for additional information.
  - After SD watches the training video, SD has individual follow-up call with State Director Trainer to answer questions and ensure comprehension.
- **Action 2:** SD reviews Action 2 items of the Responsibility Tracks
  - After review, SD watches Action 2 Video for additional information.
  - After SD watches the training video, SD has individual follow-up call with State Director Trainer to answer questions and ensure comprehension.
- **Action 3:** SD follows same process for Action 3 items of the Responsibility Tracks
- **Action 4:** SD follows same process for Action 4 items of the Responsibility Tracks



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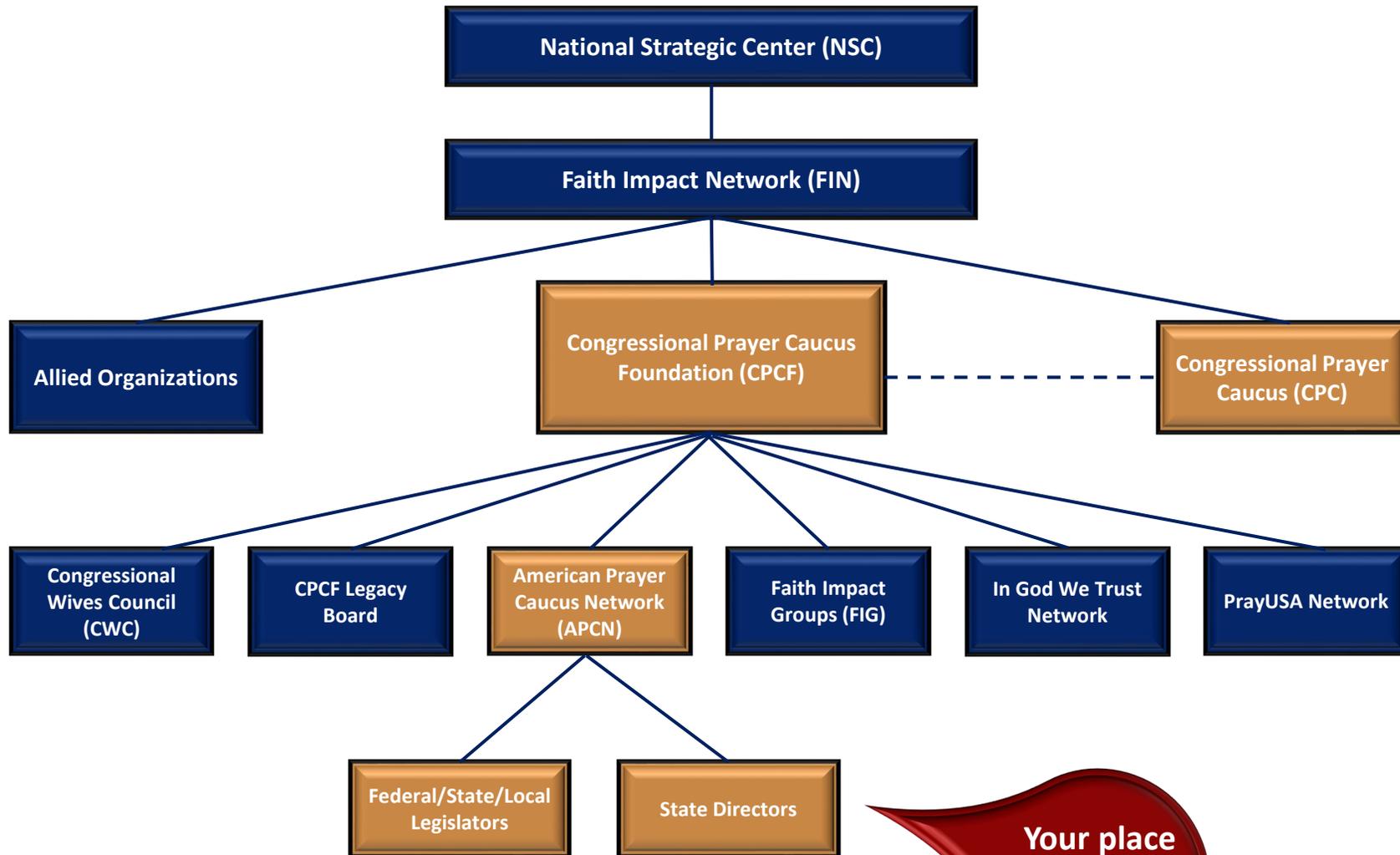
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# Network Chart

CPCF strategy and success is built on the prioritization both allied and internal networks.



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Your place  
in the  
network



# Definition of Terms

## Q: What is the Congressional Prayer Caucus Foundation (CPCF)?

A: CPCF is a non-profit, non-partisan organization that has built and supports the largest (and growing) network of elected officials and citizens who are committed to protecting God's enduring place in America and re-inserting Faith into the marketplace of ideas.

[Click here](#) to learn about the Congressional Prayer Caucus Foundation.

Click to visit [CPCFoundation.com](http://CPCFoundation.com)

## Q: What is the National Strategic Center (NSC)?

A: 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.

[Click here](#) to learn about the National Strategic Center.

## Q. What is the CPC, APCN and the State Prayer Caucus?

- The Congressional Prayer Caucus (CPC) is an official, bicameral and bipartisan Caucus of the U.S. Congress with nearly 100 members committed to prayer for our nation and the protection of religious freedom.
- The American Prayer Caucus Network (APCN) is comprised of the Congressional Prayer Caucus, State Legislative Prayer Caucuses, State Directors, and a grassroots network of empowered citizens organized for action in an effort to advance prayer, protect religious freedom, and Judeo-Christian values.
- In a State Legislative Prayer Caucus, members are united by their commitment to prayer and the preservation of the Judeo-Christian values that formed America.

[Click here](#) to learn more about the CPC

[Click here](#) to learn more about the APCN

[Click here](#) to learn more about State Prayer Caucuses

[Click here](#) to learn additional Definitions of Terms.



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# State Prayer Caucus Considerations

## **Q: What is the primary ethical consideration in representing CPCF and APCN?**

A. Due to our unique position of working with and representing legislators on both sides of the aisle, there is a high bar for the quality and content of our activities, communications, and relationships. It is our duty to do our due diligence to protect the members of the State Legislative Prayer Caucuses from a compromising situation. For this reason, partnering with other organizations must also be carefully considered by the State Director, with the counsel of the CPCF and possibly approval of the Prayer Caucus Chairman. Additionally, as a 501c3 organization, CPCF cannot engage in lobbying activity. The support we provide to legislators pertaining to legislation must not cross the line into lobbying – always confer with CPCF to err on the safe side.

[Click here](#) to learn about Ethical Considerations.

## **Q: What about Prayer Caucus Bylaws, Affiliate Agreements, and Charter Agreements?**

A. Prayer Caucus Chairmen sign the Affiliate Agreement and the State Director sign the Charter Agreement. The CPCF offers Chairmen bylaws upon request, as most states do not require them.

[Click here](#) to read the affiliate agreement.

[Click here](#) to read a sample charter agreement.

[Click here](#) to read the bylaws.

## **Q: How can I assist the Prayer Caucus Chairmen with secession planning when a Chairman steps down?**

A. When a Chairmen steps down, the State Director is critical to ensuring a smooth transition in leadership. Please contact the State Director Trainer for additional information.

[Click here](#) to read more about secession planning.



# Tools

CPCF provides various tools and resources to assist you in your role as State Director:

- Branding
- State Website
- State Specific Social Media Pages
- State Director Email Address
- Business Cards
- Name Badge
- Teleconference Call Lines
- Online Store
- Presentations, Handouts, Marketing Material
- Training – Onboarding and Ongoing

## **Q: What about state branding?**

A: CPCF provides logos and headers for the State Prayer Caucus. All states are required to use the CPCF branding.

## **Q: Where do you find the State webpage and social media sites?**

A: I can find my state webpage by going to the CPCF website and clicking “Join the Movement in Your State” at the top of the homepage, then choosing my state in the drop down menu. I can also go directly to the state-specific Prayer Caucus URL (Ex. [www.MinnesotaPrayerCaucus.com](http://www.MinnesotaPrayerCaucus.com)). Upon request, your State Prayer Caucus social media sites will be created and credentials provided.

## **Q: What about email?**

A: CPCF creates an email account specifically for your use as State Director.



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# Tools, cont.

## Q: Are business cards provided?

A: Yes. CPCF creates business cards for each State Director during the onboarding process. When you are running low on business cards and need to reorder, email [JessicaYoung@CPCFoundation.com](mailto:JessicaYoung@CPCFoundation.com) with your request.

## Q: Are name badges provided?

A: Yes. CPCF creates name badges for each State Director during the onboarding process. You are encouraged to wear the name badge everywhere you are acting in your State Director role.

## Q: Teleconference Lines

A: Upon request, the CPCF will provide a teleconference call line for State Directors who wish to hold state prayer or strategy calls.

## Q: Where is the CPCF store?

A. [www.CPCFonline.com](http://www.CPCFonline.com)

## Q: Where do I find presentations, handouts, and marketing material that are available for my use?

A: Resources are accessible in the [Resources chapter](#) at the end of this Handbook.

## Q: Who do you contact when you have questions?

A: I can contact State Director Trainer Summer Ingram with questions on anything. I can also contact other members of the CPCF team as listed in Contacts for assistance on specific issues.

[Click here](#) to see a full Contact List for CPCF Headquarters.



# 03 Ongoing Responsibilities

- 3.1 Track 1: Prayer
- 3.2 Track 2: Legislator Support
- 3.3 Track 3: Faith Impact Opportunities (FIO) and Toolkits
- 3.4 Track 4: Building the Faith Impact Network (FIN)
- 3.5 Track 5: Communication
- 3.6 Track 6: Funding and Finance

This chapter of the Handbook provides action items based on six areas of State Director responsibility (tracks). Actions begin with introductory awareness of elements pertaining to the responsibility and then proceed with increasing levels of engagement and complexity.



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# Responsibility Tracks - Prayer

**FOCUS:** Mobilize prayer for the State Prayer Caucus, for Allies and for state-specific religious liberty issues. Connect and collaborate with State Prayers Leaders to ensure that all prayer bases are covered.

**Action 1:** Join weekly SD prayer calls and assess legislator prayer in your state.

- Pray regularly for the Members (and families) of the Congressional Prayer Caucus, the Congressional Prayer Caucus Foundation, the American Prayer Caucus Network, and the issues on the Weekly Prayer Update.
- Join the weekly State Director prayer calls – every Thursday at 11:00AM ET, excluding the last Thursday of the month.
- Assess legislator prayer in your state
  - Is there a group of legislators meeting for prayer regularly?
  - Does the Prayer Caucus Chair need to establish regular prayer?

[Click here](#) to familiarize yourself with the difference between a prayer group and a prayer caucus.

**Action 2:** Invite people to pray for legislators, including:

- Invite trusted intercessors to pray for leaders
- Join other prayer statewide meetings and calls and invite prayer for State Prayer Caucus
- Assess who is already praying at the capitol and connect with them
- Assess gaps/opportunities for prayer

**Action 3:** Fill prayer gaps

- Organize prayer teams in and around the capitol and state
- Coordinate a monthly statewide prayer call or meeting
- Organize a prayer shield (see [www.TexasPrayerCaucus.com](http://www.TexasPrayerCaucus.com))

**Action 4:** Host additional prayer-related events with legislators. For example, Legislator-only Prayer Breakfasts, Legislator-Pastor Prayer Breakfasts, etc.



# Responsibility Tracks – Legislator Support

**FOCUS:** To support and equip lawmakers in the advancement of all Prayer Caucus-related activities.

**Action 1:** Identify state legislative information and CPCF resources for legislators

- Determine the best source for updated session information. Ex. Statescape: <http://www.statescape.com/resources/legislative/session-schedules.aspx>
- Make yourself aware of CPCF resources that are available to legislators:
  - **Freedom For All (formerly Project Blitz) Initiative** – Freedom For All is a nationwide initiative to advance religious freedom legislation by providing the resources of the Religious Freedom Measures Toolkit to legislators and upon their request, mobilizing widespread support around their efforts to advance pro-Religious Freedom measures and disrupt anti-faith measures. Examples of mobilization efforts include constituent phone calls and letters, social media support, citizen support at committee hearings, expert witness by CPCF Legal Counsel, and more.
  - **Religious Freedom Measures Toolkit** – The [Religious Freedom Measures Toolkit](#) is a resource for legislators that provides model legislation, talking points, and supporting materials strategically designed to protect or advance religious liberty.
  - **State Legislation Tracking Report** – This report is emailed weekly by Summer Ingram and provides progress on all the religious freedom legislation we are tracking. [Click here](#) to see an example report.
  - **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. [Click here](#) to view your state faith assessment.
  - **CPCF Legal Counsel (Services)** – The CPCF Legal Counsel serves legislators by providing the annual Religious Freedom Measures Toolkit, victim support letters, expert opinion, etc.
  - **Weekly Prayer Update** – The WPU is distributed to over 12,000 partners every week and highlights current legislative efforts, events and issues for prayer. [Click here](#) to view archived WPUs.
  - **New Session Guidelines** – This document provides resources, including invitation templates, to legislators to help launch the new legislative session or a new caucus. [Click here](#) for the New Session Guidelines.



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# Responsibility Tracks – Legislator Support

## Action 2: Identify and meet with Prayer Caucus Members and Chairmen

- (In Session): If Prayer Caucus already exists, identify list of Prayer Caucus Members and greet as many as possible.
- Prepare for meetings with Prayer Caucus Chairmen. Meetings might include conversations around strategy, RF Measures Toolkit and additional resources, and new session planning.
  - Become competent in the introductory presentation for legislators explaining the who, what, and why of the CPCF, NSC and SPC using [Powerpoint presentation](#) (must fully download from Google Drive to present), [Script/talking points](#) and [sample video](#)
  - Become competent in the presentation for legislators explaining the Religious Freedom Measures Toolkit and Freedom For All initiative using [PDF presentation](#), [Script/talking points](#) and [sample video](#)
  - [New session/caucus launch guidelines](#)
  - Consider opportunities to send the [3 minute video](#) by Congressman Forbes, introducing CPCF and why a legislator should engage with CPCF and our initiatives.

## Action 3: Facilitate Prayer Caucus impact opportunities that legislators can participate in

- Signing amicus briefs
- Signing letters to support victims of attacks on religious freedom - [Click here](#) to see an example letter
- Taking strategic action developed by the NSC
- Hosting a state-specific Strategic Summit
- Launch Faith Impact Groups (FIG)
- Engaging in CPCF initiatives such as IGWT and PrayUSA



# Responsibility Tracks – Legislator Support

## Action 4: Monitor Religious Freedom Resources

- Regularly monitor Religious Freedom resources that keep you informed on pro- and anti-faith legislative issues:
  - [CPCF News and Media Webpage](#)
  - Prayer sites that report on religious liberty issues
  - Freedom From Religion Foundation and other anti-faith websites
  - Weekly CPCF legislation report emailed by Summer Ingram (see example)
- Meet with Prayer Caucus Chair(s) or members to determine what measures warrant CPCF support and communicate those needs to Summer Ingram.



# Responsibility Tracks – FIOs and Toolkits

**FOCUS:** Seek opportunities to advance the following Faith Impact Opportunities

**Action 1:** Become aware of CPCF initiatives and Toolkits

- ***In God We Trust. Put It Up!*** is a nationwide initiative inspiring the display of our national motto in city councils, government offices, courthouses, on law enforcement vehicles, in schools, and more. More than 3 million "In God We Trust" decals are up on cars, in homes and on office windows. Includes July 30 Anniversary celebration opportunities. To learn more go to [In God We Trust](#) or [click here](#) for the toolkit.
- ***PrayUSA*** is hundreds of thousands of government leaders, pastors, citizens and faith organizations uniting in an extraordinary, nationwide initiative with a commitment to unceasing prayer for our nation. To learn more go to [PrayUSA](#) or [click here](#) for the toolkit.
- ***The National Prayer Shield***, a division of PrayUSA, was launched to increase prayer for the personal needs of our elected officials. Members of the American Prayer Caucus Network may submit prayer requests directly through the [National Prayer Shield webform](#), or may submit requests through you as the State Director. The CPCF will review the content and privacy of the request, then consolidate into a weekly email to be sent to a national network of prayer partners. In addition, prayers will be posted on the [National Prayer Shield webpage](#) on the PrayUSA website for ongoing access.
- ***Keep Faith in America*** is a strategic initiative to unite people of faith around the common mission of ensuring that faith, God, prayer and the Bible continue to have a place in shaping America's future. To learn more go to [Keep Faith in America](#) or [click here](#) for the toolkit.
- ***Faith Report Alert Email and Faith Report Website:*** Weekly email prepared by leaders for leaders that gives important updates in four categories: Faith on the Move, Faith Under Attack, Government Watch, Upcoming Faith Events. All issues in the email, and other important relevant information, is hosted on the Faith Report website – [www.TheFaithReport.com](#).
- ***219 Groups:*** Room 219 in the U.S. Capitol is where Members of the Congressional Prayer Caucus first met and decided to host a national call to prayer and action. Their efforts were the catalyst for the formation of thousands of 219 Groups who are committed to praying for our federal, state and local government leaders, and standing for faith in their communities. Members still meet and pray in Room 219 and continue to be frontline defenders of faith. [Watch this 3-minute video](#) of the catalyst for Room 219.
- ***Toolkits*** with step-by-step instructions are available for individuals and groups to take strategic action to impact faith in their community within these initiatives. See your SD Trainer for more information or click the links above.
  - All "outside" requestors of Toolkits are vetted by the CPCF team to ensure their intentions are sincere. **To share Toolkits with others**, direct them to our website to make a request for the Toolkits so they can be vetted and their progress tracked in our system. As a State Director, you can expedite their vetting process by telling them to use your name as their special "Code" in the request. For example, if a SD would like to offer a Toolkit to an engaged citizen, they could say "Go to [www.cpcfoundation.com/nsc](#) to request a toolkit, and use my name, Jane Doe, in the Code field."



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# Responsibility Tracks – FIOs and Toolkits

**FOCUS:** Seek opportunities to advance the following Faith Impact Opportunities

**Action 2:** Become aware of CPCF Signature Events, including:

- **PrayUSA Event** – Pastors and Legislators are standing together in churches to call for prayer for our leaders and nation, as well as encouraging congregations to stand for faith in their personal and public lives.
  - [Click here](#) to watch the PrayUSA video
  - [Click here](#) to watch a video example of a PrayUSA service
  - [Click here](#) for downloadable materials for a PrayUSA Proclamation Signing Ceremony
- **Prayer Caucus Launch Event** - A Launch Event is a CPCF approved and coordinated event upon the formation of an official State Legislative Prayer Caucus. Some states may choose to do their own version to launch the beginning of a legislative session. [Click here](#) to watch a video compilation of Prayer Caucus launch events.
- **Keep Faith in America** – The CPCF encourages capitol events, press conferences, social media blitzes and more to celebrate Religious Freedom Day on January 16<sup>th</sup> of every year.
  - [Click here](#) to watch a video of Lt. Col. Allen West on Religious Freedom Day
  - [Click here](#) to watch a portion of a nationwide Facebook Live event including legislators and leaders in nearly all 50 states and abroad, taking a unified stand to Keep Faith in America.
- **Anniversary of In God We Trust** – The CPCF provides a variety of resources and ideas for celebrating the anniversary of the establishment of “In God We Trust” as our National Motto on July 30<sup>th</sup> of every year. [Click here](#) for the National Motto Anniversary Resources chapter In God We Trust toolkit.

**Action 3:** Choose an event or initiative and run with it. [Click here](#) for an initial checklist of event planning components to consider.

**Action 4:** Host/coordinate a State Strategic Meeting - A State Strategy Meeting is a State Director-coordinated strategy meeting that serves as an opportunity to collaborate with key leaders in a state for the purpose of conversation around and implementation of a culture of strategy.



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# Responsibility Tracks – Building the FIN

**FOCUS:** Build relationships with like-minded people and organizations throughout the state. Help identify potential Allies, FIG Groups, prayer networks, etc.

**Action 1:** Identify and introduce yourself to like-minded people, organizations, and networks. Using the [CPCF Elevator Speech](#), do this by:

- Calling to arrange face-to-face meetings
- Doing a phone introduction
- Attending their events

**Action 2:** Invite people to join the Faith Impact Network

- Identify FIN prospects and connect them to the National Strategic Center (NSC)
  - If you ID a FIN prospect or someone who should be connected to the NSC, call or email the State Director Trainer so we can work with you on the best way to connect the person.

**Action 3:** Host a regular meeting at the capitol or coordinate a conference call for the Prayer Caucus Chair to meet with faith leaders to discuss Faith Impact Opportunities (FIO), efforts of the Prayer Caucus, priority legislation, and more.

**Action 4:** Identify Faith Impact Group (FIG) opportunities and help start a group

- [Click here](#) to learn more about FIGs



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# Responsibility Tracks - Communication

**Focus:** Maintain communication with CPCF, the chairs (and members) of the State Prayer Caucus, Allies and Faith leaders, and Action-Oriented Citizens.

**Action 1:** Become aware of CPCF social media and email communications and become proficient in basic CPCF elevator speech.

**Presentations:** Become proficient in the [CPCF elevator speech](#).

**Email:** Become aware of regular email communications going out to people in your state.

- **Weekly Prayer Update (WPU):** The Weekly Prayer Update is distributed to nearly 10,000 partners every week and highlights current events and issues for prayer. [Click here](#) to view recent WPUs.
- **Executive Director email (ED):** Executive Director emails regularly provide insight into a variety of faith and freedom issues affecting Americans today. [Click here](#) to see recent ED messages.
- **Victory Updates (VU):** Victory Update emails share the news when members of our Faith Impact Network make a positive impact on religious freedom and prayer. [Click here](#) to see recent VUs.
- **APCN Email:** Email updates are sent biweekly directly to legislators in the APCN network, apprising them of current issues and activities of the APCN, the Congressional Prayer Caucus (CPC) and the CPCF.

**Social Media:** Become aware of our social media sites, including:

[www.facebook.com/CPCFoundation/](http://www.facebook.com/CPCFoundation/)

[www.facebook.com/PrayUSACPCF](http://www.facebook.com/PrayUSACPCF)

[www.facebook.com/InGodWeTrustPutItUp](http://www.facebook.com/InGodWeTrustPutItUp)

[www.facebook.com/KeepFaithInAmerica/](http://www.facebook.com/KeepFaithInAmerica/)

Twitter includes:

[twitter.com/CPCFoundation](https://twitter.com/CPCFoundation)

[twitter.com/IStandForFaith](https://twitter.com/IStandForFaith)

Instagram includes:

[www.instagram.com/keepfaithinamerica/](https://www.instagram.com/keepfaithinamerica/)

YouTube Channel: [www.youtube.com/user/findroom219](https://www.youtube.com/user/findroom219)

State-Specific Facebook and Twitter



# Responsibility Tracks – Communication

**Action 2:** Beginning sharing CPCF social media and email communications.

**Email:** Read and forward CPCF emails to state email and social media networks

- **Weekly Prayer Update (WPU):** Resend to personal database.
- **Executive Director email (ED):** Resend to personal database.
- **Victory Updates (VU):** Resend to personal database.
- **Legislation Mobilization:** Resend to personal database.
- **APCN Email:** Resend to Legislators.

**Social Media:** Like, Follow and begin actively posting on CPCF Social Media

**Action 3:** Email state database about Faith Impact Network events

If you have chosen to do a Prayer Caucus-related event, you are welcome to email relevant details to your state database to encourage prayer, acquire volunteers, and advance mobilization efforts. We have templates available for use. Contact your State Director Trainer for more details. Email drafts are required to be submitted to CPCF 3 business days prior to your requested send date.

**Action 4:** Communicate about the CPCF/NSC/APCN and engage with the NSC

- Identify and report specific issues and challenges related to religious freedom to the NSC through the [Strategic Input Form, video or print](#).
- Become competent in full (20 minute) CPCF/NSC/APCN presentation for leaders' meetings and conferences.
  - [Click here](#) for the presentation (must fully download from Google Drive to present)
  - [Click here](#) for the script/talking points
  - [Click here](#) for the **sample video** of the presentation



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# Responsibility Tracks – Funding and Finance

**FOCUS:** Determine financial needs and create a funding strategy accordingly.

**Action 1:** Become aware of finance policies and administration.

- **Funding Policy:** Each State Director has the freedom to raise funds as needed per the approved state budget. No State Director is required to raise funds. CPCF provides all administration related to the management of the state bank account.
- **Administration:** [Click here](#) to learn more about expense reimbursements, contribution process, financial reporting process, and administrative financial forms.

**Action 2:** Consider if fundraising is desirable. Funding is helpful for events, travel, etc.

**Action 3:** Take the **fundraising training**.

**Action 4:** Consider funding sources:

- Simple: Individuals/friends
- Advanced: Events/dinners
- Advanced: Legislators – Membership (Legislator Led)
- Advanced: Other – Grants/Foundations, etc
- Free: CPCF offers some services at no cost or reduced cost to the State Director or Caucus. Contact State Director Trainer for additional information:
  - Some printing
  - Select products
  - Initial Prayer Caucus Launch Events
  - In God We Trust decals - For any **state caucus-sponsored event**, we will provide 50 decals to the State Director to hand out for free, upon request. For quantities of decals over 50, we will charge \$.50 each, to cover our costs.
  - In God We Trust posters - For a State Director actively pursuing the distribution of IGWT posters, we will provide 30 posters to hand out for free, upon request, once per year. For quantities of posters over 30, we will charge \$1.00 each, to cover our costs.



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# 04 Resources, Presentations, and Videos



This chapter provides a quick link to all of the resources, presentations and videos referenced throughout this Handbook.



# Resources, Presentations, and Videos

## CPCF Elevator Speech

[Click here](#) for the elevator speech.

## Introductory CPCF/NSC/SPC Presentation

[Click here](#) for the 10-minute PDF presentation for legislators, giving the who/what/why (must fully download from Google Drive to present)

[Click here](#) for the script for the presentation.

[Click here](#) for a video sample of this presentation.

## Full CPCF/National Strategic Center Presentation

[Click here](#) for the 20-minute PDF presentation best used in a leaders' meeting or conference (must fully download from Google Drive to present)

[Click here](#) for the script for the presentation.

[Click here](#) for a video sample of this presentation.

## Religious Freedom Measures Toolkit and Freedom For All

[Click here](#) for the PDF presentation for legislators.

[Click here](#) for the script for the presentation.

[Click here](#) for the Religious Freedom Measures Toolkit

[Click here](#) for a sample video of the presentation.

## CPCF Introduction to Legislators by Congressman Forbes

[Click here](#) for a 3-minute video introducing CPCF and why a legislator should engage with our networks and initiatives.

## State Director Legislation Tracking Report

[Click here](#) for a sample state legislation report that tracks the status of religious freedom measures and is sent regularly to each State Director during session.



# Resources, Presentations, and Videos

## **New Session Guidelines**

[Click here](#) for guidelines to assist legislators in the launch of a new legislative session or new caucus.

## **Webpage with Resources for Key Religious Liberty Issues**

[Click here](#) for talking points, case law, and more around key Religious Liberty issues.

## **Talking Points for Common Misconceptions**

[Click here](#) for talking points for the truth around separation of church and state, and much more.

## **State Webpage**

[Click here](#) to access your state webpage.

## **State Director Handouts**

[Click here](#) to find your state flyer and ambassador card.

## **In God We Trust. Put It Up!**

[Click here](#) for downloadable resources.

## **PrayUSA**

[Click here](#) for downloadable resources.

## **Keep Faith in America**

[Click here](#) for downloadable resources.

## **Faith Impact Groups**

[Click here](#) for the FIG Toolkit



# Resources, Presentations, and Videos

## CPCF Videos

[Click here](#) for the CPCF promotional video and other flagship videos.

## CPCF Blog

[Click here](#) to read current and archived CPCF Blogs. Feel free to share on social media.

## CPCF Weekly Prayer Updates

[Click here](#) to access archived Weekly Prayer Updates.

## National Congressional Briefings

[Click here](#) to listen to archived National Congressional Briefings.

## CPCF Store

[Click here](#) to access t-shirts, "I Stand For Faith" pins, In God We Trust products, and much more.

## Event Checklist

[Click here](#) for a checklist of tasks and timelines to consider when planning an event.

## State Director Forms

[Click here](#) for reimbursement forms, payment request forms, and more.

## Powerpoint Tips

[Click here](#) for tips on how to use or customize a Powerpoint presentation.

