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## INSTITUTE FOR PRISON MINISTRIES



# CM201: Foundations of Correctional Chaplaincy

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## Course Description

This course provides an overview of correctional chaplaincy as it functions in correctional facilities. Topics include the history of correctional chaplaincy, multiple roles and responsibilities, special skills and abilities required, and the constitutional mandates that govern the delivery of religious services in a correctional institutional setting.

## Course Objectives

Upon completion of the course, you should be able to do the following:

- A. Contrast a calling and career in correctional chaplaincy.
- B. Identify the roles and responsibilities of correctional chaplains.
- C. Describe the critical dimensions of correctional chaplaincy.
- D. Explain religious rights of the incarcerated, major religions and how to determine accommodations.
- E. Create a resource specific to chaplaincy at the institution where you serve.

## Course Text

*Correctional Chaplains* by W. Thomas Beckner ([www.cmcainternational.org](http://www.cmcainternational.org)). The new version will be available September 7, 2021 but either version will work for the course.

## Academic Honesty

At IPM, we believe all we do is "as unto the Lord" and we thus hold to a high academic standard of honesty; we do not tolerate plagiarism and cheating. Plagiarism: If a student's work is found to be plagiarized, consequences will vary depending on the nature of the plagiarism. If an offense is deemed unintentional, the student will have an opportunity to resubmit the work. A second offense will result in an automatic score of zero for that assignment, which may also result in failure of that course. If you have questions about plagiarism, or would like to request resources for learning how to avoid plagiarism, please contact Dr. Karen Swanson at [karen.swanson@wheaton.edu](mailto:karen.swanson@wheaton.edu)

## Course Requirements

This course consists of two virtual meetings, mentor meetings, readings, lecture/videos, quizzes, group discussions, and assignment(s). The information regarding these course components and expectations

is as follows:

**Virtual Meetings.** There will be two virtual calls, **Monday, October 4, 7:00 pm (Central) and Tuesday, November 2, 7:00 pm (Central)**. Links and information will be emailed to you.

**Mentor Meetings.** Meet with your mentor in-person or by phone two times to share what you are learning and hearing from God. The mentor report is due at the end of the course.

**Reading.** Reading assignments covered in this course should be read in the context of the module in which they are assigned. In addition to the required textbooks, you may be asked to read supplementary materials included in the lesson.

**Lectures/Videos.** Each lesson includes lectures/videos from the instructor or field experts.

**Quizzes.** Each module includes a multiple-choice quiz over the readings and lectures for that module.

**Discussion Forums.** Discussion questions related to each week's lectures are provided. The Discussion Forum for each week begins on Monday at 12:01 a.m. Central Standard Time (CST), and your first post is required by Wednesday each week. All posts must be submitted prior to the following Sunday at 11:59 p.m. CST. You are required to post an initial response and respond to two other posts. The following rubric will be used to assess your Discussion Forum posts.

<b>Competency</b>	<b>Criteria Met</b>	<b>Criteria Not Met</b>
Substantive Thoughts Expressed	Ideas and positions explained clearly. Refers back to course content when appropriate. Reply posts extends discussion.	Ideas are not clearly expressed. No reference to course content. Reply post (Yes, I agree) does not provide support for responses.
Length	Initial post is 100-150 words Reply posts are 50-60 words	Initial post less than 100 words Reply post less than 50 words
Completeness	Answers the question completely.	Some parts of the question are not addressed.

**Assignments.** Each week you will be given assignment options. Select one of the assignments or propose an alternative assignment for that week. Put your name and assignment number on the first page – no title page needed.

**Due Dates.** Each week of the course begins on Monday at 12:01 a.m. (Central Time) and ends on Sunday at 11:59 p.m. CST. Unless noted otherwise, all assignments are due at 11:59 p.m. (Central Time) on the Sunday of the week in which the assignment is due. For example, if an assignment is due during Week 2, you must complete and submit it by 11:59 p.m. (Central Time) on Sunday, the last day of Week 2. LATE ASSIGNMENTS will be penalized half a letter grade for each day late. Written work is expected to be college-level quality, spell checked, and proofread. *Contact the professor prior to the deadline if there is a problem.*

## Course Grades

Grades will be issued within two weeks of the end of the course. Your grade for the course will be determined as follows:

Virtual Meetings and Discussion Forum	30% of Course Grade
Assignments	30% of Course Grade
Quizzes	30% of Course Grade
Mentor Meeting	10% of Course Grade

Grading scale will be as follows:

A	92-100	A-	90-91	B+	87-89
B	84-86	B-	80-83	C+	77-79
C	74-76	C-	70-73	D+	67-69
D	64-66	D-	60-63	F	0-59

## Weekly Topics and Assignments

### Module 1: Chaplaincy Overview

**DUE: October 10**

<b>VIRTUAL MEETING</b>	<b>Monday, October 4<sup>th</sup> at 7:00 pm Central</b> 1.1 Welcome and Syllabus, Mentor Report Form
<b>LISTEN</b>	1.2 Correctional Chaplaincy Profession 1.3 Calling and Spiritual Authority
<b>READ</b>	1.1 Syllabus 1.2 Correctional Chaplaincy Profession 1.3 Calling and Spiritual Authority Beckner, Ch. 1-4
<b>DISCUSS</b>	<i>What stood out to you or what questions do you have related to the Beckner reading?</i>
<b>QUIZ</b>	Quiz 1 on readings and lectures (open notes)
<b>ASSIGNMENT 1</b>	Select <b>ONE</b> of the following and submit your assignment. a) A brief description of how you sensed and discerned the Lord's call to chaplaincy. b) the Correctional Chaplaincy position statement from the facility where you serve or would like to work c) The steps for ecclesiastical endorsement in your denomination

### Module 2: Institutional Navigation

**DUE: OCTOBER 17**

<b>LISTEN</b>	2.1 Staff and Administrators 2.2 Policy and Procedures 2.3 Legal Issues
<b>READ</b>	2.1 Staff and Administrators 2.2 Policy and Procedures 2.3 Legal Issues

<b>DISCUSS</b>	<i>Share a policy or legal issue you have encountered and how it was handled OR share what you have found to be helpful in institutional navigation.</i>
<b>QUIZ</b>	Quiz 2 on readings and lectures (open notes)
<b>ASSIGNMENT 2</b>	Select <b>ONE</b> of the following and submit your assignment (based on the institution where you serve) <ul style="list-style-type: none"> <li>a) Copy of the organizational chart</li> <li>b) PREA policy</li> <li>c) Policy and procedures for religious services</li> <li>d) Inmate manual</li> <li>e) Policies on handling legal issues</li> </ul>

### Module 3: Personal and Professional Development

**DUE: OCTOBER 24**

<b>LISTEN</b>	3.1 Spiritual Identity and Spiritual Growth 3.2 Emotional Health 3.3 Professional Development and Code of Ethics
<b>READ</b>	3.1 Spiritual Identity and Spiritual Growth 3.2 Emotional Health 3.3 Professional Development and Code of Ethics
<b>DISCUSS</b>	<i>What trainings, conferences, podcasts or books have helped you develop your spiritual, professional or personal life and how has it impacted your ministry?</i>
<b>QUIZ</b>	Quiz 3 on readings and lectures (open notes)
<b>ASSIGNMENT 3</b>	Select <b>ONE</b> of the following and submit your assignment <ul style="list-style-type: none"> <li>a) Code of ethics (institutional, organizational, ACCA, CMCA or other)</li> <li>b) Copies or list of certifications and memberships</li> </ul>

### Module 4: Pastoral Care

**DUE: October 31**

<b>LISTEN</b>	4.1 Pastoral Counseling 4.2 Marriage and Emergency Notifications 4.3 Baptism and Communion
<b>READ</b>	4.1 Pastoral Counseling 4.2 Marriage and Emergency Notifications 4.3 Baptism and Communion Beckner Ch. 6
<b>DISCUSS</b>	<i>Share a challenging pastoral care situation and how you handled it. (Can be a situation with anyone if you don't have a situation with the incarcerated or formerly incarcerated.)</i>
<b>QUIZ</b>	Quiz 4 readings and lectures (open notes)
<b>ASSIGNMENT 4</b>	Select <b>ONE</b> of the following and submit your assignment <ul style="list-style-type: none"> <li>a) Confidentiality policy</li> <li>b) Mental health contact within the institution (name and extension)</li> <li>c) Baptism and communion policies and procedures</li> </ul>

**Module 5: Religious Faiths and Accommodation****DUE: November 7**

<b>VIRTUAL MEETING</b>	<b>Tuesday, November 2<sup>nd</sup> at 7:00 pm Central</b>
<b>LISTEN</b>	5.1 Make Disciples 5.2 Pluralism and Religions 5.3 Ministry with other Religions and Accommodation (diets, etc.)
<b>READ</b>	5.1 Making Disciples 5.2 Pluralism and Religions 5.3 Ministry with other Religions and Accommodation Definition of Terms Religious Materials and Resources
<b>QUIZ</b>	Quiz 5 readings and lectures (open notes)
<b>ASSIGNMENT 5</b>	Select <b>ONE</b> of the following and submit your assignment a) Accommodation policies and procedures b) Contacts and/or resources for different religions

**Module 6: Administrative Dimension****DUE: November 14**

<b>LISTEN</b>	6.1 Scheduling 6.2 Inmate Requests 6.3 Reporting 6.4 Managing Resources
<b>READ</b>	6.1 Scheduling 6.2 Inmate Requests 6.3 Reporting 6.4 Managing Resources Beckner Ch. 7
<b>DISCUSS</b>	<i>What tools or administrative practices do you or the Chaplain utilize that are helpful?</i>
<b>QUIZ</b>	Quiz 6 readings and lectures (open notes)
<b>ASSIGNMENT 6</b>	Select <b>ONE</b> of the following and submit your assignment a) A copy of the religious services for one month or one year b) Inmate request form and process for reading, prioritizing, and responding c) Sample reports d) Sample budget, purchasing policy, inventory or needs assessment e) Library policies

**Module 7: Volunteer Management****DUE: November 21**

<b>LISTEN</b>	7.1 Recruiting and Training Volunteers 7.2 Evaluating and Appreciating Volunteers
<b>READ</b>	7.1 Recruiting and Training Volunteers 7.2 Evaluating and Appreciating Volunteers <i>The Care and feeding of Volunteers</i> by Lennie Spitale
<b>DISCUSS</b>	<i>What has been a positive and negative experience as a volunteer or managing volunteers?</i>
<b>QUIZ</b>	Quiz 7 readings and lectures (open notes)
<b>ASSIGNMENT 7</b>	Select <b>ONE</b> of the following and submit your assignment <ul style="list-style-type: none"> <li>a) Volunteer selection process</li> <li>b) Volunteer training topics</li> <li>c) Volunteer evaluation form</li> <li>d) Volunteer appreciation examples</li> <li>e) Volunteer policies</li> </ul>

**Module 8: Community Dimension****DUE: December 1**

<b>LISTEN</b>	8.1 Ministry in the Community 8.2 Connecting and Mobilizing the Church 8.3 Building Coalitions
<b>READ</b>	Beckner Ch. 8-10 PAN Overview Resources: Infographic, Jail Toolkit, Reentry Tip Sheets
<b>DISCUSS</b>	<i>What are ways you connect with the community or ways you can assist the Chaplain connect with the community?</i>
<b>QUIZ</b>	Quiz 8 readings and lectures (open notes)
<b>ASSIGNMENT 8</b>	Select <b>ONE</b> of the following and submit your assignment <ul style="list-style-type: none"> <li>a) List of supporting churches in your community</li> <li>b) List of organization/agencies in the community for reentry</li> <li>c) List of resources for families of the incarcerated</li> </ul>
<b>MENTOR MEETING REPORT</b>	Submit your mentor meeting report through the online course.