

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 on 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 worship service
2. Review program schedule for worship service – **see below**
3. Receive materials with information about the worship service program
4. Review requirements in these materials
5. Confirm date with FJPM office
6. Assign/prepare volunteers to fulfill all required job descriptions in program – **see below**
7. If food/cosmetic articles are involved, follow all guidelines – see below
8. Obtain all food/cosmetic articles necessary for program
9. Contact FJPM office with any questions by Wednesday before the program
10. Submit names of participating volunteers to FJPM office by Wed. before the program – **see below**
11. Arrive at Sgt.'s Office, 307 Craft Drive, at 6:15pm the day of the program – **see below**

Program schedule

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

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| 6:15 | Volunteers sign in at Sgt's Office then arrive in Chapel basement |
| 6:25 | 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 |
| 7:35 | Inmate Choir - Cherry Street Ensemble selections |
| 7:47 | Sermon - Chaplain |
| 8:07 | Prayer/Closing |
| 8:15 | Service ends and fellowship time begins downstairs |
| 8:16 | Snacks/Meal/Activities |
| 8:40 | Fellowship time ends, inmates leave |
| 8:50 | Conclusion - Volunteers leave |

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 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

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 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
- 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

Persons preparing and serving food/drinks must observe high standards of personal cleanliness. They are required to wash their hands thoroughly before handling such items. Plastic gloves must be worn by all persons while preparing and serving food/drinks.

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.

Hygiene articles

Sharing hygiene articles is an important part of our ministry. We can use a wide range of these – toothbrushes, soap, shampoo, deodorant, toothpaste, lotion, and hair conditioner. If you are bringing cosmetic articles as a part of your ministry time, please be aware of the following guidelines.

Articles considered to be contraband are: glass containers, aerosol cans, non-disposable razors/blades, and liquid products with alcohol as an ingredient (mouthwash, cologne, etc.). Hair, soap, deodorant, and lotion products are allowed to have alcohol as ingredients. If there are any questions about the appropriateness of a particular article, contact the FJPM office before bringing it to the Chapel.

Submit names of participating volunteers to FJPM office:

Please call Claudette at 759-0063, ext 20, **by Wed. 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.”
- The Chapel is furnished with a piano, organ, 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, paggers, 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 6:15pm before the program:

Directions to Cherry Street Prison Chapel, 307 Craft Drive, Winston Salem, NC 27105

From Silas Creek Parkway:

Go North on Silas Creek Parkway follow the extension to the intersection of University and North Point Blvd. Continue straight on North Point Blvd. Take a right at the light at 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 (go past the white house on the right) and go into the right hand parking lot (look for a sign that says “off limits” and the visitation area). Park in the lot near the two story brick Chapel. Come to the parking lot level door, by the shed, under the overhang and press the button. Speak into the intercom. The intercom will ring at the receptionist office and she will let you in.

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 6:15pm.
- 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.