

The [SJA Steering Committee](#) is available at any time to help with the issues below or others that might arise. Our goal is to grow the capacity of Eliot to reach its mission of community building and social justice.

Planning a Social Justice Related Event at Eliot? It's as easy as A, B, C...

Always bring the lead minister, the social justice [steering committee](#), then an appropriate staff member into the loop before you dive into planning. When pitching your idea, consider that new Eliot social justice efforts should support Eliot's [mission and ends](#) and [ongoing social justice focus areas](#). Our methods include advocacy, education, witness, service and education. We currently have interest areas that include racial, economic, environmental, immigration, LGBTQIA and democracy justice issues. **We consider carefully before expanding beyond these areas, to avoid diluting our efforts and the attention of the congregation.** In all efforts we seek to build a stronger Eliot community. Therefore, you should be willing to recruit leadership and at least 4-5 interested Eliot members for your effort. Initiatives that do not meet the above criteria and that do not receive approval from a minister or from the steering committee are ineligible for advertisement in Eliot's publications (order of service, website, Facebook, bulletin board flyers, weekly and monthly newsletter).

Keep in mind that the weekly newsletter is meant for immediately upcoming events and that running an announcement verbatim for many weeks will lose its impact.

Before you choose a date, time, or room for your event be sure to check the Eliot calendar online and [contact Administrative Assistant Christie Lee](#) to check availability.

Childcare needed? [Contact Director of Religious Education Scott Stewart](#) before you submit anything for publicity.

Here is a step-by-step [planning and publicizing guide](#).

Please note that all SJA communications destined for Eliot's publications should be sent to the SJA communications director, who will provide a final check for appropriateness, edit for brevity, and work with the communications staff to disseminate.

MailChimp

Eliot supports a Mailchimp subscription for the use of Social Justice in Action teams. Leaders of interest areas can use Mailchimp to send announcements to those who have opted in to receive information. Mailchimp allows email blasts to the entire SJA community at Eliot or to more segmented groups within the SJA community. Training on MailChimp is available from the Steering Committee Chair, Beth Griffin, Ann Lemon, or Adam Bockhorst.

Users must be aware of advertising or promoting issues that could jeopardize Eliot's non-profit status. Calls to action (voting, petitions, etc.) should be cleared by the SJA steering committee or by Rev. Barbara prior to sending. To avoid the Mailchimp venue losing its impact, we recommend that leaders restrict email campaigns to their interest groups and no more than a couple times a month.

Eliot email system

Eliot's email system is distinct from Mailchimp. Mailchimp is used for dissemination of SJA information and can be set up to receive RSVP email responses (though we are moving toward use of Signupgenius or another RSVP system). The Eliot Constant Contact system can also be used by leaders to collect input, but Eliot does not publish personal emails. If you would like an email alias (e.g., economicjustice@eliotchapel.org) set up within the Eliot system to receive RSVPs or other information, please speak with a staff member.

Transportation to Eliot SJA events

For insurance purposes, Eliot needs to have a driver form and a copy of a driver's license on file for those driving attendees/participants/volunteers to Eliot SJA (and other) events. Find the form with instructions [here](#).

Partner Organizations

Eliot has several partner organizations, including Kirkcare, Room at the Inn, Southside Day Nursery, Metropolitan Congregations United, Kirkwood Area Every Child Promise, WeCAN, and IFCLA. Events particularly aligned with Eliot's mission, sponsored by these partners, and with support/leadership from an Eliot member can be included in Eliot communications and/or by email blast via MailChimp.

Sunday table

The Sunday table is used to recruit volunteers or advertise for upcoming Eliot-sponsored activities (see criteria above) and to sign up folks interested in receiving SJA communications (primarily through Mailchimp). We are working toward a system in which we enroll people's SJA interests exclusively through [electronic self-sign up](#), but hard copy signups are often still used.

If you would like to use the Sunday Table, contact the Eliot communications director to reserve a spot at the table.

Deadlines to have completed information to the SJA communications director for the above mechanisms

Sunday table: **Monday at noon**

Flyers for bulletin board: **Monday at noon**

Order of Service announcement: **Tuesday at noon**

This Week at Eliot weekly newsletter: **Wednesday at noon**

Monthly newsletter announcements: **16th of the month**