

**The Urban Ministry Institute: Prison Ministry Lessons Learned**  
**November 1, 2015**

- I. TUMI sites must be operated consistent with the Prison Ministry's culture, vision, and the task of the Prison Ministry to find and release leaders, while it is TUMI's job to resource the Prison Ministry. TUMI must be flexible, staying open to the Spirit, and aware of the enemy's schemes to bring division.
- II. TUMI's leadership development principles have produced bona fide pastors. Student program. By design, the program is rigorous and selective. TUMI is not a Bible study or a follow-up of the church. Therefore, the source of potential TUMI students is the "church on the inside" rather than the church.
- III. A TUMI site inside a prison requires at least two committed volunteers, and in some cases a facilitator/mentor to lead the classes in case the other mentor cannot attend. Lockdowns and other issues can make the mentor being unavailable.
- IV. There must be at least one volunteer who can serve as a site coordinator outside the prison.
- V. The Prison Ministry needs to follow procedures for getting the appropriate prison credit and entrance into the prison.
- VI. A Prison Ministry needs to be aware of prison protocols for educational credit and facility records should be completed for each student completing the module as documented per facility protocol. Documentation should include name, DOC#, module name, completion date, and member ID.
- VII. Storage and handling of physical materials is best done in close proximity to the prison. If possible, they should be stored nearby where the site coordinator has ready access.
- VIII. It is better to start a class with students who have a sentence that is long enough for stability, makes it difficult to administrate and hinders the probability of success.
- IX. Sharing books at a central prison library has proven to be unrealistic in many prisons administered according to that prison's regulations, and then returned to the Prison Ministry, to be read.
- X. It is easier to staff, budget, and administrate if the class size is fixed from the beginning. A class size of 30.
- XI. There are two recommended models for duration:
  - A. Four-years
    1. One 2-3 hour session per week
    2. Pre-release training interspersed between modules to give students a break from Capstone
    3. Allowance for lockdowns
  - B. Two-years
    1. Five days a week
    2. Other training to break up Capstone intensity
    3. Additional praxis for Spiritual Formation for additional TUMI credit
- XII. A physical location is needed for making copies of quizzes, exams, course syllabi, etc. for graduation.
- XIII. If the Prison Ministry intends to operate at multiple locations, training for new site coordinators require face-to-face meetings that limit growth and cost money.
- XIV. There must be a good relationship between the ministry and the prison officials (for example, the chaplain; other times other officials). Each state and each prison have their own culture before TUMI begins (preferably for at least one year). TUMI is not the best program for initial prison ministry.
- XV. Existing TUMI sites must request permission to start classes in a prison. TUMI National requires permission.
- XVI. Before permission is granted for a Prison Ministry to be a TUMI site, the Prison Ministry must be established.
- XVII. Before approaching a prison to add TUMI to existing prison ministries, take the necessary steps: acceptance as a TUMI site, reading basic information, watching training videos, and understanding the needs of the prison.
- XVIII. Time and space issues are a potential factor depending on the prison. In some cases, time/space is a major issue.
- XIX. Within a network of multiple TUMI sites, a central administrator can support some of the sites.

- XIX.                within a network of multiple TUMI sites, a central administrator can support some of the work. A central administrator can support up to 450 students and then an equivalent person will need to be hired be
- A.                Training site coordinators or mentors
  - B.                Ordering curriculum
  - C.                Keeping track of grades
  - D.                Planning graduations
  - E.                Submitting quarterly reports to TUMI
  - F.                Responding to inquiries from the public, prison officials, and other ministries
- XX.                Since most prisons do not allow hardback books into the prison, some of the Required Textbooks will need to be purchased by the inmate.
- XXI.               Since inmates cannot afford to pay any part of the cost of their training, it is important that the prison provide a way for inmates to obtain books.
- XXII.              Most TUMI prison sites will collect textbooks and the completion of each course and the inmate will be responsible for the cost of books an inmate can own at one time.

#### Appendix A: TUMI Tasks for Site Coordinators/Central Administrators

1.                Initial relationship with chaplains and prison officials to seek a new site
2.                Relationship with chaplain and prison officials after start-up
3.                Site coordinator recruiting
4.                Site coordinator training
5.                Mentor recruiting
6.                Mentor training
7.                Student application processing
8.                Student application printing and distribution
9.                Ordering Required Textbooks
10.              Ordering Mentor Guides and DVDs from TUMI
11.              Storing Required Textbooks
12.              Ordering student workbooks
13.              Printing quizzes and exams
14.              Setting up and maintaining transcripts
15.              Conducting graduations
16.              Getting prison permission to bring in books
17.              Helping released inmates continue training
18.              Explaining TUMI to interested parties (chaplains, churches, other prison ministries)
19.              Internal organizational duties (check requests, reimbursements, reports, monitoring)
20.              Setting up new sites including functional computer with password access
21.              Developing new operating procedures for the Prison Ministry
22.              Quarterly reports to TUMI
23.              TUMI Summit attendance
24.              Payment of annual fee
25.              Replacing lost or damaged Required Texts
26.              Replacing lost or damaged DVDs
27.              Set up classroom facilities
28.              Acquire equipment (DVD player and projector minimum)
29.              Interface with TUMI national
30.              Interface with the prison ministry's national organization
31.              Respond to theological questions
32.              Respond to administrative questions
33.              Respond to questions from prison officials

and operating procedures while adhering to the requirements of The Urban Ministry Institute. It is the Prison Ministry to carry out this work (we like to say “you can do it, we can help”). Both ministries

volunteers must have demonstrated leadership qualities in the church before they can be accepted into the curriculum for the general prison population, but for those who have demonstrated leadership in the church, they can be recruited from the general prison population or discipleship programs.

Each class needs three volunteers. To keep the schedule of classes moving, there must be a backup plan. If unforeseen scheduling challenges make it mandatory for there to be no class cancellations due to

the prison.

Background checks, credentials or clearance, as well as any required facility training for the volunteers and/or staff for

Factors that may affect an inmate's length of sentencing. Upon completion of each module, a report of participation in the inmate's files. This may be completed by the site coordinator or facility staff. The report should include the participation date & grade.

Materials should be stored on itself. Ideally, materials should be stored within the prison, but if that is not a secure or efficient

method, then they should be stored in a secure location. Having students leave in the middle causes the program to be

difficult in some settings. The safest scenario is to issue a full set of books to each student during their coursework, which can be re-used by the next group of students.

Classes should be limited to 30 students, and students are added only as students leave the program. The maximum recommended

class size is 30 students. The program should be designed to help students overcome the challenges of prison life and prepare them for life on the outside.

Each group of 30 graduates will require making over 26,000 copies over the cycle from start to finish.

Background checks for coordinators and mentors should be conducted using written, video, and other media that does not

require a Prison Fellowship, this is the Field Director). Sometimes the key relationship is with a warden; understanding the culture and ways of operating, so the Prison Ministry must be experienced in these relationships and ministry relationships.

The Prison Ministry must provide permission before classes can begin.

The Prison Ministry must demonstrate experience in prison ministry and culture.

It is necessary time to become well-versed in TUMI's vision before attempting to approach the prison. This includes understanding administrative procedures. After that, the site can approach the prison officials and recruit

volunteers, classifying TUMI as an educational program may help in creating more opportunities for

the site coordinator's duties (see Appendix A). Prison Fellowship has found that such an

in the site coordinator's duties (see Appendix A). Prison Fellowship has found that such an  
before further expansion can occur. Some of the responsibilities of a central administrator might be:

ed Texts will need to be special ordered. TUMI can assist with this detail.

nt to secure funding before beginning the TUMI program.

store them for the next round of classes. This is because some prisons put a limit on the number

finances)