

2019

Transition/Re-entry Plan

Arizona Correctional Committee

2/12/2019



This document is not official Church Publication. This plan is only for a resource in the transition process. Feel free to adjust this document as you are inspired to.

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Note that throughout this document:

1. “Correctional” refers to jails, detention centers (adult and juvenile), state prisons, and federal prisons.
2. “Ward” refers to either ward or branch.

INTRODUCTION

Working with our dear brothers and sisters within the correctional system is a marvelous blessing. The opportunity to serve these individuals softens our hearts and changes our perspective toward them. It is very difficult or even impossible to know what it is like to be incarcerated. Many have acknowledged that their time served has been a blessing in their lives.

Incarceration life is like no other, and requires many personal transitions for the individual to manage successfully within the correctional system. Likewise, many personal transitions must be made for the individual to successfully manage life after incarceration.

In most cases the individual is hopeful, but apprehensive and uneasy about being released back into the community. Often, they have lost contact with family members and former friends, and have no one to turn to for guidance. Individuals, upon their release, will be required to find housing, clothing, food, transportation and employment. Because most are unprepared to secure these basic needs at the time of release, and lack skills for career employment, they will be unable to qualify for higher-paying jobs. The transition from being within the correctional system to being a contributing member of the outside world is one of the hardest to complete successfully. Consequently, the rate of recidivism (rate of return to prison) is high, and many individuals return to correctional life.

It is our hope that this transition plan, coupled with individual ministering, will enable our ministry to successfully equip individuals with the knowledge, information and resources to set them on a solid foundation, and enable them to authentically transform and start a new life. As stated in 2 Corinthians 5:17, "Therefore if any man be in Christ, he is a new creature: old things are passed away; behold, all things are become new."

THE PURPOSE OF OUR MINISTRY

“For I was an hungered, and ye gave me meat: I was thirsty, and ye gave me drink: I was a stranger, and ye took me in: Naked, and ye clothed me: I was sick, and ye visited me: I was in prison, and ye came unto me. Then shall the righteous answer him, saying, Lord, when saw we thee an hungered, and fed thee? or thirsty, and gave thee drink? When saw we thee a stranger, and took thee in? or naked, and clothed thee? Or when saw we thee sick, or in prison, and came unto thee? And the King shall answer and say unto them, Verily I say unto you, inasmuch as ye have done it unto one of the least of these my brethren, ye have done it unto me.”
(Matthew 25:35-40)

This work is unlike other Church callings. Those who serve in the correctional ministries feel a special spirit. Missionary experiences, in which the Holy Spirit testifies of the truth, are frequent. Church members who serve in the correctional system experience blessings in their lives, which they attribute to this work. We have felt the correctional environment become a place of worship, and as we serve those brothers and sisters, together we come closer to Jesus Christ, and receive the blessings of His Gospel.

As instruments of the Master, if we are able to bless the lives of those who are in the correctional system and help them return to, or find for the first time, faith in Savior Jesus Christ, then we are accomplishing a great work. It is our desire to help these individuals grow spiritually while they are incarcerated, as well as in post-incarceration, so that they can avail themselves of all the blessings of the gospel. As we are taught in Jacob 6:7, we want them to be “...nourished by the good word of God all the day long...”.

THE CHALLENGES INDIVIDUALS FACE WHEN RELEASED

Try to put yourself in the position of the individual that has spent time in the correctional system. Suppose you have been in the correctional system for some time. How much has changed on the outside since your incarceration date? How will you be treated by people on the outside? How will you overcome the stigma of being an ex-offender? How strong are your relationships with family and friends? Have any close family members passed away? Have friends forgotten about you or lost interest? Will you be able to find employment? Will your family accept you back? Fear of the unknown and integrating back into society is common with all individuals. The following is a short list of many of the concerns these individuals have expressed:

- There are multiple bureaucratic agencies that make up the correctional system. Many of them overlap and share jurisdiction. Consequently, there is inaccurate or misleading information communicated to the incarcerated individual from both outside and inside sources. In other words, the correctional system is widespread with unintentional falsehoods that can create a great deal of apprehension and frustration for a soon-to-be released individual. What happens to them when they get out of the correctional system is rarely what they expected or were told. They need someone that they can depend on and trust to correct the falsehoods and guide them through the process.
- State and county agencies each automatically assume the position of autonomy, and often fail to communicate critical information with each other. In many situations, before release, the individual does not know the name and contact information of their community corrections officer. This makes it very difficult for any involved family members or friends to participate in the release process. This means the individual may not have anyone to meet him/her or provide transportation on their day of release.
- Individuals getting out on parole and/or probation cannot be released until they have found housing. Most of the time they must find their own housing and must depend on reliable names and addresses for correspondence with housing providers. They can only communicate via letter, and this takes a long time to process, especially if they are rejected from multiple sources. In general, if the individual has not found housing, their parole or probation officer will assign housing, if available. In some cases, the individual may be restricted in where they can live. Often there are limitations on how many ex-offenders and/or sex offenders, can live in housing communities. In these circumstances, the individual must be prepared to live on the streets, until housing becomes available. In this extremely difficult situation, it is very hard for the individual to survive without assistance.

- Many individuals have been abandoned by their families and friends, and have no one on the outside to assist them. Can you imagine what that would be like? Even if the individual does have family and/or friends willing to help them, they may live out of town or state. Individuals may be restricted to their county of release, until parole or probation is complete; and in many cases, out-of-town friends/relatives do not have the financial resources to help them get back home even if it is permitted.
- Because of the stigma of being a former prisoner, there will be an endless list of barriers in the community that individuals must overcome. For the rest of their lives they will live with these consequences of their past.
- If an individual is classified as a sex offender, they will face additional hurdles inside and outside the prison system. They will have additional restrictions placed on them that may affect where they can live, who they can see, what type of employment they can have, etc. They will have strict probation guidelines and will be required to accept difficult criteria for everyday life. They will be required to give community service and possibly make restitution for their crimes according to their sentencing. These requirements place unusually difficult burdens on the inmate, and without support, it becomes extremely difficult to avoid returning to prison.
- If an individual was ever sentenced as a sex offender and they commit additional crimes that return them to prison, upon their release for the return offense, they will always be treated as a sex offender even if the subsequent crimes were not sexual offenses.
- If an individual is fortunate enough to secure employment while in prison, the average hourly wage is \$.35 to \$.45 per hour or less. When individuals leave the correctional system, any earnings from employment in prison will be remitted to them. Many individuals are unable to save much because of the cost of personal needs that they must pay for in prison. If they do not have family or friends to assist them financially, they will not have much money to live, eat, acquire transportation, or find employment, after incarceration. If they run out of money before they obtain employment, they will be living on the street.

- There are additional financial burdens placed on the individual released to probation/parole. These burdens include monthly probation/parole fees, drug test fees, annual polygraph fees (which are often over \$200), and in the case of sex offenders, weekly treatment fees (frequently over \$40 per session), and testing fees for treatment (can be \$100-250 per test). All of these, in addition to the normal costs of food, housing and clothing, greatly tax the newly-released individuals, who often only find low-wage employment when first released. Frequently, there are some state-provided vouchers to help with some of the costs for those truly destitute. But everyone must pay their own probation/parole and treatment fees, because there are no vouchers for these expenses.
- There are community resources available to assist the indigent and homeless. Newly released ex-offenders may qualify for these services, but often they do not know about, or have access to them. Parole and probation officers will usually provide a minimal list of resources; however, most inmates will have to depend upon their own ability to discover all the services they need, unless they have someone who can assist them.
- Many individuals struggle with personal limitations and feelings of self-worth, which will prevent them from succeeding, unless they are assisted by someone else.

KEY CALLING: CORRECTIONAL BRANCH TRANSITION COORDINATOR

Under the direction of a Correctional Branch President, a Correctional Branch Transition Coordinator works to help inmates plan for their release and interacts with receiving Ward leaders and Stake leaders.

CORRECTIONAL BRANCH TRANSITION COORDINATOR RESPONSIBILITIES

If you have been called and set apart to serve as a “Correctional Branch Transition Coordinator,” what do you do now? You need to know that this is not a typical church calling that comes with a manual and a set schedule. There are few written guidelines for this calling, and currently you will not find a job description in the General Handbook of Instruction vol. 1 & 2.

With this calling we ask that you sincerely love and have compassion for individuals you don’t know, can’t see, and sometimes can’t even speak with face-to-face. This calling will provide you with the opportunity to change lives; to build, and to elevate your brothers and sisters temporally, emotionally, and spiritually. We can promise you that this calling will be most rewarding, as you prayerfully reach out to those that are asking for a second chance. The Savior has not forgotten His children that are incarcerated, and He has called you to serve as a shepherd to those that many consider lost, worthless and irredeemable. Your calling is central to the temporal and spiritual salvation of your brothers and sisters who have been imprisoned; many for a very long time. In some cases, you will be the only one, aside from correctional priesthood leadership, who truly cares about what happens to them, and the only one upon whom they can depend.

You have been called to assist the incarcerated brother or sister with creating their Release Plan for successfully reintegrating into society. Your assistance helps create self-worth and self-reliance in the individual. You are NOT called to create their Release Plan for them. However, regardless of the amount of time they have spent incarcerated, their success outside prison walls increases significantly because of the assistance that you will provide. Your task is to, as needed, take the individual on a “Guided Discovery” journey that will help them to create for themselves a powerful document (Release Plan) that will act as a road map for their lives after their release. The Release Plan also acts as very impressive evidence of the inmate’s efforts to become a contributing member of society. Those in the correctional system who are responsible for early release, parole etc. report being very impressed with a well-put-together Release Plan. The Release Plan essentially becomes a “resume” of all that the inmate has accomplished while incarcerated and gives a road map of what the inmate plans to accomplish with the rest of his/her life.

As you assist them in planning their successful future, you will essentially serve as their “guidance counselor” for making necessary pre-release preparations. You will also be their personal resource for discovering the necessary church and community information so essential for their day-to-day lives after their release. The information provided in this Transition/Re-entry Plan packet is not inclusive of all information and resources available to assist individuals. This packet is designed to provide you with a general understanding of the Arizona correctional

system and acquaint you with some of the resources presently available in the state and community. In the performance of your calling, you will most likely discover other resources that will be very helpful, and we encourage you to add them to the Library. This Library contains files relevant to your calling, and will be provided to each Correctional Branch Transition Coordinator. Each individual will have different needs and conditions, and will need you to use your best judgment in determining what resources are best for their situation. If an individual needs help with something that is not available, please do not hesitate to employ community and national resources to assist them. In other words, this packet does not have all the answers, and it will be necessary for you to expand upon what we are giving you, and to follow the guidance of the Holy Ghost. Again, congratulations on your calling; now let's get to work.

GETTING TO KNOW THE INDIVIDUAL

Every individual's story is different and unique. Their past and life's experiences were shaped from their culture and personal choices. Some had every privilege in life, while others were abandoned at birth. Some were misguided, while others knew the consequences of their decisions. Some have been incarcerated for years, while others are just beginning their stay in prison.

Regardless of their individual circumstances, they all have things in common; they regret their mistakes, they fear the unknown, and they want to change their lives. They know that in order to turn their life around and leave their past behind them, they must change their attitudes, their behavior, their perspectives, and their hearts, not an easy task for any of us (Romans 3:23). They look forward to being released, but worry about how they will cope on the outside.

When in the correctional system, their lives are controlled by the institution. They are told where to sleep, what to eat, where they can and cannot go. Privileges are granted or restricted based upon behavior. When it comes time for them to be released, most inmates have a great deal of fear and anxiety. Many do not have any outside support. They may have lost contact with family and friends. Most don't have any money, they don't know where they are going to live, they have no transportation and they have no idea how to find employment.

When they are released by the correctional system, they are required to immediately provide for themselves. The world they knew before they were incarcerated is no longer the same, and the world they now know in prison is not compatible with life on the outside. With these conditions, many individuals simply feel more comfortable on the inside than living in the real world. Many individuals when released from prison with no support from family or friends, simply cannot cope and inevitably return to prison.

Your calling, as a Correctional Branch Transition Coordinator is to help individuals prepare for their release, help them find housing and employment, and establish new relationships with a support group that cares. The only way you can successfully assist the individual is to know them.

At some point in the process of release from prison, you will be given the name of an individual and his/her release date. Hopefully, you will have plenty of time to employ the full release program and prepare the individual for his/her release while still in prison. The first step you must take is to contact the individual, and the only way to make contact initially is to write a letter. This is the basic initial contact/questionnaire letter. You are encouraged to write your own letter using your own language. A sample letter can be found in the Arizona Correctional Committee Resource Library.

This process is not complicated but it will take time. There are a series of steps in guiding the individual, and it is important for them to be implemented in order, there is enough sufficient time before his/her release date.

Most importantly, remember that it is the responsibility of the individual to do the work of preparation. It is their life, and they need to be ready and willing to make the commitment necessary for success. If you get pushback from the inmate on taking responsibility for preparing for their release, notify the Branch President immediately and wait for his direction. Your primary function is to be a resource, a guide, and to give positive encouragement. You are carefully advised not to become intimately involved. Do not provide personal information about you and your family, and do not use your own resources to meet the needs of an individual.

Your best efforts will be used in helping the individuals rebuild positive relationships, putting them in touch with people and services that can help them, and helping them map out and implement their Release Plan.

DO NOT ALLOW THE INDIVIDUAL TO STAY IN YOUR HOME AND DO NOT USE YOUR OWN FINANCES TO ASSIST THEM WITH ANY EXPENSES!

The most successful transitions occur when an individual has completed their Release Plan and is received into the stewardship of their home ward/branch Bishop/President. Work with the branch leadership to make sure that this connection with the “receiving” ward or branch is made. Turn him/her over to this priesthood leader, who will provide support for their temporal, emotional, and physical needs. To ensure the individual’s success.

Review the challenges individuals face when released on page 5-7.

For these individuals to be successful, we strongly recommend that the Correctional Branch Transition Coordinator/Assistant(s) maintain communication with the ex-offender for at least 90 days after his/her release date. This should allow the receiving ward and stake adequate time to assume stewardship for the success of the ex-offender.

SUMMARY

As the Correctional Branch Transition Coordinator, you will assist the individual to prepare as much as possible for his/her release. However, you are advised that the successful transition of an individual is entirely their responsibility. You are a significant resource and mentor, but you cannot usurp their agency; they must become independent on their own. Nor can you remove the stigma and discomfort they will face upon their release.

Despite having “paid their debt to society,” in many cases there will be consequences of their past that will always be with them. They will have to learn to endure and do the best that they can with their own circumstances. Your focus is to help them to prepare, as well as possible, to be completely self-reliant and as much as possible mitigate the suffering and failure associated with post- release.

After an individual is released from the correctional system the individual is then within the stewardship of a local stake and ward/branch. You will interface with the “receiving” ward/branch to insure a smooth transition to the ex-offender’s new Bishop/Branch President.

Brothers and Sisters – we love you for your service and compassion to your fellowmen/women, who have been excluded from society. We are grateful for your willingness to love and serve those who are often forgotten.

We are grateful for the atoning sacrifice of our Savior, Jesus Christ. We pray that all mankind can experience His atonement in their lives. You will be greatly blessed in your life as you lift and inspire our imprisoned sisters and brothers, as they reach out for help. Live by the words of the Savior; “Remember the worth of souls is great in the sight of God. And if it so be that you should labor all your days in crying repentance unto this people, and bring, save it be one soul unto me, how great shall be your joy with him in the kingdom of my Father! And now, if your joy will be great with one soul that you have brought unto me into the kingdom of my Father, how great will be your joy if you should bring many souls unto me.” (D&C 18:10, 15-16)

TRANSITION PROCESS

Step One: Begin the Process

The Correctional Branch President has stewardship for **ALL** inmates located in the prison units assigned to his branch. Correctional Branch leadership will maintain an 18-month rolling list of individuals that have been identified as wanting/needing transition assistance. This list is reviewed regularly by branch leadership in concert with the Correctional Branch Transition Coordinator. The Correctional Branch Transition Coordinator may call on the assigned mentor/letter-writer to assist with the preparation of the inmate for release. The frequent contact by the mentor via letters and/or prison visits, allows the creation of an authentic relationship of trust with the inmate.

Step Two: Correctional Branch Transition Coordinator Becomes Involved

Twelve months prior to the individual's release date, the Correctional Branch Transition Coordinator/Assistant(s) sends an initial introduction letter and questionnaire to the individual. This letter expresses their desire to get to know the individual and help them prepare for their release. In the letter, the inmate is requested to return the completed questionnaire, essential to the next step.

The Correctional Branch Transition Coordinator can call upon the individual's mentor/letter writer to gain some initial knowledge about the individual.

Step Three: Help the Individual Create Their Release Plan

Do not start this step until the completed questionnaire has been returned to the Correctional Branch Transition Coordinator. A second letter/packet is then mailed to the individual. The key document included in this packet is titled My Release Plan. The individual is asked to take time to review and complete this plan. The Release Plan is designed to help them successfully re-enter the community and satisfy all the court's requirements of their judgment and sentencing. It is a tool they will use to show their corrections officer and/or counselor, law enforcement authorities, their family and their friends what they plan to do in the coming months and for the next five years after their release from the correctional system. It is a plan they will use to help accomplish their goals and help them successfully transition into being a contributing member of society.

They are asked to provide copies (if possible) of their Release Plan to the Correctional Branch Transition Coordinator/Assistant(s). The Release Plan is to be completely filled out with as much detail as possible. The individual will take completed Release Plan with when released from the correctional system, and will use it as a personal resource book to guide him/her on

the outside. It is highly recommended that the individual use this Release Plan to implement goals set for personal growth to avoid slipping back into the old routines that led to incarceration. Successfully transitioning back into society will depend on how well the individual executes and follows these guidelines upon his/her release.

Step Four: Identify and Provide Resources Needed for Transition

The individual will not likely have much, if any, access to community information critical to his/her day-to-day life, upon release. They will be required to secure their own housing. If they do not have family or friends who are willing to help them, they will have to find housing in the community. If they do not have employment, they will need information of potential employers. They may not have any money and will need help from the community for food and clothes. In this step, the Correctional Branch Transition Coordinator will provide as much information as possible regarding community/church resources. This should be the most accurate and up-to-date information possible, with continuous updating, as needed. The goal is to provide information regarding:

- Food and Nutrition
- Community Organizations
- Community Resources
- Housing & Employment
- Reintegration Resources

Arizona Correctional Committee

The resources presently stored in the AZ Correctional Committee Library are only the beginning of what we hope will be a continually expanding collection of resource information to assist you in your calling. No one resource is assigned an order for use. All is available according to the needs of the individuals. You should provide the individual with the appropriate document based upon their circumstances, the timing of their release and inspiration from the Lord. By following the recommended steps, you are most likely to help the individual achieve success.

Step Five: Release Plan Progress Review

The Correctional Branch Presidency, Correctional Branch Transition Coordinator/Assistant(s), and Mentor will keep in regular contact with the individual, encourage him/her to accept full responsibility for implementing positive and spiritual change in their life, continue to compliment them for their progress, and be there for them when they feel discouraged. They will encourage the individual to communicate their personal feelings regarding the "Release Plan". Prior to release, there will be items that the individual will require help with. They may need help from the Correctional Branch Transition Coordinator/Assistant(s) to initiate contact

with family or friends and in making arrangements for reuniting with them on or after their release date. If needed, the Correctional Branch Transition Coordinator/Assistant(s) can also speak with the individual's assigned parole or probation officer to learn the details of their release and day-to-day requirement thereafter. They may also help with finding a place to live.

As the above steps are happening, the Correctional Branch Leadership, Correctional Branch Transition Coordinator/(Assistant(s), and Mentor will meet as needed, to discuss the progress of the individual's transition, and how we can improve. These progress meetings will continue for a 90-day period after the individual's release.

Step Six: Transition to the Receiving Unit

Correctional Branch President

If possible, 3 months before release, the Correctional Branch President will contact the receiving Bishop to discuss the details of the individual's Release Plan and any other details relative to the release and give contact information of the Correctional Branch Transition Coordinator to the receiving unit Bishop.

The inmate release takes place in one of two ways:

1. The inmate is made aware of his/her release date and time and is able to communicate this information to family or to the Correctional Branch Transition Coordinator in advance of the date allowing arrangements for inmate pickup.
2. The inmate is told the day he/she is scheduled for release that they are being released, and the location of their release. In this scenario the inmate is responsible for contacting the Correctional Branch Transition Coordinator via phone after being released to coordinate a pickup time and location. The inmate will call the branch cell phone that is used for this purpose. It is strongly recommended for security reasons that branch leadership NOT use their personal cell phones for this post release contact. It is strongly recommended that ALL phone calls be done on the cell phone owned by the branch. Please follow the guidelines and rules that have been established by each correctional facility to make contact with those being released.

During the first 90 days after release, the Correctional Branch Transition Coordinator/Assistant(s) and mentor will remain in contact with the individual as needed. They will continue to discuss and follow-up with the released individual on their Release Plan and provide encouragement toward reaching the goals they have set.

The correctional branch President meets with the receiving units Bishop to discuss the temporal, emotional, and physical needs of individual being released, to ensure the individual's success

- Always utilize two deep leadership. Review his/her Release Plan (very important for accountability).
- Identify the address location of the following ASAP: (The first 72 hours after release are critical.)
 - State ID, Birth certificate, medical records, military records, social security, driver's license, cell phone
 - Probation/parole office – (Probation/parole Officer)
 - Sheriff's Office for Sex Offender Registration, if applicable
 - Approved housing – (Probation/Parole Officer)
 - Bishop Store house, Deseret Industries, Stake Addiction Recovery program classes, Family support
 - Bus passes, Department of Economic Security, Post office, food banks, St Vincent de Paul
 - Job opportunities, Stake unemployment/Self-reliance, Plasma donation, Opportunities for the individual to serve.

We strongly encourage that the relationship between the Mentor assigned by the Correctional Branch President and the individual continue after release, to augment the support system, as the receiving Bishop, assume stewardship.

It is critical that church leaders build and maintain positive relationships with those who can help through the transition process. This may include, but is not limited to, prison staff, probation officers, parole officers, and providers at government agencies, distribution centers, Desert Industries, food banks, housing, motels, employment agencies, non-profit organizations, and stake/ward members.

An important fact to remember is that unless an individual has help and guidance before and after they are released from prison, the chance of returning to prison is very high. Your mission is to do all you can to increase their chances of successfully transitioning back into society. The goal is to avoid creating dependence, enabling them, or inhibiting their development of self-reliance skills. We want to see everyone repent and put their past behind them, receive the blessings of the atonement, and become a contributing member of their community and ward!

IMPORTANT SAFETY STANDARDS

As leaders/members we represent The Church of Jesus Christ of Latter-day Saints. It is of PARAMOUNT IMPORTANCE that we follow all security protocols. More than one Church leader/member has had their access to a facility be terminated permanently due to not following security protocols. If anyone from the Church has their access to a facility revoked, it can affect the entire ministry, and creates problems for all LDS volunteers at all levels.

1. Prior to the individual attending all Church meetings and Church activities, meet with them to determine any possible restrictions they may have, based on probation or parole guidelines.
2. Always listen to the Spirit and follow through with His promptings.
3. Even though some individuals have worked hard to repent, be very aware that most inmates have spent their entire lives manipulating the people around them. You will need to rely on the Spirit to determine if they are attempting to manipulate you. Do not hesitate to gently call them on this behavior if you see it happening.
4. Do not do anything for an individual that makes you uncomfortable. (DO NOT DO IT. It is Ok to say NO.)
5. Visit with the Parole Officer/Probation Officer (IF PROMPTED).
6. Some individuals may require someone to be assigned to stay with them during all Church meetings or activities at all times, even to the restroom (DEPENDING ON THEIR RESTRICTIONS OR UNDER THE BISHOP'S DIRECTION).
7. Be conscientious that all assistance you provide is appropriate per inmate's legal restrictions.
8. Never overstep your role as a Church leader by breaking any parole or probation condition that is placed on the individual.
9. Meet with them weekly or as needed.
10. Setting boundaries is healthy for both you and the individual. By setting and maintaining good boundaries, you will avoid becoming burned out. Church leaders who do not set strong boundaries often feel used, disrespected, and walked on. It is much easier to set very strong boundaries and loosen them over time than it is to strengthen weak boundaries.

The following guidelines will assist you in setting appropriate boundaries:

- a) Start by talking to your individual about boundaries early in your relationship. Share your boundaries and ask the individual to share theirs. It is important to check in with each other as the relationship progresses, to ensure that you are both comfortable with the established boundaries. It is important to write down the boundaries and the responsibilities for the Church leader and individual. Boundaries will not always be clear-cut, and circumstances can change them. An issue that was initially identified as being out of bounds could be dealt with at a later stage, if both the Church leader and individual consent.
- b) Begin each meeting with a prayer, and end with a prayer.
- c) Agree on how often you will meet, what time, where, and for what purpose.
- d) Meet with the individual in a public place or utilizing two-deep leadership (REFER TO CHURCH HANDBOOKS FOR POLICES AND GUIDELINES).
- e) If you are not comfortable in providing the individual with your cell number, purchase an inexpensive mobile phone with prepaid minutes, and dedicate that phone number to be used only by the individual. Provide the number to the individual prior to release, if possible.
- f) Say, "I only accept phone calls until _____pm, unless there is an emergency."
- g) Set physical touch boundaries. Some individuals like to hug..
- h) Let the individual know when you may have to refer them to someone else for additional help.
- i) Be honest and open when you talk with them.
- j) Be "real" (they can spot an imposter, liar, phony, pretender, and deceiver).
- k) Treat the individual as an adult who is responsible for themselves.
- l) Do not give ANY of your personal information to the individual.
- m) Do not disclose, meet, or have them stay over at your residence.
- n) Do not become personally responsible for their success. Personal accountability for these individuals must be reinforced continually.
- o) Do not allow the individual to become dependent upon you. Always guide them to full self-reliance.