



Becoming A Member of the Stephen Minister Mentor Group

Membership Requirements:

- Be an adult (18 years old) active in any Christian Church in Charles or surrounding counties. Candidates must have a calling to share the Gospel message in a prison and recovery environment.
- Candidates must submit a letter stating why they desire to become a member of the Stephen Minister Mentor Group. Also, the letter must include a faith statement. The letter must be submitted prior to beginning training as follows:
 - Men submit their letter to the Director of the Prison & Recovery minister, Paul Lenker.
 - Women submit their letter to the Assistant Director of the Prison & Recovery Ministry, JoLynn Uplinger.
- Purchase Stephen Minister Course training material at a cost of \$55. (Scholarships are available on a case by case basis.)
- Complete all training necessary to meet the objectives below. Total training time fifty-two hours, not counting time to complete reading assignments before class. (About six months—assuming two hrs. /week at Grace Lutheran Church& School [GLCS].)
- Upon completion of GLCS training and commissioning, apply to be a Charles County Detention Center Volunteer as a Stephen Minister Mentor. (This initiates a Charles County Detention Center background investigation.)
- When members of the Shoppers Group are not available, one may be asked to volunteer to shop for client/returning citizen's resource needs.



- Attend In-Service Training as scheduled by the Director or Assistant Director of GLCS Prison & Recovery Ministry.

Training Objectives:

- Provide confidential one-on-one distinctively Christian care to offenders/clients/returning citizens at/from correctional and/or recovery facilities.
- Reduce recidivism.
- Know where to find resources to meet the need(s) of clients/returning citizens.
- Complete the following modules from the Stephen Minister Training Course as modified to distinguish application differences between a congregational and a prison/recovery ministry environment*:
 - 1—The Person of the Caregiver,
 - 2—Feelings: Yours Mine, and Others,
 - 3—The Art of Listening,
 - 4—Distinctively Christian Caring,
 - 5—Process versus Results in Caregiving,
 - 6—Assertiveness: Relating Gently and Firmly,
 - 7—Maintaining Boundaries in Caregiving,
 - 8—Crisis Theory and Practice: Danger Versus Opportunity,
 - 9—Confidentiality,
 - 10—Telecare: The Next Best Thing to Being There,
 - 11—Using Mental Health Professionals and Other Community Resources,
 - 12—Ministering to Those Experiencing Grief,
 - 13—Dealing with Depression,
 - 14—Helping Suicidal Persons Get the Help They Need,



- 15—Bringing the Caring Relationship to a Close,
- 16—Supervision: A Key to Quality Christian Care,
- 23—Ministering to Those Experiencing Divorce,
- 24—Crises of Pregnancy and Childbirth,
- 25—Providing Spiritual Needs,
- 17—How to Make the First Caring Visit, and
- 18—Follow Me.
- Meet the following objectives for working in the Charles County Detention Center (CCDC) and the Jude House Recovery Facility (JHRF) as a Stephen Minister Mentor Volunteer:
 - Know procedures to apply for clearance as a Detention Center Volunteer.
 - Know detention center's requirement to sign for a copy of the Inmate Guidebook, once allowed to mentor inside the center.
 - Know the background factors shared by most offenders/clients.
 - Know how to address detention center staff.
 - Know how to relate to inmates.
 - Reiterate Maintaining Boundaries in Caregiving module 7 of the Stephen Minister Training Course—emphasizing devious ways that offenders/returning citizens use to breakdown boundaries.
 - Know how to handle disrespectful offenders.
 - Know the entry restriction when a relative is incarcerated at the CCDC.
 - Know procedures for entry into and exit from the detention center and annex for a Professional Visit.
 - Know procedures for entry into and exit from the JHRF.



- Know how to edit the Contact Record Sheet PDF, save it and e-mail it.
- Be commissioned as a Grace Lutheran Church & School (GLCS) Stephen Minister.

IN-SERVICE TRAINING:

In-Service Training will be scheduled by the Dir., GLCS Prison & Recovery Ministry as follows:

- When no members of the Shopper Group are available, training will be given for the use of the Prison-Recovery Ministry Shopping Procedure.

When changes occur in any of the normal AfterCare training procedures.

GLOSSERY

- Offender—a term used to identify an incarcerated individual.
- Client—a term used to identify an individual in a recovery facility.
- Returning Citizen—a term used to identify an individual that has been released from a correctional and/or recovery facility.
- Mentee—a term that may be used to identify an individual in any of the above definitions.

STEPHEN MINISTRY

The Stephen Ministry is a licensed program used by GLCS from Stephen Ministries of St. Louis, MO. Graduates of the Stephen Minister course are commissioned as Grace Lutheran Church & School Stephen Minister



Mentors to work as Prison & Recovery Ministry Mentors at the CCDC or the JHRF. Note: There is no requirement to be a member of GLCS. Adults (18 years of age) active in a Christian church in Charles and surrounding counties are welcomed to participate in this community outreach ministry. Mentors are requested to commit to a two year agreement to serve.

Commissioned Stephen Ministers from other congregations may become Stephen Minister Mentors under the GLCS Prison & Recovery Ministry as follows:

- Have written permission from the Pastor of their congregation to participate in the GLCS Prison & Recovery Ministry.
- Complete the GLCS Prison & Recovery Ministry Part 1 & 2 Training cited in the training objectives above.
- Regularly participate in one of the GLCS Stephen Minister Mentor Peer Supervisory Groups.

MENTORING OFFENDERS INSIDE THE CCDC

Complete a request to be a Detention Center Volunteer following the GLCS Stephen minister and Detention Center training. This will initiate a clearance process by the CCDC and subsequently a CCDC orientation process.

If cleared, one will be allowed to visit his/her mentee as a professional visit. The mentor and the mentee must be of the same sex. Male professional visits at the CCDC are done face to face in a room separated by a table with the mentee hand cuffed to the wall. Male mentees on work release are visited face-to-face in a professional



visitation booth in the CCDC Annex where they are separated by chain link fencing. Similarly, female professional visits are done face-to-face in a booth at the CCDC Annex.

If not cleared, one will be allowed to make clergy visits. Male clergy visits are done in a visitor's section of CCDC. Clergy visits for males on work release and females are done at a visitor's section of the CCDC Annex. Like professional visits, clergy visits occur face-to-face—but, where the mentor is separated from the mentee by glass and they talk over a phone.

Mentor assignments are made only to offenders after the offender attends three classes about what a mentor does, the offender requests to have a mentor, and the offender completes a one-on-one interview by a Stephen Leader Referral Coordinator. The coordinator will make assignments based upon the result of the one-on-one interview, the availability of mentors and recommendation of a CCDC Classification Officer. Mentors may be assigned also to male offenders who have participated in the CCDC's Successful Transitioning and Reentry Skills (STARS) program, female offenders who have participated in the CCDC's DIAMOND (Diamonds are forever) program or the CCDC's Reentry Fair.

MENTORING CLIENTS INSIDE THE JUDE HOUSE

In cases where an offender already has an assigned mentor while at the CCDC, and he or she has been transferred to the Jude House for completion of a court ordered recovery program, the weekly visits will be paused. Continuation of weekly visits cannot continue until the



respective (male or female) Jude House Lead Counselor and the client's Jude House counselor has approved the weekly visitation by the assigned mentor. Upon approval the mentor must coordinate his or her visitation with the client's counselor. The initial request for visitation approval will be made by the Stephen Leader Referral Coordinator with the respective Lead Counselor. The coordinator will advise the assigned mentor if visitation may continue. The mentor will coordinate with the client's counselor for each visit.

In cases where a Jude House Lead Counselor and a client's counselor believe that a client would benefit from a mentor assignment, he or she will make a recommendation to the respective male or female Stephen Leader Referral Coordinator. The coordinator will interview the client and make an assignment based upon the result of the interview and the availability of a mentor to assign.

All professional visitations at the Jude House will be conducted face-to-face in a room designated by the client's counselor or the Jude House receptionist.

MENTORING FOLLOWING RELEASE FROM THE CORRECTIONAL/RECOVERY FACILITY

Following release of the returning citizen, weekly meetings continue. All meetings occur at a time and place by mutual agreement between the mentor and mentee. Typically, meetings may take place in private at GLCS, the mentor's church, or at a public place such as a restaurant.

PEER SUPERVISORY MEETINGS/IN-SERVICE TRAINING



Mandatory monthly meetings of the mentors are an opportunity to help each other with mentoring issues and/or receive in-service training on topics relevant to the ministry.

BACKGROUND INFORMATION ON THE STEPHEN MINISTRY AT STEPHEN MINISTRIES IN ST. LOUIS, MO.

- The Stephen Ministry was founded to equip Christians to provide distinctively Christian care to hurting people—people who find themselves in situations such as the death of a love one, the loss of a job, divorce or separation, health issues, imprisonment or many more.
- The ministry's name comes from a man identified in the Bible as Stephen. He was one of seven men commissioned by the Apostles to give Christian care to the widows of Jewish men who had followed Greek practices, Acts 6: 1-6. Stephen was full of faith and of the Holy Spirit, equipping him to provide distinctively Christian care to those whom he was called to serve.

* The Stephen Minister course from the Stephen Ministries at St. Louis is designed for use in a congregational environment. Many situations/issues facing one working in a correctional/recovery environment are different from those in a congregational environment. E.G., Mentor training identifies areas in the Stephen Minister training modules where a physical helping hand may be more appropriate because the returning citizen does not have the needed resources or education; mentor training may provide in-service training with a panel of returning citizens who have become professional manipulators with



10 or 15 years of experience behind bars—people who not only can answer questions, but give insight on how to avoid being manipulated; mentor training may include in-service training with a law enforcement officer specializing in identifying gangs and gang related problems to watch out for. Clearly, all these situations/issues and many more require special training and emphasis. To address these situations/issues, GLCS has two types of Stephen Ministry groups—each with their own Peer Supervisory meetings:

1. Congregational Stephen Minister Group.
2. Prison & Recovery Stephen Minister Mentor Group.