

# CHIPPEWA AREA KERYX PRISON MINISTRY

## TRAINING MANUAL



**August 2019**

## STATEMENT ON CHRISTIAN CHARACTER

**2 Timothy 2:15 says, “Do your best to present yourself to God as one approved, a workman who does not need to be ashamed and who correctly handles the word of truth.”**

The man or woman of God is called to be continually transformed into the image of Christ in mind, heart and spirit. The call of every believer is to be in such an intimate relationship with the Lord that this transformation is a continual and ongoing process. We are all still in the process of being transformed into the likeness of Christ and we wrestle with issues of sin, yet as Keryx volunteers, we are called to be living a lifestyle that is consistent with this spiritual process (Philippians 1:6).

In Paul’s letter to the Corinthians, he speaks to issues of moral sin – “Do you not know that the wicked will not inherit the kingdom of God? Do not be deceived: Neither the sexually immoral nor idolaters nor adulterers nor male prostitutes nor homosexual offenders nor thieves nor the greedy nor drunkards nor slanderers nor swindlers will inherit the kingdom of God.” (1 Cor. 6:9-10)

Paul says that one who practices such sin is outside the kingdom of God. He goes on to say in the following verses that, “And that is what some of you were. But you were washed, you were sanctified, you were justified in the name of the Lord Jesus Christ and by the Spirit of our God.”

Such were some of us, but in coming to Christ these sins were put under the blood and confessed as being contrary to the very heart and nature of God. Therefore by His grace and abiding presence we do not practice or walk in them anymore.

Because it is not our desire to put a stumbling block in the way of a brother (Romans 14:13), it is the position of Keryx that any volunteer who is not able to put these types of moral sins in the past tense as having been washed and covered by the blood and not longer walking in them should not serve on a team. It is the commitment of every team member to be able to say that they are living a life which is morally and biblically acceptable in the sight of man, but more importantly, in the eyes of God who is a discernor of the heart. Because there are issues of developing Godly character within the lives of inmates and we are positioning ourselves as role models and mentors, persons who are openly or secretly living or advocating the following lifestyles should not accept a position to serve on a Keryx team:

- Abusive spousal treatment (emotionally or physically)
- Adultery
- Drug abuse (including using medical marijuana)
- Alcohol abuse
- Any other illegal or morally or biblically unacceptable behavior
- Homosexuality (addressed specifically in another document)

As volunteers we are making a statement that it is our highest commitment to represent Jesus Christ in the flesh – consequently our behavioral example must be Jesus Himself. Our actions and lifestyles must reflect His teachings as presented in the Bible, which we accept as the true word of God.

**Other supporting Scripture:** *Colossians 3:15* *Let the peace of Christ rule in your hearts, since as members of one body you were called to peace. And be thankful.*

*Ephesians 5:25-30* *Husbands, love your wives, as Christ loved the church and gave himself up for her, that he might sanctify her, having cleansed her by the washing of water with the word, so that he might present the church to himself in splendor, without spot or wrinkle or any such thing, that she might be holy and without blemish. In the same way husbands should love their wives*

*as their own bodies. He who loves his wife loves himself. For no one ever hated his own flesh, but nourishes and cherishes it, just as Christ does the church, because we are members of his body.*

**2 Timothy 2:14-26** *Remind them of these things, and charge them before God not to quarrel about words, which does no good, but only ruins the hearers. Do your best to present yourself to God as one approved, a worker who has no need to be ashamed, rightly handling the word of truth. But avoid irreverent babble, for it will lead people into more and more ungodliness, and their talk will spread like gangrene. Among them are Hymenaeus and Philetus, who have swerved from the truth, saying that the resurrection has already happened. They are upsetting the faith of some. But God's firm foundation stands, bearing this seal: "The Lord knows those who are his," and, "Let everyone who names the name of the Lord depart from iniquity." Now in a great house there are not only vessels of gold and silver but also of wood and clay, some for honorable use, some for dishonorable. Therefore, if anyone cleanses himself from what is dishonorable, he will be a vessel for honorable use, set apart as holy, useful to the master of the house, ready for every good work. So flee youthful passions and pursue righteousness, faith, love, and peace, along with those who call on the Lord from a pure heart. Have nothing to do with foolish, ignorant controversies; you know that they breed quarrels. And the Lord's servant must not be quarrelsome but kind to everyone, able to teach, patiently enduring evil, correcting his opponents with gentleness. God may perhaps grant them repentance leading to knowledge of the truth, and they may escape from the snare of the devil, after being captured by him to do his will.*

## **HOMOSEXUALITY POSITION STATEMENT**

There is great controversy in our society concerning the LCBTQ's agenda. Within the Christian community, it has become emotionally charged as the debate. Because Keryx brings together many parts of the body of Christ to share in united ministry there are times when individuals serving on a team may have differing views on these social issues. Some of those issues may be issues where those involved agree to disagree, such as smoking, social drinking, etc. These are not issues that are clearly defined in scripture, nor are they usually a part of teaching, and do not affect the overall ministry and witness of the team. Yet, there are other issues where the perspective and teaching of an individual may affect the ministry of the team and of Keryx.

Recognizing there may be differing perspectives; Keryx sets forth this policy as its position statement. It is not our intent to be neither divisive nor condemning – we feel we need to present what God's word teaches on the subject and we desire to do so by **“speaking the truth in love”** (Ephesians 4:15). We desire to be mindful of the Apostle Paul's admonition when it comes to sharing God's word with those whom we may differ. We must not be quarrelsome, but kind to each other (2 Tim. 2:24-26).

In presenting this statement we seek to have unity in our purpose of sharing the gospel, and recognizing that the support and practice of homosexuality (and related issues) in the prison can be life threatening to an inmate. Consequently, we ask all who are involved with a Keryx weekend to serve in agreement with the following statement, agreeing to support the Keryx position in all teaching, counseling and personal conversation while serving on a Keryx weekend or its other functions. Keryx accepts the Bible to be the word of God, and as such the final authority on issues it discusses.

The practice of homosexuality is a sexual sin by two people of the same sex. The Bible considers any sexual relationship outside of the bounds of marriage as sin (1 Corinthians 6:9, 7:8-9). When the Bible speaks of marriage, all references defining a married couple are in the context of male and female. The Bible clearly considers the practice of homosexuality behavior a sin, and whether it is stated three times or 3,000 is beside the point. The Bible knows it to be wrong.

It is not the desire of Keryx to speak the words of condemnation to those who struggle with homosexuality (or related issues) but to speak the Word in truth and love. None of us pretend to understand the complexity of what causes or leads one to have a homosexual orientation, yet that struggle does not change the Word of God and His call for righteousness and holiness. We believe that each person needs to accept the sexual orientation that God gave them at birth.

As children of God, and disciples of Christ, we seek not to renege on our responsibility to speak to those

issues that are sin while proclaiming the power of God's life changing grace. It is our position to:

- Teach the truth in love.
- Expose homosexuality (or related behavior) for the sin that it is.
- Lovingly accept and assist those who come to Jesus in an effort to overcome the sin practice of homosexuality (or related behavior).

May God give us the grace to do so, in a spirit becoming of the gospel of Jesus Christ!

## **POLICY ON SPIRITUAL GIFTS**

One of the great privileges of Keryx is the ability to bring together many parts of Christ to share in united ministry. Keryx is intentionally evangelistic in order to bring inmates into a personal relationship with Jesus Christ, to walk out that relationship through personal discipleship and the building of Christian community, and to win the compound for Christ. It is a tremendous witness to the inmates that the team can come from many different parts of the body of Christ and yet still be united in purpose and in spirit. In order for the purpose and goals of a weekend to be accomplished, as a team we submit to the Rector and one another in love. We join our hearts to share the purity of the gospel message. It is the challenge of every team member to put aside expressions of relationship with the Lord that are not essential to the sharing of the gospel, and focus on the purpose of the Keryx weekend. Therefore, though various expressions may be very valid experiences for some in their faith journey, it is the position of Keryx that the use and teaching of spiritual gifting that may be personal in expression but not essential to salvation not be a part of the Keryx weekend. This relates specifically to the use of tongues, healing or being slain in the Spirit. It is not the intent of this policy to debate whether these expressions are right or wrong, it is simply to say that we would serve in agreement and focus on the purpose of the weekend and not confuse the inmates with teachings that have some varying interpretations and are not essential to the sharing of the gospel.

## **SMOKING POLICY**

As of February 1, 2009 all tobacco products are contraband and may not be brought on MDOC property.

***If you have any tobacco products you must leave them at the sleeping quarters.***

Failure to comply with this rule could result in dismissal from the team and or criminal prosecution by the MDOC.

## **CONTACT WITH INMATES**

Keryx is in obedience to the Michigan Department of Corrections with regard to the level of contact that volunteers are allowed to have with inmates. Keryx will comply with the MDOC Policy Directive, number 03.02.105, under Section III, Volunteer Orientation.

1. Keryx will not use volunteers who provide or assist inmates (while incarcerated) at any MDOC facility with arrangements for post-prison living or work settings.
2. Keryx will not use volunteers who occupy the same dwelling/dwelling site as MDOC parolees, or who provide housing for parolees either by way of gift or through a landlord/tenant relationship.
3. Volunteers are not permitted to give or receive gifts of money or property to or from an offender at the

facility at which the services are being provided.

4. Volunteers are not permitted to visit, correspond with, or accept telephone calls from offenders at the facility at which they provide volunteer services. Any information a volunteer needs to provide to, or receive from, an offender as part of his/her volunteer services shall be processed through the volunteer program coordinator.

Items 3 & 4 are MDOC policy, quoted verbatim.

“Property” can take many forms, and we need to be aware of these forms. “Property” includes the offer of a place for an inmate to live upon their release from prison. It includes Bibles, devotionals, tracts, etc. This applies to inmates who are being paroled, and to those who have completed their maximum sentence.

The only contact you may have with inmates in a facility where you have an ID card, or are LEIN cleared for Ultreya/Serenade/Closing attendance is at Keryx functions. This is MDOC policy. Once an inmate leaves a facility where you volunteer and is a resident elsewhere, you may not contact them until they are released and “off paper.”

Volunteers who do not comply with MDOC policy will have their volunteer status revoked by the Department of Corrections. Any such revocation applies statewide, **to all MDOC facilities.**

## **PRIOR INMATE RELATIONSHIPS**

***NOTE: If you are a victim of a crime you must disclose this information to your Rector. If the perpetrator is still serving his sentence in a MDOC facility, you CAN NOT serve on a team nor enter that facility while he is there serving his sentence. When you enter a facility and recognize any inmate that you know in any capacity, you should report it immediately to the Rector and he will inform the Chaplain as to the person and your relationship to that inmate. The prison staff will determine if you will be allowed to continue serving on the team.***

## **GUIDELINES FOR KERYX VOLUNTEERS ENTERING A CORRECTIONAL INSTITUTION**

1. No one will enter a correctional institution for any Keryx function that has not made a Cursillo type 3-Day Short Course in Christianity.
2. Familiarize yourself with the regulations governing visitors and volunteers to the institution, which you are entering. Obey all regulations implicitly.
3. Pray individually and as a community before entering the institution.
4. **DO NOT** take money, pocketknives, mints, medicine or food into an institution. Do not wear a hat into the institution. Snacks brought for a Keryx event should be given to the Chaplain at the gate. If you must take medicine during the period of your visit, give it to the Chaplain before entering the institution and arrangements will be made to see that you have access to it when needed.
5. **DO NOT** take anything into an institution to give to a resident. If you have a book etc. that you would like a resident to have, first clear it with the Chaplain, then give it to the Chaplain to take in. The receipt of packages is usually carefully restricted and Keryx policy does not encourage this

practice.

6. **DO NOT** ask a resident how long their sentence is or what their offense was.
7. **DO NOT** promise to do anything for a resident that has not been cleared through the Chaplain and that you fully intend to do. The integrity of all Keryx volunteers is at stake when you make a promise.
8. **DO NOT** promise to send money, gifts or provide any item that a resident may request. This is **NOT** what Keryx is in the institution for. The official board policy of Keryx Prison Ministry Inc. forbids any Keryx volunteer giving money to residents.
9. **DO NOT** accept gifts or favors from residents.
10. **DO NOT** go anywhere outside of the chapel or community room alone, or only in the company of a resident. Always have at least one team member with you.
11. It is against Keryx policy for a volunteer to give their address to a resident. If you wish to maintain contact with a resident after the weekend then attend the monthly meeting, that's what it's for.
12. Be as courteous and loving to all correctional officers and institutional administrative personnel as you would to anyone in your own part of the Christian community ... they are a part of the environment that you are attempting to Christianize.
13. When a person raises a problem for discussion, always pray about it with the resident then and there.
14. **DO NOT** engage in defense of or promotion of denominational concepts peculiar to just one or two denominations. **DO NOT** proselytize!
15. **DO NOT** agree to take any messages out of the prison to any person for a resident.
16. **DO NOT** agree to contact a resident's family for them.
17. **NEVER** send a letter to a resident in any MDOC facility.
18. **DO NOT** purchase Arts and Crafts from a resident or agree to sell their wares to someone else on the outside. The institution may have a visitors' shop where Arts and Crafts may be purchased. It is perfectly acceptable to purchase items there. It is against Keryx policy to purchase or accept as a gift any item from a resident.
19. **DO NOT** send gift packages to a resident for holidays or birthdays, simply remember, "It is against Keryx policy." Chaplains will usually accept money donations to the Chapel Fund at Christmas time for discretionary use.
20. The occupational disease of those incarcerated against their will is paranoia. The only medicine you have for that is the healing love of Jesus Christ. Apply it liberally!
21. When you leave an institution, thank God for using you and ask His protection for the residents you leave behind ... both physical and spiritual protection ... and pray for that Christian community.
- 22. LISTEN, LISTEN, LOVE, LOVE, PRAY, PRAY!!!**

**These policies are rules and not suggestions; failure to strictly adhere to these policies will result in forfeiture of your right to serve as a Keryx Volunteer!**

## State of Michigan Disclosure Policy

**Laymen must** inform the proper authority if they are made aware of a felony that has been committed other than the one that the candidate has been convicted of. Laymen are not legally protected by disclosure laws. If in a time of repentance one of the candidates wants to unload their burden, it is the responsibility of the layman to get them to a member of the clergy team.

**Designated Clergy** are protected by disclosure laws and cannot reveal anything told to them in confidence. However there are certain conditions where the clergy are required to report information to law enforcement. Any questions about such information should be addressed to the chaplain for clarification. Clergy should follow these guidelines:

1. Clergy **DO NOT** have immunity if an inmate discloses a **FUTURE** crime that they have planned, or a plan to harm himself or others. Clergy are required by law to report any such activity.
2. Clergy **DO NOT** have immunity if an inmate confesses a incident of **CHILD MOLESTION**. Clergy are required by law to report such activity.
3. Clergy **DO NOT** have immunity if an inmate confesses a crime and they have **ALSO TOLD** another person about this incident. Clergy are required by law to report such activity.

### **ATTIRE:**

The facilities have placed some restrictions on what volunteers are allowed to wear that are not specifically published in the Volunteer Guidelines issued by the prisons and signed by the Wardens. We have received differing interpretations from the facilities as to these guidelines, and we, as Keryx, have taken the position that if we abide by the most conservative of these guidelines we will be in compliance at all facilities.

**SHIRTS:** Inmates are assigned blue shirts by the MDOC as their official attire. They may wear plain white T-shirts when outside, but when inside a building, they must have their state blue shirt on and buttoned. Over time, these shirts take upon many shades of blue through use and laundering. In order for the staff to be able to differentiate between inmates and volunteers, *we have been asked **NOT** to wear blue shirts. We will not debate the shade of blue to be worn – volunteers will **NOT** wear blue shirts of any sort inside a prison.* This also applies to denim shirts that may be worn as coats or as a “sweater”. Blue coats are acceptable, but anything that will be worn throughout the day inside a building may not be blue. In a time of emergency, you do not want to “look” like you are an inmate. An officer has only seconds to identify a potential target!

**SANDALS:** Guidelines as to what constitutes an acceptable sandal are somewhat open to interpretation, but in order to avoid any issues with staff, Keryx volunteers will not wear sandals of any type inside a prison. This would also apply to open-heeled clogs. A primary issue as to whether or not the “shoe” is acceptable appears to be whether or not there is something securing the shoe on at the heel. Even though a clog appears to meet other guidelines set for shoes, the open-heeled nature would seem to cause a possible problem, so we will avoid that issue by not wearing clogs.

**HOODED JACKETS:** The prisons have stated their objections to jackets/coats/sweatshirts with hoods; therefore we ask that you not wear such garments. Again, it is all about easy identification of a volunteer verse inmate in an emergency situation.

Volunteers who have a CCW (carry concealed weapon) permit are not allowed to have their weapon in their possession or in their vehicle anywhere on State of Michigan property. The MDOC lien clearance performed on all volunteers shows that have a CCW, and we will abide by their request.

## VOLUNTEER SPIRITUAL SELF EXAMINATION

Keryx volunteers are expected to be living a life style that is both morally and socially acceptable in the sight of man, but more importantly, in the eyes of the God that we represent. Persons who are **openly living**, or **advocating** the following life styles should not be considered for service on a Keryx team:

- A. Abusive Spousal treatment
- B. Alcoholism.
- C. Adultery
- D. Drug Abuse (including the use of medical marijuana)
- E. Homosexuality.
- F. Any other illegal or biblically unacceptable behavior.

As volunteers on a Keryx team we represent Jesus in the flesh so our behavioral benchmark must be Jesus Himself. Our actions and life styles must reflect His teachings, not what might be politically correct at the moment.

## IMPORTANT REMINDERS

**1. THE RECTOR IS NOT IN CHARGE DURING THE WEEKEND:** After the 5:30pm candidate pray-up session has been completed on Thursday evening, the Rector is no longer in charge. The Co-Rector is now #1 in command and has final authority on all decisions throughout the weekend. If you have a concern or request, please do not go to the Rector ...go to the Co-Rector. From this point on, the Rector has very little to say about what, when, and how things happen during the remainder of the weekend. The Rector is now simply a mouthpiece for the weekend and is only involved in the decision making if asked by the Co-Rector. The Rector can just sit back and relax, fellowship with team members and candidates, and wait for the Co-Rector to tell him when he needs to go to the Mike! We still hear volunteers on every weekend say “go ask the Rector”, when in reality they should be saying “go ask the Co-Rector”.

**2. OUR SPIRITUAL “HOUSE” MUST BE IN ORDER:** To serve as a Keryx volunteer your Spiritual “house” must be in order. Romans 3:23 reads that we have all sinned and fall short of the glory of God. Having one’s Spiritual house in order does not mean that we do not sin, but it does mean that we don’t **WILLINGLY LIVE IN SIN**. That we don’t willingly choose to **WALK IN SIN**. Some examples of the sin that we are referring to are: living in co-habitation with a person of the opposite sex without being married, abusing alcohol, viewing pornography, harboring unforgiveness against another, or actively living or promoting a homosexual lifestyle. The use of marijuana in any form, though legal, it is not allowed by the Michigan Department of Corrections.

**3. VOLUNTEERS ARE NOT TO GO TO THE MICROPHONE:** It is the position of the CAK council that **NO ONE** – lay or clergy – are to go to the microphone to share anything that isn’t part of the scheduled weekend. No jokes, no testimonies, no additional sharing of any kind. If we allow one person to go to the microphone, then we need to be prepared to allow up to 45 people to go. The reality is that **there isn’t anything that any of us have to say that is so important, that God needs us to say it, for the Holy Spirit to do what He does on every weekend.** All that is really required of us is our obedience and a servant’s heart.

**4. DO YOUR OWN JOB ONLY:** Each team member is assigned a job for the weekend. Each job comes with a set of fairly well defined responsibilities. **DO YOUR OWN JOB ONLY**. It doesn’t matter if you



know every job on the weekend like the back of your hand. It doesn't matter if in your opinion you can do someone else's job better than they can do it. It doesn't matter if someone makes mistake or misses some thing when doing their assigned job. We learn from our mistakes, and the weekend isn't going to go South if we miss a beat here or there.

**5. MANIFEST OF SPECIAL ITEMS INTO THE PRISON:** Please do not request to manifest into the prisons any special food, dietary items, or anything else, unless accompanied by a doctor's prescription. Non-essential items can only cause us problems. If you have something that you feel **NEEDS** to be manifested in, please consult with the Co-Rector, but again, if it isn't a **NECESSARY** item, then it should not be approved to go in.

**6. CROSS CEREMONY & CLOSING SETUP:** With regards to setting up for the Cross Ceremony and the Closing: The Co-Rector will decide how this will be done, though he may consult with others if he is unsure. There will be a sketch in the rector tub for reference. Many of us have some recollection from past weekends on how to setup for these ceremonies, but at the end of the day, the Co-Rector will make the decision on how this is to play out. Do not begin setting up chairs without first checking with the Co-Rector. Do not take it upon yourself to open or close the tarp/curtain. The Co-Rector will most likely recruit the Cha-Cho's and possibly others to setup the chairs, podium, and microphone. The curtain is drawn open **AFTER** the Rector gives his final talk to the candidates, after everyone else has left the Community Room, after the Cross Ceremony. The Co-Rector or Community Room Leader will most likely open the curtain, but again, the Co-Rector will make sure this gets taken care of. Relax and enjoy the closing.

**7. ITEMS IN RECTOR TUB:** The Co-Rector is the **ONLY** person to place items into and out of the Tub. Some individuals take liberty on the weekends, while back at the church, to insert talks, handouts, or speaker chapel request forms into the tub, or to take items out of the tub. **PLEASE DO NOT DO THIS.** If the Co-Rector is not around, simply leave your paperwork on the top of the tub or come back with it another time. The Co-Rector is responsible for items going into and coming out of the prisons in this tub. The exception to this would be if the Co-Rector gives another member of the back table authorization to assist with this. We had a weekend where a volunteer, who had nothing to do with the back table, got into the rector box ½ dozen times during the weekend. This should not happen, and it is the responsibility of the back table team to make sure this doesn't happen.

**8. TABLE FAMILY PRAYER VISITS:** As table leaders, when we circle up with our table families and explain what is to take place, be sure that the candidates are aware that as the cross is handed to them they can pray out loud, pray silently or they can pass the cross to the next person and not pray at all. This is not a time to pressure or force people to pray. Sometimes a candidate will pray silently and pass the cross, but most candidates end up praying out loud, but the bottom line is that it doesn't matter. Also keep in mind that the time allotment for the table family chapel visits is generally about 25 minutes. The table servants should be mindful of this and not dominate prayer time. The three of you should each pray, but the goal is to allow for the 6 candidates to have adequate time to pray if they feel led to. Lastly, you should **STAND** in a circle – don't sit in chairs. Sitting in chairs normally results in longer prayer times.

**9. DON'T ASK TO SERVE ON A TEAM:** Something to remember for future weekends: It is not appropriate to ask the rector to serve on the team, nor is it appropriate to ask for a specific assignment or talk. The selection of the Keryx team and all of the related assignments are to be prayed over by the Rector. God may have told you that you need to be a table leader and give the Discovery talk, but if God hasn't told the Rector that, then it's probably not going to happen. No one is automatically on the team and no one should be concerned about the position they are assigned or what talk or meditation they are given. A true servant answers the call to serve regardless of what he is asked to do. I want to remind you of the meditation "Dying to Self," should challenge you to exercise self-examination regarding why you are serving. If it is for your own personal enjoyment, or for any other reason than for your concern for the eternity of souls, then we would suggest that you step down from serving, until such time that you are serving to the glory of God.

10. LET THE BACK TABLE DO THEIR JOB: When we encounter unusual situations on weekends, as we did a while back at URF, when the corrections officer in charge halted the weekend for almost an entire hour during a count, do not rush to the back table with your advice on what to do. There are four people at the back table, who are quite capable of discussing the situation at hand and coming up with a solution. So again, unless you are asked, let the back table do their job, the job that they were assigned to do.

11. GROUPING DEMONSTRATION/EXPLANATION: The grouping demonstration, that takes place on Sunday during the middle of the Rector's "Hang in There" talk, can be handled by the Table leaders in a couple of ways. 1) The three table servants can actually demonstrate a grouping session by going through a couple of the items on the card. 2) Rather than demonstrate grouping, have each able servants take 2-3 minutes to explain what their own grouping time entails. It shows the candidates that there is not a cookie-cutter means of grouping and they will get an idea of what three different grouping session look like. The goal is for the candidates to get an understanding of what grouping is about and the importance of it. If you are not involved in some form of regular accountability grouping, you need to seriously make this a priority upon leaving here this weekend. How can we sit at a table and encourage candidates to group, when we ourselves are not practicing what we preach?

12. DURING THE SERENADE: Please be reminded that the table servants should not be singing, raising their hands, or clapping their hands while at the tables during the serenade. We realize that even you are blessed by the serenade and sense the Spirit of God's presence, but the serenade is primarily for the candidates. It can be a very emotional time for them. Your job is to be attentive to the needs of your candidates and to be still and let them take in the moment. Allow the Holy Spirit to speak to them without any distractions.

13. DISCUSSION OF POLITICS OR DOCTRINE AT TABLES: Do not discuss politics or denomination-specific doctrine at tables (or anywhere for that matter) on weekends. It has happened during previous weekends and it generally doesn't end up being productive or fruit-bearing. We must remember that most Bible-believing followers of Christ are conservative in their political views, but that many of the incarcerated men may not share the same political views as you do. It's one thing to discuss differences in doctrine such as how some view baptism or communion, and yet another thing to debate them or push one view over the other. We had a volunteer who at a table where the "Once Saved Always Saved" issue came up, and a debate/argument went on for much of the weekend. We are best served by not getting into these discussions. If they surface, we as table servants should do all that we can to "put them to rest" or "squash them". Keep your table discussions focused on the talks as much as possible. As table servants, it is your job to bring these discussions back to the main topic when they get off track.

14. TAKING NOTES WHILE SITTING AT A TABLE: When serving at a table, it is very important that you set the example by taking notes. If candidates see that you not taking notes, they will stop taking notes themselves. As a table servant, closing your notebooks and deciding not to take notes is not acceptable and is an act of disobedience and laziness. If you are not willing to take notes while sitting at a table, then you should let your rector know now so that you can be replaced at that table. One final comment regarding your notebooks: Please do not write anything on the outside cover of the notebooks. We can use them again later for team members on future weekends.

15. WRITING A TALK: For those giving talks now, or in the future, please note that there is a talk outline provided to assist you with the writing of your talk. You are **required** to include the bullet points in the talk outline when giving your talk. You are free to fill the remainder of your talk time with personal testimony or even other info related to the talk topic. You are also required to stay within the allotted time of the talk and stay on topic. Grace may be extended for talks going just a few minutes over the time limit, but a 25 minute talk should never go 40 or 45 minutes. If this happens, the Co-Rector will walk up to the podium and politely ask you to wrap up your talk. It is also possible that you may become a member of our "no-talk" list for a period of time. The Keryx weekend is a structured weekend, and there isn't anything that God needs

you to say, that requires your talk to go 15 minutes long, at the expense of the next speaker or activity. When giving a talk or reading a meditation, please get CLOSE to the microphone so that your voice projects well enough for everyone to hear.

16. FALLING ASLEEP DURING THE WEEKEND: We all enjoy a little nap when tired. When you have heard the talks many times, it can be difficult not to nod off on occasion. We also understand that it is difficult staying awake when the days are very long. Falling asleep during a weekend is not acceptable. If you are one who struggle with this, get to sleep early enough each night to help ensure that you do not fall asleep during the day. When you begin to struggle, try sitting up straight, make sure you have a cup of water or coffee, do whatever you can to prevent yourself from dozing off -- particularly if you are sitting at a table. When you fall asleep, the message you convey to the candidates is that what is being shared is not really that important.

17. TAKE PART/PARTICIPATE IN THE TEAM MEETING ACTIVITIES: During recent team meetings, some volunteers have opted to not participate in meditations and talk preview sessions, preferring to socialize in the kitchen or hallway instead. The vast majority of the time we spend together during this team meeting is related to these activities. They are a big part of why we are here and a big part of the team-building process. Unless it is an emergency, make your phone calls or conduct your other personal activities during the break or meal times. Unless you are in the kitchen preparing for a meal or you have been assigned another training-related responsibility, we ask that you participate in the meditations, talk preview critiquing, and other scheduled activities.

18. SOUND SYSTEM CONTROLS: We have recently had a completely new sound system donated to the ministry. In order to protect the new equipment we are asking that the Music Leader on the weekend and possibly a designee, be the ONLY individuals who handle the sound system. The music leader will designate a person or persons to make any adjustments that need to be made if he should be out of the room when a mishap or a sound system adjustment may be needed. We also recognize that our Music leaders and our volunteers may have a difference of opinion on the volume, all that we can say to that is that the Music Leader is in charge and you'll either need to wear headphones, ear plugs, or simply "suck it up buttercup".

19. ENGAGING IN PERSONAL CONVERSATION WITH STAFF: We ask that our volunteers not engage in personal conversations with the staff members at Alger Correctional Facility – or at any facility for that matter. The Warden and staff at Alger Correctional Facility have been extremely supportive, cordial, and friendly for the years that Keryx has had a presence in that facility. We are grateful for their help and we welcome their presence on the weekend. We know, that during the music, talks, meditations, and open mic sessions, the Holy Spirit tugs on their hearts as well. As we are being processed in or out, and as we are moving about during breaks or downtime on the weekend, we should be cordial and friendly, saying "Good morning", "Thank you for your help today", "Have a blessed evening", etc. But PLEASE do not sit down in a chair next to the staff against the back wall and initiate personal conversation. Be extremely careful not to get drawn into a personal conversation. Be aware of these situations and find a way to politely change the subject or walk away.

20. CHAPLAIN LIAISON: Rectors and team members: Jon Matteson is the "Chaplain Liaison" for Chippewa Area Keryx as far as communications between the rectors and the chaplains are concerned. He will be handling all communications, whether by email or phone, with the MDOC facility chaplains, regarding the specifics of the weekends. The rectors and team members are not to contact the facility chaplains directly. The Scripture & Theme for the weekend, team roster, inside team list, candidate list, and all other information related to the weekend will be communicated between the Rectors and the Chaplains thru Jon Matteson. Again, if you need to give or receive any information from the chaplains, you need to get in touch with Jon.

21. SERVING AS A TABLE LEADER: It is the Table Leader's responsibility to take charge of your table and establish leadership. Joining hands in prayer before each discussion is a good idea. You may want to

have the 3 table servants alternate praying before the Friday discussions and then on Saturday and Sunday begin to encourage some of the candidates to pray before discussions. To initiate discussion after the talks, you may want to make a brief comment or ask a question to get dialogue started. You might start by asking a question such as “John Doe, what did you hear?” or “John Doe, was there something the speaker shared that struck a chord or resonated with you?” Some of us like to refer to this as the “Joe Kowaleski method of leading a table discussion”. It’s not the only way to lead a table discussion, but it is very effective. It is also your responsibility to minimize “side conversations” during the discussions. There should not be 2 or 3 different conversations taking place at your table during the talk discussion periods. Each person speaking at the table should be given the respect of being listened to by everyone at the table. You are also charged with the responsibility of bringing the table discussions back on topic if they begin to veer off or go down a rabbit trail. Just find a way to politely re-direct the conversation back to where it should be.

**22. INAPPROPRIATE VOLUNTEER BEHAVIOR:** If during the weekend (or at any time for that matter), you have a legitimate concern regarding the actions or words of another team member, you have an obligation biblically, to exercise the Matthew 18 principle first, before taking your concern to other people. You should go directly to the individual, pulling him aside when time permits, and openly, honestly, and lovingly share your concern with him. It is not the character of a Christian to grumble and complain to several others before addressing the individual directly. When we do this – we are simply gossiping. We really need to think about this and keep this principle at the forefront when we encounter situations where an individual may be out of line. When someone comes to you, with a problem that they are having with something that you said or did, don’t defend it, except what they are saying, understand that it was difficult for them to approach you. We will be hearing a meditation titled “Speaking the Truth in Love” later this morning that will address this issue and how it is to be handled biblically. It would do us all good to listen closely and to put this into practice when necessary. If the Matthew 18 principle is followed, and the situation still cannot be resolved, you may feel the need to take this further. It is appropriate to submit a formal request to the CAK council in writing describing the situation. The council will determine if any further action is deemed necessary. Depending upon the nature of the issue, the CAK council may discuss it and consider further action. They may opt to refer this to the Volunteer Status Committee to deal with volunteer related issues. The Volunteer Status Committee will meet with the individuals involved, then they will discuss the issues among themselves and make a recommendation to the CAK council as to whether or not disciplinary action is necessary. The goal is not to discipline anyone but to help bring them back in line or to restore them to fellowship. Unfortunately, the sin of pride often rears its ugly head and discipline is necessary. Let’s all do our best to deal with disagreements face to face whenever we can, attempting to extend grace to individuals, giving them an opportunity to “save face” before getting others involved.

**23. TALKING TOO MUCH WHILE SERVING AT A TABLE:** This pertains to ALL table servants and has been an ongoing “issue”. Beware of talking too much and monopolizing the conversation. Be mindful of this and police yourself as well as the others serving at your table. When preparing to be a table leader, a part of our prayer is that the Holy Spirit make it clear to us if/or when we talk too much. When we say “listen, listen, love, love, pray, pray,” we purposely omit the words “talk, talk”. If one of the three table servants is talking too much, the proper thing to do is to pull the person aside during the next break and politely let them know what you are noticing. Communicate this lovingly - and even more importantly - **RECEIVE THIS COMMUNICATION WITH HUMILITY**. We talk much about humility, about dying to self, and about not being offended and prideful, but we don’t always respond in ways that reflect these characteristics that are supposed to be associated with followers of Christ. Our job as table servants is not to try to tell the candidates everything we know, or to regurgitate everything the speaker just said. Our job is to encourage the candidates to share as much as possible.

## OTHER TRAINING ISSUES

Keryx is evangelistic, unlike many weekends held on the outside, which assume that a candidate is already a believer before they come on the weekend. Candidates may come with a strong Christian background, with no background at all, or may be from a different faith.

Keryx is interdenominational. Team members are not to encourage candidates or other team members to change denominational preferences within the Christian faith.

**Keryx is an ecumenical ministry. There is to be no proselytizing on a Keryx weekend.**

- A. No Communion.
- B. No Baptism.
- C. No Speaking in Tongues.
- D. No Healing.
- E. No Altar calls.

These rules are not meant to offend any team member, but we have to remember whom we are ministering to. The weekend is for the candidates not for the team to showcase their spiritual maturity.

Keryx does not have a communion service, an altar call, or a healing service.

There are 13 talks at Keryx, and they are very structured – the outlines will be followed. Each speaker needs to bring two copies of his talk to the weekend. Each talk will be previewed at a team meeting prior to the weekend. If the team member assigned a talk is unable to have the talk ready for preview **in its entirety** by the team meeting, the talk will be reassigned to a team member who has given the talk on a prior weekend. The talk given during the weekend will not vary greatly from the talk as previewed. If the speaker neglects to cover the main subject matter of the talk during the weekend, the Co-Rector has the duty of stopping the talk and ensuring that the main points of the outline are given to the candidates.

A Keryx weekend is very structured, due to the nature of life in a prison. Prisoner count is taken twice daily during the weekends, and the facility has the right to count the volunteers also. The Timekeeper has the job of keeping the weekend on schedule. The Timekeeper and Co-Rector have to work around the prison's schedule, and that schedule can change several times during the day.

Any medication that needs to go inside the prison needs to be preceded by a prescription or letter from your physician more than two weeks in advance of the weekend. This also applies to braces, metal pins, prostheses, or anything else that may arouse suspicion at a prison. The documentation from your physician should be given to the Co-Rector so he can get it to the Chaplain of the facility. This needs to be done each weekend, at each facility, no matter how many times a team member has been in that facility.

The Co-Rector is responsible for physically bringing everything into the prison that we will use on the weekend. The only thing any other team member should have on their person or in their pockets when they approach the shakedown should be their state volunteer ID card and any medication cleared through the process mentioned above. **Do not try to bring vitamins, gum, cough drops, breath mints, antacid, etc. into the prison. No over the counter medicine is allowed into the prison.** Do not attempt to bring any money (currency or coin) into the prison. The Co-Rector will distribute those items you need once we are all inside the prison.

While waiting from processing in and out of the prison: *Line up in alphabetical order and remain silent!*

This allows the processing to be carried out in an orderly fashion. Joking, laughing and other loud behavior in the lobby disrupts the processing and is not a good Christian example to the Correction Officers and other visitors in the waiting area. This is especially true on Thursday afternoon when the lobby is open for regular business activities.

Follow the orders of the officer on duty during the shakedown before entry to the facility. Every officer has their own way of doing this, and we are to obey without question. Do not say, “Yesterday we did it this way...” What happened yesterday does not matter.

As a part of the entry process you will be patted down and will probably be asked to remove your shoes and socks. Often you will be asked to open your mouth so the officer can determine that it is empty. Then you will pass through the metal detector so please remove your belt, watch, glasses, and all other objects containing metal.

If you wear a cross around your neck, keep it inside your clothing – MDOC policy states that the inmates cannot wear items such as crosses outside their shirts, and we should not, either. The prison may request that we not wear our crosses inside – if so, we will do so in quiet obedience.

Do not try to smuggle anything small inside by keeping it inside a clenched fist during the shakedown.

You may be asked to wear a Personal Protection Device (PPD), which has a belt loop on it, so make sure you wear a belt to the prison. The PPD is a silent alarm or may be a “screamer” about the size of two decks of playing cards, and do not test it – it works.

We enter the prisons before the lobby actually opens, so the officers are going out of their way to process us. Please remember this and respect them and the time they are taking to process us.

They are Corrections Officers, not “guards”, and we will refer to them as such.

You may be acquainted with staff members through church, family, professional or other relationships. The nature of these relationships needs to be kept confidential along with any personal information you may know concerning those staff members (place of residence, family information, marital status, etc). Prisoners do not need to know this information.

Our purpose is to bring the Good News of Jesus Christ to the inmates. We are not there to try to get them out, to try to get a message to their family, or to plead their case because they have been unjustly convicted. When talking to an inmate, he needs to be aware of this also. The former Chaplain at Kinross describes what we do as being a “Spiritual SWAT Team”. We go in, present the Word, show these men the love of Jesus, and leave.

Inmates can spot a con job a mile away, so true sincerity in what we do and say is very important. The inmates may try to con us – with regard to spiritual and other matters. It’s not our position to judge whether or not someone is conning us – God will deal with them individually, as He will deal with each one of us.

There are little things that we need to try and remember, such as sitting on tables or wearing our crosses outside our shirts. Inmates can get a ticket for that behavior, so we should try to set a good example and not do things that can get inmates in trouble.

Volunteers do not go anywhere alone with an inmate, except for spiritual counseling, which is cleared through the Co-Rector. If you happen to become ill, please notify another the Co-Rector or Assistant Co-

Rector, and someone will go with you.

All requests for spiritual counseling go through the Co-Rector. No one should be approaching him and requesting that a session be set up except for the table leaders or a candidate's sponsor. If you are serving at a table and a candidate wants counseling, notify the table leader, who will then pass it on. Once your request has been made, leave it alone. The Co-Rector will schedule it as soon as is practical. Do not try to orchestrate or solicit counseling – the candidate will know when the Holy Spirit has prompted him to request it.

Leave your Bible at our sleeping quarters. The Rector tells the candidates Thursday evening to leave their Bibles and any other books back in their unit. This covers the matter of men from other faiths bringing their own particular book of faith with them to the weekend. There will be no Bibles provided on the tables during the weekend. If a Bible were on a table, candidates might spend too much time during a talk looking up a Scripture reference made by the speaker instead of listening to the talk itself.

The candidates come first when it comes to all meals, and with regard to seconds at all meals. As for meals after the program each evening, inquire from the Rector if an evening meals will be provided by some group or individual – otherwise you will be on your own for meals or snacks back at the church.

If you are assigned to a table you will be assigned the candidate on each side of you to sponsor. Your initial duty as a sponsor is to get to know your candidate during the fellowship time Thursday night. Friday, Saturday and Sunday, your first responsibility upon arrival in the prison is to greet your candidate with his nametag and prayer book. Seeing a candidate standing alone in the hallway with no one there to give him his nametag and prayer book is something that should never happen. During the breaks we should try to spend time with our candidate

Sleeping quarters are provided outside the prison at a local church. Air mattresses and mats are available for our use from Keryx. There are limited numbers so if you have your own cot, air mattress, and bedding, please bring them. *Lights go out at 10:30 pm in the common sleeping area.* At that time, talking and discussions need to occur only in non-sleeping areas and be respectful of your brothers on the team who are trying to sleep and get their required rest because the wake-up calls come at an early hour.

Team members are also reminded to limit the volume of your discussions as well as the matters that are discussed. This is not a time for vigorous theological debates. Remember to discuss topics that unite us as a team of brothers. Stay away from topics that divide us and stir up “discord among the brothers.”

## **A TANGIBLE WAY TO MINISTRY TO CANDIDATES DURING WEEKEND**

**AGAPE/PALANCA:** Agape gifts are limited by MDOC policy to paper products only. Cards, bookmarks, placemats, etc. are acceptable. WWJD bracelets are not acceptable. You may want a couple extra in case there is chaplain math involved in the counting of candidates. We do not provide agape gifts for the inside team members. The number of candidates at each facility are listed below (please note that numbers can vary).

NEWBERRY: 56

ALGER: 36

CHIPPEWA: 48

Please bundle your palanca and place a post-it note telling the quantity. Please do not use the large black alligator type clips (not allowed in prison). Paper clips and rubber bands work best or place in an envelope.

## **VOLUNTEER INFORMATION FOR ULTREYAS, SERENADE**

Everyone who intends to enter the prison for ANY Keryx function must have their information to the

Community Leader at least 4 weeks prior to the date of the desired function. This must be done each time you plan on attending. **DO NOT ASSUME THAT YOU, YOUR SPOUSE, OR ANYONE YOU KNOW IS ON THE LIST BECAUSE OF ATTENDANCE AT A PRIOR FUNCTION.** You may be required to submit a lien clearance form if it has been more than 12 months since your last entry at that facility.

When entering the Prison Lobby, pay attention to what the officers are asking – this is not the time for visiting. Always make sure you keep the noise down so we don't cause confusion for the officers. Sign the Volunteer book, present your driver's license, have your hand marked, and put all items not allowed into the prison into the locker that is provided for that purpose.

All volunteers need to be prepared to wear a Personal Protection Device (PPD). Volunteers, male and female, should **always** wear a belt, and women should always wear pants/slacks instead of a skirt or dress. A PPD is a silent alarm about the size of two decks of playing cards that has either a button or a string to pull if an emergency occurs. Examples would be a fight, a medical problem, or any situation where an immediate response from an officer is needed.

All volunteers must pass through metal detectors. All jewelry must be removed before this procedure, so the less jewelry that is worn, the quicker the procedure will be. Female volunteers should limit the jewelry worn to a wedding ring and one set of earrings. Earrings, bracelets, metal hair clips, etc. will all have to be removed before clearing the metal detector. Under wire bras should not be worn – they will set off the metal detector and the officer has the right to make the volunteer remove the bra and pass through the metal detector without wearing the garment. If a volunteer has a special medical condition or prosthesis, such as a metal brace, metal pin, artificial leg, or uses a wheelchair, a doctor's slip proving medical necessity must be forwarded to the Community servant two weeks in advance of the event.

The signup sheet for the Serenade is made available at the team meeting, and you can put people on the list at that time. You will need to complete the necessary lien clearance form that will ask the following information:

1. The person's full, legal name as it appears on their driver's license
2. Their date of birth
3. Their social security number
4. Driver's license number
5. Their race
6. Their gender

You will need to submit this information for each Serenade that the person wants to attend. Just because you put a person on the list for one facility **does not** mean they are on the list for any other facility. It is your responsibility to get that information for the people you want to put on the list. The facility will then enter that information into the Law Enforcement Information Network and then make a decision as to whether or not a person is cleared to enter the facility.

Attempts will be made to let people know who has been cleared for entry. This will probably be available via social media or email. No last minute additions will be permitted.

All MDOC and Keryx rules, policies and guidelines apply to those entering a facility for an Ultreya or Serenade.

Those coming to an Ultreya or Serenade need to have their driver's license or State of Michigan Photo ID with them when they appear at the facility. Without it, entry will be denied. The ID used needs to be current and valid at the date of appearance.



Each prison and its staff have their own opinions on how to operate their facility, and these opinions change from day to day. Volunteers need to understand that, and need to realize that a procedure or requirement may be done one way today, and done 180 degrees different tomorrow. If an officer or staff member appears to be out of line, do what they say and it will be taken up with the Chaplain later on. Never challenge an officer's authority.

It is our intention to be a witness for Christ to the prison staff and officers, and we do this by the example of how we conduct ourselves in their presence while in their prison. Do not forget that we as volunteers do not see prison life in the residential units – we tend to see inmates when they are on their best behavior. The staff has a prison to operate and volunteers need to keep that in mind.

## **ULTREYA & GROUPING/BIBLE STUDY**

The Ultreya occurs each month. These are the monthly gatherings between those inside men who have made a weekend, and volunteers, male and female, who have made a weekend of their own. Ultreya is a Spanish word that means “onward”. The Ultreya is run by an inside Rector, and an inside Co-Rector. The format works like this: there is a time of praise and worship, then some opening remarks from the Rector, and then Scripture verses are read that lead into a Bible study on those verses. After that, there is a fellowship time, then some testimonies, a closing song and closing prayer. Please inquire as the day, date, and time for the Ultreya. The current schedule is: (times are subject to change)

NEWBERRY: Grouping on Monday @ 6:30 PM – arrive 30 minutes early for processing

ALGER: Groupings on Tuesday @ 6:00 PM – arrive 30 minutes early for processing

CHIPPEWA: Grouping on Thursday @ 7:00 PM – arrive 30 minutes early for processing

Ultreya on 2<sup>nd</sup> Saturday monthly @ 7:30 AM – arrive 30 minutes early for processing

Do not arrive for processing before the times shown, or you may be asked to leave. The prisons do not want people to arrive early and sit around waiting. If you arrive late, do not attempt to get in. Once the desk officer has taken the volunteer count of who is to enter, no more volunteers will be allowed in.

You should come with your Bible and your driver's license. The Bible will be used for the Bible study, and no one will be allowed to enter without his or her driver's license (or State of Michigan ID card for those without a driver's license). Make sure that your Bible is cleaned out, so that no loose papers, church bulletins, etc. are inside. Otherwise the officer at the shakedown may remove the papers or otherwise slow the process down. Male volunteers are expected to facilitate the discussion during the bible study.

Those bringing guitars and other musical instruments/accessories should make sure only those items absolutely necessary are in their instrument cases.

Females attending the Ultreya without a spouse should pair up with a male volunteer. Female volunteers should not be left alone with inmates during the Ultreya – a male volunteer should always be nearby.

Try not to spend your time at the Ultreya with only one inmate, and try to avoid spending all your time with the same inmate each time you attend. Try to engage in fellowship with the inmates during the time set aside for fellowship – if you don't, it may give the wrong impression to them.

All MDOC and Keryx rules, policies and guidelines apply to volunteers attending an Ultreya.

## **SERMON ON THE AMOUNT**

God has always provided the financial needs for the Keryx ministry. We know that God is never too early, never too late, always on time, and always on budget! Funding for each weekend is supplied through gifts from various churches, but mostly from individuals. We ask our volunteers to make donations as the Lord leads them to. We suggest a \$50 donation from each team member to help underwrite the cost of the weekends. We also ask for a \$10 donation to cover the cost of the training meeting. Some are not able to give any gift and that is okay. Others are able to make a larger donation and we appreciate whatever gift is given. God loves a cheerful giver!

### **SUGGESTED KERYX VOLUNTEER CHECK LIST**

- I have completed a 3-day Cursillo-type, short course in Christianity.
- I have examined my own spiritual condition as outlined in the Statement on Christian Character.
- I am grouping with like-minded believers on a regular basis and am able to describe this experience to the candidates.
- I am actively worshipping in my local church community.
- I am committed to attend Ultreyas at the prison where I serve as often as possible.
- I am committed to pray for the Keryx weekends, the candidates, and the inside and outside team members.
- I have read the training materials and have asked questions when I do not understand the policies and procedures.
- I agree to abide by the Keryx policies and procedures to the best of my ability.
- I agree to abide by the MDOC policies and procedures in a Christ-like way as an example to the prison community.
- I agree to attend all training session(s) and if I am unable to attend, I will inform the rector as to the reason for my absence.
- I agree that if I miss training day that I will speak to the rector and offer to step down from the team.
- I understand that any first-time team members must attend all training sessions without any absences.

## **JOB DESCRIPTIONS**

### **AGAPE ROOM LEADER**

1. Count all agape gifts – some will only have enough for the candidates, some for both candidates and the inside team only if there are extras.
2. Gather agape gifts and personal palanca from the team each night at the sleeping quarters. Make sure they comply with policy.
  - a. No sealed envelopes
  - b. No layered items. No pasted together or laminated items.
  - c. Must be single layer items only.
  - d. Make sure there are no addresses, phone numbers of personal info on the agape.
3. Sort palanca letters by geographic location. (check with inside team to see if they have someone assigned to do this.)
4. Letters need to be ready to go to speaker “You Are Not Alone” speaker before his talk on Friday. He may want to review ahead of time so check with him. A stack of 20-30 is ideal with nearest locations on top.
5. Save some out so you can give out 2 or 3 more times during the weekend to the Rector to read from the front.
6. The first agape gifts go on the tables during the chapel service that occurs after the “You Are Not Alone” talk.
7. Speak with inside team agape room workers to agree on some ground rules to keep order during the weekend. Encourage those not assigned who loiter to go to prayer chapel to help pray.
8. On Friday, have the inside team members write the candidate’s name and table on each bag. They may also wish to decorate the bags with Bible verses or some other appropriate messages.
9. Arrange the bags by table families so now you can start putting the palanca items into each bag.
10. Prepare bags with personal palanca, and agape gifts to be ready on Sunday. Make sure all agape is distributed before close of weekend.
11. Have inside team distribute bags before closing service. There are two possible ways to do this: (1) line the bags by tables in preparation for the reception line; (2) place the bags at the chairs where the candidates will be seated for the closing.
12. Remember that the Agape Room cannot be left without a volunteer present in the room or general area.

### **TABLE WORKER DUTIES**

*EACH TABLE WORKER WILL BE ASSIGNED CANDIDATES ON EACH SIDE OF THEM TO SPONSOR.*

#### **TABLE LEADER RESPONSIBILITIES:**

1. Take charge of the table; establish leadership role. Explain to all participants what to expect, especially Friday morning when the Rector gives you time to do so.
2. Make sure all candidates are included in activities and discussions – be sensitive to any that might not be able to read or write.
3. Discourage any one individual from dominating conversations or suggesting they “have the right answer”. Do not force someone to talk.
4. Make sure no Bibles or religious materials from other faiths are present at the table.
5. Encourage a feeling of warmth and friendship.

6. Watch for time when table family is ready to make a chapel visit to pray as a family. Do not force or rush this. Explain to family what takes place in chapel visit.
7. Encourage table members to sit together as a “family” in chapel sessions.
8. Set an example for all by taking notes on each talk.
9. On Friday, select a secretary for each talk prior to the discussion – share with that individual what is expected.
10. During the serenade, it is important to attend to the candidates if they are having a hard time. Also DO NOT sing along, it will encourage the others to do the same.
11. Requests for clergy visits should be done in writing with candidate’s name, table, and clergy they wish to speak to. This should go through the table leader and given to the Co-Rector.
12. It will benefit your table discussions (and your chapel visit) if you start each discussion time with a short prayer. You may wish to each take turns doing this. Make it voluntary, never force the candidates to pray.

### **ASSISTANT TABLE LEADER AND TABLE ASSISTANT**

1. Become the “right arm” of the table leader...help in all duties as outlined above.
2. Be ready to serve as leader during any time the table leader may be absent.
3. Help guide discussions – encourage “quiet” candidates to share.
4. Help watch for potential trouble spots; share suggestions with table leader when needed.

### **TABLE FILL-IN**

1. The purpose of this job is to replace a person at a table who is temporarily away to give a talk, is ill, is a prayer partner, or for some other reason.
2. You are expected to act in the capacity of a table assistant, not as the table leader (unless the rector has otherwise instructed you). If you are seated in the position of the table leader, one of the other table assistants should assume the role of table leader on a temporary basis until the table leader returns.
3. Since the candidates on either side of you are being sponsored by the person that you have replaced, please make sure that their needs are being addressed. Also encourage them to participate in the discussion after the talk is completed.
4. Quietly introduce yourself and let the candidates know that you are filling in for the volunteer that normally sits in this chair.
5. Make sure you notice the names of the candidates at the table, especially those candidates that are being sponsored by the person that you are replacing.
6. You are expected to stay at this table until the discussion and post-talk activities have concluded and the volunteer has returned to the table to resume their duties. **Do not leave the table until you have been formally replaced.**
7. When not seated at a table, you should remain seated in the community room in a prayerful, ready position. If you must leave the community room, check in with the Community Room Leader so they know your location. **The Community Room Leader needs to know where you are at all times so that you can be located** in the event of an emergency.
8. It is preferred that each morning you check-in with the Community Room Leader and get a list of your assignments for that day. If a question arises during the day, **between talks** check in with the Community Room Leader to plan changes in your assignments.
9. **With permission** of the Community Room Leader, if you have no current assignment, you may participate in the prayer chapel or assist in some other activity. Make sure that **the Community Room Leader knows your location at all times.**

## CO-RECTOR

1. Gather all talks
2. Gather all notebooks/schedules/pens/miscellaneous supplies.
3. **MUST HAVE A VERY ACCURATE INVENTORY OF WHAT IS TAKEN IN.** There is a person, assigned by the CAK board, who will submit to the facility a list of items to be manifested into the facility. This occurs at least a week before the weekend starts. If you try to manifest an item into the facility that is not on the list they will probably deny it going in.
4. Coordinate all supplies with Purchasing/Supplies
5. Coordinate banners with inside team
6. Make sure all crosses (chapel & palm) are on site
7. Make sure Prayer Books are on site
8. Check Volunteer log book daily – see below
9. Inspect all tubs **BEFORE** leaving sleeping quarters each day to make sure nothing unauthorized is inside

### ***ONCE THE WEEKEND BEGINS – YOU ARE NOW IN CHARGE***

*After all volunteers sign the Volunteer logbook, count the number of signatures to see if it matches the number of volunteers present. If not, quiet all volunteers and read the names out of the book to the team, and those whose name was not read must now sign the book. This must be done daily before volunteers are shaken down.*

1. As soon as candidates are in the Community Room Thursday, assign sponsors – inside team may do this for you – check in advance. **Must be done quickly.** This is done during the time between entry and when we “pray up” the candidates introductions. The sponsor should be assigned the candidate on each side of him at the table. If there are extra guys at the table assign to clergy or table fill-ins.
2. Complete seating chart of where everyone is sitting inside the Community Room once table assignments are made, make sure Community Room Leader (CRL) has one also. Candidates will be seated at their assigned tables on Thursday evening.
2. Name tags need to be ready ASAP on Thursday evening to be given out to the sponsors before they meet the candidates; – confirm candidate name tags with inside team.
3. Check with the Food Team as to the times for snacks and meals. Do this each day and let them know of any schedule changes.
4. Make sure Prayer Books are ready to hand out before first chapel visit Thursday night.
5. Hand out Speaker Chapel Request forms at Thursday team meeting

### ***FRIDAY***

1. Make sure CRL knows of everyone he has to notify as the day goes on (speakers, table agape, Scripture readers, escorts, meditations, etc.)
2. Coordinate today’s meal times with Food Room Leader.
3. Before each break, have Timekeeper check with the officer to see which way the outside breaks can go outside (if permitted).
4. See that CRL has poster paper ready to go with the cha-cho’s.
5. Scheduled talks may have to be worked around count. It may be necessary to interrupt a talk in process so count can take place.
6. Determine what time supper will be served by working with the Food Room Leader or Chaplain (if going to the chow hall) and timekeeper.
9. Late afternoon, have CRL make sure they've got all the posters sorted and ready for the poster party at end of day.
10. At Friday team meeting (outside), hand out and collect speaker request forms for Saturday

## SATURDAY

1. Have extra Prayer Books ready to go in case anyone doesn't have theirs.
2. See that CRL knows to coordinate spiritual counseling through you.
3. CRL will have to coordinate table chapel visits with you on Saturday or Sunday.
4. See that table leaders have recommended Scripture readers for the talks, and that CRL has lined up speaker escorts and prayer partners for each talk.
5. The break between 4:00 - 4:30 pm is going to have to be coordinated around the serenaders being brought in. Once they are in, CRL needs to keep them quiet. Remind musicians at that singing leading up to the Serenade should be up-tempo to allow coverage for Serenaders to enter.
6. Find out when the inside team wants to present their banner to the candidates.
7. Check the religious preferences of all candidates and let sponsor know which candidate are not eligible to take a cross.
8. Make sure matches are available for the Scapegoat service, and a metal container is available for the burning. Get a wastebasket full of water and soak the wooden stir rod prior to the burning. When fire is mostly out, dump the water into the bucket and discard the ashes outside.

## SUNDAY

1. Schedule will be very tight throughout the day.
2. Make sure crosses are blessed by the Prayer Room and then given to each sponsor.
3. Make sure grouping cards are in and ready for Rector's talk and given to CRL for distribution to table leaders prior to the talk.
4. Timekeeper will continue to monitor closing comments by the candidates and make sure we exit the prison according to the schedule.
5. Gather all materials to be manifested out of the prison.

## COMMUNITY ROOM LEADER

1. Oversee and maintain the upkeep of the Community Room.
  - a. Coordinate with inside team leader and Cha-Chaos to clean during breaks.
  - b. Tables need to be straightened up and garbage removed.
  - c. Have water at lectern for speakers.
  - d. Have Bible on lectern open to proper scripture before each talk.
2. Keep updated on the schedule by communication with the Co-Rector and Timekeeper.
3. Direct the inside team leader and the Cha-Chaos as to when to serve the food, drinks, snacks, and agape gifts. **No food, drinks, snacks served prior to or during discussion after a talk.** They should be served during the poster time. *THIS SHOULD BE COORDINATED WITH THE FOOD ROOM AND TIMEKEEPER.*
4. Instruct Cha-Chaos not to participate in the discussion, posters, or prayer chapel visits.
5. Have Cha-Chaos ready to distribute notebooks and pens early Friday morning and have them in place before breakfast.
6. Have Cha-Chaos ready to distribute poster boards and pens after each discussion and pick up when completed.
7. Have the Cha-Chaos ready to introduce their tables:
  - a. On Friday night for the poster party
  - b. On Saturday after to serenade for the open microphone time
  - c. On Sunday at the closing
8. Monitor traffic in and out of Community Room. Once the speaker has entered the room there should be no unnecessary movement in or out of Community Room.

9. Notify each speaker and prayer partner when they are to go to the Prayer Chapel.
10. Have speaker ready outside of Community Room before the talk.
11. Assign table fill in for seats vacated by a speaker. Use tables fill in people first, then clergy, then food or agape room assistances if needed.
12. You are responsible for keeping the Food people and Agape Rooms updated as to when you need their services.
13. One outside team member (Food Room Leader) should be assigned to talk to the kitchen staff or the MDOC staff person – only this volunteer who should be communicating with them.

## **FOOD ROOM LEADER & ASSISTANT**

### *TRAINING SESSIONS*

1. Assist in gathering the food and drink for the luncheon. Make sure all dishes are set out and serving spoons are available.
2. Clean up the area after lunch and make sure kitchen area is cleaned and set up as you found it.

### *AT SLEEPING QUARTERS*

1. Distribute cookies, starting Friday morning.
2. Get the coffee started each morning at the sleeping quarters.
3. You are responsible for maintaining the outside Food Room at the sleeping quarters. It needs to be cleaned before we leave each morning.

### *AT THE FACILITY*

1. Work with the Back Table as to meal and snack times and make sure all food is secure when waiting for it to be served.
2. As soon as you enter each morning, make sure the coffee is being brewed. Complete the inventory of all food equipment. Check the menu as to what food needs to be brought from the chaplain's cooler/stock room.
3. No food or drinks will be served during discussions after each talk. They can be served at the end of the poster time.
4. Snacks should be served at break times whenever possible.
5. Don't be too worried about making the snacks last all weekend – better to use it up than try and overload people on Sunday.
6. If there is extra food after candidates, outside team, and inside team have been served, seconds can be offered to the candidates only.
7. Keep order in the Food prep area – it's your job to keep the staff there focused on the matter at hand. People who are not assigned to the Food Room area should not be hanging out there – those are the people who tend to eat the food and drink the coffee when it should be going to the candidates.

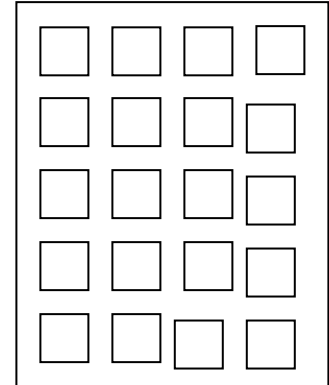
## **SANDWICH MAKING GUIDELINES**

The cost of food for a Keryx weekend is our single largest expense. Great care is taken to make sure an adequate supply of food is ordered in advance. It is the responsibility of the food room team to carefully control and count the sandwiches that are made for each meal. It is also vital that the team control the outflow of cookies, cake, and all food served during the weekend. Our guiding principle is that the candidates are served first and have the highest priority as they are served. The outside team has the lowest priority when supplies of food are limited.

1. As you start the weekend, please read the food order and check to see that everything that was ordered actually arrived. The chaplain should have checked the order when it arrived a few days ago.

2. The food order should have an estimate of how many sandwiches, cookies, donuts, cakes, vegetables and fruit that was ordered. Do the estimated numbers match the number of people on the weekend?
3. The order will also tell you how many slices of meat to put on each sandwich. An example might be: 5 slices beef, 4 slices of turkey. As you make these sandwiches, please **fold** each slice of meat, please do not just lay them flat on the bread. When you **fold** the slices, it makes the sandwich appear thicker and fuller. It may take a little longer but we strive for quality!

4. When you make the sandwiches, lay out one slice of bread on the metal tray. Each tray will hold 20 slices (4 by 5) – *see diagram*. Then lay the meat on each slice of bread and also add the cheese slice. Finally add the second slice of bread. Use all of the “heals” on the loaf by placing the crust on the inside of the sandwich. Once all of the sandwiches are put together, a second layer of sandwiches can be built upon the first layer. Each layer should be a different kind of meat, (example: beef on the bottom and turkey on the top.) After both layers are complete, use a large clear plastic bag and slide the entire tray inside the bag. Force the extra air out of the bag and tuck the edges of the plastic bag under the tray to keep the sandwiches fresh until they are served.



5. Do not put napkins under the sandwiches or between sandwiches. This will dry out the bread and make the sandwiches taste very stale and dry. This is also why we do not put the sandwiches on paper plates before they are served – they will dry out.
6. Keep careful track of how many sandwiches have been made. You should make an equal number of beef and turkey. **DO NOT MAKE EXTRA**. Only make the number required for each meal.
7. Extra meat should be sent back to the cooler to be used on the next day.
8. Before starting to serve sandwiches, the cha-chos should take paper plates, napkins, potato chips, and condiments to each table so they have an adequate supply.
9. Then serve the sandwiches by having the servers take the sandwich trays around to the tables and serve them individually. Candidates can have two sandwiches (one of each kind.) Unless the candidates insist on only having one kind of sandwich -- otherwise let them trade among themselves. Team members only get one sandwich and will have to settle for whatever type (beef or turkey) is left over.
10. As sandwiches are served, one person will hold the tray and a second person will hand out the sandwiches. This should go very quickly.
11. The prison staff are limited to two sandwiches and must order in advance (there is an order form available.) The chaplain should take the order sheet around to the officers to collect their orders. We are limiting this to **only 12 officers or less**. Only the staff in the immediate area will be offered sandwiches.
12. The inside team is also limited to 2 sandwiches as they are available. They are to be served **after** everyone else has been served. They will eat last. Make sure that the inside team does not try to smuggle any food out and take it back to their units. If they are caught doing this, report it to the chaplain and they will be removed from the weekend. This is a violation of prison policy and they will be subject to discipline.
13. If, and only if, **all** of the people have been served and there are still some sandwiches left over, you may offer any extras to the tables. If you follow your count, you should not have very many leftover sandwiches. Make sure any leftover sandwiches are placed in a plastic bag, otherwise they will get dry and stale and no one will want to eat them.
14. Make sure the metal trays are cleaned after each meal is over. When they are not in use, turn them upside down as you stack them between uses.
15. Please handle the vegetable trays carefully. They break easily. Make sure they are carefully cleaned after being used.



16. Ice is often **NOT** available inside the prison. Please ask the chaplain on Thursday evening if you will be able to get ice from the prison kitchen. If not, someone should purchase at least 2 large bags of ice and manifest them into the prison on Friday and Saturday morning. Place the **ice inside one of the orange 10-gallon drink coolers.** If the ice is not completely used during the day, it will keep in the cooler overnight.
17. **All servers are to wear plastic gloves** when preparing sandwiches and handling food. However, we have a limited supply of gloves so please have the men conserve the gloves whenever possible so that the supply lasts throughout the entire weekend.
18. No person with an active cold or sneezing often should be allowed to handle the food or working around uncovered food.
19. **Counting all food equipment:** It is vital that the food team count all food equipment at the beginning and end of each day. If something is broken, do not throw it away in the garbage. All the parts should be kept and accounted for. We must take out the same numbers that we brought in. Everything is listed on the manifests. There is one cake server and a large spoon for stirring punch in the Tub #1 at the back table. At the end of the weekend they must be returned to Tub #1. The other items will go back into the CAK trailer.

\_\_\_\_\_ metal trays    \_\_\_\_\_ coffee carafes    \_\_\_\_\_ water decanters    \_\_\_\_\_ 10-gallon coolers  
 \_\_\_\_\_ coffee makers    \_\_\_\_\_ vegetable trays    \_\_\_\_\_ spatulas    \_\_\_\_\_ large white bowls  
 \_\_\_\_\_ small bowls    \_\_\_\_\_ cake servers    \_\_\_\_\_ stir spoon    other \_\_\_\_\_

20. Making coffee. To make 100 cups of coffee, use 5 – 8 oz. cups of ground coffee. After the coffee is brewed and the tank emptied, *do not throw out the coffee grounds after the 1<sup>st</sup> brewing.* You can add two fresh 8 oz. of ground coffee and brew the pot a second time. Once the grounds have been used twice, then you may dump the grounds and start from scratch. At the end of the day, unplug all of the coffee makers. Any that still have coffee in them can be restarted the next morning and warmed up again and used. **DO NOT dump** unused coffee at night.
21. Please make notes throughout the weekend as to problems in the food room or with the order that has been placed. Your feedback is very important so that we correct any problems you may encounter.

## SAMPLE Food Schedule for a Keryx Weekend

Sandwich Count  
 36 Candidates  
 18 Inside Team  
 40 Outside Team  
1 Chaplain  
 95 Total

Notes: When making sandwiches, use 4 slices of turkey per sandwich or 5 slices of beef per sandwich. Fold the meat so that the slices are thicker, 2 on the left and 2 on the right. Add one slice of cheese. Use heel on the loaf with the outside turned to the meat.

Additional:  
 Fri & Sat: Candidates & inside team: 2 sandwiches each/meal. Outside team: 1 sandwich each/meal  
  
 Sunday: Candidates, Inside Team, & Outside team: 1 sandwich each/meal

Check the order against what actually arrived. Do the math and make adjustments based upon what was delivered. Priority is always to the candidates getting the food.

Thursday Snack 6:30 PM	Friday Breakfast 7:30 AM	Friday Snack 9:30 AM	Friday Lunch 11:00 AM	Friday Snack 1:20 PM
2 cookies per person, serve off trays Coffee, Tea, water, punch Creamers, stir sticks napkins	Donuts 240 (serve in big bowls 24 at candidate tables & balance to all other areas) Coffee, tea, water, Chocolate milk (served only to those who want it) Napkins, small plates Creamers, stir sticks	Fruit in bowl (4 apples and grapes) Coffee, tea, water, punch as needed	Sandwiches (2 ea except outside team) <b>150</b> (½ turkey + ½ beef) served from trays Veggie trays w/Ranch dressing Cha-chos wear gloves Coffee, tea, water, punch Chips (1.5 bags ea table, 1 head table, 3 inside team, 1 prayer room, 1 music & agape). Large paper plates, napkins Condiments (mustard, mayo)	Cookies 1 each Coffee, tea, water, punch as needed
Friday Snack 4:25 PM	Friday Snack 6:30 PM	Saturday Breakfast 7:30 AM	Saturday Snack 9:30 AM	Saturday Lunch 11:00 AM
Cake 1 slice each (cut each sheet into 30 pieces 6 x 5) Coffee, tea, water, punch as needed	Candy Bars (1 per person, including outside team) Coffee, tea, water, punch as needed	Donuts 240 (serve in big bowls 24 at candidate tables & balance to all other areas) Coffee, Tea, water, Chocolate milk (served only to those who want it) Napkins, small plates Creamers, stir sticks	Fruit in bowl (4 apples and grapes) Coffee, tea, water, punch as needed	Sandwiches (2 ea except outside team) <b>150</b> (½ turkey + ½ beef) served from trays. Veggie trays w/Ranch dressing Cha-chos wear gloves Coffee, tea, water, punch Chips (1.5 bags ea table, 1 head table, 3 inside team, 1 prayer room; 1 music & agape). Large paper plates, napkins Condiments (mustard, mayo)
Saturday Snack 1:20 PM	Saturday Snack 4:25 PM	Saturday Snack 6:30 PM	Sunday Breakfast 7:30 AM	Sunday Lunch 11:30 AM
Cookies 1 each Coffee, tea, water, punch as needed	Candy Bars (1 per person – <b><u>there will not be enough for entire outside team</u></b> – make sure all candidates and inside team get one first). Coffee, tea, water, punch as needed	Ice cream bars (1 each) . Left over candy bars to candidates and inside team only. Coffee, tea, water, punch as needed	Donuts 240 (serve in big bowls 24 at candidate tables & balance to all other areas) Coffee, tea, water, Chocolate milk (served only to those who want it) Napkins, small plates Creamers, stir sticks Left over fruit	Sandwiches (1 ea) <b>95</b> (½ turkey + ½ beef) served from trays Cha-chos wear gloves Coffee, tea, water, punch Chips (1.5 bags ea table, 1 head table, 3 inside team, 1 prayer room; 1 music & agape). Large paper plates, napkins Condiments (mustard, mayo) Left over cake, cookie, donuts

## **MUSIC LEADER & SERVANTS**

### *The role of Music:*

Music is one of the essential elements of a Keryx weekend. Music should heighten and enrich the Keryx experience.... It should punctuate the progression of each day, as well as that of the entire weekend. It is far more than a way to fill time or release tension. We are being very gently led to the Way of Christ on the weekend. Music is one of the critical dynamics in this process.

### *The Progression of Music:*

1. The music we present during the weekend needs to be considered carefully within the framework of the Keryx progression. We should keep in mind that a song may be the key that unlocks the door of a resident's heart during the weekend. Our music should keep pace and be consistent with the progression of the talks and other parts of the weekend.
2. On Thursday evening we need songs that unite the group and make the residents comfortable. Sing songs that are well known, unthreatening, and easy to sing.
3. The theme of the first day, Friday, is grace. The music should speak to the reality of grace in our lives. The music should center on the ideal of the Christian life. It should continue the process of uniting and comforting the residents.
4. On Saturday the theme is "The Person of Jesus Christ". The music this day speaks directly to the reality of Jesus Christ among us, with us, loving us. The songs should reveal the character of Jesus Christ the man, the savior, the redeemer, the lover, the foot washer. Saturday is the time to bring in the songs that stir people's emotions that have them on their feet clapping their hands and celebrating the life of Jesus Christ and the presence of the Holy Spirit.
5. The theme of the third day is "The residents presence in their environment, and in their relations with others". The songs on Sunday should bring their world back into the residents mind and lead them back to the world that they left on Thursday. The music should be up-beat and motivating. It should challenge the residents to "Pass It On", to let their world know that they are Christians that are "One In The Spirit."
6. During the weekend, discourage outside team members or candidates from yelling out song numbers (such as 133) because it can become quite disruptive.

### *Prior to Team Meetings:*

1. Become familiar with the songs in the Keryx songbook. If you do not have a book with the cords, ask the rector or experienced Music Cha Cha/Cho for help in obtaining the music with guitar cords.
2. Get together with the other music Cha Cha/Cho. Discuss the role of music on the Keryx weekend, play through some of the songs & become familiar with the Keryx song book. Decide how you want to present music in the team meetings.
3. Meet with the Rector and discuss the roll of music on the Keryx weekend. See if the Rector has any special requests. Be sure that the Rector understands the dynamics of music on the Keryx weekend.

### *During Team Meetings:*

1. Arrive early for team meetings so that you can check the tuning of your instrument, set up music stands and be ready to begin the team meeting with music. (*Playing and singing a song or two before the meeting begins with whoever is present helps to bring people together and gets the meeting off to a good start.*)
2. Ask the Rector for a few minutes in an early team meeting to explain to the team the role of music on a Keryx weekend.

3. Don't be discouraged if you have a problem getting the team to "stay with you" on some songs. Try it again, a little slower maybe, and try to keep a steady, distinct rhythm with your strum pattern. Bear in mind that teams are people, some sing better than others.
4. Music is also a dynamic during team formation. It unites and bonds the team together. Select songs that tend to unite. After an Altar visit, songs such as "Bind Us Together" or "Surely the Presence" can be a unifying experience.
5. Prior to the Keryx weekend, get a schedule of the weekend and plan the music. You may have to modify the plan as the weekend progresses, but modifying a plan is better than "winging it".

## **PRAYER CHAPEL LEADER & ASSISTANT**

### *GENERAL ISSUES*

1. It is your job to pray, pray, pray both before and during the weekend.
2. You are responsible for keeping track of the Speaker Prayer Chapel Request sheets, and in carrying out the requests made by each speaker. Have these filled out the night before.
3. You will need to be aware of how much time you have to pray with each speaker before and after each talk – in some instances there will be no time at all after the talk (see below for details). You may need to cut off the prayer if it is running long. It may help to designate one person in particular to close each prayer session.
4. Sometimes inside team members visit the prayer room. It is your responsibility to keep them focused on the matter at hand. You need to have a meeting early in the weekend with everyone assigned to the chapel and set ground rules. No goofing around. They are to participate in the prayer during the talks or at least maintain an attitude of silence.
5. As prayer requests come in from the community room, number each paper and keep track of how many requests have been made. As people pray, they should say that this is request #89. Then you can mark your list that it has been prayed for.
6. Keep all prayer requests and place them in the burn barrel on Saturday evening. Any requests that come in on Sunday should be taken out at the end of the weekend and disposed of by the Prayer Room Leader.
7. Sunday morning get the crosses from the back table leaders and pray over them and "bless" them. Then return them to the back table so they can be distributed to the candidate's sponsors.

## **Additional Instructions for Prayer Room Team Members**

*(Prayer Room Leader must read this page to all prayer room team members, both Inside and Outside team.)*

All members of the prayer team should take directions from the Prayer Chapel Leader designated from the outside team.

There are 5 times during the weekend when the prayer chapel is closed and the Prayer Chapel Members are with the whole team:

1. During the introductions on Thursday evening
2. During the Poster Party on Friday evening
3. During the "Open Microphone" testimony time on Saturday evening
4. During the Agape Service on Sunday morning
5. During the Closing program on Sunday afternoon.

At these times, the prayer team needs to be together with the whole team because they are a VITAL part

of the whole weekend. By seeing the candidates, we can better pray for them and see the “face” that goes with the prayer requests. We also will get a glimpse of the progress of the weekend by observing the Poster Party and the “Open Microphone” testimonies. We will have better clarity about how to pray and where to focus our prayer efforts. Being present at the Closing program will be a witness of how our prayers have been answered throughout the weekend.

Team members in the prayer chapel should take some breaks throughout the weekend; but not during the time to pray-up or pray-down a speaker. Whenever a break is taken, at least 2 people should be in the prayer chapel to continue the ministry through constant prayer, reading of scripture, and singing and worshipping. Our prayers should be BRIEF so that each team member has a chance to pray. However, the Prayer Chapel leader may need to end a prayer session early if the speaker is called to the podium or so the next scheduled event can be started.

No candidates should ever be in the prayer room throughout the weekend. The prayer team is here to pray **for** the candidates, not **with** the candidates here in this room. It is the job of the Spiritual Directors or team members at the tables to pray **with** the candidates. No team member should “lay hands” on candidates without their permission. However, we do lay hands on team members as a symbol of our support while we pray for them before their talk and after the talk is completed. The “laying on of hands” is a Biblical practice for mature believers and many candidates have not yet reached the spiritual understanding of this practice and it may make them uncomfortable.

### **TIMEKEEPER**

The timekeeper is responsible for making sure schedule is adhered to as best as possible. Make adjustments in schedule based upon prison requirements. The Timekeeper coordinates all breaks and meals with Co-Rector and Community Room Leader. He will physically go and end breaks, rounds up candidates and team back into the Community Room.

1. He gives time signals to speakers at intervals throughout the talk. Make sure the speaker sees the signs. Also keep track of speaker times in the Chapel, meditations, and the Closing program.
2. You may not change the time at which count will occur. You must retain the exit time at the end of each day. *It is better to end a few minutes early* but we can never extend the exit time.
3. The written schedule is a guideline but try to say on time as much as possible. Look ahead to see how a time change will affect the upcoming events.
4. The timekeeper tracks the time and make suggests to the Co-rector and CRL about how adjustment can be make to the schedule. Flexibility is the key on your part. You will have time for all things to occur, but you may have to rearrange the lengths of breaks or music.
5. It may be necessary for the Co-rector to cut off a speaker if they go overtime. That decision belongs to the Co-rector – you job is to inform him.
6. Emphasize to the musicians that they need to be ready go when you tell them to – any time they spend tuning will cut their time shorter.
7. Breaks seem to take on a life of their own so be on top of things to limit the length of breaks. Start rounding up people several minutes early. It is also a good strategy to have the music team play a song at the end of the break.
8. Whenever you “gain” a few minutes throughout the day, try to maintain it as long as possible. God also has a wonderful way to “making up” time when we fall behind the schedule. Remember God is in control.

## **GUIDELINES FOR TEAM MEMBERS ON KERYX WEEKEND**

1. Be first in the chapel each morning.
2. You are a leader so please be one while in the chapel praying and while singing.
3. Please be punctual for everything.
4. Be with the candidates at all times, except before and after your talk.
5. Try to keep the subject matter on the talks during the walks and at the meals.
6. Take as many notes as you can, to set an example.
7. It is customary to make a chapel visit before and after your talk to “pray up” and “pray down” after finished.
8. Practice being a good listener.
9. Table workers should not leave the table at the same time. (don't let your table get away from you.)
10. Do not congregate with other team members in the meeting room, on walks, in the chapel, or at meals. Be sure to spread out.
11. If a candidate has a problem see the co-rector, who will get the candidate to a spiritual director.
12. Do not study your talk at Keryx. Your full time there is needed for the candidates.
13. Don't be secretive. If you want to speak to the rector or the spiritual director, don't give the impression that you're plotting against the candidates.
14. Don't return to your table until the discussion is concluded on your talk.
15. Start with "God bless you" right away.
16. When there is a question in your mind, use common sense. When time permits, seek an answer. It is okay to say “I don't know.”
17. No movement in meeting room during discussion (only serving coffee, etc.)
18. No movement in meeting room during the talk's.
19. The Rector will determine when the table Chapel Prayer visits will occur.
20. As soon as you arrive at the meeting room for the beginning of the Keryx, mingle with the candidates.
21. Table workers shouldn't speak at poster party, but can hold the posters.
22. A little competition is good Friday and better Saturday, but don't overdo it.
23. Table workers don't worry about cha-cho/servant's and vice versa!
24. Do not go to the microphone except when you are schedule to give a talk. We no longer tell jokes unless directed by the Co-rector and under his supervision.
25. Generally, hugs are no longer permitted by the MDOC, except at certain facilities. Limit hugs to a shoulder bump with a handshake between you and the other person. **NO FULL BODY HUGS!**
26. Watches are no longer allowed by the MDOC except ones that are manifested in/out following proper procedures.

***Remember. . .work as if everything depended on you. . .and pray as if everything depended upon Him. . .***  
And. . .God bless you

## **GUIDELINES FOR SPEAKERS**

1. Make 2 copies of your talk. One to speak from, and one for backup so that the back table can follow where you are in your talk while you are giving it. Your copy should be clearly marked and highlight important sections that must be covered. You may wish to note where you should make special emphasis while giving the talk. Talks should be typewritten and make sure you cover all of the topics listed in the outline.

2. Give your back-up copy to the co-rector when you arrive on Thursday. Take time to fill out the prayer request form that will be used by the prayer room while you are giving your talk. Make sure you *give your copy of the talk to the co-rector in the morning before we enter the prison on the day of your presentation.*
3. As you write your talk, it would be great to use a computer word processing program so you can revise it and make changes as you compose the talk. Most people start writing the talk by utilizing the outline. (Outlines are available as computer files ... ask if you need one.) As you follow the outline, fill in the missing parts. Feel free to put things in your own wording. There is no need to follow the outline suggestions word for word. However, make sure you cover each and every point. After the basic talk is written, look for places where you can add parts of your own testimony or illustrations from your own experiences.
4. Practice your talk several times before you give the preview in the training session. The Keryx trainer will publish a list of when you should have your talk ready for preview. Please be ready at that time. When you practice, time yourself and mark places in your manuscript where things don't sound quite right. Practice in front of the mirror. If you really want to be brutal on yourself, videotape your talk ... you will see all of your mistakes in the "raw footage." Generally, people deliver their talks too rapidly. Most people benefit from slowing down the pace of speaking. Vary your pace along with your voice tone. Try NOT to make it sound like you are reading aloud ... talk like you are sharing a good story with your friends. Think of ways to make it sound interesting to the audience ... sort of like when you read a story to a little child.
5. Make sure you present your final talk just as it was previewed during the training sessions. Pray, pray, and pray some more, that God will show you just what to include in your talk as you write it and before you preview it in the training sessions. Try to avoid "going off script" while giving the talk in prison. This often causes you to lose track of time and it is vital that you keep your talk within the time limit.
6. Make an effort to include your personal testimony as it relates to the subject of your talk. These personal comments make the talk come alive for both you and the candidates. Try to control your emotions as much as possible but be aware that the Holy Spirit may use your "brokenness" to reach the heart of the candidates. Your sincerity during the presentation is vital. Sometimes the "slick" talks do not make an impact on the candidates as much the talks that are given in a simple, but sincere, presentation.
7. Understand that your talk is **one** of 13 during the weekend. They really all join together to become ONE big presentation. The talks are designed to build on each other. You cannot say it ALL in your talk. Do not go beyond the outline or give information that is presented in another talk. Some concepts are present in several different talks as a helpful reminder due to the importance of the concept. That is part of the design of the whole weekend. We tell them what we plan to say; we say it; we discuss the talk; we draw a poster and write a summary that reviews the talk; we have a poster party to review what we learned today. Repetition is an excellent tool to help people remember important concepts. Keryx does utilize some very solid, educational, teaching techniques.
8. Should you include a handout? If your talks include many scripture references you may wish to have these available for the candidates during the talk. Some have a very difficult time talking notes (many have learning disabilities with reading and writing). Don't go overboard with the handouts. One full page on front and back should be the maximum given. Fill-in-the-blank style handouts may look too much like "school."
9. Thank you and God bless you in your efforts on behalf of the candidates, and our Lord Jesus Christ.

## **HISTORY OF CURSILLO'S BEGINNING**

A group of young men from the Spanish Catholic Action Movement were attempting to renew the church in Palma, Majorca, Spain in 1949. They had worked long and hard to get people more involved and to counter the non-Christian world they were living in with its rise of secular values, but all their efforts floundered.

Each attempt seemed worse than the one before. They were at the point of giving up. Then one evening, one of the men who had been working to develop the program received an unexpected call from the chaplain of the local prison asking for a couple of volunteers to come to the prison and help with a difficult problem. Two young men were to be executed the next day, but they would have nothing to do with the chaplain. The chaplain thought perhaps a layman could reach them.

The man who received the call was frightened at the prospect of entering a prison, but after considerable prayer, he called a friend to join him in responding to the chaplain's call. Neither man had ever been in prison, but they agreed to come. As the two men entered the cell, they encountered the condemned par playing cards and gambling with the guards. Prison rules declared that two guards must stay in the cell with the condemned men on the last night before execution. Their cell was littered with pornographic magazines and pin-ups. The condemned men seemed bent only on swapping dirty stories and gambling the night away.

One of the two men the chaplain had called was Eduardo Bonnin. He asked for permission to let them take the place of the guards. When this had been granted, they began talking to the prisoners, and listening to their stories. Gradually, they won the prisoners' confidence and eventually, Eduardo said to them; "We came here to ask a favor of you."

At this point, the men laughed loud and long. "A favor? Don't you realize that later this morning we ..." and he made a gesture of being executed. "But there is something you can do," said Bonnin. "We only wanted you to recommend something to the Lord for us. You are the only people we have met who know when they will meet the Lord face to face. Neither the Pope, nor rich, nor poor know when they will meet God, yet you do. We want you to say something to Him. We feel it is so urgent. We have this wonderful project from which we expect great fruits, but so far we have failed miserably to get it going. We want you to ask the Lord to help us." And Bonnin proceeded to explain their hopes and anxieties concerning the program.

As the night wore on, they spoke of Christ and His love and mercy. They talked about forgiveness. In the early hours of the morning, the chaplain heard the confessions of the inmates and held a private mass. The two inmates, Bonnin and his friend, all received the Eucharist.

One of those men wrote to his family that night and this is a translation from the Spanish:

*Dearest family, so close to my heart.*

*These lines I am writing are the last you will receive from your son and brother. I am writing them more with my heart than my pen. I am in the condemned cell and have only a few hours remaining before I leave this life.*

*After my life of ill luck, God has granted me the extraordinary grace of enabling me to recognize my past faults and making peace with Him. He has given me this opportunity for sincere confession, which has opened, little by little, the gates of heaven.*

*It only remains for me to ask your pardon for all the heartaches I gave you during my life, with my straying, to recommend to my brothers whom I love with all my heart never to stray from the path of duty that you, my parents, taught us to follow. I never remembered you with such affection as at this moment. The end of my career has arrived. Praise be to God, who gave me these moments to ransom my life and to die as do those men who have faith.*

*My last thoughts on Earth are with you. Adios, until eternity.*



When invited to have breakfast with the condemned men, Bonnin could not eat. He was too nervous. A short time later, they were led to the execution. One of them cried out for Eduardo Bonnin, and Eduardo told of how that man died, holding Eduardo's crucifix in one hand as Eduardo knelt beside him, praying for him. The executioners placed the hood over the man's head and affixed the chain that would break his neck with a sudden jerk.

These two inmates were executed in January, 1949. The project the Eduardo Bonnin and his companions had in hand, and that they were unsuccessful in launching, despite all their trials and efforts, was referred to as "Cursillos de Cristiandad."

Surely we can conclude that Jesus said to them as He said to the thief who was crucified with Him, "Today you will be with me in Paradise." Bonnin still wears the cross the young condemned man held at his execution.

# MDOC Volunteer Handbook

## Introduction:

Thank you for offering your time and service to the staff and prisoners. Volunteers are required to comply with rules, procedures, and policies. This orientation booklet is based upon policies used by this facility and the Michigan Department of Corrections (MDOC).

Volunteers are required to be updated at least annually to keep them aware of changes in the rules, changes in the facility, and to remind them of various concerns. Volunteer training opportunities should be offered as needed.

To better understand the Volunteer Program and the MDOC, please review and follow the guidelines in this booklet. If you do not understand a particular rule or regulation, seek assistance from your Volunteer Coordinator.

The primary mission of the MDOC is the protection of the public. Volunteers will remember this primary function at all times when interacting with prisoners.

## Your Role as a Volunteer:

The corrections staff is responsible for controlling and retaining offenders, as well as assisting them to rehabilitate themselves. The Administration is aware neither the budget, trained personnel, nor the facilities are always available to successfully accomplish all of these objectives. Volunteers play a vital role in providing specific services. Because of this, volunteers are invited into the institution to augment existing institutional services.

There are two types of volunteers. *Outreach volunteers* provide religious guidance and counseling to prisoners in the visiting room. *Regular volunteers* enter the facility and provide rehabilitative programs such as religious instruction and AA counseling. It must be remembered that *no one can be both an Outreach Volunteer and a Regular Volunteer at the same prison.*

When providing services to prisoners, volunteers must not interfere with the Corrections staff as they perform their duties or enforce the facility rules, regulations or routines. Please keep in mind that you are to consult your Volunteer Coordinator if any situation arises where there is a question or doubt as to the appropriate course of action.

Establishing and maintaining a positive relationship with the institutional administrators and correctional officers is important to you in carrying out your volunteer service objectives. The following key functions will help to maintain open communications and working relationships:

1. The facility must have a clear understanding of the types of services you will be performing.
2. It is necessary for you to be aware of what is expected of you. During volunteer orientation you will be given "Questions and Answers for Volunteers." You will also have a chance to ask additional questions of the Volunteer Coordinator and Custody staff.
3. A copy of "Volunteer Services Agreement" and "Agreement to Comply with Policies" will be kept on file in the Volunteer Coordinator's office. You read these statements and sign them.
4. Volunteer services and programs are periodically evaluated to monitor and maintain effectiveness.

## Working with Offenders:

Working with prisoners cannot be reduced to a "cookbook" method. Much will be left to the good judgment of the volunteer. Volunteers should use the following guidelines in relating to the offender:

1. *Be yourself.* Don't establish a facade or create a special status for yourself. Express yourself genuinely. Avoid using prisoner slang. Don't pretend to understand something if you don't.

2. *Mean what you say.* Don't make a promise unless you have thought it through first and can carry it out. Prisoners will test you, call your bluff, and see if you follow through on your promise.
3. *Be supportive, encouraging, friendly and FIRM.* Be honest, objective, and disapproving when it is warranted. Be friendly, but not overly familiar. Don't discuss personal matters with the prisoners. Be consistent and fair. Enforcing rules for some and relaxing them for other prisoners is inconsistent and unfair.
4. *Respect is the key.* You must respect the prisoner's individuality and basic rights. Avoid prejudices and feelings of superiority. Respond to the prisoner's needs and interests, not your own. Once you have earned the respect and trust of the prisoner, he will be open with you.
5. *Don't pry.* Don't ask prisoners why they are in prison. Let the prisoner tell you on his own about personal issues such as guilt or associated matters regarding his crime or his family.
6. *Accept each prisoner as an individual.* Categorizing a prisoner is unfair and dehumanizing.
7. *Be patient.* The positive effects of your patience with the prisoner may not have a decisive influence until after you have stopped working with him.
8. *Be aware of con games.* Not everything a prisoner says will be true. Make it clear that you will not be manipulated. If a situation arises that you consider "borderline" check with staff and make sure how it is to be handled. Remember that prisoners can take several years in setting up a ruse and may use other prisoners in the process.
9. *Maintain professional detachment.* NEVER give out your address or phone number or give money to a prisoner or prisoner family member.
10. *Expect hostility.* Prisoners have dealt with a great deal of frustration throughout their lives. Most have experienced repeated failure and are suspicious of any offer of assistance or guidance. A prisoner overwhelmed with problems may confront you with hostility. At such times, do not force conversation upon him and don't respond in a hostile, sarcastic, or anxious manner. Keep your composure. Ignore the hostility and withdraw for awhile. Chances are that the prisoner will regain his composure.
11. *Don't over identify.* Don't take the prisoner's problems upon yourself. Often they are fabrications designed to evoke sympathy. Don't share with them any frustrations you may have with staff (refer that to the volunteer coordinator). Over identifying with the prisoner can bring about the "we/they" syndrome.
12. *Don't expect thanks.* You may not receive thanks or any show of gratitude from the prisoner. He may feel it, but may not know how to express it. However, your effort will be appreciated.
13. *Be prepared to handle romantic advances.* Keep all discussions focused on your particular program's purpose. It is a felony for a volunteer to have sexual contact with a prisoner under the jurisdiction of the MDOC.
14. *Be trustworthy.* Avoid repeating what a prisoner tells you.
15. *Don't have your own agenda.* Don't use your program or the prisoners to inflate your ego. Your purpose and the focus of your program should be to benefit the prisoners. Your satisfaction will come from a job well done.

## **Do's & Don'ts Review**

<b>DO'S</b>	<b>Be yourself</b>	<b>Be respectful</b>	<b>Be careful</b>
	<b>Expect hostility</b>	<b>Be friendly but firm</b>	<b>Be trustworthy</b>
	<b>Earn respect</b>	<b>Be prepared for romantic advances</b>	<b>Be professional</b>
<b>DON'TS</b>	<b>Don't probe</b>	<b>Don't over identify</b>	<b>Don't expect thanks</b>
	<b>Don't be manipulated</b>	<b>Don't have your own agenda</b>	

## **Policies and Procedures:**

1. *Confidentiality* – Matters pertaining to the prisoners are confidential. In order to respect confidentiality, information (including names) should not be given.
2. *Remember Where You Are* – Prisoners are incarcerated because they have disobeyed the rules of society. Many have done violent crimes. There is a possibility that prisoners may engage in sexual, assaultive, or otherwise violent behavior.
3. *Recognize the unique factors that are present in this institution.*
  - a. This is an all male population prison.
  - b. Prisoners are not here of their own free will. They tend to focus a lot of their thoughts and efforts on getting out by whatever means available.
  - c. Many prisoners have been incarcerated for several years and sometimes cannot identify with things you take for granted.
  - d. Some prisoners spend much of their time in a small room approximately 8' X 10'. Sometimes they view your particular program only as an excuse to get out of their cell. This does not mean you won't have a positive effect on them.
  - e. This is a "forced" environment and most definitely not a natural one. Some of the problems caused by a forced environment include: 1) group pressure 2) prisoner cliques 3) unique set of values.
4. *Be fair, objective, and consistent when dealing with prisoners.*
  - a. Recognize their needs
  - b. Prisoners are used to a day-to-day routine and your attitude and method of dealing with them is a part of that routine. They may not like your attitude or methods, but if you are fair, objective and consistent they will respect you for it.
  - c. You set the limits
  - d. The prisoners will push you until you say to stop. How hard and how far they push will depend on how hard and how far you allow them to push you.
  - e. If a prisoner makes an improper advance, handle it appropriately. If you are unable to do so, notify staff. Minimally, it is a test to see what your limits are.
  - f. Don't compromise. Firmly establish in your mind your purpose for being here and don't deviate from it.
  - g. Don't "panic" if you find yourself with a prisoner. If this happens, report it to any staff member and the Volunteer Coordinator.
  - h. Do not criticize staff, the institution, other races, ethnic groups, countries or religions.
5. *Avoid over familiarity with prisoners.*
  - a. You could lose your volunteer status because of over familiarity. We must keep the prisoner, but we can dismiss you. Remember, if you are dismissed, you may appeal the decision to dismiss to the Deputy Warden of the prison. Examples of over familiarity follow.
  - b. Don't give out your address or phone number.
  - c. When in doubt, ask yourself if losing your volunteer status and possible imprisonment because of illicit involvement with a prisoner is worth it.
  - d. Give NOTHING to a prisoner and take NOTHING from him. Bringing things into the institution for a specific prisoner or taking things out is prohibited. Materials used by your group, or for the general population, must be manifested (listed on a MDOC document called a Gate Manifest and signed by authorized staff) before usage to allow for proper security checks and screening.
  - e. No physical contact other than a handshake is permitted. As noted above, it is a felony for a volunteer to have sexual contact with a prisoner.

- f. Leave your personal problems at home. Sharing your problems with a prisoner can lead to a serious conflict of interest, or may provide the setting for a ruse.
  - g. Don't relate institutional incidents to others outside the prison.
  - h. Regular volunteers, those entering the facility, are not permitted to visit or otherwise communicate with prisoners at this facility, outside of their volunteer activity. This includes mail, or telephone communication. If a prisoner attempts to communicate with you, notify the Volunteer Coordinator immediately.
6. *Dress Code*
- a. Do not wear any clothing similar in appearance or color to State issue prisoner attire. If there is a disturbance, we need to differentiate you from the prisoners.
  - b. Short skirts, low cut blouses, or other revealing clothing may invite unwanted advances and will not be permitted. Appropriate underclothing must be worn.
  - c. Moderate, business-like clothing is appropriate. This prevents distraction from the purpose of your work.
  - d. Do not wear clothing imprinted with obscene words or pictures, or pictures or logos, etc. that may reveal or identify something about you.
  - e. Effeminate grooming, attire, or accessories worn by male volunteers will not be permitted.
7. *Safety Precautions*
- a. Don't run while on prison property. Running usually indicates that someone is being chased, or is chasing someone. Running is usually interpreted as a danger signal. Prison staff will react to people running. It not only causes anxiety, but distracts the officers' attention. You may injure yourself.
  - b. Use sidewalks when walking inside the institution.
8. *Gates and Security*
- a. Corrections Officers need to maintain security and are responsible for identifying you for the search of any vehicle, package, purse, etc. that enters prison property.
  - b. When an officer is processing staff, do not interrupt them.
  - c. Occasionally while being processed into the facility, you may be asked to return to the waiting area. Do so without hesitation.
9. *Guests*
- a. Guests are defined as individuals authorized to enter the facility only one time due to some unique circumstances or program. Guests may not be Outreach Volunteers who visit this facility.
  - b. Guests must have a LEIN clearance to enter and be at least 18 years of age. It may take several weeks to process their LEIN requests. Submit their LEIN paperwork early.
  - c. You are responsible for the dress and conduct of your guests. You must ensure that they are knowledgeable of and adhere to existing rules and regulations.
10. *Contraband*
- a. Contraband is any property which is not allowed on prison property or in visiting rooms by State law, rule, or MDOC policy.
  - b. Some items of contraband are dangerous (cameras, guns, alcohol, knives, etc.) and some are illegal. Having them in your possession will result in a felony charge. Other contraband items are not dangerous (chewing gum, cash, etc.) but are not allowed. Dismissal will occur for possession of either form of contraband. When in doubt, ask the Volunteer Coordinator or the officer at the front desk.
  - c. Pocket knives and butane lighters are not allowed. These can readily become weapons and can be used to harm you.

- d. While drugs are contraband, we recognize that some medications must be carried by an individual at all times. Please make staff aware of any such required medications so that appropriate accommodations may be made.
11. *Personal Possessions*
    - a. Secure personal possessions (keys, wallets, purses, and other valuables) in lockers located near the front desk.
    - b. Anything brought inside the prison must be manifested.
    - c. All regular and outreach volunteers shall be subjected to a clothed body search by an employee of the same sex as the person being searched.
    - d. Smoking is not allowed inside any building. You must be 100 feet away from any building entrance should you choose to smoke.
  12. *Personal Phone Calls*
    - a. No outgoing personal phone calls shall be made on institutional phones. Public phones are available in the waiting area of the main administration building.
    - b. Emergency incoming personal phone calls will be relayed to you, but routine messages will not.
  13. *Personal Vehicles*
    - a. Your vehicle is subject to search at any time.
    - b. Vehicles must be kept locked and keys taken out of the ignition at all times while on prison property.
    - c. Before coming to the prison, check your vehicle for contraband items (guns, drugs, alcohol, tools that may be potentially dangerous, etc.) and remove any found. Contraband items are not allowed on prison property at any time.
  14. *Parking*
    - a. Park only in areas marked “visitor parking.”
    - b. Do not loiter in the parking area. If you need to wait for other volunteers or a ride, please wait inside the building.
  15. *Emergencies*
    - a. You are expected to obey any officer when an order, command, direction or instruction is given. This is for your protection and the security of the institution.
    - b. If you hear a siren while inside the facility, you should stay where you are until escorted by staff. Should an emergency occur, you will be given directions by staff. In most cases you will be escorted to the visiting room in the Administration Building. There your arrival will be documented by staff. Once your whereabouts and safety are confirmed, you will be released to the main lobby in the Administration Building, where you will sign out and leave the facility.
  16. *Suggestions* – Your recommendations regarding programs are appreciated. Please submit your suggestions to the Volunteer Coordinator.

### **Conclusion:**

The staff appreciates the many volunteer hours of service and the benefits provided through volunteer activities. Properly implemented, volunteer activities aid in reducing tension and are beneficial to the institution. Your work complements ours. Volunteer activities provide a link with the community through educational and inspirational programs. Positive role models may assist the prisoner in discovering options and available resources for personal decision-making. We hope that your experience will be positive for you, the prisoners, and the Corrections Staff.