

Guidelines for Religious Visits with Inmates

North American Division Seventh-day Adventist Church

- I. Requests for Religious Visits to Inmates should be sent to the following levels of leadership:
 - a. Conference Prison Ministries Directors (1st)
 - b. Union Prison Ministries Directors (2nd)
 - 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 Accountability Report must be attained and validated by the Prison Minister. The completion of the Accountability 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 prison inmate that the request has been approved.
 - f. After the completion of the visit, the prison minister will evaluate the visit and send an Accountability Report to his/her Conference Prison Ministry Director.
 - g. The Directors of Prison Ministries for the Conference, Union, and the Adult Ministries Department for NAD 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.

Request For Inmate Visitation

North American Division Seventh-day Adventist Church

Date: _____

Inmate Name:		ID Number:	
Facility and Address		Facility Phone and Website (if applicable)	
		Facility Visiting Hours (If Known)	
Check One Below			
Local _____	State _____	Federal _____	Minimum _____ Medium _____ Maximum _____
Chaplain Name		Chaplain Contact	

Visit Requested by (Check one below):			
Spouse _____	Parent _____	Sibling _____	Relative _____ Friend _____ Other _____
Name		Phone	
Address		Email	

Report Information				
Request Report of Visit		Yes/ No		
Visitor Assigned				
Name			Email	
Report	Date of Visit	Refused Visit	Transferred	Released
Requested	Another Visit	Yes/ No	Date Scheduled for	
	Bible Studies	Yes/ No	Beginning Date	
	Pen Pal	Yes/ No	Date Sent	
	Family Visit	Yes/ No	Date Assigned	
	Other		Volunteer Assigned	
Name of Requesting Conference			Email _____	
Conference Territory of Facility			Email _____	
Union Territory of Facility			Email _____	

Procedures For Inmate Visits Outside Conference Territory

North American Division Seventh-day Adventist Church

Visitation outside the Conference:

- a. Visitation requests outside of the requestor's territory should be directed to the local Conference Prison Ministry Department.
- b. The Conference Prison Ministry Department will have access to North American Division (NAD) Directory for Prison Ministers which will allow them to make the appropriate request for the visitation.

Conference Response:

- a. The Conference requesting the visit will email the Prison Minister that will be facilitating the visit from the NAD Prison Ministry Directory.
- b. The Conference will courtesy copy the local pastor, the Prison Ministry Director of the Conference and of the Union where the facility is located and the Coordinator of Prison Ministry for NAD.

After Visitation Response by the Prison Minister:

- a. Once the visit has been completed, the Prison Minister will send/email a report to the local pastor and the local Conference. The local Conference will then inform the Union and Union will notify the NAD Adult Ministries Department.
- b. An email may be sent to the requestor of the visit, if the requestor solicits acknowledgement that contact with the inmate was completed.

Local Correctional Institutional Visitation Requirements that May Apply:

- a. The requester informs the Inmate of the potential visit from a Prison Minister.
- b. The Inmate must be amenable to having a visit from a Prison Minister.
- c. If the Inmate is amenable, he must put the Prison Minister on his Visitation List.
- d. An alternative to the Inmate Visitation List is: The Correctional Chaplain may include the Prison Minister on an approved list of Ministers for Religious Visits with designated Inmates.
- e. The Inmate will arrange with the Correctional Chaplain a date and time conducive to the Prison Minister and the permissible times allowed for visitation by the prison facility.
- f. The Institutional Chaplain and the Prison Minister will arrange for the visit.