

# GUIDELINES FOR VOLUNTEERS

1. REC team participants will not be able to enter a correctional institution for any event unless they have previously attended a street weekend: Emmaus, Cursillo, or Tres Diaz.
2. Understand and obey all regulations governing visitors to the particular institution.
3. Pray individually; pray as a community; pray before entering and upon leaving the institution.
4. Do not take contraband (Example: cell phones, money, pocketknives, gum, prescription drugs or food). Medication that you require during your visit should be given to the Assistant Lay Director prior to entering the institution.
5. Do not take or give anything to a resident unless all the residents can use it or you have enough to share with each resident. This must be cleared with the chaplain prior to sharing with residents.
6. Listen and love!!
7. Do not ask the residents anything about their sentence.
8. Confidentiality between residents and REC volunteers is essential to the integrity of the program.
9. Our purpose is not to judge the residents or the administration.
10. The residents may feel they have a "bad rap"; listen but do not believe everything you hear.
11. We should try to understand the residents to help them become stronger but not pity to provoke anger.
12. The residents need to know you are human, but do not lay all of your troubles at their feet.
13. The integrity of REC is at stake when you promise something to the residents. Promise only the things that you are absolutely certain you can deliver without breaking prison regulations.

14. The official REC Board policy forbids team members from giving money or gifts to any resident.
15. Do not leave the chapel, community room or be alone with a resident (always be with another member of the team).
16. REC volunteers are forbidden to correspond with the residents. Do not give your address to a resident or carry materials that identify you.
17. The institutional personnel are part of the witnessing environment. Be courteous and loving to all workers.
18. Be willing to pray with residents at all times.
19. Do not engage in the support or defense of any denomination.
20. We are forbidden to bring in or take out messages for any resident. (You may be carrying a coded escape message.)
21. Purchasing or selling arts and crafts with residents is strictly forbidden.
22. Gift packages to residents are not permitted.
23. The only medicine you can dispense is the healing love of Jesus Christ.
24. Please remember to pray for the Christian community inside the prison as we return to our lives.

# Dress Codes and Suggestions for Volunteers

## You may wear:

- Jeans of any color other than blue
- Docker type slacks
- Knit pants
- T-Shirts
- Dresses or skirts with below the knee hemlines
- Jumpers or sundresses **with a short sleeve T-shirt**
- Canvas shoes
- Shoes with toes covered

## You may not wear:

- Blue jeans
- Sweat pants
- Cargo pants
- Shorts
- Open toe or high heel shoes
- Big athletic shoes
- Hemlines above the knee
- Tight fitting clothing of any kind
- Halter or crop tops
- No caps
- Sleeveless blouses, shirts or dresses
- Khaki trousers (**Men's Side**)

## Suggested dress for the weekend

- **Friday** - REC T-Shirt or Casual Clothing (**Dying to Self Day**)
- **Saturday** - Colorful as Possible (**Party Day**)
- **Sunday** - Casual Sunday Dress (**Worship Day**)

## REC Do's and Don'ts

### ***PLEASE BRING:***

- Photo ID and One Car Key.
- Bible and **(Notes for talk on the day you are a speaker)**.
- License Plate Number of the car in which you **rode** to the prison.
- Only necessary medicines for that day & keep them with you.

### ***PLEASE LEAVE BEHIND:***

- Money, Wallet or Purse, Cell Phones, Lighters
- Extra Keys, Pocket Knife, Nail Clippers, Chewing Gum
- Expectations

### ***PLEASE DO NOT:***

- Ask residents why they are there or length of sentence.
- Allow them to serve us -- we are servants this weekend.
- Get into discussions about a particular religion, sexuality or politics. **We are there about Jesus!!**
- Complain about the food or prison personnel.
- Takes sides between inmates or inmate/officers.
- Share any medicine with residents or **carry anything in or out for them**.
- Give out any address or phone number.
- Use: "There, but for the grace of God go I", "I could be in here. I just did not get caught" or other similar phrases.

### ***MAKE A SPECIAL EFFORT TO:***

- **Be on Time and Use Only Last Names for Residents and Team.**
- Be very quiet during check-in, check out and counts.
- Be courteous to guards (Use Sir or Madam).
- Stay with the group (team).
- Call the men or women **Residents**.

### ***MOST OF ALL:***

- Listen carefully to the Residents.
- Allow yourself to be lighthearted -- especially during poster party preparation.
- Sing loudly with joy.
- Have a willing spirit and a joyful heart.

# Volunteer Obligations

The ministry of REC serves in the face of two obstacles: prison environment and varied denominations (can also be a great asset). Volunteers commit themselves to strict obedience to the methods, standards, formats, and practices of REC as detailed in the manuals. REC members must be willing to submit to authority and be prepared spiritually to serve in a ministry where humility and death to one's self is essential. Volunteers have been called by God and equipped by the Holy Spirit for this weekend.

## **Volunteer Responsibilities:**

- Attend all team formation meetings (Team formation is necessary to build Christian community and cannot be accomplished unless all members are consistently present.)
- Become vulnerable to team members and residents during the weekend.
- Assist others in any feasible manner (help with talk preparation and be a willing servant).
- Seek Christ's will at team formations with an open mind and loving heart.
- Cooperate and work with the Lay Director.
- Pray regularly for the team, residents, institutional staff and support personnel.
- Attend REC monthly reunions until the next walk in the institution.
- Meet with other team members when possible.
- Worship regularly in the church of your choice.
- Seek spiritual direction and come to the weekend with your needs for personal ministry resolved.

# JOB DESCRIPTIONS

## **CHRIST**

The head of the team

## **LAY DIRECTOR (LD)**

The leader of the weekend and the person God has given authority for the weekend.

## **ASSISTANT LAY DIRECTOR (ALD)**

The Assistant Lay Director will be the LD of the next weekend.

The ALD responsibilities include:

- Follow the talk outlines during each speaker's talk
- Note any deviations from the outline to be corrected in following talks
- Inform the LD about such talk corrections
- Track time and schedule
- Coordinate Wheat and Prayer Chapel teams

## **SPIRITUAL DIRECTOR (SD)**

The responsibilities of the SD include:

- Prayerfully support the team
- Inform assistant spiritual directors of activities and their role
- Give a brief meditation during the first team meeting
- Conduct "Dying Moments" at the end of the second team meeting
- Lead the anointing service prior to entering the prison for the weekend
- Be available to the team during formation and the residents during the weekend for counsel
- Give the "Means of Grace" talk on Saturday evening of the weekend and lead the "Dying Moments" service

## **ASSISTANT SPIRITUAL DIRECTOR (ASD)**

The responsibilities of the SD include:

- Prayerfully support the team
- Be available to the team during formation and the residents during the weekend for counsel
- Preview give the assigned talk (Change of Heart or God is Calling)

## **PRAYER CHAPEL TEAM**

The prayer chapel team are the leaders in prayer during the weekend. Their

responsibilities include:

- Getting volunteers to pray for the weekend
- Preparing a prayer chart and submitting prior to the weekend
- Staying in a spirit of prayer throughout the weekend
- Praying for each speaker before and after their talk
- Working closely with the Wheat team

### **WHEAT TEAM (WT)**

The Wheat team's responsibilities include:

- Gathering all wheat (Paper items made for the residents by each team member.
- Giving team updates for the gathering of wheat and outlining what is needed
- Encouraging team members to obtain wheat contribution and sponsorship money
- Making an accurate inventory list and submitting the list to the Chaplain for approval prior to the weekend.
- Transporting supplies to the prison
- Guiding the alumni
- Providing table supplies during the weekend
- Cleaning and packing at the conclusion of the weekend

### **MUSIC TEAM (MT)**

The MT responsibilities are to:

- Supply music for team formation meetings
- Make music selections for the weekend from the R.E.C. songbook
- Provide music for the music team prior to the weekend
- Be prepared to fill in with music during the weekend as schedule requires

### **TABLE LEADER (TL)**

There will be six residents per table with two team members assigned to each table. The TL are instruments in Christ for passing His love to the residents.

They should take notes during the talks and assist in the preparation of posters and talk summaries.