|  |  |  |  |
| --- | --- | --- | --- |
| **A black and orange sign  Description automatically generated** | **POLICY & PROCEDURE** | | |
| **POLICY TYPE:** | **OPERATIONS** | **POLICY:** | **2.10** |
| **POLICY TITLE:** | **VOLUNTEER TEAMS** | **DATE APPROVED**  **DATE UPDATED** | **03.12.2025**  **08.06.2025** |

**Purpose**

The purpose of this operations policy is to: define the structure, requirements, and expectations for our volunteer ministry teams; ensure consistency in ministry operations across all settings; and provide accountability and support mechanisms for volunteers and staff.

**Mission Statement**

Jail Chaplains is committed to bring Christ’s salvation to jail, serve and disciple in the community and connect with His church. Our volunteer teams are the backbone of our ministry, enabling us to reach more individuals with Christ's message of freedom.

**General Volunteer Requirements**

1. Have a mature faith walk with Jesus Christ:
   1. Personally confess Jesus Christ as Lord and Savor
   2. Spend frequent time in the presence of the Lord
   3. Pray continually (Both privately and corporately, (We have a weekly time available Mon 12:15pm))
   4. Be immersed in the Word
   5. Openly share faith with others
   6. Be a disciple-maker
   7. Frequent fellowship with other believers
   8. Be an active member of and regularly attend a local Christian church
   9. Walk in victory and be quick to repent from sin
   10. Be emotionally and spiritually healthy
   11. Display evidence of spiritual fruit
   12. Be clean, sober, and out of incarceration for at least one year
2. Complete Jail Chaplains volunteer application
   1. Provide reference from local church leader/pastor
   2. Sign Jail Chaplains Statement of Faith
   3. Sign Jail Chaplains confidentiality agreement
   4. For jail-specific volunteer roles, pass background check, jail guest speaker application, and jail volunteer application
3. Pass interviews with Jail Chaplains staff and/or volunteer leads
4. Complete team-specific training (i.e. read and understand PREA guidelines)
5. Maintain a good Christian witness
   1. Commit to representing Jail Chaplains well in the community
   2. Adhere to all Jail Chaplains and facility policies
   3. Maintain healthy boundaries

**Support and Accountability**

* All volunteers will be assigned a team leader for supervision and support
* Bi-annual volunteer appreciation and training events
* Annual recommitment process
* Access to staff support for questions or concerns

**Application Process** -To begin volunteering with Jail Chaplains, please apply at: JailChaplains.com/Volunteers

**Volunteer Teams and Responsibilities:**

1. **Prayer Partners**

* **Purpose**: Provide spiritual support through consistent, intentional prayer
* **Activities**:
  + Commit to praying at least weekly for the ministry
  + Participate in prayer gatherings as able
  + Commit to regular, personal prayer for specific ministry needs
  + Maintain strict confidentiality regarding all prayer requests
* **Time Commitment**: 1-3 hours weekly, flexible schedule

1. **Events Team**

* **Purpose**: Support community building and resource distribution through event assistance
* **Activities**:
  + Help coordinate and staff family picnics for program participants
  + Participate in Fresh Start backpack packing events
  + Assist with setup, execution, and cleanup of annual fundraiser
  + Help with seasonal outreach events as needed
* **Time Commitment**: 3-5 hours per event, approximately 6-8 events annually

1. **Ambassador Team**

* **Purpose**: Represent Jail Chaplains in the community to increase awareness and build partnerships
* **Activities**:
  + Speak at local churches, business gatherings, and community events
  + Help build and maintain church and business network relationships
  + Distribute informational materials at community events
  + Share personal testimonies about the impact of Jail Chaplains
* **Time Commitment**: 2-4 hours monthly, scheduled as opportunities arise
* **Requirements**: Strong public speaking skills and thorough knowledge of programs

1. **Worship Team**

* **Purpose**: Facilitate worship experiences within correctional facilities
* **Activities**:
  + Lead or support order of service during weekly worship services
  + Help prepare worship materials within facility guidelines
  + Encourage inmate participation in worship
* **Time Commitment**: 2 hours bi-weekly, scheduled service times
* **Requirements**: Facility security clearance required, musical ability preferred but not required for all positions

1. **Group Leader Team**

* **Purpose**: Facilitate small groups
* **Activities include co-leading groups including**:
  + Alpha
  + Believer's Truth
  + Celebrate Recovery
  + Discipleship
  + Living Free
  + Men's 33
* **Settings**: Groups held both within correctional facilities and in community locations
* **Time Commitment**: 2 hours weekly for 9-12 week program cycles
* **Requirements**: Program-specific training required. Facility security clearance required for jail-based groups. Minimum 1-year commitment preferred