



**2023 NOAH Listening Campaign  
and Issue Development  
\*\*\*Major Events\*\*\***

**March 5th – March 25th:** Listening Campaign Launch - Commissioning (sending out of teams) or announcement at member organizations (See additional information)

**Mid-Point Check-in:** March 28<sup>th</sup> – April 4<sup>th</sup> (Listening Campaign team contacts teams)

**Listening Campaign ends:** April 16<sup>th</sup>

**Membership Reflection on Interviews:** April 16<sup>th</sup> – May 9th

**Issue Consolidation Meeting:** May 9th (NOAH Membership Meeting - virtual)

**Issues Convention:** May 21st (location TBD)

# NOAH 2023 Calendar

**Membership Meetings:** Second Tuesday of every month, 6:30 pm - 8 pm

**NOAH Visioning:** January 22nd, February 12th, March 12th, April 22rd

**Donor Appreciation event:** February 4th

**Days on the Hill:** CJTF/MICAH Expungement - February 15th; AHTF/Open Table - February 21st; Education/TN4All - March 14th

**NOAH Moral Budget Action:** February 21st

**Re-Imagine East Bank/Re-Imagine Nashville:** with Stand-Up Nashville - February 25th

**National Leadership Training 1:** February 26th - March 4th in Memphis

**NOAH Listening Campaign:** March 5th - April 16th

- Trainings: February 19th, February 26th, make-up training: March 5<sup>th</sup>; AALI Trainings: March 19<sup>th</sup> at Spruce Street Baptist Church and March 25<sup>th</sup> at Beech Creek Baptist Church
- Mid-Point Check-in: March 28th
- Organizational Reflection Meetings: April 16th - May 9th
- Issue Listing and Consolidation: May 9th Membership Meeting
- Issues Convention: May 20<sup>th</sup> at Greater Bethel AME Church

**Organizing Money (banquet prep) Training:** fourth week of May

**Mayoral & Metro Council Candidates Forum:** July 9<sup>th</sup>

**NOAH Banquet:** third week of July

**National Leadership Training 2:** August 20th - 26th in Hiawatha, Iowa

**Issues and Actions (Public Meeting Prep) Training:** third week in September

**Public Meeting:** third week of October (pending Titans schedule)

**End of Year Fundraiser Kick-Off (Giving Tuesday):** November 28th

**End of Year Celebration and Membership Meeting:** December 12th

## CONDUCTING EFFECTIVE ONE-ON-ONE CONVERSATIONS

You have been conducting one-on-one conversations for most of your adult life. The difference is that now we want to encourage you to do it intentionally – for the purpose of building relationships in your institution and building your public life to increase opportunity to live out your faith and/or values.

### **The leaders who most effectively do one-on-ones are those who:**

- Are courageous and ask questions that encourage stories and provide insight into the values, faith journey, ambitions, interests, life experience, joy, anger, capacity to risk, and talents in the person's life.
- Are curious and able to listen and hear the person they are meeting with. Curiosity allows you to identify areas of interest you want to explore about the person.
- Are willing to ask “why” to help shape clarity in the conversation.

### **There are four reasons for conducting one-on-one conversations:**

1. Establish or strengthen the relationship with this person (get to know them better)
2. Understand what motivates them (what is their self-interest and how does it connect to yours?)
3. Help create clarity about values (asking “why” helps do that)
4. Get information.

### **You are on the hunt for leaders – people like yourself. As you conduct one-on-ones, you want to know three basic things:**

1. Is the person relational – what groups do they belong to, what have they done with others, etc.
2. What stories did you hear that give you insight about this person (see above)
3. What do you believe is the self-interest of this person (what do they want, what are they willing to work for, what will benefit them).

### **Rules for successful one-on-one conversations:**

1. You make an appointment. Call each person. If you are part of an outreach campaign being carried out in your institution, let the person know. Tell them it will only be 30 minutes and you would like to meet in a place that is appropriate for the meeting (get a room in your congregation, organization, at their home, at a quiet restaurant)
2. Be on time. Take nothing with you other than your curiosity and courage. You do not take notes during the one-on-one.
3. Be courageous and curious. You will know you are successful if the time appears to fly by and you still want to talk to this person.
4. Thank the person for their time and sharing.
5. Hold sacred what you hear.
6. If you set up the appointment, this is your one-on-one and you are directing the conversation and listening intently. Should the person want to know about you, encourage the person to set up an appointment with you.
7. When you are in your car or at home, immediately fill out the one-on-one form and keep it in a file.

*Please leave any biases you may have at home. Do not judge. Do not preach. Just be curious (probe), listen (remain focused), and seek clarity (ask “why?”).*

**Form to be used to record One-on-One's**  
(Remember to record after, not during your one-on-ones)

Name of Interviewer \_\_\_\_\_

Name of NOAH Member Institution \_\_\_\_\_

Date of One-on-One \_\_\_\_\_

Person with whom you did the one-on-one:

Name \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

What role does the person presently play in the union, congregation or organization?

\_\_\_\_\_

What are the person's interests and/or concerns for themselves, their family, their congregation or group, and the community?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you think this person might play a more significant role in your institution and what might that be?

\_\_\_\_\_

\_\_\_\_\_

Other comments: \_\_\_\_\_

\_\_\_\_\_

## How to Set Up One-on-One Interview for Listening Campaign

*This is not like canvassing door to door. It is a short conversation where we listen to people's thoughts, feelings, and opinions.*

*Interviews should be pre-arranged by appointment. This helps protect your own time as well as letting the person being interviewed know that you are working on a project with specific purpose.*

*A typical interview will be arranged by phone.*

*Introduce yourself, explain what you are doing and ask if you can have 30 minutes of time to get their point of view.*

### **Sample Appointment Call**

Hi! My name is \_\_\_\_\_ and I'm part of \_\_\_\_\_ (your institution) \_\_\_\_\_ .

We are visiting members of our [*union, congregation, non-profit, etc.*] to listen to their point of view and their ideas regarding the [*union, congregation, non-profit*] and issues they see in the community.

Could I arrange to have 30 minutes of your time to listen to your ideas?

### **Interview Format**

Introduce yourself and explain again, why you are there (same as telephone explanation).

Begin the conversation with some questions about the person's thoughts on the community, union, church, etc. (See Interview Ideas). Talk about things the person seems interested in.

Use follow up questions for more details, to stimulate the conversation, and for your own curiosity. Ask "WHY?"

**REMEMBER!** *You are there to listen to their thoughts, not talk about your pet*

*projects. Watch the time so that you do not spend too long – 30 to 45 minutes is enough.*

## Items Each Listener Will Need

Description	Number copies needed	Member group will need to create
1. A List of the people that the listener will visit with their names, addresses, telephone numbers and e-mails.	1 / Packet	X
2. Forms for write-ups on each visit	10 / Packet	X (make copies as need)
3. Conducting effective one-on-one conversations	1 / Packet	
4. How to Set Up One-on-One Interview	1 / Packet	

## Commissioning Event

**It is important to formally acknowledge that a group of people in your congregation, union or organization are being sent by the leadership to conduct a Listening Campaign.** We consider listening and therefore, the Listening Campaign a sacred opportunity. Additionally, the listeners should feel that they have the support of the leadership and are undertaking a sacred or important task. Everyone else in the union, congregation or organization must understand that this Listening Campaign is being conducted so that they are not surprised or suspicious of the listeners' motives. **We want people to expect to be visited. Each institution can be creative in designing this.**

**Congregations:** In a congregation this is best done during the regular weekly service. All the listeners can be called up by the pastor or rabbi and receive a special blessing. They could be given their packets. In some traditions there can be a laying on of hands. It is important that each congregation do this in their own tradition.

The rabbi or pastor should explain to the congregation what the listeners are going to do so that everyone knows that they are doing it as official representatives of the congregation. This should be done from the pulpit and in the bulletin.

**Unions:** For a union this might be done at a monthly business meeting or done through a newsletter. Using the existing union culture can facilitate this.

**Community organizations:** For a community organization it might be done at a monthly board meeting or also through a newsletter. Similarly, the cultures and regular habits of the organization can be built on.

*Once again, the commissioning event alerts everyone in your congregation, union or organization that the listening is happening and also it affirms the listeners that they are doing something important.*

## ***One Possible Commissioning Resource for Listening Campaign***

*Based on "A Franciscan benediction for challenging times"*

May you go out into the world...  
with discomfort at easy answers, half-truths and superficial  
relationships, so that you may live deep within your heart.

May you go out into the world with righteous anger ... at injustice,  
oppression and exploitation of people and creation, so that you may  
work for justice, freedom and peace.

May you go out into the world with vision...  
to bring comfort, healing, and wholeness

May you go out into the world with tears ...  
to shed for those who suffer from pain, rejection, starvation and  
war, so that you may reach out your hand to comfort them and to  
turn their pain into joy.

May you go out into the world with a covenant...  
to keep a commitment to speak truth to power, and encourage  
others to do the same.

May you go out into the world with love...  
to love all people, with an earnest desire to bring light into  
darkness.

And above all else,

May you go out into the world with foolishness ...  
to believe that you can make a difference in this world, so that you  
can do what others say cannot be done.





## Worksheet for NOAH Member Organizations

Member Group: \_\_\_\_\_

Team Leader: \_\_\_\_\_

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

Email: \_\_\_\_\_

I. When will your organization do a “kick-off” for the Listening Campaign? What will this be? Commissioning in worship service? Announcement? Newsletter?

II. Who will be on your Listening Team? NAME/CONTACT INFO

1.

6.

2.

7.

3.

8.

4.

9.

5.

10.

III. On separate sheet, list those for each team member to visit.

(now through April 16)

- Consider specific groups – young adults, youth, seniors, long-term / new members, special groups, people who do not attend regularly, etc.

IV. Issues convention will be Sunday, May 21st – location TBD. How many people will you be bringing to vote on our issues?

## Instructions for Organizational Issue Reflection Meeting

- The purpose of Organizational Issue Development Meeting is for each organization to gain clarity about the outcomes of their one-on-ones. Leaders from each organization's Listening Team should be prepared to share their organization's top five issues at the May 9<sup>th</sup> NOAH Membership Meeting.
- Schedule this meeting between the end of the Listening Campaign (April 16<sup>th</sup>) and the NOAH Membership Meeting (May 9<sup>th</sup>) to determine your organization's top ten issues. All listeners should attend and listening team should invite everyone who they interviewed to attend this meeting. Listening team should bring all completed copies of their "Form to record one-on-ones." Consider holding this meeting before or after a worship service or regular weekly meeting.

### Format for Issue Reflection Meeting

1. Designate meeting leader(s) and a note-taker
2. Welcome everyone, conduct an opening moment of prayer or reflection
3. Ask listeners to touch on the points they captured in the one-on-one recording form and to share the following information about their interviews. Make sure note-taker captures this information:
  - a. Name
  - b. Role in organization
  - c. What were the particular issues, concerns that came up?
  - d. Do you see this person playing a more significant role in the organization or community and what might that be?
4. Ask listeners to reflect on how their issues might impact seniors or youth
5. Go over the list of issues and categorize them into no more than five issues to share at the *May 9th* NOAH Membership Meeting
6. Conclude the meeting