



Guidelines for Religious Visits with Inmates

North American Division Seventh-day Adventist Church

- I. Request for Religious Visits to Inmate should be sent to the following levels of leadership:
 - a. Conference Prison Ministries Directors (1st)
 - b. Union Prison Ministries Directors
 - c. North American Division Adult Ministries Department Director (Final)

- II. The request for Religious Visits to Inmates is submitted to one of the previously named levels of leadership. An Prison Ministry Quarterly Accountability Report must be attained and validated by the Prison Minister. The completion of the report will serve as documentation that the visit was completed.

- III. Course of Action:
 - a. The Prison Minister is assigned the name of the Inmate to be visited.
 - b. The Inmate is notified by the requestor regarding the potential visit from a Prison Minister. The inmate is responsible for submitting the name of the Prison Minister to be placed on his/ her visitation list.
 - c. The inmate notifies the Correctional Chaplain regarding a date and time for the visit.
 - d. The Prison Minister in conjunction with the Correctional Chaplain arrange for the visit.
 - e. The Correctional Chaplain will notify the inmate that the request has been approved.
 - f. After the completion of the visit(s), the Prison Minister will evaluate the visit(s) and send a Prison Ministry Quarterly Accountability Report to his/ her Conference Prison Ministry Director or Coordinator.
 - g. The Directors of Prison Ministries for the Conference, Union and the Adult Ministries Department for the North American Division will be advised by written confirmation that the visit was completed.
 - h. If recurring visits are subsequently scheduled, the Prison Minister will submit ongoing progress reports regarding the visits to all levels of leadership.