

**CHRISTIAN SCIENCE COMMITTEE FOR INSTITUTIONAL
SERVICE (CSCIS)**

in the STATE OF OREGON

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VOLUNTEER CHAPLAIN & CHAPLAIN ASSISTANT GUIDELINES

These procedures elaborate on the Bylaws where needed and, as stated in the Bylaws, are to be followed in the Volunteer Chaplain's & Chaplain's Assistant's ministry. When a conflict arises, Bylaws supersede these guidelines. Guidelines listed below are intended to support and protect the Christian Science Committee for Institutional Service in the State of Oregon (Institutional Committee) Chaplains, Chaplain's Assistants, and the Cause of Christian Science. All Chaplains and Chaplain's Assistants referred to herein are volunteers.

The applicant will read and agree to abide by the Chaplains/Chaplain's Assistants Guidelines.

A. GENERAL

- 1. Chaplains and Chaplain's Assistants are representing Christian Science and its healing ministry in the institutions.**
2. It is the duty of all Chaplains & Chaplain's Assistants to observe the Church Manual provisions in your contacts including but not limited to:
 - Article VIII, Sect. 9 - Formulas Forbidden
 - Article VIII, Sect. 22 - Practitioner/patient relationship
 - Article VIII, Sect. 1- A Rule for Motives and Acts
3. The Chaplain/Chaplain's Assistant shall make every effort to stay current with and abide by the rules at the institution(s) they serve. Failure to follow an institution's rules may result in losing religious volunteer status, and

possibly individual prosecution. Christian Science religious volunteers could also be excluded from that institution.

4. Each Chaplain & Chaplain's Assistant will be assigned an Executive Committee contact and will keep this contact informed of their activities. In addition, written reports - generally submitted monthly - should detail issues to be prayerfully addressed and should report healings of resident, staff, and institution situations.
5. This committee does not sponsor or pay for Chaplain and Chaplain's Assistants to engage in social activities arranged by the institution. Volunteer Chaplain/Chaplain's Assistants may help plan and execute these activities, but no expenses may be claimed.
6. Approach all difficulties in the work with prayer. When a challenge is not yielding, please notify your Executive Committee contact and your Church Institutional Service Committee Representative (Rep) and discuss the issue seeking metaphysical support for an appropriate solution.

Federal and State laws may appear unduly restrictive and/or arbitrary, but they are in place to protect staff, inmate/resident, volunteer, and the public in general. According to Oregon Department of Corrections (DOC) and Oregon Youth Authority we model pro-social behavior by following the rules; we are NOT their friends, we are volunteer chaplains, professionals and must keep social distance. Friends share personal information and we may not do that for our own safety.

Any deviation from these Procedures must be approved in writing by the Executive Committee prior to the deviation. Please email to discuss and request the written approval.

B. CHAPLAIN & CHAPLAIN'S ASSISTANT APPLICATION PROCESS, TRAINING, AND REVIEW

The prospective Chaplain/Chaplain's Assistant will apply first to the CSCIS Executive Committee (see Bylaw VI), and, after being approved, separately apply to each facility where they would like to serve. Each facility has its own rules and regulations, which will need to be followed.

The application process is as follows:

1. Apply to be a Chaplain/Chaplain's Assistant for the CSCIS:
 - a. Review the qualifications and obtain the application form located online at <http://www.csisoregon.com/join.htm>
 - i. Forms are also available from the Secretary at the address at the top of this document
 - b. Obtain a copy of the CSCIS Bylaws from the Secretary or the CSCIS website.
 - c. Return the completed form to the Secretary.
 - d. Be interviewed by the Executive Committee, usually by phone.
 - e. Be elected by the Executive Committee (listed in minutes of an EC meeting).
 - f. Be notified by an Executive Committee member or the Secretary of the outcome.
2. The following steps may be necessary to apply to minister in the facility(ies) of your choice.
 - a. Request, complete, and return an application from the facility Chaplain or Volunteer Coordinator. The facility will then review the application and do a background check.
 - b. Complete any volunteer training classes. (online and in-person)
 - c. Have a badge picture taken
 - d. Be fingerprinted
 - e. Be interviewed by a facility chaplain or volunteer coordinator
 - f. Fulfill any other requirements they may have
 - g. To apply to minister at a State Hospital contact "volunteer services" at the hospital. <http://www.oregon.gov/oha/osh/Pages/contact.aspx>

- h. To minister at a county jail, contact the jail directly. The applicant should have with them:
 - i. the Committee endorsement letter, which you can get from the Executive Committee secretary;
 - ii. the ID from a State of Oregon facility, if available
- i. To minister at the Federal prison at Sheridan, contact the prison directly. To our knowledge, no one has requested Christian Science services. See the website for information to volunteer.
<https://www.bop.gov/locations/institutions/she/>
- j. To minister at a VA facility, contact the facility's Senior Chaplain for the application process. To our knowledge, no one has requested Christian Science services. See <http://www.volunteer.va.gov/> for information for volunteering.

3. Volunteer reviews - Volunteers and activities will be reviewed annually. See Executive Committee guidelines.

Training that the committee knows about:

- 1. State Prison Training
 - a. Department of Corrections volunteer training consists of an online module and required visits to the institution being served
http://www.oregon.gov/doc/OMR/Pages/religious_services/rs_vision02.aspx and PREA. The "supervisor" signature needed is this committee's EC chair, but check with the facility Chaplain or volunteer coordinator.
 - b. The online module should be completed within the first three months after your CSCIS application has been approved.
 - c. Once the training module is complete and approved by DOC, Chaplains or Chaplain's Assistants are generally required to be accompanied by a fellow chaplain for the first three visits before being approved to go in alone. Check with facility on timeline.
 - d. During this process, in order for the Executive Committee to provide metaphysical support, Chaplains & Chaplain's Assistants are to maintain regular contact with their Executive Committee contact.

2. Youth (OYA) Facilities training requirements:
<http://www.oregon.gov/oia/pages/index.aspx>
3. Contact other facilities for their training requirements.

C. DUTIES

1. Conduct Christian Science church-type or Sunday School-type services when appropriate. Try to establish a regular schedule for church services so institution residents know when they can attend. Whenever possible, whether or not there is a resident requesting a visit from a Chaplain or Chaplain's Assistant, it is recommended to stay and pray for the facility and staff during allotted time.
2. Institutions have restrictions under state law or administrative procedure concerning books/literature. The Chaplain & Chaplain's Assistant must get prior approval from the institution before donating any literature to the institution or resident. Chaplains should use their spiritual intuition when determining which literature to give a resident and when to give it. Unless the Executive Committee approves otherwise, only literature published or sold by the CSPA may be given to residents. *Christian Science Journals* are not to be provided unless the directory pages have been removed. This Executive Committee has approved using any bible translation published or sold by CSPA, including NLT and the Message.
3. Chaplains may give Christian Science treatment; Chaplain's Assistants may not.
 - a. At a juvenile facility, only the services of a practitioner listed in *The Christian Science Journal* can be engaged for mental and/or physical health needs. See H and I below for more information on juvenile facilities.
 - b. Implementing DOC Policy 90.2.5 Christian Science Health Assistance - Inform AICs, who have demonstrated a serious interest and practice of Christian Science, of the Christian Science health-care alternative available to them within the prison system. If an inmate wishes to try Christian Science as their method of health care, and the Christian Science religious volunteer determines that the motive is sincere and legitimate, the two-page

Chaplain's and Chaplain's Assistants Guidelines as of March 2017

DOC policy: 90.2.5 should be given to the inmate and the procedure outlined in the policy implemented. This policy establishes approval for the inmate to make phone calls, text or to send emails to an "approved" and we interpret that as "Journal-listed" Christian Science practitioner for the express purpose of practitioner work.

4. Chaplains & Chaplain's Assistants shall maintain the integrity of private information. They will neither seek personal data beyond that needed to perform their responsibilities, nor reveal case information to anyone except as required by the mandatory reporting law of the institution.

Chaplains and Chaplain's Assistants who have made a "mandatory report" as defined in the Code of Ethics below (similar to those that are used by DOC), shall notify the Executive Committee as soon as possible that such a report was made. No details are necessary.

American Correctional Association (ACA) Code of Ethics

http://www.aca.org/ACA_Prod_IMIS/ACA_Member/About_Us/Code_of_Ethics/ACA_Member/AboutUs/Code_of_Ethics.aspx?hkey=61577ed2-c0c3-4529-bc01-36a248f79eba

Oregon state law:

https://www.oregonlegislature.gov/bills_laws/lawsstatutes/2013ors419b.html

5. When a resident is scheduled for release, provide them appropriate information on how to locate Christian Science church services, make use of a Reading Room, and how to call a practitioner for help. DO NOT give personal address or phone number for any reason. The CSCIS PO Box may be used for communication. The Secretary will scan and email or forward letters as directed.
6. Reports of fruitage/expense/concerns should be sent to the Secretary and Executive Committee contact on a monthly basis. Please leave names and personal details of the residents out of the report. Include testimonies of

progress and healing, along with information on any problems. Portions of these reports are used in fruitage reports to the churches, so please frame your reports for the layperson.

7. Provide the Executive Committee with a 30-day notice of resignation whenever possible.

D. DISCIPLINE

It may be necessary for the Executive Committee to take corrective action to protect residents, Chaplains/Chaplain's Assistants, and/or to represent Christian Science and Christian Scientists accurately. Issues concerning discipline are handled with an intent to heal. All actions and discussions must be based on prayer and adhere to the "Matthew Code" (Matt. 18:15-17) guided by "A Rule for Motives and Acts" found in the *Manual of the Mother Church* (page 40, line 4-15)

1. If a Chaplain/Chaplain's Assistant speaks, writes, or acts in a way that is considered contrary to the teachings or spirit of Christian Science, or is considered contrary to the spirit or letter of the *Manual of The Mother Church* or this Committee's Bylaws, those who are aware of the situation shall, after prayer, advise the Chaplain/Chaplain's Assistant of the alleged offense.
2. If it is brought to the Executive Committee's attention, an assigned Executive Committee member shall talk to the Chaplain/Chaplain's Assistant to clarify the situation. The Chaplain/Chaplain's Assistant may be asked to meet with the Executive Committee in person to discuss the situation.
3. All disciplinary actions of the Executive Committee shall require a majority vote. If the situation isn't resolved, the Chaplain/Chaplain's Assistant may be asked to return the facility ID badge to the Secretary and be removed from the Committee. In that event, the Secretary will notify the appropriate facility authority and the Chaplain's/Chaplain's Assistant's member branch of their removal from the Committee and return the facility ID badge to the facility.

E. CHAPLAIN & CHAPLAIN'S ASSISTANT REPORTS and REIMBURSEMENTS

1. Activity and fruitage reports should be sent monthly or as activity occurs. Email is preferred, but they may be mailed to the Executive Committee PO box.
2. Expenses to be reimbursed should be submitted within 30 days or may be forfeited. They are to be submitted with the activity and fruitage report. Expenses, with the exclusion of mileage, are to be submitted with receipts. If the report is sent electronically, the receipts may be scanned and a copy appended to the report, or they may be mailed to the Executive Committee PO Box listed at the top of this document.
3. Reading Room purchases (not to exceed \$50.00 per month) may be billed by the Reading Room to the CSCIS, or a receipt may be turned in for reimbursement. A handwritten receipt signed by the RR staff member is sufficient. As Institutional work is church work, please ask if you can buy at wholesale prices.

F. PROHIBITED ACTIVITIES

The following procedures are in place to protect the Cause of Christian Science, the Chaplain, and the resident. In some instances, violation may result in a Chaplain's or Chaplain's Assistant's prosecution under State or Federal law.

1. **Do not violate DOC, OYA or institution rules and regulations**, including but not limited to rules regarding going through metal detectors, being hand-wanded, or being searched.
2. **Do not give anything to a resident nor receive anything from a resident without having staff permission.** Religious literature may be given in accordance with the institutions rules. Violators are subject to suspension of visitation privilege, possible arrest, fine, and/or prosecution. **DO NOT give or receive simple things such as:**

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- Money
 - Written notes/letters
 - Verbal communications from third parties including but not limited to friends, family, or other residents
 - Pencils or pens
 - Paper
 - Paperclips
 - Stamps
 - Envelopes
 - Tokens
 - Food
3. DO NOT ASK about personal information including but not limited to:
- Crimes committed
 - Release date (they may reveal, but you may not ask; approx. date is in public online DOC database)
 - Victims
 - Any other information related to the criminal history
 - Family
 - Profession

Such information is not necessary to the work of a CS Practitioner or to conduct services, and it may put the Chaplain/Chaplain's Assistant in jeopardy. Residents MAY TELL YOU this information voluntarily. You may use this information in your work if it has been given voluntarily. **Some of it, if revealed, must be reported to facility personnel.** See C4 for links to mandatory reporting laws.

Asking about the future is completely different than asking about the past.

G. MENTORING NEW CHAPLAINS/CHAPLAIN'S ASSISTANTS

Because procedures vary at the various institutions, it is recommended that retiring Chaplains/Chaplain's Assistants provide written information for their successor and personally guide them through an initial orientation at the facility.

H. STATE FACILITIES

1. **DOC Prisons** - those starred (*) have volunteers visiting as of 3/2017
 - a. CCCF - Coffee Creek Correctional Facility (intake for all adults)
 - b. *CRCI - Columbia River Correctional Institution
 - c. DRCI - Deer Ridge Correctional Institution
 - d. *EOCI - Eastern Oregon Correctional Institution
 - e. MCCF - Mill Creek Correctional Facility
 - f. OSCI - Oregon State Correctional Institution
 - g. OSP - Oregon State Penitentiary
 - h. PRCF - Powder River Correctional Facility
 - i. *SCI - Santiam Correctional Institution
 - j. SCCI - Shutter Creek Correctional Institution
 - k. SRCI - Snake River Correctional Institution
 - l. SFFC - South Fork Forest Camp
 - m. *TRCI - Two Rivers Correctional Institution
 - n. WCCF - Warner Creek Correctional Facility

2. **OYA Juvenile facilities** - The facilities listed below have Chaplains visiting so information is known about them. See the OYA website for a list of active facilities in the state. These facilities house and treat youth up to the age of 25. If the youth must serve more time after 25 (called "aging out"), they are moved to an adult facility. Youth are housed by their physical gender regardless of what they identify as.

<http://www.oregon.gov/oia/pages/index.aspx>

- a. Hillcrest - Located in Salem. Maclaren and Hillcrest share a chaplain/volunteer coordinator. All youth in this facility will be in Maclaren by mid-2017 as the culmination of a five year plan.
- b. Maclaren - Located in Woodburn. Maclaren and Hillcrest share a chaplain/volunteer coordinator.
- c. Oak Creek - Located in Albany, it is the only facility for females

3. **Oregon State Hospital** - The Executive Committee will be notified by a representative from the OSH Spiritual Care Department if a patient has requested Christian Science literature or services and will be provided the necessary application and procedures to be followed by Chaplains and Chaplain's Assistants.

I. COUNTY YOUTH FACILITIES

1. **Serbu** - Located in Eugene and administrated by Lane County. Has been visited in the past and is no longer as of 5/2016
<http://www.lanecounty.org/Departments/HHS/YS/Pages/default.aspx>

J. RELEASE PROGRAM

1. The purpose of our release program is to help AICs being released (called "clients" at this point) further their spiritual growth.
2. At the discretion of the Chaplain/Chaplain's Assistant, each client is eligible for a one year subscription to the *Christian Science Monitor* and *Christian Science Quarterly - Full Text* and a six-month subscription to the *Christian Science Sentinel*, as long as they are continuing their study of Christian Science. In order to get the free subscriptions, they will need to contact one or more of the following:
 - Chaplain or Chaplain's assistant
 - Executive Committee PO Box
 - Reading Room to make the request to CSCIS
3. If a client does not have any local assistance, at the discretion of the volunteer, the volunteer may provide financial assistance not to exceed \$100.00 for necessary items such as phone card, and meals. The volunteer must submit receipts to the Secretary within 30 days for reimbursement. The state at this time provides bus passes, but if the volunteer has supplied one, the state will not supply one.

4. It is up to the volunteer Chaplain & Chaplain's Assistant to know when to stop the assistance. If the Executive Committee feels the assistance has continued too long, the Executive Committee will contact the Chaplain or Chaplain's Assistant to discuss and come to a decision on whether to continue with assistance.
5. When a client is released, and wants to continue in his/her study, it is helpful to contact the area Church and Reading Room to notify them of the client's name and possibility they may be visiting the Church or the Reading Room. The Chaplain can also ask if the Branch Church has anyone willing to mentor the client. Due to the sensitivity of this mentoring work, the Executive Committee may choose to maintain communication with the Church, Reading Room, or mentor contact. The purpose of the mentor is to encourage the client, not do things for them.
6. This committee does support Chaplains and Chaplain's Assistants who train with the Home for Good program by reimbursing mileage on a monthly basis as with those visiting facilities. We do not supervise or guide them in their work.

K. Joining Church

1. AICs who want to join The Mother Church may submit their applications to the Chaplain, if they so choose.
2. The Chaplain, in deciding on whether to approve the application, is guided by Articles IV through VII (pp. 34-39) and the Appendix (pp. 109-119) of the *Manual of The Mother Church*.
3. The Chaplain must follow the institution's rules regarding signing such documents (ask the staff Chaplain), should be able to state, for the application, that the applicant has a record of good behavior, and that the application does not violate the institution's rules.