



*Rhema Christian Center  
Prison Ministry  
Volunteer Member's  
Manual*

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# Foreword

## **Rhema Christian Center Prison Ministry:**

Grace to you and peace from God our Father and our Lord Jesus Christ. Thanks for choosing to serve in the Rhema Christian Center Prison Ministry. Being a servant is the highest place in the kingdom. Through our prison ministry we serve the prisoners, chaplains, staff and community throughout the Department of Corrections. Excellence in service is what we desire to provide on every occasion.

The structures, guidelines and instructions in this manual are time honored principles that we have tested, proven and operated in over the years in prison ministry which will insure your success and our goal of excellence in service. We also have paid strict attention to see that this manual is consistent with Rhema Christian Center's Core Values. Please take time to read, review and obey the instructions in the manual they will grant you good success.

*Matthew 25:36* Jesus said "I was in prison and you came to me"

Thanks for your willingness to serve.

In Him

Dr. La Fayette Scales, Apostle

# Purpose of the Manual

The purpose of this manual is to provide the members of Rhema Christian Center's Prison Ministry with guidance on entering all Department of Rehabilitation and Correction Facilities as volunteers.

The leadership of the ministry appreciates your desire, interest and willingness to share your time and talents with those who are incarcerated. Most important your assistance and cooperation are vital components to this ministry. We kindly ask that you adhere and stay within these guidelines while ministering at all institutions. It is essential that all members conduct themselves in an orderly and professional behavior.

Each member of the Rhema Christian Center Prison Ministry is personally responsible to follow the rules of conduct, ethics, policies, and laws relating to each institution. We also ask that you keep Jesus Christ at the center of your message. It is our earnest desire and with sincere prayers that we can come together for the edifying of the body of Christ.

*In His Service*

*The Leadership of Rhema Christian Center Prison Ministry*

***"Give me on hundred men who fear nothing but sin, and desire nothing but God and I will shake the world." John Wesley***

# Statement of Purpose

Ephesians 4:11-12

## ***Statement of Purpose***

- Reaching the lost
- Training for service
- Changing our world

***OUR VISION*** is to establish a multi-cultural Multi-ethnic, economically and socially-diverse community of believers in Jesus Christ, equipped to impact the city, the nation, and the world.

***OUR MISSION*** Rhema Christian Center is an Ephesians Four Church that recognizes and operates in alignment with the five ascension gifts of Christ: Apostles, Prophets, Evangelists, Pastors and Teachers; for the purpose of identifying, training, maturing, and releasing God's people to reach the lost, to build up His Body and change our world.

# CORE Values

- † Integrity : To be trustworthy
- † Stability : Consistently dependable
- † Loyalty : Show allegiance
- † Relationships: To be connected
- † Affirmation: To validate or to state positively
- † Spirituality : To walk in the Spirit

# Understanding the Role of Prison Ministry in Institutions

**Matthew 25:36** - I needed clothes and you clothed me, I was sick and you looked after me, I was in prison and you came to visit me.

**Hebrews 13:3** - Remember those in prison as if you were their fellow prisoners, and those who are mistreated as if you yourselves were suffering.

Building and maintaining prisons is one of the fastest growing "industries" in the United States. More and more men, women, and children are being incarcerated each day, forcing communities to build additional jail cells. Beyond the issues of how to prevent people from entering the prison system is how to care for those already behind bars.

Many congregations feel that prison ministry is best done by someone else: an expert, a prison chaplain, or, in some drastic cases, not at all. However, **Rhema Christian Center Prison Ministry Volunteer Team (RCCPMVT)** seeks the transformation of prisoners and their reconciliation to God, family, and community through the power and truth of Jesus Christ.

The ministry works with incarcerated men and women all over Ohio and helps them prepare for release back into the community. Inside prison, volunteers share the Gospel in various forms, offer encouragement, disciple and mentor prisoners which helps them develop the life skills and social skills needed for re-entry into the community. The inmate has already received their sentence. We're not there to judge them again but help them solidify their relationship with Christ.

**Rhema Christian Center Prison Ministry Volunteer Team** provides opportunities for members and non-members to minister in prisons using the following gifts:

Preaching, teaching, exhorting	Singing	Mentoring	Teaching Life Skills
Dance and Mime	Parenting Skills	Managing Anger	Interviewing

# The Role of Christian Character in Ministry

Christian character is developed by allowing the Holy Spirit to work in our lives through the study of God's Word. We study the Bible to learn about the kind of character God desires in His people. Self-discipline is a key ingredient to being obedient to God, defeating sin in our lives, and putting on Christ-like qualities.

Why is character important in prison ministry? It may seem obvious but we're sharing the gospel and helping men and women to reconcile their lives for Christ. Although we're not perfect we should uphold a Christian standard. If anyone can sniff out a phony someone in prison can. Character is **making sure your words line up with your walk** and you're allowing Christ to shine through you.

Below is one example of a character check list before committing to prison ministry or any ministry --

- Am I an example of God's love or do I judge everyone I meet?
- How would I describe my daily walk with the Lord?
- Am I secure in my walk with the Lord?
- Am I humble?
- If I'm wrong can I say I'm sorry?
- Am I a good listener or do I always have something to say?
- When I talk to people am I offended if they don't take my advice?
- When I talk to people do I feel empathy for their needs?
- Am I teachable or coachable or do I get puffed up when someone instructs me?
- What type of reputation would people say I have? Honest, truthful, mean, etc.
- Do I listen to or participate in gossip?
- After I minister am I more impressed with what I said or how God ministered?
- What are my motives for serving in prison ministry? e.g., fame, acceptance, a self-esteem boost, want to start my own ministry one day, looking for a mate, etc.

# Definition and Purpose of Protocol

In every arena there is a set protocol whether spoken or unspoken, it does exist. Protocol is a set order for doing things, it implies hierarchy and rank being that something or someone is “in charge” and everything else follows. While we find no English word for protocol in the Bible, we will find many examples of Godly protocol in the Bible. First let’s define protocol:

**Definition** from Merriam-Webster dictionary

1: An original draft, minute, or record of a document or transaction

2a: A preliminary memorandum often formulated and signed by diplomatic negotiators as a basis for a final convention or treaty

b: The records or minutes of a diplomatic conference or congress that show officially the agreements arrived at by the negotiators

3a: A code prescribing strict adherence to correct etiquette and precedence (as in diplomatic exchange and in the military services)

b: A set of conventions governing the treatment and especially the formatting of data in an electronic communications system

4: A detailed plan of a scientific or medical experiment, treatment, or procedure

**Origin** of PROTOCOL

Middle French *prothocole*, from Medieval Latin *protocollum*, from Late Greek *protokollon* first sheet of a papyrus roll bearing date of manufacture, from Greek *prot-* + *kollan* to glue together, from *kolla* glue; perhaps akin to Middle Dutch *helen* to glue

Protocol is a code of conduct.

Protocol is the orderly and diplomatic way of doing things.

Protocol is social and business etiquette.

# Definition and Purpose of Protocol

## Related Greek term

PROTOS (Strong's 4413) in the Bible. The term "protos" means first.

- 1) First in time or place
  - a. in any succession of things or persons
- 2) First in order, first in rank
  - a. influence, honor
  - b. chief
  - c. principal
- 3) First, at the first

Again while you will not find the word protocol in the Bible, you will find that the word first and the Greek term, protos, relate closely to the word.

Protocol is an orderly and diplomatic way of doing things; as in diplomatic exchange and military services, we as the children of God are His mighty army. In any army there is a commander in chief, generals, lieutenants, sergeants and on down the line. Commands are given from the top and those beneath obey and carry out the command.

Referencing David and his mighty men in 1 Chronicles 12:33 – 38, we see that these were men of war with skill in instrumentation. They were men who could keep rank and were not double hearted and they possessed singleness of mind. Basically they were loyal and were in unity.

In the Body of Christ, the Lord Jesus Christ is our Commander in Chief. At Rhema Christian Center, Apostle La Fayette Scales is next in rank, then the elder oversight and next the ministry oversight/leader is beneath all of that. But Jesus is Lord is first!

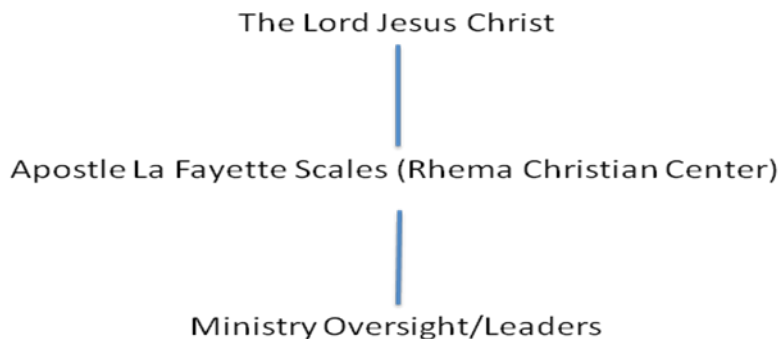
# Definition and Purpose of Protocol

I. Our call is to carry out the commission of Jesus Christ which is to go into every nation, baptize them and making disciples. Next we are to fulfill the vision and mission of Rhema Christian Center, which is in alignment with Jesus' commission; that is to Reach the Lost, Train for Service, and Change our World.

II. We are to fulfill the objectives of the ministry we are involved in; and those objectives should not be contrary to the Word of God. To accomplish this, we must stand in the unity of the Spirit and function as one cohesive team so that things are carried out decently and in order according to the word of God in 1 Corinthians 14:40 KJV which states, " Let all things be done decently and in *order*"

The Greek term is "taxis" which means:

- 1) Arranging or arrangement.
- 2) Order; a fixed succession observing a fixed time.
- 3) Due or right order, orderly condition.
- 4) The post, rank, or position which one holds in civic or other affairs.



III. There is a set protocol for Rhema Christian Center and there may be additional steps of protocol for each ministry. Essentially, whenever we go into another "man's house; whether that is another church or prison or hospital, we are to respect and honor the rules and protocol of that house.

# Definition and Purpose of Protocol

Biblical examples of set order and protocol:

1. Genesis 1:1 states, “In the beginning God created the heaven and the earth.” God set everything in order as the creator and ruler of all!
2. Jesus has authority in heaven and in earth according to Matthew 28:18 and He has commissioned us with that authority. “...All authority is given unto me in heaven and in earth. Go ye therefore and teach all nations ...”
3. Jesus declared in John 4:34 that “My food is to do the will him that sent me and to finish his work”
4. There was at least one thing that Jesus did not have authority to do, only God the Father had this authority. In narrative form, look at Mark 10:36 – 52, Jesus asked James and John (the sons of Zebedee) what he should do for them, they asked to sit on the right and on the left in thy glory, and Jesus’ response was that it was not his to give. Jesus then asks Bartimaeus a blind beggar by the wayside, what he should do unto him 10:51. The man asked for his sight and it was granted.
5. Rank order 1 Chronicles 12:3-38

When we walk in the grace of God and in His order, He shall grant us what is in our authority to be carried out. Protocol is not meant to bind us in fear, but keeps us in alignment with the Word of God and under the covering of the Lord Jesus Christ and Rhema Christian Center. When uncertain, ask these basic questions: Is what you are about to do pleasing to God? Does it line up with His word and His will? Will it cause others to stumble in their walk with God?

***James4:6-7 KJV – “ But he gives more grace. Wherefore he says, God resist the proud, but gives grace unto the humble. Submit yourselves therefore to God. Resist the devil and he will flee from you.”***

(Authored by Minister Jacqueline Taylor )

# Protocol for Rhema Christian Center Volunteers, Support Volunteers and Non- Members – Required Prerequisites

## Training for Rhema Christian Center Members

- **Rhema Christian Center's Prison Ministry (RCCPM)** always welcomes new volunteers. Currently, the ministry maintains two groups of volunteers: Ongoing and Support Volunteers. Before going into the prisons it is expected that all RCC members will have a current membership profile on file and will have completed Rhema's foundational training classes which includes:
  - Newcomers, Discipleship; and Ministry Preparation.
- In addition, to Rhema's foundational training all new RCC prospective Prison Ministry volunteers are expected to complete a two hour Rhema Christian Center Prison Ministry Procedures training offered several times a year. Interested volunteers will have an opportunity to visit a prison **one** time but before a second visit the training must be completed.
- Several times a year the Ohio Department of Rehabilitation and Corrections (ODRC) will offer training. Ongoing and Support Volunteers are expected to attend.

## Non-Rhema Christian Center Members

- If a believer who is not a member of Rhema Christian Center desires to attend a worship service or Bible study with a **RCCPM Volunteer**, a one-time visit is permitted with the proper identification. However, if the non-RCC volunteer plans to visit on a regular basis with a **RCCPM Volunteer** or if the non-RCC member is invited to participate more than once it is required that the non-RCC member provide the Prison Ministry Leader a current letter of permission from their respective pastor to participate(see sample in Appendix). **Ongoing** non-RCC volunteers must also **receive Rhema Christian Center Prison Ministry Volunteer** training.

## **Additional Volunteer Requirements**

- RCC members and non-members should not be on parole, probation, post release control, transitional control, or recently released from a correctional facility within the last 15 months;
- Must be at least 18 years of age or older;
- Must be a consistent tither;
- Required to attend monthly meetings- every third Tuesday of the month unless there are other obligations or you're on the support team.
- Sign an annual covenant commitment agreement.

## **Ohio Department of Rehabilitation and Correction Procedures**

- It is expected that all **RCCPM volunteers** will take the time to complete the necessary paperwork to go into a correctional facility. Correctional facilities are controlled environments which means staff must know who is coming and going at all times. The paperwork is usually completed on a yearly basis and is non-negotiable. Example of forms that will be required from all institutions are below:
  1. **Authority for Release of Information (ODRC form 1404):**  
Allows ODRC to do a background check.
  2. **Information Application for Volunteer Services (ODRC for 3291):**  
Your personal profile.
  3. **Volunteer Declaration of Understanding (reverse side of 3291):**  
Declares that if ODRC rules are violated inside a correctional facility the volunteer is subject to prosecution.
  4. **Staff Nexus (ODRC form 1500):**  
Identifies any connections volunteers may have with inmates. The purpose of the information is to ensure the safety and security of staff and volunteers.

## **Conduct Before, During and After Services**

### **Before Arriving at the Prison for Worship Service or Bible Study**

- Stay in touch with the **Facility Overseer over the institution** – read your emails or return calls to receive updated instructions;
- Make sure all necessary paperwork is completed;
- Make sure the Facility Overseer has your name on the gate pass;
- Ask what your role will be if you're unsure and the time you have available, i.e., observe, encourage, exhort, sing, dance, teach, preach, etc.;
- Make sure you have your driver's license or state identification ready for the prison guard upon check-in;
- Wear appropriate attire, "business casual"
  - **Ladies**
    - No tight pants – should wear loose fitting garments
    - No revealing see-through garments; no sleeveless garments
    - No open toe shoes; No short skirts - If wearing a skirt remember if you sit down the skirt should hit around the calf and definitely below the knee.
    - No jeans except in youth facilities;
  - **Gentlemen**
    - No flip-flops or sandals;
- No jeans or muscle shirts or shirts with offensive wording;
- No shorts or sleeveless shirts;
- Leave excessive jewelry at home – not a place to showcase;
- Leave cell phone or electronic bibles on church bus or in car – do not take into institution;
- Try to refrain from wearing heavy perfume;
- If you're speaking consider having a watch; or ask someone to keep time for you;
- Prepare before going to prison. It's not good to wing it; and
- Arrive to the departure destination on time – check in time at the prison is prompt. Remember prisons are controlled institutions.

## Conduct Before, During and After Services

- Listen to the Chaplain and Facility Overseer for instructions;
- While driving to the institution ask questions if you're not sure what the protocol is; for instance, ask the Facility Overseer if it's ok to shake hands with the inmates;
- Once on the prison grounds, do not leave the group unless you ask permission from the Chaplain or guard;
- Be ready to pray with the Chaplain or Facility Overseer before the service. **Prayer is only permitted in the Chaplain's office or in the chapel not on the grounds;**
- During the service if given an assignment stay within your timeframe;
- Be attentive to what people are saying even though you're not speaking;
- No prophesying, speaking in tongues or laying on hands of inmates; Prison staff may not understand your specific denominational customs;
- Greet the inmates with a smile and sincerity.
- Do not exchange anything with the inmates. Do not give them paper, pen or anything you have on you. If uncertain ask the Chaplain or Facility Overseer.
- Ohio has more male prisons than female prisons. Depending on the institution, it can be customary for the men to ask for prayer after service. It's **RCCPM** procedure for men to pray for men and women for women. If a man is not available it's customary to do a corporate prayer or pray without touching the man or woman.
- After the service, thank the prison team that served you, however, when it's time to leave be attentive to the Facility Overseer, Chaplain or guard and leave immediately.

Rules governing visitation to various Correctional Facilities involve a more constructive set of social standards than usual. Rules do differ from facility to facility, but basic rules for visitors/volunteers generally govern contraband, dress and behavior.

There are aspects of behavior that can and will affect the ministry and whether or not the ministry team will be allowed to return to a facility. *It is very important to be mindful of general requirements, behavior, and conduct.*

## **Other General's Do and Don'ts**

- **Do** take in a Bible, CD's if singing or dancing, paper, pad and/or pen;
- **Do** be careful about physical contact.
- **Do** be aware of con games that are played by inmates, especially with women in the church.
- **Do** be prepared to handle flirting or romantic advances from inmates.
- **Do** be trustworthy but avoid dealing with personal or confidential information. Remember you are there for encouragement...Pray
- **Do** try to find ways to encourage and give hope with God's Word.
  
- **Do not** take anything from an inmate or give anything to them.
- **Do not** make any promises to the inmates;
- **Do not** ask why a person is or has been in prison;
- **Do not** bring in any contraband, i.e., gum, mints, altoids, etc. Gum can jam prison locks;
- **Do not** give out your address or telephone number.
- **Do not** take any medicine without first checking with the Facility Overseer.
- **Do not** take in hand sanitizer. You will be able to wash your hands once leaving the facility.
- **Do not** approach anyone in the Rhema Christian Center Office about prison ministry activities unless authorized or first checking with the Prison Ministry Leader, e.g., scheduling church bus, van or truck, et al. If you do you are usurping authority you do not possess.
- **Do not** take anything in or out of prison without approval.
- **Do not** be preachy or push people into making a decision for Christ.
- **Do not** promote theological doctrines but do preach the Gospel of Jesus Christ.

# Handling Conflicts Within the Prison Ministry

Within any relationship or ministry conflict is bound to rise. As Christians we know love is the supreme value in the kingdom of God, however, anger and conflict block out love. There is probably no greater challenge to spiritual growth than how you handle anger and conflict.

"If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over." -- Matthew 18:15

## Seven steps to resolving conflict - discussion of the steps:

1. **Acknowledge the conflict.** Conflict is normal; it is a part of human nature. Lack of conflict does not equal maturity.
2. **You must do something about it.** Why don't we face up to resolving conflict? Pride. Fear. Stubbornness.
3. **Go means go or approach.** Go does not mean avoid or pray or think or forget. But before going, ask yourself:
  - a. Why am I angry?
  - b. There are three major reasons that we get angry: Hurt – Frustration -Fear
  - c. What do you want?
4. **Go directly to the person involved.** NO third parties, no mediators, no friends. Conflict is inevitable. Resentment is optional. Resolution is up to you.
5. **Talk in private.** Be sensitive. Approach the other person as you would like to be approached.
  - a. Anger Myth: The best way to handle anger is to ventilate it.
  - b. Reality: Ventilation only reinforces anger. It is also not appreciated by those ventilated on. It accomplishes nothing positive in either person.
6. **Use direct communication.**
  - a. Describe clearly what you observed. (Example: "You didn't listen to what I said.")
  - b. Explain how it hurt you. (Example: "My opinion doesn't matter to you.")
  - c. Tell what the consequences have been. (Example: "I'm feeling quite resentful." or maybe "I feel like smashing you one when you treat me like that.")
  - d. Ask for what change you would like. Change implies more than simply an apology, although an apology is often a good place to start.
7. **Aim at reconciliation.** The goal is to restore the relationship. The goal is not to prove who was right, not to get back at someone, not to avoid the situation, not to turn away and forget. **Bible Study courtesy of [www.SwapmeetDave.com](http://www.SwapmeetDave.com)**

# Principles for Conflict Resolution

## The Nature and Origin of Conflict

*Isaiah 14:12-17 (KJV):*

*12 How art thou fallen from heaven, O Lucifer, son of the morning! How art thou cut down to the ground, which didst weaken the nations!*

*13 For thou hast said in thine heart, I will ascend into heaven, I will exalt my throne above the stars of God: I will sit also upon the mount of the congregation, in the sides of the north:*

*14 I will ascend above the heights of the clouds: I will be like the most High.*

*15 Yet though shalt be brought down to hell, to the sides of the pit.*

*16 They that see thee shall narrowly look upon thee, and consider thee, saying, Is this the man that made the earth tremble, that did shake kingdoms;*

*17 That made the world as a wilderness, and destroyed the cities thereof; that opened not the house of his prisoners?*

Conflict Defined:

### 1.) Webster

- A.) Competitive or opposing action of incompatibles.
- B.) Mental struggle resulting from incompatible or opposing needs, drives, wishes, or external or internal demands.
- C.) The opposition of persons or forces that gives rise to the dramatic action in a drama or fiction.
- D.) To contend in warfare
- E.) To show antagonism or irreconcilability

### 2.) Greek (Strong's Concordance)

# 73: Agon- a contest, anxiety, contention, fight

#74: Agonia- a struggle, anguish, agony

Let's look at the characteristics of conflict according to Isaiah 14:12-17

- 1.) Conflict originated from Satan.
- 2.) The foundation of conflict is a selfish, prideful, heart.
- 3.) Self-exaltation is the focus of conflict.
- 4.) Manipulation and deceit are the weapons of conflict.
- 5.) Unforgiveness is the prison of conflict.
- 6.) Anger is the expression of conflict.
- 7.) Weakness, emptiness, destruction, and broken relationships are the results of conflict.
- 8.) Discord is the dissention of conflict.

#### *CONFLICT IMPACTS OUR LIVES PHYSICALLY, MENTALLY, & SPIRITUALLY*

It Creates Social Isolation, Impacts stress related diseases, Causes mental instability, Provokes Physical responses of our old nature, Interferes with our worship to God, Causes disharmony. Unresolved conflict leaves us wounded, fragmented, and hurting.

### **1.**

True conflict resolution involves a change of our nature and responses.

*(Colossians 3:1-10, Romans 12:1-2, James 3:13-18)*

### **2.**

God's solution is always win-win.

*(Romans 8:28, Proverb 3:6, 2Peter 3:9)*

### **3.**

God's solution is community minded.

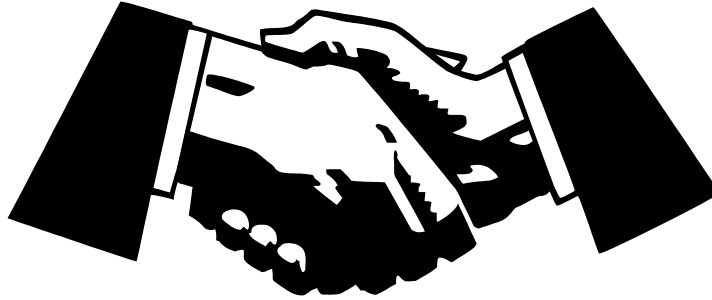
*(Matthew 18:20)*

### **4.**

God's resolution is a holistic approach.

*(I Thessalonians 5:23)*

# Skills Which Assist Us In Conflict Resolution



- **Stay positive and focused on the problem**
- **Use effective listening skills**
- **Ask Questions**
- **Agree**
- **Use “I” statements**
- **Reassure**
- **Restate**
- **Admit mistakes/accept responsibility**

(Used by permission of Elder Genary Maxwell from Conflict Resolution booklet)

## Corrective Action for Prison Ministry Volunteers

*"Behold, happy is the man whom God correcteth: therefore despise not thou the chastening of the Almighty." Job 5:17*

The rules of the Rhema Christian Center's Prison Ministry Volunteer Manual are written so that all volunteers are aware of what to do and not to do in correctional facilities. However, if rules are broken the Prison Ministry volunteer should know that the following corrective measures will be implemented:

1. **First Offense - Verbal Warning:** Used when a Rhema Christian Center Prison Ministry volunteer does not adhere to the prison ministry rules outlined in the Rhema Christian Center Prison Ministry 's Volunteer Manual. The Facility Overseer will inform the volunteer face-to-face which rule(s) have been broken and document the discussion and date. Documentation will be placed in the volunteer's file as a verbal warning and a copy will be sent to the Prison Ministry Leader. The Facility Overseer will advise the volunteer what should be done in the future to avoid further disciplinary actions.
2. **Second Offense - Written Warning and Thirty-Day Suspension:** Used when a volunteer breaks the same rule or any other rule in the Prison Ministry Volunteer Manual. The Facility Overseer will inform the volunteer face-to-face which rule(s) have been broken and document the discussion and date and place it in the volunteer's file as a written corrective action. The second offense also carries a thirty-day suspension and the volunteer will not be able to go into any prisons under Rhema Christian Center for 30 days. The thirty-day begins from the date the written corrective action is given to the volunteer. The Facility Overseer should also advise the volunteer what should be done in the future to avoid further disciplinary actions.
3. **Third Offense - Final Warning and One-Year Suspension:** Used when a volunteer breaks the same rule or any other rule for the third and final time by not adhering to the prison ministry rules. The volunteer is informed which rule(s) have been broken and the Facility Overseer will document the final discussion by doing it face-to-face in the presence of the Ministry Oversight or Senior Leadership. The Prison Ministry volunteer's name will be placed on a one-year suspension list and he/she will not be allowed to go into any prison as a volunteer under the leadership of Rhema Christian Center for a minimum of a year. The final documentation will be given to the Prison Ministry Oversight and placed in the volunteer's file. After a year the volunteer may return on a probationary 30 day trial basis; however if rules are broken the volunteer's name will be permanently removed from the prison ministry's roster.

## Philosophy on Restoration

**Galatians 6:1** Brethren, if a man be overtaken in a fault, ye which are spiritual, restore such an one in the spirit of meekness; considering thyself, lest thou also be tempted.

Forgiveness releases us from sin. Restoration establishes us in the truth.

Restoration picks us up, cleans us, so we can never be moved again. Restoration means to mend what has been broken or rent. Restoration makes us, what we ought to be.

Restoration makes us fully ready for service Restoration repairs what is broken

Restoration is done in a spirit of meekness. Only the broken are masters at mending.

We as a church believe in the restoration of worshippers, members and ministers.

We will labor to restore worshippers, members and ministers who have repented of failure

To restore worshippers, members and ministers we need seven things:

- 1) **Proper Theology**  
The church is a redemptive community.  
Worship, preaching and the church are redemptive in their nature. Luke 15
- 2) **A great work of grace.**  
The more excellent ministry of Jesus is free from condemnation and full of the spirit of life. Roman 8:1; Hebrews 8:6
- 3) **A great desire for truth.**  
Jesus is full of grace and full of truth. He desires truth on the inward part. Psalms 51
- 4) **Brokenness**  
Only the broken are masters at mending. Psalms 119:67; Galatians 6:1

## Philosophy on Restoration

- 5) **A great work of patience.**  
Restoration is not an event, restoration takes time.  
Restoration is a process.  
Galatians 5:22 - 23; I Corinthians 13:4  
»
- 6) **A great understanding of the "systems of life".**  
There are six systems in life, spirit, soul, body, family, financial and social, which must be healed or restored for balanced living.  
I Thessalonians 5:23
- 7) **A relationship with the King.**  
The restorer and the restored must want the kings agenda, aim and ambition for life. It takes the mind of Christ to restore.  
Philippians 2:9 -11

- 1) Confront the individual on the area of failure.
- 2) Confront the offended or participating party, parties or individuals involved in the failure.
- 3) Dialog until the truth is discovered or known.
- 4) Look for sorrow over the act or actions done. Look for a willingness to change. Stand the individual down from service.
- 5) Look for fruit, actions and behavior which demonstrate repentance.
- 6) Dialog with the elders if the events are far reaching or could impact the scope of ministry or compromise integrity.
- 7) Consult legal advice when necessary.
- 8) Consult professional counselors when necessary.
- 9) Assign an elder to oversee the individual and meet with them and their spouse if applicable.
- \* 10) Assign the individual to some group for accountability, dialog, healing and evaluation.
- \* 11) Review the health of the individual in six major areas, the "systems of life", and strengthen areas of weakness.
- \* 12) Continue to monitor a repentant attitude and actions.

## Philosophy on Restoration

- \* 13) Continue to monitor family and marriage issues if applicable.
- \* 14) Evaluate credibility issues. Is the climate and atmosphere improving in the church or ministry to receive and believe the individual. Individuals need credibility to minister appropriately.
- \* 15) Discover if the offended parties or participants are ready to receive ministry from the individual being restored.
- 16) Look for areas where the individual being restored can begin to serve, along with a team.
- 17) Monitor behavior, follow-up on area of previous failure. Look for integrity in all areas.
- 18) Increase areas of service over time, monitor balanced living, credibility and integrity. Repeat any steps necessary.
- 19) Consult with elders, legal advisors, and counselors to monitor process, share concerns and other factors to see the individual fully restored.
- 20) Keep moving forward, review 10, 11, 12, 13,14, 15, until the individual is fully restored.
- 21) Healthy ministers produce, healthy ministry.
- 22) Restoration is not an event it is a process.
- 23) Restoration is God's will.

# Prison Ministry Annual Covenant Commitment

By signing this covenant commitment form, I understand and pledge the following:

1. I understand that as a follower of Jesus that I am making a commitment to visit those in prison according to the scripture, "Naked, and ye clothed me: I was sick, and ye visited me: I was in **prison**, and ye came unto me". Matthew 25:36-37.
2. I understand that through direction given to Apostle La Fayette Scales by revelation of the Holy Spirit, I am to be an asset and credit to the heavenly Father as a co-laborer and joint heir with the Lord Jesus Christ in assisting Rhema Christian Center in spreading the gospel.
3. I understand to be a volunteer or leader in the Rhema Christian Center Prison Ministry I will need to be a full-fledged member in good standing with Rhema Christian Center and have completed all of the Rhema Christian Center's foundational classes and required prison ministry training.
4. I understand that as an asset and a credit to Rhema Christian Center and Rhema's Prison Ministry as a volunteer or as a leader, I will develop spiritual stability through continuous study and application of the Word to my life.
5. I understand that as a volunteer or leader I will strive to have a lifestyle consistent with Christian principles, the vision of Rhema, and the rules and regulations governing the Prison Ministry.
6. I understand that as a volunteer or leader I will not usurp authority but will abide by the rules set forth in the Rhema Christian Center Prison Ministry Member Handbook or Leader's Guide.
7. I understand that as a volunteer or leader if I have an issue with any of my team member(s) or leader(s) that I will follow the principles outlined in the manuals and according to Matthew 18:15.
8. I understand that as a volunteer or leader, I will seek reconciliation and restoration and show mercy to my brother or sister and according to Ephesians 4:3 I will "endeavor to keep the unity of the Spirit in the bond of peace."
9. I understand that as a volunteer or leader, I agree to serve in this ministry and to walk in obedience to God and to the leader of this ministry for the time frame indicated below.
10. My signature is a testimony of my hearts commitment to the Body of Christ, Rhema Christian Center and Rhema Christian Center's Prison Ministry. (Romans 12:16 and Romans 13:1).

Time frame: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_



# Appendix

# Appendix

## Where We Serve

✝ Alderson Federal Prison Camp (WV)	(women)
✝ Belmont Correctional	(men)
✝ Chillicothe Correctional	(men)
✝ Corrections Medical Center	(men)
✝ Correctional Reception Center	(men)
✝ Dayton Correctional Institution	(men)
✝ Franklin Pre-Release Center	(women)
✝ Hocking Correctional	(men)
✝ London Correctional	(men)
✝ Lorain Correctional	(men)
✝ Mansfield Correctional	(men)
✝ Madison Correctional	(men)
✝ Marion Correctional	(men)
✝ Marysville (ORFW)	(women)
✝ North Central Correctional Institution	(men)
✝ Noble Correctional	(men)
✝ Pickaway Correctional	(men)
✝ Ross Correctional	(men)
✝ Scioto Youth	(young women)
✝ Southeastern Correctional	(men)

### **Other Ministries:**

Angel Tree Ministry (networking with Prison Fellowship, Christmas gifts to children of inmates)

Friends Ministry (networking to help feed, cloth, and minister to the homeless men, women and children)

# Appendix

## RHEMA Christian Center Prison Ministry

### Directions to Correctional Institutions

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Allen Correctional Institution  
2338 North West Street  
Lima, Ohio 45802

From Columbus - Take U.S. Route 33 West (through Marysville) to Wapakoneta. Take I-75 North through Lima to Bluelick Road. Exit on Bluelick Road and turn West (left). Proceed to North West Street and turn South (left). Follow signs to prison.

---

Belmont Correctional Institution  
68518 Bannock Road, S.R. 331  
St. Clairsville, Ohio 43950-0540

From Columbus - Take I-70 East and exit at Exit #213. Turn right onto Route 40; take first left onto State Route 331; proceed less than 1/2 mile to Belmont Correctional Institution sign. Turn left at sign and follow driveway down into parking lot on right.

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Chillicothe Correctional Institution  
15802 State Route 104 North  
Chillicothe, Ohio 45601

Take 71 South to the Stringtown Road exit. Turn left (east) onto Stringtown until it deadends at Rt. 104. Turn right (south) on 104. We would be on the left hand side of the road, just past Hopewell Cultural Center.

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Corrections Medical Center  
1990 Harmon Avenue  
Columbus, Ohio 43223

From Columbus - Take I-71 South to Greenlawn Avenue exit. Turn South on Harmon Avenue. Institution is on right side of road.

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Correctional Reception Center  
11781 State Route 762  
Orient, Ohio 43146

From Columbus - Take I-71 South to Orient exit (U.S. Route 62). Turn South (left) and follow signs or continue South on U.S. Route 62 to S.R. 762. Turn East (left) on S.R. 762 to Orient Complex.

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Dayton Correctional Institution  
4104 Germantown Street  
Dayton, Ohio 45417

From Columbus - Take I-71 South to I-70 West past Springfield. Take Exit 41 (S.R. 4 South) left to I-75 South (approximately 8 miles). Turn West (right) on Edwin Moses Street (becomes Nicholas Street). Nicholas Street deadends into Gettysburg (approximately 3 miles). Turn North (right) on Gettysburg to first traffic light. Turn West (left) on Germantown Street and drive approximately 1/2 mile through first traffic light. Take the very next left and watch for small DCI sign. Institution can not be seen from the road.

Franklin Pre-Release Center

1800 Harmon Avenue  
Columbus, Ohio 43223

From Columbus - Take I-71 South to Greenlawn Avenue exit. Turn West (right) to Harmon Avenue. Turn South on Harmon Avenue. Institution is on East (left) side of the road.

---

Grafton Correctional Institution

2500 South Avon Beldon Road  
Grafton, Ohio 44044

From Columbus - Take I-71 North to S.R. 83 (Lodi-Burbank Road). Turn North. Institution is eight miles north of Litchfield on west side of road.

---

Hocking Correctional Facility

16759 Snake Hollow Road  
Nelsonville, Ohio 45764

From Columbus - Take I-71 to I-70 East to U.S. 33. Turn South (right) on U.S. 33 through Lancaster to Nelsonville. Take Business U.S. 33 (called Washington Street which Y's to the left at the first flashing light as Nelsonville is entered) to Fort Street (Center of town at square and light). Turn North (left) on Fort Street to Pleasantview Avenue (a narrow road approximately 1/4 mile up Fort Street) and turn right. Proceed on Pleasantview Avenue up the hill always bearing to the left. Pleasantview Avenue becomes Snake Hollow Road as road bears left (small sign points to HCF) and is joined by Snake Hollow Road from the right. Bearing left, continue up the hill to the entrance of the Hocking Correctional Facility.

---

Lake Erie Correctional Institution

From Columbus - Take I-71 North to 271 North. Take 271 North to I-90 East. Take I-90 East to Rt. 7 North Exit (Conneaut). Turn left off the exit ramp. Take Rt. 7 North to 2nd light (look for Rite Aid). Turn right at Rite Aid onto Main Street. At second light, turn right onto Rt. 20. Cross bridge and look for blue water tower on left (approximately 1.5 miles). This will be Thompson Road and the entrance to Lake Erie Correctional Institution (bear to left on entry road).

---

Lebanon Correctional Institution

State Route 63  
Lebanon, Ohio 45036

From Columbus - Take I-71 South to S.R. 123 (S.R. 123 turns to S.R. 63 in Lebanon). The institution is on the South (left) side of the road.

---

Lima Correctional Institution

2235 North West Street  
Lima, Ohio 45802

From Columbus - Take I-71 North to I-270. Go West to U.S. 33. Turn West on U.S. 33. In Wapakoneta, turn North (right) on I-75 past Lima to Bluelick Road. Exit and turn West (left) on Bluelick Road to North West Street. Turn South (left) on North West Street and follow signs to institution.

---

London Correctional Institution

1580 State Route 56  
London, Ohio 43140

From Columbus - Take I-71 South to I-70 West to S.R. 56. Turn South (left) and drive three to four miles. The institution is on right side of the road.

Lorain Correctional Institution  
2075 South Avon Beldon Road  
Grafton, Ohio 44044

From Columbus - Take I-71 North to S.R. 83 (Lodi-Burbank exit). Turn North (left) on S.R. 83. Institution is eight miles north of Litchfield on East side of the road.

---

Madison Correctional Institution  
1851 State Route 56  
London, Ohio 43140-0740

From Columbus - Take I-71 South to I-70 West to S.R. 56. Turn South (left) and drive three to four miles. The institution is on left side of the road.

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Mansfield Correctional Institution  
1150 North Main Street  
Mansfield, Ohio 44901

From Columbus - Take I-71 North to U.S. 30. Turn West (left) on U.S. 30 to Route 13 and turn right. Institution is approximately one mile on the right side of the road.

---

Marion Correctional Institution  
940 Marion-Williamsport Road  
Marion, Ohio 43302

From Columbus - Take I-71 North to I-270. Turn West on I-270 to S.R. 23. Turn North (right) on S.R. 23 through Marion to Marion-Williamsport Road. Turn West to the institution. Institution can be seen from the road.

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Montgomery Education and Pre-Release Center  
1901 South Gettysburg Avenue  
Dayton, Ohio 45418-2312

From Columbus - Take I-71 South to I-70 West toward Dayton. Take I-675 South to the Rt. 35 West exit (Dayton). Proceed on Rt. 35 through downtown. Take the Gettysburg Avenue exit. Turn left onto Gettysburg. Go about 1 1/2 miles. The institution will be on the right side at 1901 S. Gettysburg Avenue.

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Noble Correctional Institution  
15708 State Route 78  
Caldwell, Ohio 43724

From Columbus - Take I-70 East to Cambridge; take I-77 South to Caldwell (exit 25). At the bottom of the exit ramp, turn right onto S.R. 78. The institution is on the right side of the road.

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North Central Correctional Institution  
670 Marion Williamsport Road East  
Marion, Ohio 43302

Williamsport From Columbus - Take I-71 North to I-270 West. Take S.R. 23 North through Marion to Marion-Road. Turn West. Institution is just past the Marion Correctional Institution on the right side of the road.

---

## North Coast Correctional Treatment Facility

Take I-71 North to S.R. 83 (Lodi - Wooster exit). Turn North (left) on S.R. 83. Institution is eight miles north of Litchfield on the west side of the road. The facility is just past the Grafton Correctional Institution and across the road from the Lorain Correctional Institution.

---

Northeast Pre-Release Center  
2675 East 30th Street  
Cleveland, Ohio 44101-5943

From Columbus - Take I-71 North to I-90 East. Take I-90 East 1/2 mile to I-77 South. Take 30th Street exit to the right. Institution is on the left side of the road.

---

## Oakwood Correctional Facility

3200 North West Street  
Lima, Ohio 45802

From Columbus - Take I-71 North to I-270 West. Take U.S. 33 West to I-75 North (Wapakoneta). Take I-75 North past Lima to Bluelick Road (Exit 130). Turn West (left) on Bluelick Road approximately five miles to the first light (North West Street). Turn left (South) to the first driveway on the left.

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## Ohio Reformatory for Women

1479 Collins Avenue  
Marysville, Ohio 43040

From Columbus - Take I-71 North to I-270 West. Take U.S. 33 West through Marysville. Turn South (left) on S.R. 36 to Collins Avenue. Turn East (left). Institution is on the right side of the road.

---

Ohio State Penitentiary  
878 Coitsville-Hubbard Road  
Youngstown, Ohio 44505

From Columbus - Take I-71 North to I-76. Take I-76 East to I-80 East. Take I-80 East to Hubbard (exit 234A). Take Route 7 South to Route 616 South. Prison is on the right, three miles down 616 South.

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Orient Correctional Institution.....closed  
11781 State Route 762  
Orient, Ohio 43146

From Columbus - Take I-71 South to Orient exit (U.S. Route 62). Turn South (left) and follow signs or continue South on U.S. Route 62 to S.R. 762. Turn East (left) on S.R. 762 to Orient Complex.

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## Pickaway Correctional Institution

11781 State Route 762  
Orient, Ohio 43146

From Columbus - Take I-71 South to Orient exit (U.S. Route 62). Turn South (left) and follow signs or continue South on U.S. Route 62 to S.R. 762. Turn East (left) on S.R. 762 to Orient Complex. From Columbus - Take I-71 North to I-270 West. Take U.S. 33 West to I-75 North (Wapakoneta). Take I-75 North past Lima to Bluelick Road (Exit 130). Turn West (left) on Bluelick Road approximately five miles to the first light (North West Street). Turn left (South) to the first driveway on the left.

From Columbus - Take I-71 North to I-270 West. Take U.S. 33 West through Marysville. Turn South (left) on S.R. 36 to Collins Avenue. Turn East (left). Institution is on the right side of the road.

From Columbus - Take I-71 North to I-76. Take I-76 East to I-80 East. Take I-80 East to Hubbard (exit 234A). Take Route 7 South to Route 616 South. Prison is on the right, three miles down 616 South.

From Columbus - Take I-71 South to Orient exit (U.S. Route 62). Turn South (left) and follow signs or continue South on U.S. Route 62 to S.R. 762. Turn East (left) on S.R. 762 to Orient Complex.

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Richland Correctional Institution  
1001 Olivesburg Road  
Mansfield, Ohio 44905

From Columbus - Take I-71 North to U.S. 30. Turn West (left) on U.S. 30 to S.R. 545. Turn North (left) on S.R. 545 to institution on the left.

---

Ross Correctional Institution  
16149 State Route 104  
Chillicothe, Ohio 45601

From Columbus - Take I-71 South to Frank or Stringtown Roads. Turn East (left) to S.R. 104 and turn South (right). Institution is on the right side of the road.

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Southeastern Correctional Institution  
5900 B.I.S. Road  
Lancaster, Ohio 43130

From Columbus - Take I-71 South to I-70 East. Turn South (right) on U.S. 33 to Lancaster. Turn left at Broad Street light. Go left at fork in road (S.R. 793 - B.I.S. Road). Follow B.I.S. road approximately five miles to institution.

---

Southern Ohio Correctional Facility  
Lucasville-Minford Road  
Lucasville, Ohio 45699

From Columbus - Take I-71 South to I-270 to S.R. 23 South. Follow S.R. 23 through Waverly to S.R. 728. Turn East (left) on S.R. 728. The institution is on the right side of the road at the top of the hill.

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Toledo Correctional Institution  
2001 East Central Avenue  
Toledo, Ohio 43608

From Columbus - Take 23 North to Route 15 North/Findlay. Follow I-75 North to I-280 Cleveland. Exit at Greenbelt Parkway. Turn left on Greenbelt North. At light/Galena St. turn left – to Central Avenue. Cross Central – institution will be on the right.

---

Trumbull Correctional Institution  
5701 Burnett Road  
Leavittsburg, Ohio 44430

From Columbus - Take I-71 North to Route 271 North. Take Route 271 to Route 77 North. At first exit follow signs to Ohio State Turnpike (Route 80). Take Turnpike East to exit 14 (Route 5). Take Route 5 East to second traffic light (Burnett Road) and follow for approximately one mile. Institution is on right side of the road.

---

Warren Correctional Institution  
State Route 63  
Lebanon, Ohio 45036

From Columbus - Take I-71 South to S.R. 123 (S.R. 123 turns into S.R. 63 in Lebanon). Turn West (right) through Lebanon. The institution is on the South (left) side of the road past Lebanon Correctional

Institution.

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Corrections Training Academy  
11781 State Route 762  
Orient, Ohio 43146

From Columbus - Take I-71 South to Orient exit (U.S. Route 62). Turn South (left) and follow signs or continue South on U.S. Route 62 to S.R. 762. Turn East (left) on S.R. 762 to Orient Complex.

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## **Other Facilities:**

### **Franklin County Jail I**

370 South Front St.  
Columbus, OH 43215

Located in Downtown Columbus, Front Street is one street west of High St. can reach county jail off of Fulton St.

### **Franklin County II (Workhouse)**

2460 Jackson Pike  
Columbus, OH 43223

From Columbus take 71 South to Frank Rd. exit make right, go to route 104.ake right at light (Jackson Pike) county jail workhouse on left side.

### **Scioto Youth Center**

5993 Home Rd  
Delaware, OH 43015

Start out going West on AGLER RD towards LINVIEW AVE by turning right  
Turn RIGHT onto OH-3/WESTERVILLE RD.  
Merge onto I-270 W via the ramp on the LEFT toward INDIANAPOLIS  
Take the SAWMILL RD exit- EXIT 20.  
Turn SLIGHT RIGHT onto SAWMILL RD  
SAWMILL RD becomes SAWMILL PKWY  
Turn LEFT onto RUTHERFORD RD.  
Turn RIGHT onto RIVERSIDE DR/OH-257.  
Turn LEFT onto HOME RD/CR-124  
End at 5993 Home Rd, Delaware, OH 43015-9478 US

## Appendix

### Before Committing To the Prison Ministry

1. If you are married, we ask you discuss the time commitment with your spouse to prevent strife and discord within your marriage.
2. If you have children we ask that you consider the time that you will be away from them while ministering.
3. All new prison ministry volunteers are requested to labor in the ministry for a period of time before beginning to teach, preach or be active in a ministerial capacity.
4. If formerly incarcerated, you must be out of the institution for at least 15 months and off of parole/probation before reentering a facility.
5. Just remember DRC will do a background and FBI check.
6. We ask that you make a one-year commitment.

# Appendix

## Preparation

*Before we walk in authority and power, we must first submit ourselves to our Pastors, Elders and those whom have authority over us and learn.*

1. Faithfulness
2. Love
3. Tithing
4. Accountability
5. Commitment
6. Obedience
7. Holiness
8. Holy Spirit: He makes us aware of our weakness and character defects, so that we can begin to cooperate with God. He works in us to bring us to maturity, wholeness and holiness.
9. Doctrines of Baptisms (Water, Holy Spirit and Baptism by Fire)
10. Justification: Is an act where God frees believing sinners from the guilt and penalty of sin. Just as if we had never committed sin.
11. Sanctification: Is the process through which God purges us from all ways that are not pleasing to him. He brings to our attention thoughts, action, motives and attitudes that need confessed and repented from. This cleanses us and purifies us so that we can be clean and holy vessels that he requires to serve him.
12. Righteousness: is the character of God manifested in your life through the fruit of the spirit. Love, joy, peace, patience, goodness and faith.
13. Willingness: Making a choice, acting and responding promptly to God's call. A heart commitment to the purpose, plan and will of God.

# Appendix

## Conflict management strategies and styles

### Jesus' advice for keeping peace in relationships:

1. "Don't ignore conflict; address it"
2. "Don't exaggerate conflict; solve it with the least possible publicity and public scrutiny"
3. "Don't abandon conflict; pursue it to resolution"
4. "Don't fence yourself in by conflict; taking two or three witnesses requires that you are also open to reproof and correction"
5. "Don't recycle conflict; once resolved, let it go, and get back to your life"

--Bruce Barton in "Matthew" section of Life Application Bible Commentary

Improving group, organizational or team dynamics when conflict occurs (Howard Culbertson, Southern Nazarene University, March, 2010)

"I plead with Euodia and I plead with Syntyche to agree with each other in the Lord."  
...*Philippians 4:2*

### Peacemaking: Tips for recognizing and managing conflicts

- *Team unity: 5 conflict management techniques*

Missionaries get into conflict with each other. Pastors and lay people get into conflict. Volunteers in ministry organizations find themselves in conflict. Human relations managers in businesses often find themselves managing situations of inter-personal conflict.

How can you manage disagreements in ways that build personal and collegial relationships rather than harming them? Such disagreements or conflicts can occur between individuals or between groups of people. Here are five strategies from conflict management theory for managing stressful situations.

- [Collaborating: win/win](#)
- [Compromising: win some/lose some](#)
- [Accommodating: lose/win](#)
- [Competing: win/lose](#)
- [Avoiding: no winners/no losers](#)

# Appendix

## ➤ Collaborating

### I win, you win

**Fundamental premise:** Teamwork and cooperation help everyone achieve their goals while also maintaining relationships

**Strategic philosophy:** The process of working through differences will lead to creative solutions that will satisfy both parties' concerns

*When to use:*

- When there is a high level of trust
- When you don't want to have full responsibility
- When you want others to also have "ownership" of solutions
- When the people involved are willing to change their thinking as more information is found and new options are suggested
- When you need to work through animosity and hard feelings

*Drawbacks:*

- The process takes lots of time and energy
- Some may take advantage of other people's trust and openness

## ➤ Compromising

### You bend, I bend

**Fundamental premise:** Winning something while losing a little is OK

**Strategic philosophy:** Both ends are placed against the middle in an attempt to serve the "*common good*" while ensuring each person can maintain something of their original position

*When to use:*

- When people of equal status are equally committed to goals
- When time can be saved by reaching intermediate settlements on individual parts of complex issues
- When goals are moderately important

*Drawbacks:*

- Important values and long-term objectives can be derailed in the process
- May not work if initial demands are too great
- Can spawn cynicism, especially if there's no commitment to honor the compromise solutions

# Appendix

## Accommodating

### **I lose, you win**

**Fundamental premise:** Working toward a common purpose is more important than any of the peripheral concerns; the trauma of confronting differences may damage fragile relationships

**Strategic philosophy:** Appease others by downplaying conflict, thus protecting the relationship

*When to use:*

- When an issue is not as important to you as it is to the other person
- When you realize you are wrong
- When you are willing to let others learn by mistake
- When you know you cannot win
- When it is not the right time and you would prefer to simply build credit for the future
- When harmony is extremely important
- When what the parties have in common is a good deal more important than their differences

*Drawbacks:*

- One's own ideas don't get attention
- Credibility and influence can be lost

## Competing

### **I win, you lose**

*Symbol:* Shark

**Fundamental premise:** Associates "winning" a conflict with competition

**Strategic philosophy:** When goals are extremely important, one must sometimes use power to win

*When to use:*

- When you know you are right
- When time is short and a quick decision is needed
- When a strong personality is trying to steamroller you and you don't want to be taken advantage of
- When you need to stand up for your rights

*Drawbacks:*

- Can escalate conflict
- Losers may retaliate

# Appendix

## Avoiding

### ***No winners, no losers***

**Fundamental premise:** This isn't the right time or place to address this issue

**Strategic philosophy:** Avoids conflict by withdrawing, sidestepping, or postponing  
*When to use:*

- When the conflict is small and relationships are at stake
- When you're counting to ten to cool off
- When more important issues are pressing and you feel you don't have time to deal with this particular one
- When you have no power and you see no chance of getting your concerns met
- When you are too emotionally involved and others around you can solve the conflict more successfully
- When more information is needed

*Drawbacks:*

- Important decisions may be made by default
- Postponing may make matters worse

"What causes fights and quarrels among you? Don't they come from your desires that battle within you?" ...**James 4:1**

# Appendix

## SAMPLE LETTER FOR NON-RCC VOLUNTEER

January 12, 2011

Dr. La Fayette Scales, Apostle  
Rhema Christian Center  
2100 Agler Road  
Columbus, Ohio 43224

Dear Apostle Scales:

Grace and Peace from New Beginnings Baptist Church of Holiness. I am writing on behalf of one of my esteemed members, Jerry Love. Jerry has been a member of our body since 1997. He is a deacon and has been faithful throughout the years. Deacon Love brought to my attention that he was approached by one of the Rhema Prison Ministry Members to preach 3 services during 2011.

I want to let you know that I esteem his gifting and callings and I know he will be a blessing to the inmates and to the Rhema Christian Center Prison Ministry Team. Thank you for considering him and let us know how we can be of service in the future.

Respectfully Submitted,

Elder Joe Glory, Pastor  
New Beginnings Baptist Church of Holiness

JG:aj

# Appendix

## Prison Ministry Volunteer Descriptions

### Title: Ministry Leader

- Represents Rhema Christian Center as Coordinator/Leader of the Rhema Christian Center Prison Ministry;
- Contacts correction facilities to obtain permission to come in for worship service or bible study;
- Assist Chaplains when necessary, e.g., scheduling, rescheduling, training;
- Schedule all prison team meetings throughout the year;
- Oversee all administrative work, i.e., such as directory, calendar, applications, and training records, etc.;
- Secure dates for prisons assigned to leader;
- Records calendar dates for Facility Overseers into master schedule;
- Secures and records church bus and truck trips for prison ministry;
- Schedule dates for volunteer member and leadership training;
- Primary contact with Church office except for Angel Tree;
- Processes all prison ministry applications for new and existing team members;
- Maintains list of all chaplains to include email addresses and phone numbers; and
- Receives a copy of all gate passes from Facility Overseers
- Meets with Pastoral Ministry Oversight to give updates about the ministry.

### Title: Facility Overseer

- Maintains contact with assigned Chaplain of an institution(s);
- Schedules and confirms worship and training dates with Chaplains and gives dates to Ministry Coordinator;
- Recruits and schedules team members to come in and minister on assigned date;
- Works with Ministry Coordinator to schedule church bus or truck;
- Has valid insurance and filed paperwork on file with Ministry Coordinator and church office if using transportation;
- Submits gate passes to Ministry Coordinator;
- Reviews rules with existing volunteer and new members;
- Attends scheduled prison ministry monthly meetings and required trainings;
- Records volunteer hours and submits information to assigned prison ministry team member;
- Assist Chaplains when necessary, e.g., scheduling, rescheduling, training and worship service, and special programming; and
- Works on other assigned projects as needed;

# Appendix

## Prison Ministry Volunteer Descriptions

### Title: Ministry Volunteer (RCC, Ongoing, Support, and Non-RCC)

- Maintains contact with assigned Facility Overseers;
- Attends monthly meetings and required prison ministry training;
- Commits to going to prisons two – four times a quarter;
- Abides by all of the institutional and prison ministry rules; and is
- A member in good standing with Rhema Christian Center or their host church.

### Title: Other Roles

- **Host** – serves as a mistress or master of ceremony. Keeps service moving and on time
- **Exhorter** – encourages the participants with a brief testimony, encouraging word or scripture
- **Psalmist** – someone who sings the song of the Lord or someone who leads praise and worship
- **Preacher** – someone who proclaims the gospel
- **Teacher** – someone who instructs using the Word of God.

# SAMPLE

## Prison Ministry Annual Covenant Commitment

By signing this covenant commitment form, I understand and pledge the following:

1. I understand that as a follower of Jesus that I am making a commitment to visit those in prisons according to the scripture, "Naked, and ye clothed me: I was sick, and ye visited me: I was in **prison**, and ye came unto me". Matthew 25:36-37.
2. I understand that through direction given to Apostle La Fayette Scales by revelation of the Holy Spirit, I am to be an asset and credit to the heavenly Father as a co-laborer and joint heir with the Lord Jesus Christ in assisting Rhema Christian Center in spreading the gospel.
3. I understand to be a volunteer or leader in the Rhema Christian Center Prison Ministry I will need to be a full-fledged member in good standing with Rhema Christian Center and have completed all of the Rhema Christian Center's foundational classes and required prison ministry training.
4. I understand that as an asset and a credit to Rhema Christian Center and Rhema's Prison Ministry as a volunteer or as a leader, I will develop spiritual stability through continuous study and application of the Word to my life.
5. I understand that as a volunteer or leader I will strive to have a lifestyle consistent with Christian principles, the vision of Rhema, and the rules and regulations governing the Prison Ministry.
6. I understand that as a volunteer or leader I will not usurp authority but will abide by the rules set forth in the Rhema Christian Center Prison Ministry Member Handbook or Leader's Guide.
7. I understand that as a volunteer or leader if I have an issue with any of my team member(s) or leader(s) that I will follow the principles outlined in the manuals and according to Matthew 18:15.
8. I understand that as a volunteer or leader, I will seek reconciliation and restoration and show mercy to my brother or sister and according to Ephesians 4:3 I will "endeavor to keep the unity of the Spirit in the bond of peace."
9. I understand that as a volunteer or leader, I agree to serve in this ministry and to walk in obedience to God and to the leader of this ministry for the time frame indicated below.
10. My signature is a testimony of my hearts commitment to the Body of Christ, Rhema Christian Center and Rhema Christian Center's Prison Ministry. (Romans 12:16 and Romans 13:1).

Time frame: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_





## Corrective Action for Prison Ministry Volunteers

The rules of the Rhema Christian Center's Prison Ministry Volunteer Manual are written so that all volunteers are aware of what to do and not to do in correctional facilities. However, if rules are broken the Prison Ministry volunteer should know that the following corrective measures will be implemented:

1. **First Offense - Verbal Warning:** Used when a Rhema Christian Center Prison Ministry volunteer does not adhere to the prison ministry rules outlined in the Rhema Christian Center Prison Ministry 's Volunteer Manual. The Facility Overseer will inform the volunteer face-to-face which rule(s) have been broken and document the discussion and date. Documentation will be placed in the volunteer's file as a verbal warning and a copy will be sent to the Prison Ministry Leader. The Facility Overseer will advise the volunteer what should be done in the future to avoid further disciplinary actions.
2. **Second Offense - Written Warning and Thirty-Day Suspension:** Used when a volunteer breaks the same rule or any other rule in the Prison Ministry Volunteer Manual. The Facility Overseer will inform the volunteer face-to-face which rule(s) have been broken and document the discussion and date and place it in the volunteer's file as a written corrective action. The second offense also carries a thirty-day suspension and the volunteer will not be able to go into any prisons under Rhema Christian Center for 30 days. The thirty-day begins from the date the written corrective action is given to the volunteer. The Facility Overseer should also advise the volunteer what should be done in the future to avoid further disciplinary actions.
3. **Third Offense - Final Warning and One-Year Suspension:** Used when a volunteer breaks the same rule or any other rule for the third and final time by not adhering to the prison ministry rules. The volunteer is informed which rule(s) have been broken and the Facility Overseer will document the final discussion by doing it face-to-face in the presence of the Ministry Oversight or Senior Leadership. The Prison Ministry volunteer's name will be placed on a one-year suspension list and he/she will not be allowed to go into any prison as a volunteer under the leadership of Rhema Christian Center for a minimum of a year. The final documentation will be given to the Prison Ministry Oversight and placed in the volunteer's file. After a year the volunteer may return on a probationary 30 day trial basis; however if rules are broken the volunteer's name will be permanently removed from the prison ministry's roster.