



## **Becoming A Member of the Detention Center Volunteer Group**

### **Definition of Volunteer Services for This Group:**

Volunteers who desire to provide the following services to offenders in the Charles County Detention Center (CCDC):

- Worship Services,
- Bible Studies, or
- Specialized Training such as:
  - Writing Skills,
  - Budgeting,
  - Math,
  - English,
  - Etc.

### **Membership Requirements:**

- Be an adult (18 years old) active member of Grace Lutheran Church & School (GLCS) with a calling to work in a prison environment.
- Contact the Director of the GLCS Prison & Recovery Ministry, Paul Lenker, to determine whether the CCDC would be accepting applications for a volunteer to provide Worship Services, Bible Studies, and/or Specialized Training.
- If the Detention Center is accepting volunteers cited above, obtain the approval of Pastor Long to provide Worship Services, Specialized Training and/or Bible Studies to offenders at the CCDC.
- Complete a CCDC background investigation.
- Upon notification of clearance approval, follow instructions from the Charles County Sheriff's Office, Corrections Division,



Correctional Case Management/ Transitioning Supervisor, Sgt. Jonathan Palmer, to receive an *Inmate Handbook* and to receive information for scheduling services to be provided.

- Before one's first scheduled activity at the CCDC, complete all training necessary to meet the objectives below. Total training time 2.5 hours, not counting time to complete reading assignments before class.
- Meet with the Director of GLCS Prison & Recovery Ministry as mutually agreed.
- Submit Contract Record Reports as discussed in GLCS training.
- CCDC Cleared **GLCS** Stephen Minister Mentors are eligible to substitute for other volunteers who provide Worship Services and/or Bible Studies.

### **Training Objectives:**

- Know the background factors shared by most offenders.
- Know procedures for entry into and exit from the detention center.
- Know how to address detention center staff.
- Know how to relate to offenders.
- Know how to handle disrespectful offenders.
- Know the entry restriction when a relative is incarcerated at the CCDC.
- Know how to edit the Contact Record Sheet PDF, save it and e-mail it.
- Complete the Maintaining Boundaries in Caregiving module 7 from the Stephen Minister Training Course as modified to distinguish application differences between a congregational and prison ministry environment.



## GLOSSERY

Offender—a term used to identify an incarcerated individual.

### Detention Center Volunteer

1. The procedure to become a detention center volunteer:

a. GLCS procedure:

- i. Determine if the detention center is accepting applications for the service one desires to provide by requesting the Director of GLCS Prison & Recovery Ministry, Paul Lenker, to ask his ministry contact at the CCDC. If the detention center is accepting applications for this type of service, complete the next step.
- ii. As a representative of GLCS, one must seek the approval of the church's Pastor, Rev. Charles Long. Candidates must submit a letter to Pastor Long requesting an appointment to discuss one's desire to become a member of the Detention Center Volunteer Group. Also, the letter must include a faith statement. Discussion will include one's desire and qualification to provide Worship Services, Specialized Training and/or Bible Studies to offenders at the CCDC.
- iii. Upon verbal approval by the pastor, obtain the following three *Charles County Sheriff's Office*, Corrections Division forms from Paul Lenker and complete them:
  1. Support Staff and Program Volunteer/Facilitator Application—under the following items:



- a. What organization,... do you represent?  
Enter: Grace Lutheran Church & School (GLCS),
  - b. Referred by: Enter Dir. GLCS Prison & Recovery Ministry, Paul Lenker,
  - c. Fill other blanks with your information.
2. Authorization for Release of Information and Disclosure Statement—fill with your information.
  3. Release of Claims—under the following items:
    - a. Name of Program: enter: Grace Lutheran Church & School Detention Center Volunteer
    - b. Either Pastor Long or Paul Lenker sign as Witness
- iv. Create a cover letter using a form similar to the following sample downloadable file: **Sample-Volunteer-Application-Cover-Letter.pdf** (A link to this sample file is just below the link to the current pdf file being viewed.)
  - v. Submit your cover letter with the completed application forms to Pastor Long for an endorsement letter from him. (His endorsement will be on letterhead stationery.)
  - vi. Pastor Long will give the completed package to Paul Lenker who will hand carry the application package to the detention center and give it to Sgt. Jonathon S. Palmer, Charles County Sheriff's Office, Corrections Division, Correctional Case Management/



Transitioning Supervisor.

b. CCDC Procedure:

- i. Upon notification of approval to enter the secure area of the CCDC, meet with Sgt. Palmer to complete the CCDC indoctrination.
- ii. Schedule your first service no earlier than one month away.

2. Schedule and complete the GLCS Detention Center Volunteer Training before your first service at the CCDC.