

Chaplains Resource Binder

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Job Description

Job Description for Catholic Chaplains in State Corrections

Background:

It should be noted that the state also has a general job description and classification, necessary for its use as the employer. Often what is most important to the state in the employment process of a Catholic chaplain is the endorsement letter of the local Diocese, which is a requirement for s/he to be hired. Seeing then that this letter serves to select and essentially have the chaplain hired, this job description is our guideline in selecting the best candidate to represent the Catholic Church and who will serve the pastoral needs of the incarcerated at that facility.

Since chaplains provide pastoral care, they should have some background in theology and be well versed in church teachings. It is preferable that they have professional training or certification in theology, including sacramental preparation and catechesis. If a good or preferred candidate is lacking in any area, there should be discussion of a commitment to education and certification, as well as possible financial support for this, through office budget, grants or other funding.

Prospective Chaplains should be aware of the importance of offering the celebration of mass to the inmates. All efforts should be made to recruit priests for mass in the case of a non-ordained

chaplain. These candidates should be qualified to conduct a communion service. They should be open to recruit and help train qualified ministers to conduct a service in the absence of the Chaplain, to the extent that it is permitted in the local Diocese. But it is also imperative that the candidate know how to explain the difference between a mass and a communion service, so that this will be made clear to the inmates.

Prospective Chaplains should be certified in a formal Presider's Training due to the need to preside over communion services and/or help train others in this service. The Chaplain will need to have volunteers who conduct communion services at the facility complete this formal training as well. Resources and simple guidelines are given to the participants of these trainings. Two other formal guidelines can be found in the "Rite of Distributing Holy Communion Outside Mass with the Celebration of the Word," found in Holy Communion and Worship of the Eucharist Outside Mass; and the SCAP (Sunday Celebration in the Absence of a Priest).

State Chaplains are expected to provide pastoral care and services to men and women of other faith groups who are not represented by a chaplain and they will also be expected cover occasionally for the other chaplains. It is important that the candidate understand and must be open to this.

California Catholic Conference of Bishops

JOB DESCRIPTION: STATE CATHOLIC CORRECTIONAL CHAPLAIN

Diocesan Office: Restorative Justice

PURPOSE OF POSITION

Prison chaplains are hired and employed by the following California State Departments: Corrections and Rehabilitation and Juvenile Justice. The first duty of the chaplain is to minister to all institutionalized persons of all faiths. The second duty of the chaplain is to provide specific ministerial services to Catholic inmates.

Qualified candidates are identified, selected and presented to the Bishop by the Directors of the Office of Restorative Justice. As a condition of employment the chaplain must be in good standing with the Church and endorsed by the Bishop of the Diocese in which the institution is located (see attached State Job Specifications). In collaboration with the Diocese, the Catholic Prison Chaplain provides pastoral care and leadership at the institution and is accountable for the establishment of an effective Catholic ministry program. Maintaining communication and collaboration with the Diocesan Director of Restorative Justice is mandatory. For the purpose of evaluating effective Catholic ministry, the Director of Restorative Justice will annually visit and evaluate the chaplain. The Chaplain offers opportunities for and assists the Catholic community in understanding and participating in the Gospel mandate to visit the imprisoned, especially in the opportunity to minister directly to the incarcerated/institutionalized and their families as volunteers. The Catholic Chaplain takes the initiative and facilitates the participation of volunteers in the pastoral care of prisoners.

Chaplaincy includes a prophetic role in bringing about a system of restorative justice which includes advocating for such practices and policies.

DUTIES AND RESPONSIBILITIES INCLUDE:

- Providing and coordinating liturgical services each week, sacramental opportunities, and religious programs. This includes a weekly Mass or Communion service, weekly faith sharing groups and Bible studies, the opportunity for the Sacrament of Reconciliation, occasional celebration of the Sacraments of Initiation when needed and when possible.
- Visit regularly to the segregated prison population (i.e. protective custody, lockdown units, Administrative Segregation (Ad-Seg) and Segregated Housing Units (SHU)
- Provide pastoral counseling and/or crisis intervention for inmates, their families and staff when needed and appropriate.
- Recruit, interview, train and supervise volunteers working in their institution. Participation in the Diocesan Volunteer Orientations and Restorative Justice Trainings is expected. Occasional writing and speaking engagements about the ministry are also expected.
- Initiate and foster a working relationship with the local vicariate and local parishes, especially but not limited to the parish where the facility is located, in terms of solidarity, supplies, priests, volunteers, prayer, donations and other needs.
- Maintain a consistent and effective pastoral presence at the assigned institution with special attention to the care and treatment of the incarcerated people. Advocate for the

dignity of every human being and, when appropriate, confront behavior which is disrespectful or demeaning. This will involve skilled negotiation and dialogue with the institution administration to obtain adequate access to the residents and to effect appropriate changes in the policies and procedures of the facility.

- Maintain open communication and an ecumenical/interreligious spirit with the pastoral personnel and the correctional administrative staff who are serving the facility. Be available to counsel facility staff.
- Attend local and state-wide chaplain meetings and other appropriate diocesan organized events as well as trainings sponsored by the California Catholic Conference.
- Cooperation with diocesan or Catholic Conference of Bishops Restorative Justice initiatives is expected.
- Cooperate with Chaplains at other institutions and Diocesan Restorative Justice Directors to provide continuity of pastoral care.
- Create and cooperate in re-entry preparation and follow up initiatives.
- Maintain the Catholic Chaplain's office in the institution in a professional manner.

MINIMUM QUALIFICATIONS

- Bachelor's Degree in theology, spirituality, counseling, philosophy, social work or a related field. Master's Degree preferred OR Clinical Pastoral Education (CPE) certification OR have sufficient training and formation in a recognized faith formation program.
- Must be a Roman Catholic in good standing with knowledge of Catholic Church organization and teachings.
- Commitment to Gospel values and holds a consistent life ethic.
- Minimum two years of experience in pastoral ministry and demonstrated pastoral competence. Experience and training in liturgy and presiding.
- Experience in administration and working with volunteers.
- Experience and demonstrated aptitude in ministering to the incarcerated is essential and to economically disadvantaged populations a plus. It is preferable that the candidate would have at least several months experience as a detention ministry volunteer, especially in a state facility.
- Ability to work as a team member.
- Must be psychologically sound and have good personal boundaries.
- Must comply with Diocesan Safe Environment.
- Bi-lingual (English / Spanish) applicants preferred but not required.
- Must have a valid California ID and provide own transportation.

Who is a State Correctional Chaplain

The Role of the Correctional Chaplain

The Role of the Correctional Chaplain

As a State employee, the Catholic Chaplain will be responsible to cover the various duties laid out in the state application (see attached) which include giving spiritual and moral guidance to

all inmates, supervising arrangements for services and programs of other religious groups, cooperating with the other chaplains and program administrators and staff, establishing rapport with institutional residents, providing counseling in different life situations and areas of crisis, etc. It should be noted that the chaplain is not employed exclusively for Catholic ministry nor to attend to just the Catholic inmates. Nor is s/he being employed, when it does come to the particular Catholic ministry, to do only sacramental ministry. S/He must be willing to but also capable of coordinating and assisting with programs and duties beyond the strictly sacramental nature. In terms of our role in approving and submitting qualified applicants to the state, we view the Chaplaincy as a gospel mandate. It is a ministry from the Church. The local diocesan bishop is ultimately responsible for the quality and acceptability of the services and programs being offered by chaplains. For these reasons, Chaplains must be approved by the local diocesan bishop and be endorsed by him.

The local diocesan bishop will be represented or consulted by the Diocesan Restorative Justice Director in the course of the selection process for chaplains to be presented to the state or county for hiring and before the actual hiring takes place.

The diocesan bishop should be involved in, or informed about, the ongoing process of the chaplaincy service. Bishops are encouraged to consider the option of inviting lay persons or deacons, with proper dispositions and qualifications, to apply to be full time chaplains. Deacons should be aware of duties beyond the sacramental realm, the importance of volunteers, and the need to minister to all inmates.

The endorsement from the Church should be clearly expressed and demonstrated by documentation and it is recommended that there be a commissioning service.

The Meaning of the Gospel Mandate

The Meaning of the Gospel Mandate

The focus of the mandate is on the spiritual care and nurturing of all of the people of God within the institutional setting. It is essential that the chaplain be well qualified and suited for this job. In fulfilling this mandate, chaplains exercise a unique leadership role as they:

- Affirm the traditions and practices of the Church within the institution.
- Act as a prophetic voice in the dialogue within the institutionalized setting.
- Develop a culture of communal and personal prayer.
- Provide authentic witness for the institution.
- Work for mutual support and charity within the institution.
- Affirm the individual members of the institution- incarcerated or employed.
- Promote inclusivity and justice.
- Recruit, help train, coordinate and supervise volunteer detention ministers
- In a time when chaplain positions are facing freezes and cuts and even facing discussion if whether they are necessarily as a paid position, the Catholic chaplain needs to give a very strong witness to true service, hard work and dedication, collaboration and professionalism.

Catholic Correctional Chaplaincy Principles

CATHOLIC CORRECTIONAL CHAPLAINCY PRINCIPLES

**Endorsed by the California Conference of Catholic Bishops
April 2001.**

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Introduction

R

ecognizing the inherent worth and dignity of all people, Catholic Correctional Chaplains perceive prison ministry to be our Gospel call to be present and serve those affected by the criminal justice system, whether inmate, victim, their families, correctional employees and the larger Catholic community.

The responsibility for ministry to those who are incarcerated comes from Christ's admonition to each of us "whatever you do to the least...you've done to me" (Matthew 25). As with other social and pastoral ministries, this responsibility rests with the total people of God. We must respond to God's call to service by being involved in a communal way. The Catholic Faith Community must be present in prisons, jails in meaningful ways. The Catholic Chaplain takes the initiative and facilitates the full participation of volunteers in the pastoral care of prisoners.

Catholic Prison Ministry recognizes both the level of personal responsibility and the impact of social structure. We support the concept of ministry, which integrates the components of direct service, public education, and advocacy for systemic change.

ELEMENTS OF DETENTION MINISTRY

Sacramental and Religious Services

Catholic Correctional Chaplains support and value the following principles:

Inmates have the right to attend and participate in sacramental and religious services, including liturgy, pastoral counseling, and faith-sharing groups. Ministers have the right of access to all areas of the facility, which permits them to carry out their ministry with integrity and support.

- We utilize the Roman Missal and official church materials such as Rite of Distributing Holy Communion Outside Mass With the Celebration of the Word,” found in *Holy Communion and Worship of the Eucharist Outside Mass*; SCAP (Sunday Celebration in the Absence of a Priest) to provide and/or prepare those we minister to for the sacraments.
- We work toward providing regular Eucharistic liturgies for all inmates in our care. Smaller services are provided in institutions where inmates are restricted from mixing with the general population. In the absence of a priest, a communion service is provided by the Chaplain or designated volunteer. Communion is made available to those inmates who are not allowed to attend any group services. Video taped service is **not** acceptable and should not replace Eucharistic liturgies.
- We initiate and welcome volunteer attendance and participation in Catholic services. We invite parish music groups to participate, when possible.
- We initiate, welcome and facilitate requests by inmates for spiritual and pastoral counseling. We make every effort to discuss with administration how we can facilitate easy access to inmates without excessive wasted time. We work with the administration to creatively facilitate religious programming which meets the need for both pastoral service and security.
- We make every effort to facilitate the availability of the Sacrament of Reconciliation on a regular basis. We invite local parish priests to assist us when necessary.
- We are sensitive to the multilingual and multicultural experience and expression of the inmates we serve. Subsequently, we reflect the richness of this diversity in our liturgies through our language in prayer, symbols, and multilingual songs and rituals, especially on holy days.
- We are attentive to the reality that many non-Catholics attend Catholic services. We understand our people are searching for a faith community; many are unchurched and in need of support. We welcome the full participation of any one at services and invite non-Catholics to come forward for a blessing at the reception of Eucharist.
- We create a sacred environment for worship, especially if the room provided by the institution is not a chapel.

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- We discuss with the administration any disrespectful behaviors or obstructions to the sacredness of worship. This includes, but is not limited to, institutional interruptions or staff behaviors, which are inappropriate during Eucharist.
- We are well versed in the religious freedom guidelines and laws related to the criminal justice system in which we minister. When religious freedom is violated, Catholic Chaplains notify administrators or supervisors.
- We make every attempt to include inmate participation at Catholic services (i.e., entrance procession, readers, carrying gifts, and choir). However, inmates are never invited to distribute communion, unless the local Bishop has approved them as Eucharist Ministers.
- Special prayer petitions are written which are appropriate to the prisoner's experience and needs.

Recruitment and Training of Volunteers

The concept of team ministry, involve Chaplains, ordained religious, and lay persons, is affirmed. It is necessary for volunteers to network, share, and support one another in order to provide an effective and high quality ministerial presence.

- We recruit volunteers and rely on local parish involvement.
- We recognize that we must intentionally work to form community with volunteers prior to facilitating community among those with whom we minister and serve.
- We participate and provide training for new volunteers. We also look for and provide opportunities for ongoing training of advanced volunteers. We network with the Director of detention ministry in the local diocese.
- We attend to the development of the personal and pastoral needs of volunteers. Debriefing sessions for volunteers are the norm.
- We work toward identifying leadership qualities among volunteers and share responsibilities with them whenever possible.
- We resist using volunteers to fulfill their primary duties and responsibilities.
- We provide formal and informal supervision of all volunteers. Particular attention is given to non-English speaking volunteers. We facilitate the creation of a viable community so that volunteers feel appreciated and supported as full partners in ministry.
- We maintain records of volunteers and take responsibility to monitor that they are meeting requirements for training.

Crisis Intervention and Pastoral Care

Catholic Correctional Chaplaincy is a specialized ministry and demands expertise in crisis intervention and pastoral care.

- We prioritize pastoral needs. We ensure that the notification of the death of a prisoner's loved one is delivered in a timely and pastoral manner. We are sensitive to the pastoral needs of the prisoner at that time. We attend to the grieving process and give priority to visits with the person in the days and weeks immediately following the loss.
- We provide grief counseling and plan memorial services, which involve the prisoner. We invite the inmate community to join in prayer and emotional support.
- We are encouraged to maintain contact, support and pastoral visitation when inmates are hospitalized in other medical correctional facilities.
- We are particularly attentive to the signs of mental illness, suicide and stress. We work with other institution experts in providing quality care.
- We maintain contact, support and are a source of encouragement to paroled inmates who contact us.

Religious Programming

Catholic Correctional Chaplains ensure a variety of effective religious programming.

- We establish and maintain a chapel library, which includes books, magazines, Catholic newspapers, cassette tapes and videos.
- We welcome well-respected programs, such as Kairos and M2, and assist community leaders in securing the success of these programs.
- We sponsor special inmate groups, such as support groups, contemplative prayer groups and Bible study.
- We celebrate major Holy Days within our Catholic Tradition, with special emphasis on Advent and Christmas, Lent and Easter. We provide assistance to other traditions in securing effective celebrations in their traditions.

Inclusiveness of Pastoral Care

Inclusiveness in pastoral care, calls us to work against all that divides or discriminates on the basis of gender, religion, race or culture.

- We actively recruit persons of diverse races and cultures.
- We use inclusive language in Catholic rituals.

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- We respect all spiritualities and faith groups and minister collaboratively with other Chaplains serving in the institution.
- We work to ensure full participation (i.e., Chaplains, volunteers, and inmates), in all events and celebrations.
- We confront all forms of racial and cultural discrimination.
- We confront religious prejudice and never allow proselytizing.
- We are sensitive to language barriers and facilitate pastoral care for persons who do not speak, read, or write English.
- We are aware of the racial tensions which exist in correctional facilities and make every effort to foster peace and reconciliation. We do not limit pastoral visits to persons of one race or culture.

Applying Human Dignity to All

As a Eucharistic community, the Chaplaincy program nurtures all who hunger and thirst for human dignity.

- We use first names and always avoid treating a prisoner as a number.
- We confront any and all behavior which is disrespectful and demeaning.
- We use a tone of voice that is healing and compassionate.
- We do not stereotype prisoners or guards, nor do we side with one against another.
- We do not show favoritism to particular individuals.

Human Isolation of inmates

Human isolation which confines, separates, or demoralizes inmates is of special concern for pastoral ministers, who are called to reconcile and heal.

- We identify where the isolation units are located and visit inmates in these sections regularly.
- We make every effort to personally initiate visits to administrative segregation units, Security Housing Units, and the hospital on a regular basis.
- The Sacramental life of inmates in solitary confinement is assured. Communion and reconciliation are available, when possible.
- Excessive force and denial of the rights of prisoners in isolation are reported to the appropriate officer in the chain of command and documented in writing.

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Opportunities for Visits and Counseling

The gospel of liberation challenges us to commit to the message of Christ through our lives. It further challenges us to be a voice against any form of power or oppression that instills fear, limits access to ministry, or undermines Christian hospitality.

- We extend a gospel welcome to all inmates during worship, and we, chaplains and volunteers provide opportunities for visits and counseling.
- We are always ready to receive the sacred reality of each person's journey. We help inmates who are non-Catholic to see their Chaplains.

The Sacredness of Life

All people are created in the image and likeness of God. The sacredness of life compels us to stand with all persons without distinction.

- With Christ, we stand on the side of the poor without judgment or discrimination.
- In the light of Gospel values, we evaluate the effectiveness of institutional policies in the light of Gospel values and on their impact upon the incarcerated.
- We believe the death penalty needs to be abolished. Chaplains educate their volunteers on the U.S. Catholic Bishops' stand regarding respect for life.
- At the time of a schedule execution, Chaplains will invite their faith communities to pray for the person being executed, their victims, and their families. We attend local vigils with volunteers whenever possible.
- We resist all public policy pertaining to the adultification of youth, restrictions of family visits, and longer sentences.
- We write letters on behalf of inmates when appropriate with the knowledge and consent of the institution.
- We support alternatives to incarceration that are consistent with Gospel values.
- We assist prisoners with resettlement issues and support them in discernment for successful parole.

Strengthening Family Relations

Catholic Correctional Chaplains realize the critical importance of strengthening family relationships.

- We attend to the pastoral needs of family members, when appropriate.

- We make ourselves available to family members who call upon us in our role as Catholic Chaplains and reach out to families, acknowledging their pain and offering care and compassion.
- We make ourselves available during visiting when possible.

Prison Ministry in today's society

Catholic Correctional Chaplains realize we are pasturing Catholic faith communities who are outcasts in society. Chaplains are their voice and make every effort to raise up their needs at all levels of Church structure.

- We recognize the need for greater missionary efforts by parish communities.

We use various opportunities to address parishes, pastors and diocesan leaders and invite them to come inside and participate with the incarcerated faith community.

- We immerse ourselves in the mainstream Church whenever possible for the purpose of bringing our people into the whole faith community. We participate in Diocesan Restorative and Detention Ministry programs and collaborates with California Directors of Detention Ministry and interfaith Chaplains groups.
- We make every effort not to succumb to the isolation of the prison institutions.

Advocating restorative justice principles

Catholic social teaching offers direction as well as measures for the Catholic Community's response to crime and criminal justice.

- We participate with the California Catholic Conference, diocesan offices and parish legislative advocacy networks in supporting public policies that reflect restorative justice, within the Criminal Justice System.
- We collaborate with the local Bishop and diocesan leaders to address issues and policies that destroy the dignity and hope of prisoners.
- We share the USCC statement Responsibility, Rehabilitation and Restoration with volunteers and criminal justice administrators.
- We act as the moral conscience of the institution measuring every policy and practice by how they affect the poor in prison. We address issues and policies that dehumanize, demoralize and depersonalize prisoners.
- We facilitate delegations of local Catholic leaders and "Come and See" events for parishioners to listen and learn how the local Catholic parish can address pastoral concerns while making recommendations to local administrators when necessary.

Support Links:

[Restorative Justice](#)

Responsibility Rehabilitation Restoration (Link to Bishop's 2000 Pastoral Letter of this name)

Chaplaincy Information & Support

Is Chaplaincy For You?

Who is a chaplain?

A Catholic chaplain can be a priest, religious sister, deacon, or layperson. Chaplains are leaders in sharing the traditions, practices and ministry of the Church in the unique setting of a prison or jail. Chaplains believe in and advocate for restorative justice practices, both inside and outside the prison walls.

The chaplain is an employee of the State of California. Candidates are evaluated by an Associate Warden of the facility and by the local Diocesan Restorative Justice Director. All applicants MUST be in good standing with the church and must be endorsed by the bishop of the diocese where the institution is located.

[Read the State of California job description and hiring requirements >>](#)

[Download the application >>](#)

What do chaplains do?

The [Chaplaincy Principles](#) approved by the California Conference of Catholic Bishops guide chaplains in their work.

Chaplain Responsibilities:

- Conduct and arrange for religious services, sacraments, Bible study and faith sharing groups
- Pastoral counseling
- Crisis intervention for inmates, their families and staff
- Recruit, train and supervise volunteers
- Build a positive working relationship with nearby vicariates and parishes
- Visit inmates in protective custody, lockdown units, or other segregated areas
- Advocate for the dignity of every human being and for fair, appropriate policies in the institution
- Nurture interreligious cooperation among pastoral staff
- Support Restorative Justice activities in the state

- Help inmates and families prepare for re-entry into the community
- Participate in trainings and other events for chaplains sponsored by the California Catholic Conference

How do I explore whether this is my calling?

- Contact the Restorative Justice Director for your Diocese to find out about opportunities to serve.
- Volunteer at a local facility.

Legislation & Supportive Documents

We need to create links to this online:

Supportive Documents for Clearance Issues

Religious Land Use and Institutionalized Persons Act

Restorative Justice Information & Groups

Books and Articles

Responsibility, Rehabilitation, and Restoration: A Catholic Perspective on Crime and Criminal Justice. A Statement of the Catholic Bishops of the United States. Issued by USCCB, November 15, 2000.

Redemption and Restoration: A Catholic Perspective on Restorative Justice
- David Matzko McCarthy, Trudy D. Conway, and Vicki Schieber.

For Justice and Mercy: International Reflections on Prison Chaplaincy - Ryan Van Eijk, Gerard Loman, and Theo W. A. De Wit.

Websites:

United States Conference of Catholic Bishops, Restorative Justice

California Catholic Conference, Restorative Justice

Office of Restorative Justice and Detention Ministry, Diocese of Orange

Office of Restorative Justice, Diocese of San Diego

Center of Justice and Reconciliation: Restorative Justice Online

Victims Ministry

Restorative Justice for Survivors and Victims

Diocese of San Bernardino

National Crime Victims' Rights Week

Victim-Offender Education Group (VOEG) - Insight Prison Project

Families of the Incarcerated

Get on the Bus - Center for Restorative Justice Works

Office of Restorative Justice, Archdiocese of Los Angeles: Families of the Incarcerated

Diocese of San Bernardino

California Department of Corrections and Rehabilitation (CDCR) Inmate Locator

Friends Outside

Angel Tree

Prison Fellowship

Advocacy

Catholic Mobilizing Network

Faithful Citizenship, USCCB

Faithful Citizenship, CCC

Diocese of Orange

Prison Fellowship Justice Reform

California People of Faith against the Death Penalty

[Families Against Mandatory Minimums Foundation, FAMM](#)

[Global Day of Prayer for the Incarcerated \(2013\)](#)

[Re-Entry](#)

[Friends Outside](#)

[Prison Fellowship](#)

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Books and Articles

[Correctional Chaplains: Keepers of the Cloak. W Thomas Beckner](#)

Catholic Chaplain Organizations

[The National Association of Catholic Chaplains \(NACC\)](#)

[Yearly National Conference](#)

[Linked Documents](#)

Religion and Prison Programming: The Role, Impact, and Future Direction of Faith in Correctional Systems. Thomas P.O'Connor & Jeff B. Duncan

Motivational Interviewing Training in Criminal Justice: Development of a Plan. Melissa Alexander, Scott W. Van Benschoten, Scott T. Walters.

Self Care for Chaplains. Rev. R. Michael Stuart

[Dismas Ministries](#)

[Conferences](#)

[Catholic Prison Ministries Coalition: \(USCCB, Dismas Ministries, Catholic Mobilizing Network\)](#)

[Prison Ministry Webinars](#)

International Commission of Catholic Prison Pastoral Care (ICCPCC)

[Website](#)

Los Angeles Religious Education Congress, Anaheim, CA. (RECongress)

[Website](#)

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Liturgy

Communion Services/Liturgy of the Word

"Rite of Distributing Holy Communion Outside Mass with the Celebration of the Word," found in *Holy Communion and Worship of the Eucharist Outside Mass*

Sunday Celebration in the Absence of a Priest (SCAP)

SCAP in Spanish

[Rite of Distributing Holy Communion Outside of Mass; Detention Ministry, Diocese of Sacramento](#)

[Conducting a Religious Service in Detention Facilities for Lay Leaders, Diocese of San Diego](#)

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Faith Formation

Sacramental Preparation

Dismas Ministry

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Groups & Programs

Faith Sharing Groups

Jesuit Restorative Justice Initiative

Meditation Books by Fr. Michael Kennedy

JRJI Books List (Included)

JRJI Weekly liturgy sheets / Faith Sharing Guides

Wisdom from the Cells Weekly Faith Sharing Guide (Samples Included)

Prayer Groups

Contemplative Outreach - Ray Leonardini

Handout (Included)

Free Brochures available: Locked Up and Free

Finding God Within: Contemplative Prayer for Prisoners

Free Books available for New Groups

Also Available: Going Inside: Learning to Teach Contemplative Prayer to the Inprisoned by Ray Lonardini

Retreats

Kairos / Epiphany

Kairos Inside

Alternatives to Violence

Volunteers

We'll need to generate our own resources here:

Recruitment

Sample Bulletin Announcements (English & Spanish) **(Included)**

Training

Sample Diocesan Trainings: *Restorative Justice Initial Training*

ORJ, Archdiocese of Los Angeles 1998, 2010: Sample Materials, Talks & Handouts. English & Spanish (Included)

ORJ, Diocese of San Bernardino 2018: Sample Materials, Talks & Handouts. English & Spanish (Included)

[ORJ & Detention Ministry](#), Diocese of Orange

[Volunteer Training Manual](#); Detention Ministry, Diocese of Sacramento

Dismas Ministry [Training Resources](#)

General Information

[General Do's and Don'ts](#)

Guidelines for Volunteers

Do's and Don'ts

DO OBEY all the rules of the institution.

DO WEAR your ID tag at all times where it is visible – on the upper torso.

DO RECOGNIZE that the institution is a highly structured community and that security is primary consideration.

DO REPORT suicidal or self-destructive tendencies.

DO SUPPORT Officers always in the presence of inmates. Inmates sometimes criticize Staff. You may not have the background to understand the Staff's problems or strategies. Therefore, while accepting the Inmate's feelings, you should be supportive of Staff. Great harm can be done if you publicly fail to support or personally reject the authority of Staff.

DO FOLLOW all instructions from the Staff.

DO REMEMBER that everyone entering the institution is subject to search. Anyone refusing such a search will not be permitted to enter -- your security clearance can be removed.

In addition:

- ⊗ **DO NOT** use your volunteer status to visit a friend or relative who is incarcerated.
- ⊗ **DO NOT** accept money from an inmate.
- ⊗ **DO NOT** put money, or offer to put money, on an inmate's books
- ⊗ **DO NOT** give out your home address or telephone number.
- ⊗ **DO NOT** assist in communication — **passing notes, cards or messages (written or oral)** — between inmates inside the institution, or between inmates and anyone outside the institution.
- ⊗ **DO NOT** mail, or offer to mail, correspondence for any inmate.
- ⊗ **DO NOT** carry items to/from any inmate from inside or outside the institution.
- ⊗ **DO NOT** make phone calls for any inmate under **ANY** circumstances.
- ⊗ **DO NOT** bring a camera. **DO NOT** give pictures of yourself.
- ⊗ **DO NOT** bring in: cameras, cell phones, pagers, hand bags, purses, pens, pencils. All personal items must be left in your car.
- ⊗ **DO NOT** distribute anything without prior approval from the Chaplain.
- ⊗ **DO NOT** divulge personal information regarding an inmate to anyone outside the jail under any circumstances. Confidential information may be shared with the chaplain.

Absolutely not:

Cigarettes	Matches	Books with hard covers	Gum	Candy
Chocolate	Pencils	Pens	Sharp or metal objects	

General Guidelines for Going into Facilities

General Guidelines for Going into Facilities

If you are sick with a cold/flu...DO NOT go; get a substitute!

- Arrive 10-15 minutes before scheduled session. Allow extra travel time for traffic.
- Meet team members in front; sign in; go in together.
- Obey the dress code
 - No denim or any shades of blue in state prisons
 - No green or camouflage in state prisons
 - No orange colors in state prisons
 - No tan or any shades of brown at Patton State Hospital
 - No sandals or open toed shoes
 - Wear comfortable walking shoes (often times you walk long distances in prisons)
 - Skirts must be below the knee
 - Shirts must have sleeves; no tee shirts with inappropriate sayings
 - No shorts
 - No caps, hats or hoods
 - No underwire bra
 - Avoid jewelry
 - No sunglasses
 - Note: You go through a metal detector; don't wear things that will set it off
- **Don't take anything in except your driver's license, a car key if you are the driver, and pre-approved materials for your session**
 - No purses, wallets, pocketknives, gum, pencils, pens, etc.
 - No cell phones or blackberries!
 - It is "ok" to take in Kleenex in your pocket and a 2-3 ounce plastic container of hand sanitizer
- **Do not give out your home address, phone number, e-mail or any personal information about yourself or your family members**
- **Do not agree to contact outside parties, relay a message or mail a letter for minors/ inmates**
- Maintain confidentiality; if you know someone in the facility, you cannot tell anyone outside that you saw them
- Do not leave pencils, pens, books, etc. unattended. Keep track of all supplies. If anything is missing, inform staff.
- Do not accept any gifts from a minor/ inmate
- No hugging in facilities
 - Most facilities allow a hand shake but be sure to check that out with chaplain/staff
- Let staff know if you have any problems with a minor/ inmate.
- Wear a watch; end your session on time.
- Follow staff's directions at all times.

- Be friendly and polite to staff. Thank staff when you leave.
 - **YOU “MUST REPORT”**
 - **suicidal or self-destructive tendencies to facility staff.**
 - **allegations of sexual abuse to an officer or watch commander AND to the Diocesan Director/Associate Director of Restorative Justice**
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Resources for the Incarcerated

Free Donations (From Publishers & Organizations)

Introduction

Sample Email/Letter Requesting Donations for the Incarcerated (Included)

Devotionals

[Living Faith Foundation - Order Sheet Sample \(Included\)](#)

Living Faith (Quarterly – Spanish and English)

Seasonal Materials (Advent, Christmas, Lent, Holy Week – Spanish and English) *(Donations available for the incarcerated)*

The Word Among Us (Monthly - Spanish and English) *Order Sheet (Included)*

[Prison Ministry](#)

[Free Materials](#)

[Chaplains \(Request Materials\)](#)

[Give us this Day](#)

[Prison Outreach](#)

[Magnificat](#)

[Daily Bread \(Protestant - Quarterly\)](#)

Living with Christ

St. Anthony Messenger - "Gift Subscription" for prison when available.

Free Bibles

St. Mary's Press

Bible Grant Program. Once a Year- Prison Eligible. Application (Included)

American Rehabilitative Ministries (ARM) Prison Outreach

Free Bibles

Paulist Evangelization Ministries

English and Spanish New American Revised Edition

Dismas Ministries

Gideons

ORDER OF MALTA (look up and include their website here for Bibles and Prayerbooks & The Serving Brother Bulletins)

Greeting Cards

American Rehabilitative Ministries (ARM) Prison Outreach

Free Greeting Cards for Inmates

Info. Sheet & Order Form (Included)

National Prison Card Ministry (Hallmark Cards & The Salvation Army)

Info. Sheet and Order Form (Included)

Abbey Ministries: Free Cards [Chap. Manny Sundaram, CCI, Tehachapi]

Prayer Cards

Paulist Evangelization Ministries

Master Sheets for Prayer Cards / Book of Catholic Prayers

Free Rosaries

The Rosary Crusade (Included)

Our Ladies Rosary Makers (Included)

Dismas Ministry (Milwaukee): *Free Materials for Inmates by request*

Catholic Bibles (Eng. & Sp.)

Prayer Book

Bible Study

Faith Study

Prayer Study (Eng.)

Social Justice Study (Eng.)

PenPal Ministry Handout (Included)

Cards

Bishop Barron's Catholics [Word on Fire](#)

Possible donation of resources to prisons per year.

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Interreligious & Ecumenical Resources

Federal Bureau of Prisons Handbooks (*Available on loan*)

WE NEED TO GET A COPY OF THE BOP HANDBOOK AND GET PERMISSION TO PUT ITS CONTENT UP ON OUR WEBISTE- THIS MATERIAL ON OTHER RELIGIONS IS VERY HELPFUL

Christianity Volume 1

Christianity Volume 2

The Muslim's Faith

Hinduism

American Indian Spirituality: Beliefs and Practices

African and Afro-Caribbean Religion

Nature-Based Spirituality and Earth Religions Volume 1

Nature-Based Spirituality and Earth Religions Volume 2

Sikhism

Profiles of Orishas

Lakota Case Study

Recipes for Ceremonial and Traditional Meals

Native Americans, Rastafarian, Santeria

Recipes for Ceremonial and Traditional Meals

Islam, Nation of Islam, Moorish Science Temple of America

Vatican II Documents

Unitatis Reintegration: [Declaration on Ecumenism](#)

Nostra Aetate: [Declaration on the relation of the church to non-Christian religions](#)

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Best Practices

Chaplains

Programs & Groups:

Restorative Justice Program - Bridges to Life – Fr. Humberto Gomez,
Folsom State Prison (Old)

Description

Sample Lesson

Lectio Divina Group - Fr. Humberto Gomez, Folsom State Prison (Old)

Curriculum

Sample Lesson

Spiritual Development and Growth Group - Fr. Humberto Gomez,
Folsom State Prison (Old)

Curriculum

A Catholic Study of Prayer – Chaplain Miguel Enriquez, RJ Donovan
Correctional Facility / Prison

Dismas Ministry Handout

Turning Points Program (Chaplain Bill Goeke, California State Prison)

Dcn. Ned Quigley / Sr. Mary Hodges (Included)

Kairos Prayer & Share Group (Kairos Follow Up)

Chaplain Bill Goeke, California State Prison (Included)

Overcoming Resentment Group - Chaplain Edwin Santiago, Deuel
Vocational Institute and Prison

Document

Handouts, Prayers, Blessings

Rosary Prayer Booklet (Span & English)

Chaplain Rodney Ornellas, Avenal State Prison

Heart and Holy Angel Prayer

Chaplain Rodney Ornellas, Avenal State Prison

Cell Blessing

Chaplain Maryloyola Yettke, California Institute for Women

Various Prayers and Blessings: When someone is leaving, etc.

Fr. Mike Kennedy, SJ JRJI (Included)

Liturgy

Communion Service Guide (English & Spanish)

Fr. Fidel Carrillo, N.A. Chaderjian Youth Correctional Facility

Chart for Liturgical Catechism Years ABC:

Fr. Fidel Carrillo, N.A. Chaderjian Youth Correctional Facility

Rites for Sacraments at RJ Donovan

Fr. Miguel Enríquez, RJ Donovan Correction Facility / Prison

Memorial Service for personal loss Sample

Steven Gomez, Chaplain Patton State Hospital

Guidelines

Chapel Etiquette - Chaplain Refugio Gonzalez, Calipatria State Prison

Prison Forms Samples

New Religious Order Form - Chaplain Refugio Gonzalez, Calipatria State Prison

New Chaplain Orientation - Chaplain Refugio Gonzalez, Calipatria State Prison

Death Notification Form - Chaplain Refugio Gonzalez, Calipatria State Prison

[Cell Front AdSeg Visits](#) (Administrative Segregation) Chaplain Miguel Enriquez, Calipatria State Prison

Reentry

[Housing Handout](#) San Diego Area - Chaplain Miguel Enriquez, RJ Donovan Corr. Facility / Prison

Archdiocese of San Francisco [Reentry Conference and Resource Fair](#)