

Forsyth Jail and Prison Ministries Sunday Evening Worship Service Program Guidelines

The Forsyth Correctional Center is a minimum security prison. Many of the men work in the community, at businesses, or road maintenance crews during the week. During your ministry here, there will always be a Forsyth Jail and Prison Ministries staff person available to assist you. It is a safe environment but there are rules that we ask you to follow while you are here.

Please use the following as a guideline to adhere to when you are here. We also ask that you share this handout with each person coming with you. Anyone found not following the rules may be asked to leave.

Church group's preparation for program:

1. Pray for the worship service time here
2. Review this entire document
3. Assign/prepare volunteers to fulfill all required job descriptions – **see below**
4. Obtain all food items necessary for program – **see below**
5. Contact FJPM office with any questions by Wednesday before the date of the service
6. **Everyone must complete the attached DCI form volunteers** and either e-mail to (brooke@forsythjpm.org), fax: 759-0554 or bring to the FJPM office on the ***Wednesday before your Church is scheduled to lead the service.***
7. Arrive at the Sergeant's Office, 307 Craft Drive, at 6:10pm the day of the service – **see below**

Program schedule

The program will follow this general schedule – some minor changes may occur in worship service:

- 6:00 Volunteers sign in at Sgt's Office then arrive in Chapel basement
- 6:15 Volunteers receive orientation and review program in Chapel basement
- 6:50 Announcement is made, inmates enter Chapel
- 7:00 Worship begins – following this general format
 - 7:00 Welcome and Prayer
 - 7:05 Responsive reading/Testimony/Prayer requests/Prayer
 - 7:15 Church music selections
 - 7:30 Scripture Reading – Chaplain selects
 - 7:35 Inmate Choir - Cherry Street Ensemble selections
 - 7:47 Sermon – Chaplain preaches
 - 8:07 Prayer/Closing
- 8:15 Service ends and fellowship time begins downstairs
- 8:16 Snacks/Activity
- 8:40 Fellowship time ends, inmates leave
- 8:50 Conclusion - Volunteers leave

Snacks – We suggest you bring 1 salty item, 1 sweet item and 15 (2 liter) bottles of drinks for 100 inmates plus your volunteers. **NO CAN DRINKS ARE ALLOWED.**

Assign/prepare volunteers to fulfill all required job descriptions in program:

- 2 Greeters – greet inmates/hand out bulletins at the doors of the sanctuary 5 minutes before the service
- 1 Greeter – greets inmates as they enter the basement for the fellowship time after the service
- Musicians/Choir – provides 4-5 selections during the service – totaling 15 minutes
- Testimony – 1 person to give a 2-4 minute story/testimony of God's work in his/her life during the service

Prayer – 1 person leads congregation in prayer during the service

Prayer Counselors – 3 persons who offer to pray or talk with inmates following the service, if the chaplain asked

Guidelines for bringing items to the prison:

Food/drinks

General Concerns

The provision of food and drink by volunteers for programs involving inmates must be conducted in a responsible and safe manner at all times. The following are general health concerns that must be monitored and addressed:

- proper holding temperatures – food/drink must be maintained at safe temperatures during preparation and on-site serving
- personal hygiene of food preparers – every person preparing and handling food/drink must observe high standards of personal cleanliness
- wash hands thoroughly and wear plastic gloves when handling food or drinks
- use of clean equipment – all preparation sites, storage locations, & serving utensils must be clean
- safe sources – food/drink must come from a verifiably clean location
- no **canned drinks** allowed at the prison

Purchased Food Guidelines

Volunteers may supply food/drinks/condiments for programs involving inmates by purchasing them from an established food retailer or service provider that has an approved health/sanitation rating. Such articles must be enclosed in a container sealed by the vendor at the time of purchase. The seal on each container must be maintained until served within the facility. Food/drinks displaying a passed expiration date cannot enter the facility. Vendors of these articles may include grocery stores, bakeries, fast food restaurants, caterers, and cafeterias. If prepared for immediate use, the length of time between a food/drink's purchase and serving cannot exceed four (4) hours. All items must be constantly maintained at a safe temperature during this period.

No glass containers, aerosol cans, hot sauce, spatulas, or metal knives allowed! Please remember a knife is considered a weapon! If you have food items that need to be cut with anything more than a plastic knife, please cut prior to your arrival.

Submit names of participating volunteers to FJPM office:

Please call Brooke at 759-0063, ext. 1000 or email brooke@forsythjpm.org, **by Wednesday before the program** with a complete list of your volunteers. Remember these important rules:

- There is a limit of 20 volunteers
- An inmate's relatives or friends from the community are not allowed to attend the program. Please notify a staff person immediately, if upon arrival, you determine that one of the inmates in the chapel is a friend or relative of a volunteer.
- Any ex-offenders must be pre-approved to come on the prison grounds.
- Dress neatly and appropriately for the work to be performed. Clothing should in no way be considered "provocative" (ladies--no short skirts, shorts, low-cut tops or tight fitting clothes)
- The Chapel is furnished with an electronic piano/organ keyboard, hymnals, and a sound system for playing CD's & cassettes.
- Do not bring in purses, briefcases, or any items that may be considered contraband. This includes but is not limited to: cell phones, pagers, and pocket knives, weapons of any type, personal electronic devices, aerosol cans, glass containers, hot sauce, kitchen knives, cameras, and video recording equipment.

Arrive at Sgt.'s Office, 307 Craft Drive, at 6:10pm before the program to sign-in: Directions to Cherry Street Prison Chapel, 307 Craft Drive, 27105

From Silas Creek Parkway:

Go North on Silas Creek Parkway follow the extension to the intersection of University & North Point Blvd. Continue straight on North Point Blvd. Take a right at the light onto Cherry St. Take the first left turn on Craft Dr. Go to the end of the fence, the Sergeant's office is located on the left. *This is where you will check in.* Leaving the Sergeant's office, go back towards Cherry St., take the first right follow the drive until it dead ends. Turn right on Wallace Shields Drive (at the far corner of the playground area). Park in the lot outside the 2-story brick Chapel building. Enter the chapel from the parking lot level door, by the shed. A staff person will be there to greet you.

From Downtown:

Go North on Cherry St. and continue past the Coliseum. Just past the intersection on Polo Rd and North Cherry St., turn right onto Craft Dr.

Upon arrival:

- Volunteers should arrive as a group at the same time and leave as a group together.
- Enter the facility via the Sergeant's Office located on Craft Drive at 6:10pm.
- **Each volunteer will need to present a valid driver's license or DMV picture identification card and be at least 21 years of age.**
- Special procedures regarding entrance to the Chapel for visitors/volunteers with disabilities attending programs can be arranged with the Unit Administration or the Sergeant's Office. Please let our office (336-759-0063) know prior to your arrival if such arrangements need to be made.

During the program:

- Never give an inmate anything without asking a Chaplain. Do not take any items from an inmate, including letters or notes to family or friends.
- Do not make promises or agree to perform special favors. Avoid any involvement with inmates other than that which is in conjunction with the purpose of your visit.
- Do not give your home address and/or phone number to an inmate.
- Please refrain from hugs, but we encourage you to use handshakes.
- Do not leave your group except with a partner.
- The restrooms and doors to the Chapel will be locked and the alarms activated once the program begins. We ask that all volunteers leave at the same time.

NORTH CAROLINA DEPARTMENT OF CORRECTIONS DCI CHECK INFORMATION

LAST NAME		FIRST NAME	MIDDLE/MAIDEN NAME		
STREET ADDRESS		CITY	COUNTY	STATE	ZIP CODE
W / B / A / I / U	M / F			xxx-xx-	
RACE	SEX	DATE OF BIRTH	SOCIAL SECURITY NUMBER		

DRIVER'S LICENSE NUMBER _____ OTHER STATE DRIVER'S LICENSE NUMBER (Indicate State) _____ NC

****Volunteer, complete ONLY top portion of this form. Do NOT write below this line!****

PURPOSE OF REQUEST: EMPLOYMENT []; COMMUNITY VOLUNTEER []; TRANSPORTATION [],
CORRECTIONAL AGENT ()

I, _____, UNDERSTAND THAT INFORMATION RECEIVED PER THIS REQUEST IS SUBJECT TO FEDERAL AND STATE REGULATIONS AND MAY NOT BE RELEASED TO ANYONE OTHER THAN CRIMINAL JUSTICE PERSONNEL. THIS SPECIFICALLY SECLUDES DEFENDANTS AND DEFENSE ATTORNEY FROM RECEIVING THIS INFORMATION. I FURTHER UNDERSTAND THAT ANY VIOLATION OF THIS AGREEMENT MAY RESULT IN CRIMINAL OR CIVIL PROSECUTION.

ALSO, I VERIFY THAT COURT RECORDS (AOC) HAVE BEEN CHECKED FOR COMMUNITY VOLUNTEER LEAVE SPONSORS AND WORK RELEASE TRANSPORTATION APPLICANTS PRIOR TO REQUESTING THIS DMV/DCI INVESTIGATION.

 REQUESTOR'S SIGNATURE DATE

 TITLE AND FACILITY NUMBER

FOR DCI OPERATOR USE ONLY*****

DRIVER'S LICENSE HISTORY:	NONE []	YES, SEE ATTACHED []
CRIMINAL HISTORY:	NONE []	YES, SEE ATTACHED []
AOC CHECK:	NONE []	YES, SEE ATTACHED []

COMMENTS: _____

DATE COMPLETED: _____

OPERATOR: _____