

## Volunteers Needed Kingsway Needs You

Have a love for Jesus, yourself, your fellowman and can do any of the things listed

- \* Type
- \* File
- \* Speak
- \* Preach
- \* Can Grade Bible Studies
- \* Can Lead 12 Step Groups
- \* Visit
- \* Clean
- \* Run A Vacuum Cleaner
- \* Move Furniture
- \* Can Help With Christmas Gifts for Children
- \* Can Wrap Gifts For Children
- \* Write Letters
- \* Publish a Newsletter
- \* Organizer
- \* If You Are A Prayer Warrior
- \* If You Are Creative
- \* If you Are A Motivator
- \* If You Are A Fund Raiser
- \* If You Love People and can do Any of the things listed above, Kingsway Can Use You



## VOLUNTEER INFORMATION

Kingsway Outreach  
2217 South Main St (Dukes Plaza)  
Harrisonburg, VA 22801  
Or  
P.O. Box 2335  
Harrisonburg, VA 22801  
Phone: (540) 433-5658

E-Mail: [info@kingswayoutreach.org](mailto:info@kingswayoutreach.org)

## **HOW YOU CAN MINISTER WITH KINGSWAY PRISON AND FAMILY OUTREACH**

### **BIBLE STUDY –A ministry of teaching.**

***Needed:*** Person with basic Bible knowledge, who is willing to teach in Augusta Correctional Center, Fluvanna Correctional Center for Women, Harrisonburg Rockingham Regional Jail and Harrisonburg Diversion Center.

### **CARD CARE- A ministry of encouragement**

***Needed:*** Those who enjoy writing and providing encouragement by sending birthday and seasonal greeting cards to inmates and families of inmates. Men to Men and Women to Women correspondence please.

### **CARE GROUPS- A ministry of fellowship**

***Needed:*** Humble and non-judgmental mature Christians who can meet with small groups of Ex-offenders and help link them to local churches.

### **FAMILY SUPPORT- A ministry of compassion**

***Needed:*** Individuals with compassionate hearts and non-judgmental listening ears for counseling and support of the wives and girlfriends or husbands or boyfriends of inmates.

### **FINANCIAL- A ministry of stewardship**

***Needed:*** Regular supporters to maintain the on-going work of Kingsway Prison and Family Outreach.

***Needed:*** Those with the gift of stewardship to purchase Bibles and devotional materials. Often inmates have plenty of time on their hands, so Bibles and study aids can bring hours of growth and development in the Christian faith.

***Needed:*** Those with the gift of stewardship to support the emergency fund for housing, utilities, etc. for inmate families and Ex-offenders.

This would apply on a case-by-case bases.

We monitor these situation and cases to make sure it is an emergency situation and funds go to that specific area of need.

Kingsway Prison & Family Outreach needs your help some areas of need are listed on the back of this pamphlet. Some people think they have no talents that can be used in this ministry but everyone has a place and a opportunity to help. Pray and ask the Lord what he would have you to do.

## **Kingsway's Programs for Aftercare**

Birthday Cards for Children  
Birthday Gifts for Children when requested by Guardian if possible  
Apple Tree Project (Christmas for Children)  
Talking to Family of Inmates for different reasons connected with someone incarcerated  
All God's Children Camp  
Directing Family & Released Inmates to Resources such as the food pantries, clothes closets, transportation and job.  
Helping with utilities when funds are available on a case by case bases  
Trying to get the family involved in a church in their area  
Christian Literature available to help in spiritual growth  
Helping released inmates with toiletries and necessities such as personal care items shampoo, toothpaste, soap, toilet paper, paper towels etc  
Household items as requested depending on funds available  
We need **Mentors** for children and inmates once released

## **Kingsway's Programs for Inmates on the Inside**

Birthday Cards for Inmates  
Inside Ministry held on regular bases  
Apple Tree Project for their children (Christmas for Children)  
Great need for pen pals (men for men) (women for women)  
Prayer Team praying for inmates  
Need volunteers for inside prison ministry

Kingsway is a program that is involved year round with the prison ministry. The need is great throughout the year not just at Christmas. People need someone to pray with, talk to, but most of all they need to know that someone cares. This ministry has over the last 20 years tried to share the love of Jesus in the area of need in that person's life. God's love never takes a holiday neither should we miss an opportunity to share God's Love.

Kingsway Prison & Family Outreach was founded by Shel & Louise Jennings in 1977.

**Kingsways Ministers to four prisons directly. These prisons include:**

Augusta Correctional Center in Craigsville

Harrisonburg Diversion Center

Fluvanna Correctional Center for Women Located East of Charlottesville

Harrisonburg/Rockingham Regional Jail

**Kingsways furnishes inmates with Bibles and Christian testimonial books**

**Kingsway has a Christmas Program for inmate's children called the Apple Tree Project and also does a gift bag for Inmates.**

**Birthday card program for inmates and their children.**

Naked, and ye clothed me: I was sick, and ye visited me: I was in **prison**, and ye came unto me.

Matthew 25:36



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## Volunteer Training

Proper Training is essential to successfully presenting the Gospel in Prison. Kingsway Prison and Family Outreach can help train interested volunteers for prison ministry. We use Video Training from American Chaplain's School made available to Kingsway by the Virginia Conference of United Methodist Church

### Training Topics

1. **"From Pew to Prison"** an introduction which motivates the Christian community towards ministry to offenders.
2. **"Choosing Your Ministry"** illustrates creative program options for Prison Ministry"
3. **"Fundamentals of ministering in institutions"** Catalogs the basic do's and don'ts of prison ministry volunteerism and provides a rationale for such.
4. **"Developing Relationships with Offenders"** an up-to-date guide to understanding offenders backgrounds and how to develop supportive interpersonal relationships.
5. **"Ministering to Families of Offenders"** Prepare the viewer for ministry to families left behind and uncovers specific needs to be met.
6. **"Aftercare: Meeting Needs of Ex-Offenders"** Prepare the viewer for ministry to the inmate upon release to be able to function in society and uncovers specific needs to be met.

If you or someone you know is interested in training contact:  
**Kingsway Prison and Family Outreach at (540) 433-5658 or e-mail us at [Kingswayoutreach@hotmail.com](mailto:Kingswayoutreach@hotmail.com)**

## RULES FOR VOLUNTEERS

The following rules have been established in the interest of ensuring that Volunteers here are aware of our requirements:

We have the following pertinent rules that all Volunteers are asked to follow. If these are not observed, we feel that the Volunteer becomes a detriment to the institution. The Value and effectiveness of such Volunteers will be questioned.

1. No volunteer shall enter the Institution if under the influence of alcohol.
2. Vulgar, profane and abusive language should not be used towards a staff member or an inmate.
3. Volunteers are not to give inmates any items as a gift or accept any gifts from inmates. If any inmate-made craft items are desired to be purchased, approval must be obtained and payment made for the item through the Facility Director.
4. Physical force should not be used against an inmate unless there is a physical threat against a Volunteer and then only the force needed to establish and maintain control of the situation is to be used.
5. Effort should be exercised not to discuss personal or social affairs concerning yourself or others in the hearing distances of inmates.
6. Do not promise inmates things you have no authority over.
7. Do not take letters or other items out of the Institution for inmates without getting the proper clearance.
8. Do not play favorites with inmates: use fair, consistent consideration when relating to every inmate.
9. Do not agree to make business transactions on the street for the inmate.
10. Keep commitments and schedule their time. Make you commitment meaningful.
11. Report any information related to escapes and assaults with weapons to the Facility Directors's office.
12. Dress appropriately. Tight clothing or revealing apparel should not be worn. An institutional Visitor's pass must be worn in the facility.
13. A Volunteer may not be on any inmate's visiting list.
14. Some types of physical contact are often misunderstood by inmates, extreme caution should be taken in this area.

## PRISON MAIL CALL

Too many inmates, mail call is a lonely time, reminding them, they are forgotten. Your letters can change that. Two out of three inmates are re-arrested within 3 years of their release. Statistics show sustained contact reduces the likelihood of repeat offenses. Introducing them to Jesus Christ can help fill the void in their lives where government cannot.

## UNDERSTANDING A PRISONER'S NEEDS

In order to write meaningful, effective letters that will help your inmate, you must understand his or her needs and feelings. Many inmates feel;

- 1. LONELY.** Isolated from family, friends, the outside world, time drags. Try to write regularly and reply promptly.
- 2. USELESS.** Incarceration devastates their self worth. Build up their talents and good qualities. Don't dwell on past crimes or preach. Become an encouraging friend, and a little praise goes a long way in building self worth.
- 3. BITTER.** Inmates may harbor bitterness against those in authority, those who testified against them, and/or society. Encourage proper attitudes by helping them see authority as good and necessary. If they feel they have been dealt with unjustly, help them see the importance of forgiveness.
- 4. AIMLESS.** Life in prison is different from life in society. They may have difficulty adjusting to the present or planning for the future.
- 5. SUSPICIOUS.** They've grown up believing that nothing comes free and have never had positive relationships. They may suspect your motives. In time, your sincerity and Christ's love will shine through.

Kingsway Outreach is totally supported by donations. We ask you to donate as the Lord leads. Donations are needed year round.

## VISITS

If you are currently corresponding with an inmate you are not allowed to visit them according to Virginia Department of Correctional Centers regulations.

## LEGAL AGREEMENTS AND MONEY

Don't become involved or counsel inmates concerning their cases. Don't become personally involved concerning family disputes or problems. This includes writing letters to parole boards or attorneys. Never send money for financial support, legal fees, and sign or cosign a loan, process money orders or become involved in any financial or business venture. When they come up for parole, they need an address. **DO NOT** give them your address to use..

## ENDING A CORRESPONDENCE

If any correspondence takes a wrong direction, you are free to end it. Notify us, if you have any questions or concerns ***Kingsway Prison & Family Outreach P.O. Box 2335 Harrisonburg, VA. 22801.*** We will give you another name if you so desire.

15. Any special activity or programs must be planned with the Facility Director and prior approval of date and space must be addressed through the proper channels.

16. Many members of our inmate population are married with families. Care should be taken to avoid placing yourself in the middle of any family squabbles.

17. You are working in a prison setting and this is to advise you that in the event of a disturbance, or if you are taken hostage you accept the responsibility for uncontrolled injury to you. We will not negotiate with inmates for hostages. You need to be aware of the Department's position on this.

18. We ask that any potential Volunteer who has been the victim of anyone incarcerated in this Institute, or who has a family member or other loved one who has been the victim of anyone incarcerated here to acknowledge this in writing on your application.

19. Confidentiality of information shall be maintained at all times.

20. These rules will be reviewed. Any input you have for changes should be submitted in writing.

PLEASE FAMILIARIZE YOURSELF WITH THESE RULES. Your understanding of Department of Corrections procedure will contribute greatly to your effectiveness as a volunteer.

Your effort is greatly appreciated.

## **Pen-Pal Program**

The purpose of the pen pal ministry is to share your faith and to be a friend. We want our invitation to share in this outreach to be a blessing and not a problem. We are all members of God's family and whatever you do reflects on all of us. For that reason any breach of the following rules could result in our asking you to resign from the pen pal ministry. Please help us maintain a program of integrity by following the rules we have listed.

### **Letters**

Don't put your return address on your letters use our return address.

**Kingsway Prison & Family Outreach P.O. Box 2335 Harrisonburg, VA 22801**

Use only your first name.

- Don't give the inmate your telephone number or home address
- Don't send pictures or any computer-generated materials
- Don't send packages, books, magazines, checks or money
- Use only a single sheet of paper when composing a letter for the inmate
- Don't put tape or stickers on envelopes when sending mail
- A word of caution a male/female inmate can easily become infatuated with a man/woman they have never met, even a married person. Therefore we prefer women to write women and men to write men.
- If in doubt **DON'T**

**These guidelines must be followed. These guidelines may seem unnecessary but they serve a very important purpose.**



Members shall clearly differentiate between personal views/statements and views/statements/positions made on behalf of the agency or Association.

Members shall report to appropriate authorities any corrupt or unethical behaviors in which there is sufficient evidence to justify review.

Members shall refrain from discriminating against any individual because of race, gender, creed, national origin, religious affiliation, age, disability, or any other type of prohibited discrimination.

Members shall preserve the integrity of private information; they shall refrain from seeking information on individuals beyond that which is necessary to implement responsibilities and perform their duties; members shall refrain from revealing nonpublic information unless expressly authorized to do so.

Members shall make all appointments, promotions, and dismissals in accordance with established civil service rules, applicable contract agreements, and individual merit, rather than furtherance of personal interests.

Members shall respect, promote, and contribute to a work place that is safe, healthy, and free of harassment in any form.

Adopted August 1975 at the 105th Congress of Correction  
Revised August 1990 at the 120th Congress of Correction  
Revised August 1994 at the 124th Congress of Correction

[http://www.bmi.net/wca/ethics\\_code.html](http://www.bmi.net/wca/ethics_code.html)



## **A PRISONERS NEEDS WHILE INCARCERATED**

- **Friend:** The first and most important thing a prisoner needs is one good friend. He needs to know someone cares. Someone he can share with. Someone that will listen to him and not condemn. Someone with a positive attitude.
- **Visits:** An inmate needs someone to visit on a regular basis. At least once a month. Where possible once a week. Look for a common interest.. Keep visits positive.
- **Letters:** An inmate needs a letter once a week. Letters need to stay spiritual. Forget about politics & prison. Find a common interest ( sports, music, art reading) Speak and write positive - they live in negative situation and seldom hear anything positive. Caution: (Never give an inmate your home address) use a **PO BOX** or your **Church** address.
- **Be a Positive connection** between inmate and family where possible.
- **Finances:** Give very little financing - be sure there is a need (not just a want) before you give. Money can cause loss of friendship before it really develops. What they need most is a helping hand not a hand out.
- **Transportation for family** to visit. Many inmate families do not have automobiles And if they do they don't have the money for travel or the directions to the facilities.
- **Special Holidays:** Remember inmate birthdays and family members birthday if known.
- Never ask an inmate about his/her crime. If they tell you **DON'T BE SHOCKED**

# NEEDS OF AN EX-OFFENDER



- **Immediate needs:** A friend, clothes, shelter, food, job, transportation
- **A Friend:** - if there isn't a Christian friend upon release he will find an old friend from the past.
- **Clothes:** The clothes that they had prior to incarceration usually no longer fit if they even know where they are. They need clothes for work as well as a dress. They need shoes.
- **Shelter:** Many ex-offenders cannot return home. If they do not have a family to return to they need shelter. They have very little if any money to get a place. Many places will not rent to an ex-offender.
- **Job:** An ex-offender needs a job. Some need help even filling out an application. Many need training before they can get a job.
- **Transportation:** If they have a job they will need to get to it. Some will not have Drivers license. Some will be able to get their license if they have someone to take them.
- **Church family:** The ex-offender needs a church family. One that will accept him as a person not a criminal.
- **Christian Fellowship:** He or she will need continuing good Christian fellowship not just occasional fellowship.
- Again the most important needs are friendship and a helping hand **NOT A HAND OUT**



## American Correctional Association Code of Ethics

### Preamble

The American Correctional Association expects of its members unflinching honesty, respect for the dignity and individuality of human beings and a commitment to professional and compassionate service. To this end, we subscribe to the following principles.

Members shall respect and protect the civil and legal rights of all individuals.

Members shall treat every professional situation with concern for the welfare of the individuals involved and with no intent to personal gain.

Members shall maintain relationships with colleagues to promote mutual respect within the profession and improve the quality of service.

Members shall make public criticism of their colleagues or their agencies only when warranted, verifiable, and constructive.

Members shall respect the importance of all disciplines within the criminal justice system and work to improve cooperation with each segment.

Members shall honor the public's right to information and share information with the public to the extent permitted by law subject to individual's right to privacy.

Members shall respect and protect the right of the public to be safeguarded from criminal activity.

Members shall refrain from using their positions to secure personal privileges or advantages.

Members shall refrain from allowing personal interest to impair objectivity in the performance of duty while acting in an official capacity.

Members shall refrain from entering into any formal or informal activity or agreement which presents a conflict of interest or is inconsistent with the conscientious performance of duties.

Members shall refrain from accepting any gifts, service, or favor that is or appears to be improper or implies an obligation inconsistent with the free and objective exercise of professional duties.