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## CORRECTIONAL MINISTRIES INSTITUTE



# 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.

## Course Text

*Correctional Chaplains: Keepers of the Cloak* by W. Thomas Beckner (2021)

## Academic Honesty

At CMI, 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 a 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, **Tuesday, October 3, 7:00 pm (Central) and October**

**31<sup>st</sup>, 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.

Competency	Criteria Met	Criteria Not Met
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.

### Discussion Grading Scale

Number of posts that meet the criteria will be counted.

A	22-24	A-	21	B+	20
B	19	B-	18	C+	17
C	16	C-	15	D+	14
D	13	D-	12	F	0-11

**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. CST and ends on Sunday at 11:59 p.m. CST. It is at your professor’s discretion to penalize late work. *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 8**

#### VIRTUAL MEETING

**Tuesday, October 3<sup>rd</sup> at 7:00 pm Central**

1.1 Welcome and Syllabus, Mentor Report Form review

#### LISTEN

1.2 Correctional Chaplaincy Profession

1.3 Calling and Spiritual Authority

#### READ

1.1 Syllabus

1.2 Correctional Chaplaincy Profession

1.2a Correctional Chaplain Position Statements

1.3 Calling and Spiritual Authority

1.4 Beckner, Ch. 1-4

#### DISCUSS

*What stood out to you or what questions do you have related to the Beckner reading?*

#### QUIZ

Quiz 1 on readings and lectures (open notes)

#### ASSIGNMENT 1

Select **ONE** of the following and submit your assignment.

- A brief description of how you sensed and discerned the Lord's call to chaplaincy.
- the Correctional Chaplaincy position statement from the facility where you serve or would like to work
- The steps for ecclesiastical endorsement in your denomination

## **Module 2: Institutional Navigation**

**DUE: OCTOBER 15**

### **LISTEN**

- 2.1 Staff and Administrators
- 2.2 Policy and Procedures
- 2.3 Legal Issues

### **READ**

- 2.1 Staff and Administrators
- 2.2 Policy and Procedures
- 2.3 Legal Issues

### **DISCUSS**

*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.*

### **QUIZ**

Quiz 2 on readings and lectures (open notes)

### **ASSIGNMENT 2**

Select **ONE** of the following and submit your assignment (based on the institution where you serve)

- a) Copy of the organizational chart
- b) PREA policy
- c) Policy and procedures for religious services
- d) Inmate manual
- e) Policies on handling legal issues

## **Module 3: Personal and Professional Development**

**DUE: OCTOBER 22**

### **LISTEN**

- 3.1 Spiritual identity and Spiritual Growth
- 3.2 Emotional Health
- 3.3 Professional Development and Code of Ethics

### **READ**

- 3.1 Spiritual identity and Spiritual Growth
- 3.2 Emotional Health
- 3.3 Professional Development and Code of Ethics
- 3.4 Read Beckner, Ch. 5

### **DISCUSS**

*What trainings, conferences, podcasts or books have helped you develop your spiritual, professional or personal life and how has it impacted your ministry?*

### **QUIZ**

Quiz 3 on readings and lectures (open notes)

### **ASSIGNMENT 3**

Select **ONE** of the following and submit your assignment

- a) Code of ethics (institutional, organizational, ACCA, CMCA or other)
- b) List of certifications and memberships

### **Module 4: Pastoral Care**

**DUE: October 29**

#### **LISTEN**

4.1 Pastoral Care

#### **READ**

4.1 Pastoral Care

4.2 Beckner Ch. 6

#### **DISCUSS**

*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.)*

#### **QUIZ**

Quiz 4 readings and lectures (open notes)

### **ASSIGNMENT 4**

Select **ONE** of the following and submit your assignment

- a) Confidentiality policy
- b) Mental health contact within the institution (name and extension)
- c) Baptism and communion policies and procedures

### **Module 5: Religious Faiths and Accommodation**

**DUE: November 5**

#### **VIRTUAL MEETING**

**Tuesday, October 31<sup>st</sup> at 7:00 pm Central**

#### **LISTEN**

5.1 Make Disciples

5.2 Pluralism and Religions

5.3 Religious Accommodation

#### **READ**

5.1 Making Disciples

5.2 Pluralism and Religions

5.3 Religious Accommodation

Definition of Terms

Religious Materials and Resources

#### **QUIZ**

Quiz 5 readings and lectures (open notes)

## **ASSIGNMENT 5**

Select **ONE** of the following and submit your assignment

- a) Accommodation policies and procedures
- b) Contacts and/or resources for 3 different religions

## **Module 6: Administrative Dimension**

**DUE: November 12**

### **LISTEN**

- 6.1 Administrative Scheduling
- 6.2 Administrative Reporting
- 6.3 Resource Management

### **READ**

- 6.0 ACA Jail Standards & ACA Prison Standards
- 6.1 Administrative Scheduling
- 6.2 Administrative Reporting
- 6.3 Resource Management
- 6.4 Beckner Ch. 7
- 6.5 95 Theses – First 95 Days of Chaplaincy

**DISCUSS** - *What tools or administrative practices do you or the Chaplain utilize that are helpful?*

### **QUIZ**

Quiz 6 readings and lectures (open notes)

## **ASSIGNMENT 6**

Select **ONE** of the following and submit your assignment

- a) The religious services for one month or one year (all faiths)
- b) Inmate request form and process for reading, prioritizing and responding
- c) Sample reports
- d) Sample budget, purchasing policy, inventory or needs assessment
- e) Religious Library policies

## **Module 7: Volunteer Management**

**DUE: November 19**

### **LISTEN**

- 7.1 Volunteer Management I
- 7.2 Volunteer Management II
- 7.3 Volunteer Management III

### **READ**

- 7.1 Recruiting and Training Volunteers
- 7.2 Evaluating and Appreciating Volunteers
- 7.3 *The Care and Feeding of Volunteers* by Lennie Spitale

**DISCUSS** - *What has been a positive and negative experience as a volunteer or managing volunteers?*

**QUIZ** Quiz 7 readings and lectures (open notes)

## **ASSIGNMENT 7**

Select **ONE** of the following and submit your assignment

- a) Volunteer selection process
- b) Volunteer training topics
- c) Volunteer evaluation form
- d) Volunteer appreciation examples
- e) Volunteer policies

## **Module 8: Community Dimension**

**DUE: November 27**

### **LISTEN**

- 8.1 Ministry in the Community
- 8.2 Connecting and Mobilizing the Church
- 8.3 Building Coalitions

### **READ**

Beckner Ch. 8-10  
PAN Overview  
Resources: Reentry Tip Sheets

### **DISCUSS**

*What is your expectation of the local church when it comes to correctional ministry? What have you found effective when connecting with the church or community agencies?*

### **QUIZ**

Quiz 8 readings and lectures (open notes)

### **ASSIGNMENT 8**

Select **ONE** of the following and submit your assignment

- a) List of supporting churches in your community
- b) List of organization/agencies in the community for reentry
- c) List of resources for families of the incarcerated

### **MENTOR MEETING REPORT**

Submit your mentor meeting report through the online course.