

CHRISTIAN **P**RISONER **F**ELLOWSHIP

Certification CURRICULUM



VOLUNTEER CHAPLAINCY
PARA-PROFESSIONAL CHAPLAINCY

Book One

Manual & Study Guide

Christian Prisoner Fellowship

CERTIFICATION CURRICULUM

**Volunteer in Corrections
Volunteer Chaplaincy
Para-Professional Chaplaincy**

Book One

Manual and Study Guide

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*General CPF Chaplain***

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BOOK ONE

CPF CERTIFICATION TRAINING

APPLICABLE TO ALL LEVELS OF CERTIFICATION

ORIENTATION AND TRAINING CURRICULUM

INTRODUCTION

Every day, every level and every aspect of the correctional environment relies heavily upon volunteers and volunteer chaplains to achieve the vital work of restoring offenders to spiritual health so that ultimately they become productive citizens in the community.

In an effort to provide the correctional environment with well-trained volunteers and chaplains of the highest professional quality, CPF believes it is vital that individuals function at a level of skill and capability far above the level of a basic volunteer in corrections. The CPF Certification initiative raises the level of training and certification for individuals seeking to function in a higher level of responsibility and professionalism in the correctional environment.

The CPF Certification Curriculum offers a practicum consistent with guidelines established by the American Chaplaincy Association, and a practicum of established counseling and recovery practice, and recognizes the importance of a balanced approach to offender rehabilitation which provides resources to address spiritual, practical and therapeutic disciplines.

The nature of correctional ministry requires a broad theological and ministry competence in addition to very specific skills and knowledge. A claim to apostolic ministry is no justification for poor professional development. The key to developing proficiency in any profession is adequate exposure to and acquired competency of the pertinent critical skills, tasks, and knowledge base. Subsequently, the developmental process will include a continuing educational component for those seeking to continue in any level of CPF Certification.

For over a quarter century, Christian Prisoner Fellowship chaplains and volunteers have filled critical roles in the correctional environment by providing ministry, spiritual counseling, purchasing baptisteries, providing Bibles, literature, character development curriculum, mentoring initiatives, and so much more. Plus, CPF is pleased to offer life-skills training and certification in disciplines such as anger management, substance abuse and addiction recovery, grief support and recovery, financial management, and relationship development.

Placing the church in contact with people in the community that it would never meet otherwise, CPF is there... reaching into the community and the correctional environment with quality ministry, training, resources, and qualified volunteers, chaplains, mentors and teachers. Whether teaching a life-skills or GED class, preaching the Gospel, or ministering to the family

of an inmate, the CPF Initiative provides a means of expanding ministry and resources for faith-based programs by helping to reach the rehabilitative goals of the correctional setting, both inside correctional facilities and helping in the successful transition of offenders back into the community. Welcome to Christian Prisoner Fellowship.

Nicholes Robbins

General Chaplain, CPF

INTRODUCTION REVIEW

1. For over a _____ century, Christian Prisoner Fellowship chaplains have filled critical roles in the correctional environment.
2. CPF recognizes the importance of a balanced approach to offender rehabilitation which provides resources to address _____, _____, and _____ disciplines.

1

WELCOME TO CHRISTIAN PRISONER FELLOWSHIP

As you have come to receive certification with CPF in one of the certification courses being offered, it would be beneficial to better acquaint you with CPF and the benefits of Faith Initiatives in Corrections.

Christian Prisoner Fellowship (CPF) is a nonprofit ministry committed to extending the hope and power of Christ's gospel to over 7.3 million people currently behind bars, on probation, or on parole in North America's criminal justice system, as well as to their families.

Christian Prisoner Fellowship offers a wealth of benefits within the local and correctional community – providing assistance and resources for inmates, families, churches, volunteers, and community transition.

Since 1982, CPF has partnered with local churches across North America to provide inspirational, instructional, and motivational tools to equip committed volunteers with skills, qualifications, and credentials necessary for effective ministry to individuals under correctional supervision and their families. Since inception, CPF has trained and certified thousands of volunteers and volunteer chaplains for ministry in the correctional environment. These skilled

volunteers work closely with Correctional Departments to assist in meeting specified goals of rehabilitation and re-entry into the community.

The Correctional system, communities, churches and individuals reap tremendous benefits from the involvement of faith initiatives in Corrections. The faith community has unique credibility with the justice community. Therefore, justice organizations are usually eager and willing to form partnerships with the faith community for several reasons. Justice representatives recognize the ties and legitimacy that congregations have in the neighborhoods they are serving and support faith initiatives because they believe in the power of faith to change lives. Also, for the church, partnerships with justice and law enforcement agencies offer important benefits.

CORRECTIONAL BENEFITS OF PARTNERING WITH CPF

NOTES:

1. Christian Prisoner Fellowship offers a wealth of benefits within the local and correctional community – providing assistance and resources for _____, _____, _____, and _____ transition.
2. Correctional benefits of partnering with CPF include helping to minimize the _____ strain faced by many correctional religious efforts, and also helps eliminate problems and poor _____ performance by providing training, certification and qualifications in accordance with proven industry _____.

BENEFITS OF INMATE FAITH INVOLVEMENT WITH CPF

NOTES:

3. Benefits of inmate faith involvement include opportunities for _____, and an improved sense of _____ - _____, as well as access to _____ within the faith-based community.

BENEFITS OF CPF CERTIFICATION FOR CHURCHES AND CHAPLAINS

NOTES:

4. CPF offers incredible benefits for local churches which include identification with an internationally recognized leader in _____ ministry which offers thorough _____ as well as ongoing _____ and powerful _____ for effective ministry.

LEVELS OF CPF CERTIFICATION & CHAPLAINCY

NOTES:

ACCOUNTABILITY

NOTES:

5. There are five areas of accountability that apply to every CPF Chaplain: Four of those include: 1) Accountability to _____. 2) Accountability to our _____ and our _____. 3) Accountability to the _____ of the institution in which we are ministering. 4) Accountability to the District CPF _____.

6. We are required to submit regular reports to the District CPF Chaplain. ___True___False

PROPER MOTIVATION

NOTES:

7. Our goal in prison ministry is to bring _____ to the hurting, not _____ to the preacher. What motivation do you have for becoming involved in correctional ministry?

MINISTRY APPROACH

NOTES:

8. Correctional ministry should be approached with an attitude of _____ and a spirit of _____. Never judge, _____, or _____ another faith or ministry in a _____ way.
9. To maintain a healthy relationship with all faith groups, focus upon the _____ over which you _____, rather than on the ones over which you _____.
10. If there is strife, contention and confusion surrounding your ministry in the correctional environment, you may be a greater _____ than _____ to the work of Christ in prison.
11. Your ministry approach within the correctional environment should never be dogmatic or _____.
12. In most cases, the inmates, correctional officials and other faith groups will be very respectful and accommodating to persons who prove they are capable of _____ quality _____.

MISSION

NOTES:

13. The Mission of CPF is centered in _____ – in obedience to His command, “Go ye into all the world, and preach the gospel to every creature” (Mark 16:15).
14. The mission of CPF is grounded in God’s _____ in our lives and in our message.
15. The mission of CPF is dependent upon _____ — as the foundation and power for anointed ministry, (Acts 4:31).
16. CPF is partnered with the _____ — as the Biblical means and partnership for effective ministry, “...the whole body fitly joined together and compacted by that which every joint supplieth...” (Ephesians 4:16).
17. CPF is committed to _____ and Spiritual Maturity — with all believers in Jesus Christ, “Till we all come in the unity of the faith” (Ephesians 4:13).
18. CPF is commissioned to _____ and _____ — in obedience to Jesus’ command, “And that repentance, and remission of sins should be preached in his name among all nations...” (Luke 24:47-49).

19. CPF is compelled to Minister _____ and Truth — in accordance with Biblical instruction and revelation, (John 1:17).

20. The mission of CPF is confirmed by the Power and Working of the _____ — in accordance with Biblical confirmation, “And they went forth, and preached every where, the Lord working with them, and confirming the word with signs following” (Mark 16:20).

21. CPF is in pursuit of _____ in Ministry – By demonstrating integrity and wise stewardship, “Moreover it is required in stewards, that a man be found faithful” (I Corinthians 4:2)

SPIRITUAL CONSIDERATIONS

NOTES:

22. Spiritually, several principles are necessary for a successful prison ministry program. _____ provides the foundation for successful prison ministry.

23. Next, you should discuss with _____ your desire to work behind bars. This step will provide the necessary support of a _____ and local _____.

24. Basic considerations for an effective ministry within the correctional environment include:

- Be a good _____.
- Have a mature, well-grounded _____.
- Be _____ and _____.
- Be _____.
- Since prison ministry is spiritual in nature, effective ministry behind bars requires a strong _____.
- As a priority, maintain a consistent prayer and devotional life, and be sensitive to the _____.

PRACTICAL QUALIFICATIONS

NOTES:

Resources:

* Michael Rickenbaker, Breaking Into Prison II. Nashville: Spirit & Truth Publications, 2008.

FAITH IN CORRECTIONS

The influence and exercise of religious faith in the correctional setting is as old as the history of prisons. Religious faith in prison was no doubt exercised by people of faith who were imprisoned themselves. The Bible stories of such prisoners include Joseph and Jeremiah in the Old Testament, and John the Baptist, Peter, John, and Paul in the New Testament.

Throughout the history of corrections, religion has greatly influenced the treatment of offenders. The actual establishment of prisons and penitentiaries originated as a religious effort that allowed the offender to obtain penance for his crimes, make amends, and convert while being isolated from others. Perhaps the most significant faith-based influence was the establishment of a correctional chaplaincy. Correctional chaplains were among the first to provide education and counseling for inmates.

Today, many inmates practice their faith on an individual basis, or within faith-based religious programs which are commonplace in practically every prison and in most jails. Research indicates that one in three inmates participates in some religious program during their incarceration.

The mission of Faith in Corrections is typically to provide a full range of programs and services to the incarcerated in an effort to reduce recidivism by partnering with faith and community based organizations. The priority within corrections is typically to establish a partnership with faith and community based organizations by:

- Supporting the faith and community based organizations by enhancing existing programs, and developing and implementing new programs and services designed to meet the needs of the incarcerated and their families. Such services may include job training and placement, educational assistance, mentoring, counseling, recreational activities, release programs, follow-up/after care programs, life-skills education, and other support services.
- Establishing a positive, pro-active relationship with local churches and encouraging their involvement in issues confronting the recently released.
- Recruiting and developing a resource of volunteers and chaplains through faith and community partners to work with the incarcerated.

Faith initiatives in Corrections are typically designed to remain flexible because each community and correctional department has its own unique needs, resources, and security considerations.

LEGAL ISSUES REGARDING EXERCISE OF FAITH IN CORRECTIONS

NOTES:

1. The actual establishment of prisons and penitentiaries originated as a _____ effort.
2. Most institutions believe that Christian volunteers have an _____ and should be allowed to function in it.
3. The U.S. Constitution does not grant to you or to your church the right to provide ministry within a correctional institution. ___ True ___ False
4. The CPF volunteer should always keep a right spirit and be supportive of the authority of the institution. ___ True ___ False
5. Religious faith supersedes the security considerations of the correctional institution. ___ True ___ False

CHAPLAINCY AND VOLUNTEERS IN CORRECTIONS

NOTES:

6. Most of the direct influence of religion and faith in corrections is being accomplished through the work of correctional _____ and faith-based _____ efforts.
7. Christian Prisoner Fellowship is pleased to offer the fellowship of “_____ in _____” which provides support resources to employees working in criminal justice.
8. The person serving in correctional chaplaincy has all the resources needed to properly administer faith opportunities within an institution without bringing in help from outside volunteers or other faith groups. ___ True ___ False.

OPENING DOORS FOR MINISTRY

NOTES:

9. Ministry involves more than _____ and Bible _____. Don't limit yourself or God to these two areas.
10. Opportunities for ministry which we should not overlook include:
 - Providing _____ and religious literature.

- Teaching a class on life skills such as _____ management or _____.
- Starting a _____ development or _____ class.
- Beginning a Bible _____ course.
- Teaching classes in a specific _____ or trade
- assisting a prison _____ in _____ functions

11. There is a variety of other confinement facilities in the penal system besides jails and prisons: juvenile institutions, work release centers, halfway houses, prison reception centers, and others. Often doors for ministry will open in one of these institutions if not in the particular jail or prison facility you have in mind. ___ True ___ False

STEPPING INTO CORRECTIONAL MINISTRY

NOTES:

12. If you do not receive immediate approval to begin your ministry, don't become discouraged if it seems harder to break into prison than to break out. Major issues such as _____ changes and security _____ must be worked out within the institution prior to allowing a ministry to proceed. If the prison official seems hesitant, then be very careful not to _____.

THE TWELVE-STEPS IN HOW TO MAKE A PRESENTATION

NOTES:

Resources:

* Michael Rickenbaker, Breaking Into Prison II. Nashville: Spirit & Truth Publications, 2008.

CONDUCTING EFFECTIVE MINISTRY WITHIN THE CORRECTIONAL ENVIRONMENT

Once the door has opened, and you step into an institution, always remember that you represent one who has all power and authority – He is The Almighty. Every person you meet has a void within that only God can fill. You can walk in confidence that God desires to show “...himself strong in the behalf of them whose heart is perfect toward him” (II Chronicles 16:9)

The following passage of Scripture describes the great potential for God’s power to change the lives of those in prison: “For he satisfieth the longing soul, and filleth the hungry soul with goodness. Such as sit in darkness and in the shadow of death, being bound in affliction and iron;. because they rebelled against the words of God, and contemned the counsel off he most High: therefore he brought down their heart with labour; they fell down, and there was none to help. Then they cried unto the LORD in their trouble, and he saved them out of their distresses. He brought them out of darkness and the shadow of death, and brake their bands in sunder. O that men would praise the LORD for his goodness, and for his wonderful works to the children of men” (Psalm 107: 9-15).

Although God is incredibly committed to your successful witness to those under correctional supervision, the following guidelines must be strictly followed by Volunteers coming into an institution for Church services, Bible studies, and other Christian programs to insure effective, safe, and quality religious programming.

NOTES:

1. Guidelines which must be followed by Volunteers coming into an institution to insure effective, safe, and quality religious programming include:
 - Know your Institutional _____.
 - Know and keep within your _____.
 - Be on time when _____ and _____ the facility.

BEFORE COMING INTO A CORRECTIONAL FACILITY

NOTES:

2. Before coming into a correctional facility, you must dress _____.
3. No _____ of any kind are allowed in your vehicle while on institutional property, and if found, are subject to confiscation.

4. Do not leave _____, tools, or implements which could be used as a weapon or for escape in your vehicle, even if not in view.
5. It is recommended that you WASH your HANDS upon entering and leaving a correctional facility.

SECURITY CLEARANCE WHEN ENTERING A CORRECTIONAL FACILITY

NOTES:

SAFETY AND MEDICAL CONCERNS

NOTES:

CONDUCT WHILE INSIDE A CORRECTIONAL FACILITY

NOTES:

6. As Christian witnesses, volunteers need to develop and maintain positive relationships with the correctional _____ and _____. Volunteers are accountable to God and to the _____ within an institution.
7. In jail, _____ and _____ are explosive issues. Be aware of your own prejudices in your language and behavior. These issues cause great controversy inside. In this diverse environment, you must think seriously about the consequences of your _____, _____, and attitudes. We must be respectful toward all people.
8. Personal _____ views should never presented as a part of your ministry in the correctional environment.

WHEN LEAVING A CORRECTIONAL FACILITY

NOTES:

AN EFFECTIVE CHRISTIAN WITNESS WITHIN THE CORRECTIONAL ENVIRONMENT

NOTES:

INMATE VISITATION

NOTES:

Resources:

* Michael Rickenbaker, *Breaking Into Prison II*. Nashville: Spirit & Truth Publications, 2008.

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UNDERSTANDING AND WORKING WITH PRISONERS

Inmates are no different than anyone else. They simply got caught. We have all sinned. Too often, society's understanding of inmates has been limited to a few paragraphs in the morning newspaper or a sound bite from the evening news. The lives of inmates consist of far more than the sins they've committed. The real differences between persons inside prison and those outside are walls and barbed wire – and whether their wallets could afford an attorney good enough to keep them out of jail.

People go to prison for lots of reasons. However, the average inmate comes from a broken home. They had little love and little discipline. Many were abused as children so they grew up to become abusive. Many who were not physically abused were often neglected or abused psychologically or emotionally. When essential principles like love and respect are not in the home, essential things like growing up feeling loved and confident of one's own value can't happen. Most inmates relate that while growing up, their parents would call them "stupid" or "ignorant," or occasionally tell them to "get lost." Their parents, in almost every case, would say to them, "if you don't straighten up and get on the ball, you'll end up in jail someday." Then, in time, they fulfill that prophecy.

One day they commit a crime and become State property. Then they are often further rejected by their families and receive little or no correspondence from them. They are forgotten and alone. Society looks at them and treats them as outcasts. Becoming a prisoner is a

traumatic experience. In prison, there are no automobiles, no bicycles or airplanes. There are no grocery stores, shopping malls or nice restaurants. There are no walks in the park, golf games, hunting or fishing trips. When a person enters prison, he loses all basic rights as a person. He is strip-searched and then branded with a number. He is told when to eat, how to eat, where to eat, and what to eat. There is no privacy.

Most prisoners experience anxiety, grief, abandonment, depression, guilt, shame, loneliness, and lowered self-esteem. Entering prison also strips the average person of all false security. And when false security is snatched away, inmates are ready to listen, and many of them seriously reach for the reality and true security found in a genuine personal relationship with Christ.

NOTES:

1. Most prisoners experience _____, _____, _____, _____, _____, and lowered self - _____.
2. Entering prison also strips the average person of all false _____.
3. When false security is snatched away, inmates are ready to _____, and many of them seriously reach for the reality and true security found in a genuine personal relationship with _____.

COMMON CHARACTERISTICS

NOTES:

4. Some of the some common characteristics of the prisoner include:
 - A problem with _____ and _____.
 - Often _____.
 - Unrealistic about _____.
 - Struggle with _____.

RELATING TO THE PRISONER

NOTES:

5. When relating to the prisoner:

- Be _____.
- Set _____ early in the relationship.
- Be supportive, _____, and friendly but _____.

6. If an inmate tells you something that leads you to believe the life and or safety of another is in jeopardy, you are required by law to _____ it to your Volunteer Coordinator as soon as possible.

THE CON AND CON-GAMES

NOTES:

7. Information is _____ to inmates. Do not give out personal information.

Resources:

* Michael Rickenbaker, Breaking Into Prison II. Nashville: Spirit & Truth Publications, 2008.

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THE SAFETY ZONE – THE POWER ZONE

To be effective and to prevent costly mistakes and embarrassment, you will want to be familiar with the following additional guidelines to remain in the “safety zone” of correctional ministry. Of course, some guidelines will be peculiar to the institution in which you work, and you will want to be familiar with them. Some things you will learn by experience. The following guidelines have been developed using institutional rules for volunteers, information obtained from county, Federal and State correctional systems, and over thirty years of personal experience. These guidelines revolve around the security of the institution, your relationship with inmates and the nature of your personal witness. These guidelines are intended to supplement, not take the place of the institution’s guidelines. The intent is to help keep your testimony clear and your ministry effective.

THE SAFETY ZONE

NOTES:

1. Don't visit the inmate's family and friends on the outside without approval of institutional authority, or without the inmate's knowledge and consent. This could be a violation of institutional rules. ___ True ___ False
2. Don't make decisions for an inmate. It is perfectly in order to provide scriptural guidance and support. However, don't let them play the con-game of letting you decide for them, and then blaming you when things don't go exactly right. ___ True ___ False
3. It is alright to take sides against authorities and criticize the system and officials if they deserve it ___ True ___ False
4. Never mail letters for inmates. Never give money to an inmate for any reason. ___ True ___ False
5. Don't argue about Scripture or anything else. ___ True ___ False

THE POWER ZONE

NOTES:

6. Communicate with the prison staff and authorities regularly. Keep them informed in regard to your activities. ___ True ___ False
7. It's good to share personal testimonies and reports of victory and answered prayer. However, do not share specific personal information. ___ True ___ False

SPIRITUAL RESOURCES FOR SPIRITUAL RESULTS

NOTES:

8. Without spiritual _____, _____, and power, your efforts and effectiveness will be shallow and short-lived.
9. _____ is the most powerful resource for prison ministry.
10. Commitment to prayer and _____ on a regular basis will bring down the strongholds of the enemy in the inmates' lives.
11. Be _____ to the Spirit of the Lord and to the inmates' needs.
12. Minister the Truth of _____.

Resources:

* Michael Rickenbaker, *Breaking Into Prison II*. Nashville: Spirit & Truth Publications, 2008.

6

ENGAGING SPIRITUAL MINISTRY

God's power can take any lifestyle and transform it to reflect the power and principles of His Word. As a volunteer or chaplain, your lifestyle, attitudes, and behavior should reflect the Spirit of God working within you to transform and bring your life into conformance with God's Word. Paul stated, "And ye became followers of us and of the Lord" (I Thessalonians 1:6). The inmates' impression of you will be a lasting one. Therefore, it is important that you represent Christ and minister the whole truth of God's Word. You should set an example of personal holiness, and possess a spirit of love, worship and prayer.

The prison is often heavily evangelized by various groups. Other religious groups ministered in prisons before Christian Prisoner Fellowship arrived. But the challenge sounds: "Take heed unto thyself, and unto the doctrine; continue in them: for in so doing this thou shalt both save thyself, and them that hear thee" (I Timothy 4:16).

Nothing can truly dispel darkness except light. God has called you to go forth as a bearer of the Light, Christ Jesus, "the true Light, which lighteth every man that cometh into the world" (John 1:9).

ONE-ON-ONE MINISTRY AND COUNSELING

NOTES:

1. As a volunteer or chaplain, your _____, attitudes, and behavior should reflect the Spirit of God working within you to _____ and bring your life into _____ with God's Word.
2. One-on-one ministry and counseling is geared toward _____ concerns.
3. It is alright for you to pry into family, alleged crimes, sexuality, and past moral decisions. ___ True ___ False
4. Be prepared to assist and guide, but always encourage the inmate to seek professional counseling or advice for non-spiritual matters. ___ True ___ False
5. As a CPF volunteer, an inmate may reveal or "confess" to you something that is troubling them. You may be a "mandated" reporter for any information you receive. You may be held accountable for what you know and when you knew it. You may even be subpoenaed to testify; clergy confidentiality does not cover you. ___ True ___ False
6. If a person exhibits suicidal or homicidal behavior or intentions, it must be reported immediately to a staff person and staff chaplain. ___ True ___ False
7. Any knowledge of abuse---sexual or physical – must be reported to the staff chaplain immediately. Inquire carefully about whether this information has been reported to the proper authorities. ___ True ___ False
8. Any conversation dealing with abortion must be directed to the staff chaplain. The stability of the inmate is of utmost concern. ___ True ___ False
9. Any conversation dealing with sexual preference or orientation must be referred to the staff chaplain. Remember the stability of the individual. ___ True ___ False
10. A new-birth experience, as great as it is, does not automatically heal all of the scars, memories and patterns of an inmate's past life. ___ True ___ False

BE AWARE!

NOTES:

EVANGELISM & DISCIPLESHIP

NOTES:

11. The responsibility and purpose of the Church is evangelism. However, it is also important to understand that the purpose of evangelism is_____. The entire goal the entire goal of our efforts in prison ministry should be to make_____.

Teaching

Example

Involvement

WHEN THEIR FEET HIT THE STREET

NOTES:

12. When inmates are released from correctional custody, and their feet hit the street, the Church has a responsibility to:

- Make personal contact and follow-up. ___ True ___ False
- Help them find needed services. ___ True ___ False
- Take care of all their financial needs until they get on their feet. ___ True ___ False
- Help them find jobs. ___ True ___ False
- Create an atmosphere of welcome and warmth for the new believer. ___ True ___ False

SOWING AND REAPING

NOTES:

Resources:

* Michael Rickenbaker, Breaking Into Prison II. Nashville: Spirit & Truth Publications, 2008.

CHRISTIAN PRISONER FELLOWSHIP CERTIFICATION REQUIREMENTS

In an effort to provide the correctional environment with well-trained volunteers and chaplains of the highest professional quality, CPF believes it is vital that individuals function at a level of skill and capability far above the level of the average volunteer in corrections.

The CPF Certification Curriculum offers a practicum consistent with guidelines established by the American Chaplaincy Association, and a practicum of established correctional, counseling and recovery practice, and recognizes the importance of a balanced approach to offender rehabilitation which provides resources to address spiritual, practical and therapeutic disciplines.

NOTE: THIS GUIDE SERVES AS FOUNDATIONAL TO ALL LEVELS OF CPF CERTIFICATION. HOWEVER, THIS GUIDE DOES NOT PROVIDE THE COMPLETE CURRICULUM NECESSARY FOR ANY LEVEL OF CPF CERTIFICATION. IN ADDITION TO COMPLETING A MINIMUM OF FOUR HOURS OF CLASSROOM TRAINING BASED UPON BOOK ONE CONSISTING OF THIS MANUAL AND STUDY GUIDE, THE PERSON SEEKING CERTIFICATION MUST ALSO OBTAIN AND COMPLETE THE FOLLOWING MANDATORY TRAINING RESOURCES AS NOTED BELOW IN ORDER TO OBTAIN AND MAINTAIN CERTIFICATION IN THE FOLLOWING RESPECTIVE DISCIPLINES:

BASIC CPF CERTIFICATION FOR VOLUNTEERS AND VOLUNTEER CHAPLAINCY...

- THE BOOK, "BREAKING INTO PRISON II," MICHAEL RICKENBAKER.
- A MINIMUM OF 2 HOURS OF CONTINUING CPF EDUCATION BI-ANNUALLY.

PARA-PROFESSIONAL CHAPLAINCY CERTIFICATION...

- THE BOOK, "BREAKING INTO PRISON II," MICHAEL RICKENBAKER
- BOOK TWO, MANUAL AND STUDY GUIDE FOR "PARA-PROFESSIONAL CHAPLAINCY," CHRISTIAN PRISONER FELLOWSHIP
- AN ADDITIONAL 8 HOURS OF CLASSROOM TRAINING BY CPF CERTIFICATION INSTRUCTORS.
- A MINIMUM OF 2 HOURS OF CONTINUING CPF EDUCATION BI-ANNUALLY.

ANGER MANAGEMENT TRAINING

- THE BOOK, "BREAKING INTO PRISON II"
- THE BOOKS, "RECLAIMING REALITY II, TEACHER'S MANUAL AND STUDENT GUIDE," DAVID OLSEN, CHRISTIAN PRISONER FELLOWSHIP

SUBSTANCE ABUSE AND RECOVERY TRAINING

- THE BOOK, “BREAKING INTO PRISON II,” MICHAEL RICKENBAKER
- THE BOOKS, “RECOVERY AND BEYOND, TEACHER’S MANUAL AND STUDENT GUIDE” CHRISTIAN PRISONER FELLOWSHIP

GRIEF SUPPORT AND RECOVERY TRAINING

- THE BOOK, “BREAKING INTO PRISON II,” MICHAEL RICKENBAKER
- THE BOOKS INDICATED AT THE TIME OF THE CERTIFICATION INSTRUCTION.

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8

REVIEW AND STUDY GUIDE

THIS SECTION IS TO BE COMPLETED AND SUBMITTED WITH YOUR APPLICATION FOR CERTIFICATION.

Introduction

1. For over a _____ century, Christian Prisoner Fellowship chaplains have filled critical roles in the correctional environment.
2. CPF recognizes the importance of a balanced approach to offender rehabilitation which provides resources to address _____, _____, and _____ disciplines.

1 WELCOME TO CHRISTIAN PRISONER FELLOWSHIP

1. Christian Prisoner Fellowship offers a wealth of benefits within the local and correctional community – providing assistance and resources for _____, _____, _____, and _____ transition.

2. Correctional benefits of partnering with CPF include helping to minimize the _____ strain faced by many correctional religious efforts, and also helps eliminate problems and poor _____ performance by providing training, certification and qualifications in accordance with proven industry _____.
3. Benefits of inmate faith involvement include opportunities for _____, and an improved sense of _____ - _____, as well as access to _____ within the faith-based community.
4. CPF offers incredible benefits for local churches which include identification with an internationally recognized leader in _____ ministry which offers thorough _____ as well as ongoing _____ and powerful _____ for effective ministry.
5. There are five areas of accountability that apply to every CPF Para-Professional Chaplain: Four of those include: 1) Accountability to _____. 2) Accountability to our _____ and our _____. 3) Accountability to the _____ of the institution in which we are ministering. 4) Accountability to the District CPF _____.
6. We are required to submit regular reports to the District CPF Chaplain. ___True___False
7. Our goal in prison ministry is to bring _____ to the hurting, not _____ to the preacher. What motivation do you have for becoming involved in correctional ministry?
8. Correctional ministry should be approached with an attitude of _____ and a spirit of _____. Never judge, _____, or _____ another faith or ministry in a _____ way.
9. To maintain a healthy relationship with all faith groups, focus upon the _____ over which you _____, rather than on the ones over which you _____.
10. If there is strife, contention and confusion surrounding your ministry in the correctional environment, you may be a greater _____ than _____ to the work of Christ in prison.
11. Your ministry approach within the correctional environment should never be dogmatic or _____.
12. In most cases, the inmates, correctional officials and other faith groups will be very respectful and accommodating to persons who prove they are capable of _____ quality _____.
13. The Mission of CPF is centered in _____ – in obedience to His command, “Go ye into all the world, and preach the gospel to every creature” (Mark 16:15).
14. The mission of CPF is grounded in God’s _____ in our lives and in our message.

15. The mission of CPF is dependent upon _____ — as the foundation and power for anointed ministry, (Acts 4:31).
16. CPF is partnered with the _____ — as the Biblical means and partnership for effective ministry, "...the whole body fitly joined together and compacted by that which every joint supplieth..." (Ephesians 4:16).
17. CPF is committed to _____ and Spiritual Maturity — with all believers in Jesus Christ, "Till we all come in the unity of the faith" (Ephesians 4:13).
18. CPF is commissioned to _____ and _____ — in obedience to Jesus' command, "And that repentance, and remission of sins should be preached in his name among all nations..." (Luke 24:47-49).
19. CPF is compelled to Minister _____ and Truth — in accordance with Biblical instruction and revelation, (John 1:17).
20. The mission of CPF is confirmed by the Power and Working of the _____ — in accordance with Biblical confirmation, "And they went forth, and preached every where, the Lord working with them, and confirming the word with signs following" (Mark 16:20).
21. CPF is in pursuit of _____ in Ministry – By demonstrating integrity and wise stewardship, "Moreover it is required in stewards, that a man be found faithful" (I Corinthians 4:2)
22. Spiritually, several principles are necessary for a successful prison ministry program. _____ provides the foundation for successful prison ministry.
23. Next, you should discuss with _____ your desire to work behind bars. This step will provide the necessary support of a _____ and local _____.
24. Basic considerations for an effective ministry within the correctional environment include:
- Be a good _____.
 - Have a mature, well-grounded _____.
 - Be _____ and _____.
 - Be _____.
 - Since prison ministry is spiritual in nature, effective ministry behind bars requires a strong _____.
 - As a priority, maintain a consistent prayer and devotional life, and be sensitive to the _____.

2 **FAITH IN CORRECTIONS**

1. The actual establishment of prisons and penitentiaries originated as a _____ effort.
2. Most institutions believe that Christian volunteers have an _____ and should be allowed to function in it.
3. The U.S. Constitution does not grant to you or to your church the right to provide ministry within a correctional institution. ___ True ___ False
4. The CPF volunteer should always keep a right spirit and be supportive of the authority of the institution. ___ True ___ False
5. Religious faith supersedes the security considerations of the correctional institution. ___ True ___ False
6. Most of the direct influence of religion and faith in corrections is being accomplished through the work of correctional _____ and faith-based _____ efforts.
7. Christian Prisoner Fellowship is pleased to offer the fellowship of “_____ in _____” which provides support resources to employees working in criminal justice.
8. The person serving in correctional chaplaincy has all the resources needed to properly administer faith opportunities within an institution without bringing in help from outside volunteers or other faith groups. ___ True ___ False.
9. Ministry involves more than _____ and Bible _____. Don't limit yourself or God to these two areas.
10. Opportunities for ministry which we should not overlook include:
 - Providing _____ and religious literature.
 - Teaching a class on life skills such as _____ management or _____.
 - Starting a _____ development or _____ class.
 - Beginning a Bible _____ course.
 - Teaching classes in a specific _____ or trade
 - assisting a prison _____ in _____ functions
11. There is a variety of other confinement facilities in the penal system besides jails and prisons: juvenile institutions, work release centers, halfway houses, prison reception centers, and others. Often doors for ministry will open in one of these institutions if not in the particular jail or prison facility you have in mind. ___ True ___ False

12. If you do not receive immediate approval to begin your ministry, don't become discouraged if it seems harder to break into prison than to break out. Major issues such as _____ changes and security _____ must be worked out within the institution prior to allowing a ministry to proceed. If the prison official seems hesitant, then be very careful not to _____.

3 CONDUCTING EFFECTIVE MINISTRY WITHIN THE CORRECTIONAL ENVIRONMENT

1. Guidelines which must be followed by Volunteers coming into an institution to insure effective, safe, and quality religious programming include:
 - Know your Institutional _____.
 - Know and keep within your _____.
 - Be on time when _____ and _____ the facility.
2. Before coming into a correctional facility, you must dress _____.
3. No _____ of any kind are allowed in your vehicle while on institutional property, and if found, are subject to confiscation.
4. Do not leave _____, tools, or implements which could be used as a weapon or for escape in your vehicle, even if not in view.
5. It is recommended that you _____ your _____ upon entering and leaving a correctional facility.
6. As Christian witnesses, volunteers need to develop and maintain positive relationships with the correctional _____ and _____. Volunteers are accountable to God and to the _____ within an institution.
7. In jail, _____ and _____ are explosive issues. Be aware of your own prejudices in your language and behavior. These issues cause great controversy inside. In this diverse environment, you must think seriously about the consequences of your _____, _____, and attitudes. We must be respectful toward all people.
8. Personal _____ views should never presented as a part of your ministry in the correctional environment.

4 UNDERSTANDING AND WORKING WITH PRISONERS

1. Most prisoners experience _____, _____, _____, _____, _____, and lowered self - _____.
2. Entering prison also strips the average person of all false _____.

3. When false security is snatched away, inmates are ready to _____, and many of them seriously reach for the reality and true security found in a genuine personal relationship with _____.
4. Some of the some common characteristics of the prisoner include:
- A problem with _____ and _____.
 - Often _____.
 - Unrealistic about _____.
 - Struggle with _____.
5. When relating to the prisoner:
- Be _____.
 - Set _____ early in the relationship.
 - Be supportive, _____, and friendly but _____.
6. If an inmate tells you something that leads you to believe the life and or safety of another is in jeopardy, you are required by law to _____ it to your Volunteer Coordinator as soon as possible.
7. Information is _____ to inmates. Do not give out personal information.

5 the safety zone - the power zone

1. Don't visit the inmate's family and friends on the outside without approval of institutional authority, or without the inmate's knowledge and consent. This could be a violation of institutional rules. ___ True ___ False
2. Don't make decisions for an inmate. It is perfectly in order to provide scriptural guidance and support. However, don't let them play the con-game of letting you decide for them, and then blaming you when things don't go exactly right. ___ True ___ False
3. It is alright to take sides against authorities and criticize the system and officials if they deserve it ___ True ___ False
4. Never mail letters for inmates. Never give money to an inmate for any reason. ___ True ___ False
5. Don't argue about Scripture or anything else. ___ True ___ False

6. Communicate with the prison staff and authorities regularly. Keep them informed in regard to your activities. ___ True ___ False

7. It's good to share personal testimonies and reports of victory and answered prayer. However, do not share specific personal information. ___ True ___ False

8. Without spiritual _____, _____, and power, your efforts and effectiveness will be shallow and short-lived.

9. _____ is the most powerful resource for prison ministry.

10. Commitment to prayer and _____ on a regular basis will bring down the strongholds of the enemy in the inmates' lives.

11. Be _____ to the Spirit of the Lord and to the inmates' needs.

12. Minister the Truth of _____.

6 *engaging spiritual ministry*

1. 1. As a volunteer or chaplain, your _____, attitudes, and behavior should reflect the Spirit of God working within you to _____ and bring your life into _____ with God's Word.

2. One-on-one ministry and counseling is geared toward _____ concerns.

3. It is alright for you to pry into family, alleged crimes, sexuality, and past moral decisions. ___ True ___ False

4. Be prepared to assist and guide, but always encourage the inmate to seek professional counseling or advice for non-spiritual matters. ___ True ___ False

5. As a CPF volunteer, an inmate may reveal or "confess" to you something that is troubling them. You may be a "mandated" reporter for any information you receive. You may be held accountable for what you know and when you knew it. You may even be subpoenaed to testify; clergy confidentiality does not cover you. ___ True ___ False

6. If a person exhibits suicidal or homicidal behavior or intentions, it must be reported immediately to a staff person and staff chaplain. ___ True ___ False

7. Any knowledge of abuse---sexual or physical – must be reported to the staff chaplain immediately. Inquire carefully about whether this information has been reported to the proper authorities. ___ True ___ False

8. Any conversation dealing with abortion must be directed to the staff chaplain. The stability of the inmate is of utmost concern. ___ True ___ False

9. Any conversation dealing with sexual preference or orientation must be referred to the staff chaplain. Remember the stability of the individual. ___ True ___ False
10. A new-birth experience, as great as it is, does not automatically heal all of the scars, memories and patterns of an inmate's past life. ___ True ___ False
11. The responsibility and purpose of the Church is evangelism. However, it is also important to understand that the purpose of evangelism is _____. The entire goal the entire goal of our efforts in prison ministry should be to make_____.
12. When inmates are released from correctional custody, and their feet hit the street, the Church has a responsibility to:
- Make personal contact and follow-up. ___ True ___ False
 - Help them find needed services. ___ True ___ False
 - Take care of all their financial needs until they get on their feet. ___ True ___ False
 - Help them find jobs. ___ True ___ False
 - Create an atmosphere of welcome and warmth for the new believer. ___ True ___ False

For over a quarter century, Christian Prisoner Fellowship Chaplains and volunteers have filled critical roles in the Correctional environment by providing ministry, spiritual counsel, purchasing baptisteries, providing Bibles, literature, in-prison seminars, and character development curriculum. Throughout North America, CPF offers life-skills training such as anger management, substance abuse and addiction recovery, with certification opportunities for chaplains and volunteers working in the correctional environment. CPF also offers grief support, mentoring initiatives, re-entry support, along with teaching GED classes, and much more.

Placing the church in contact with people in the community that it would never meet otherwise, CPF is there... reaching into the community and the correctional environment with quality ministry, training, resources, and qualified volunteers, chaplains, mentors and teachers who fulfill the great commission and impact multitudes with the message of "life more abundant."

Benefits to the correctional environment include newsletters, correspondence courses, and activity resources for offenders and their families, along with training, counseling and ministry resources for CPF Certified volunteers and CPF Certified Chaplains who assist the correctional environment in meeting established goals of offender rehabilitation including after-care and successful re-entry into the community.

Christian Prisoner Fellowship offers a wealth of resources... filled with practical advice, wisdom, guidance, and proven principles for:

- Building Relationships
- Transferring values
- Developing skills
- Shaping attitudes
- Restoring the Family
- Strengthening the community

Visit us at www.prisonministry.faith for more information.