

CHRISTIAN CORRECTIONAL MINISTRY VOLUNTEER CERTIFICATION

Certification Instruction Packet



Correctional Ministries & Chaplains Association

CMCA

CHRISTIAN CORRECTIONAL MINISTRY VOLUNTEER CERTIFICATION

The **CHRISTIAN CORRECTIONAL MINISTRY VOLUNTEER (CCMV) CERTIFICATION** is designed for both new and seasoned volunteers, and indicates that volunteer has met the requirements needed to provide spiritual care in the correctional setting. This certification meets or exceeds volunteer standards set by correctional institutions. Certified volunteers must be a member of CMCA.

Certification is valid for a period of four (4) years. Volunteers receiving certified persons will receive a certificate attesting to their accomplishment. Their names will also appear in the registry of certified volunteers, which is maintained by CMCA and posted on the CMCA website at www.cmcainternational.org.

DEFINITION

A Christian Correctional Ministry Volunteer must be a committed follower of Christ who serves as a volunteer in any area of correctional ministry. Ministry areas may include, but are not limited to, at-risk youth, the incarcerated, corrections staff, formerly incarcerated persons, families impacted by the criminal justice system, and victims.

VOLUNTEER TRAINING

CMCA Volunteer Training is available through the Institute for Prison Ministries www.wheaton.edu/BGC/Ministries/IPM

STEPS TO CERTIFICATION

STEP 1: BE ELIGIBLE

- a. Candidates must be CMCA members in good standing.
- b. Candidate must support and adhere to the CMCA statement of faith (Appendix 1) and Code of Ethics (Appendix 2).
- c. Candidates must meet the definition of a Christian Correctional Ministry Volunteer, including providing evidence of competency as a correctional volunteer and successfully passing the Correctional Ministry Volunteer Certification exam.

STEP 2: PROVIDE EVIDENCE YOU HAVE FULFILLED THE REQUIREMENTS

Candidates must submit the following to demonstrate they meet all the requirements for the certification. The following should be submitted:

- a. **Completed Certification Application (Form A)**
- b. **Church or Denomination Endorsement (Form B):** Candidates must provide a positive reference from their church leadership.
- c. **Demonstrated Aptitude in each of the Five Areas of Competency for a Christian Correctional Volunteer.**

The five areas are: (see Appendix 3 for the competencies and descriptors).

Competency 1	Biblically Grounded
Competency 2	Corrections Sensitive
Competency 3:	Professional
Competency 4:	Spiritual Leadership
Competency 5:	Quality Programming

Competency can be demonstrated through formal education or through experience as outlined below:

- **Education.** Competency through education can be demonstrated if a candidate has attended and passed an approved training or college course in one or more of the competency areas
- **Experience.** While experience is not required for certification, correctional experience can be used to meet competency areas.

Competency Documentation. Whether from education or experience (above), the following can be used as proof of competency. Only ONE verification is needed per competency. Documents may support one or more competency.

- **Correctional Ministries Course Transcript or Correctional Ministry Certification**
- **Approved Training Verification (Form C).** Training must meet one or more competency area.
- **Approved Relevant Experience (Form D).** Experience must be in correctional ministry under the oversight of a recognized ministry or organization. A minimum of 5 hours of ministry is required to meet one or more competency areas.

STEP 3: MAIL YOUR COMPLETED APPLICATION, SUPPORTING DOCUMENTS AND CHECK

Submit the Following:

- Application Form A.
- Verify your Church/Denomination Endorsement Form B has been submitted online the Church/Denomination Endorsement Form B.
- Documentation for each of the 5 competency areas
 - Copy of transcript or training certificate (if used to meet competencies)
 - Training Verification Form C (if used to meet competencies)
 - Relevant Experience Form D (if used to meet competencies)
- Check for \$80 to cover the cost of application review and testing fee. (Non-refundable). Checks payable to Wheaton College, with CMCA Certification in the memo.

Mail as a Complete Packet to:

CMCA Certifications
500 College Avenue, Suite 418
Wheaton, IL 60187

STEP 4: CMCA WILL VERIFY YOUR ELIGIBILITY

Once your application has been received and processed and your eligibility verified, you will be notified by email that you are authorized to take the Certification exam, along with a Volunteer Certification Study Guide.

STEP 5: TAKE THE CERTIFICATION EXAM

Upon notification of verification, you will receive an exam code for the online Certification exam. This exam must be taken within two weeks of when you receive your code. The Certification exam will take up to two hours, and contains 100 questions, which cover each of the five competency areas. All exam questions are multiple-choice. You must score 75% or better in each competency area to pass. If you score below 75% in any area, that (those) section(s) of the exam must be retaken within one week of the date you are notified of

your results. In order to prepare for the exam, candidates are encouraged to study the competencies and indicators listed in Appendix 3.

STEP 6: CELEBRATE, YOU ARE CERTIFIED! Upon successful completion of the above, the candidate will receive the Christian Correctional Ministry Volunteer certification card.

Appendix 1

CMCA Statement of Faith

The following CMCA statement of faith is identical with that of the *National Association of Evangelicals*:

1. We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
2. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that for the salvation of lost and sinful people, regeneration by the Holy Spirit is absolutely essential.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
6. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
7. We believe in the spiritual unity of believers in our Lord Jesus Christ.

Appendix 2

CMCA Code of Ethics

Introduction and Overview:

Members of the CMCA are united to provide the highest quality of spiritual care to those who are incarcerated, have been incarcerated, detained, family members of the incarcerated, affected by injustice, and connected to correctional care. CMCA members are committed to provide spiritual care representative of the biblical model found in Jesus Christ's ministry. As a collaborative team of evangelical Christian caregivers, CMCA desires to more effectively build the Kingdom of God and help humanity secure greater peace and safety (Key Scriptures –Ephesians 4:16 and 3 John 1:8).

CMCA recognizes that the role definition and work setting of its members includes a wide variety of ministry settings, academic disciplines, and levels of life preparation. This diversity reflects the breadth of its interest and influence. It also poses challenging complexities in efforts to set standards for the performance of members, the desired requisite preparation of practice, and supporting spiritual and ethical controls.

The conduct of CMCA members, both public and private, has the potential to inspire people or to demoralize them. The specification of ethical standards enables clarification to CMCA members as well as those served. These ethical responsibilities address the behavior of members in both their professional and personal relationships.

This Code of Ethics does not presume to provide answers to ethical questions. It does establish a set of professional standards that help members' articulate values and delineate boundaries by which ethical questions can be discussed and evaluated. It also gives expression to the basic values and standards of correctional volunteers and professional chaplaincy, guides decision-making and professional behavior, provides a mechanism for professional accountability, and informs the public as to what they can expect from professional CMCA members.

CMCA reserves the right to remove membership from those who fail to adhere to this Code of Ethics.

Ethical Principles for CMCA Members

A correctional ministry or a professional chaplain embodies responsibility, integrity, and competence. Therefore, CMCA will:

- a. Respond to the unique needs of individual members while keeping in focus the common needs of its membership as a whole.
- b. Treat members with dignity and justice.
- c. Steward the material and monetary resources entrusted to it, using sound fiscal practices and maintaining accurate financial records.
- d. Embody integrity in marketing practices.
- e. Avoid conflicts of interest, including even the appearance of a conflict of interest.
- f. Avoid and not participate in any form of unjust discrimination: respect the age, culture, diagnosis, disability, economic status, ethnicity, gender, social and religious diversity of all persons served by CMCA.
- g. Advocate for professional accountability and work performance that protects the public and advances professional chaplaincy.

Ethical Principles for CMCA Members in Relationships with Clients

CMCA understand clients to be any counselees, patients, residents, students, or staff to whom they provide spiritual care. In relationships with clients, CMCA upholds the following standards of professional ethics, and will:

- a. Speak and act in ways that respect and honor the dignity, integrity, value and freedom of conscience of every individual, without compromising their own beliefs.
- b. Provide pastoral care intended to promote the best interest of the client and to foster strength, integrity, hope and healing of the whole person.
- c. Demonstrate respect and sensitivity for the cultural and religious values of those they serve and refrain from imposing their own values and beliefs on those served, thus avoiding ethnocentrism.
- d. Respect the right of each faith group within correctional facilities to hold to its values and traditions.
- e. Refrain from any form of harassment, coercion, intimidation or otherwise abusive words or actions, sexual misconduct, sexual harassment or sexual assault in relationships with clients. This necessitates all compliance with Prison Rape Elimination Act (PREA) guidelines.
- f. Be mindful of the imbalance of power in the professional/client relationship and refrain from exploitation of that imbalance by maintaining relationships with clients on a professional basis only.
- g. Avoid or correct any conflicts of interest or appearance of conflicting interest(s).
- h. Safeguard the confidentiality of clients when using materials for educational purposes or written publication.
- i. Safeguard the confidentiality of information when communicating with family members or significant others except when disclosure is required for necessary treatment granted by client permission, for the safety of any person, or required by law.
- j. Understand the limits of one's individual expertise and make referrals to other professionals when appropriate.

Ethical Principles for CMCA Members in Relationships with their Local Faith Community

CMCA members are accountable to their local faith communities, one another and other organizations. Therefore, they will:

- a. Maintain good standing in their local faith communities, including ecclesiastical endorsement of themselves and their ministries.
- b. Abide by the professional practice and/or teaching standards of the state/province, community and institution in which they serve. If for any reason a CMCA member is not free to practice or teach according to their biblically-informed conscience, they will notify the correctional administration, and their local faith community as appropriate.

- c. Not directly or by implication claim professional qualifications that exceed actual qualifications or misrepresent an affiliation with any institution or organization.

Ethical Principles for CMCA Members in Relationships with Colleagues, Other Professionals, and the Community at Large

CMCA is accountable to the public, other faith communities, employers and professionals in all professional relationships. Therefore, CMCA will:

- a. Promote justice and compassion in relationships with others, institutions and society.
- b. Represent accurately professional qualifications and affiliations.
- c. Respect the opinions, beliefs and professional endeavors of colleagues and other professionals.
- d. Seek advice and counsel of other professionals whenever it is in the best interest of those served and make referrals when appropriate.
- e. Provide expertise and counsel to correctional and other appropriate professionals in advocating for best practices.
- f. Seek to establish collaborative relationships with other community and correctional professionals.
- g. Provide professionals with information, logs, and chart notes where they are used to further treatment of the clients, obtaining consent when required, never violating confidentiality.
- h. Clearly distinguish between statements made or actions taken as a private individual and those made as a member or representative of CMCA.
- i. Honor all consultations, whether personal or client-related, with the highest professional regard and confidentiality.
- j. Exercise due caution when communicating through the internet or other electronic means.
- k. Take collegial and responsible action when concerns about or direct knowledge of incompetence, impairment, misconduct or violations against this code of ethics arise.
- l. Advocate for changes that honor spiritual values and promote restoration and healing.

Ethical Principles for CMCA Members in Relationships Between Teaching Chaplains, Supervisors, Educators, and Student Trainees, Interns

CMCA respects the integrity of both the students/trainees/interns and the trainers. Teaching Chaplains/Supervisors/Educators must use the power of instructor in responsible ways. Therefore, CMCA will:

- a. Maintain a healthy educational environment free of coercion or intimidation.
- b. Maintain clear professional boundaries in the areas of self-disclosure, intimacy and sexuality.
- c. Provide clear expectations regarding responsibilities, work schedules, assignments, goals, deadlines, fees and payments.
- d. Take full responsibility to maintain the training standards set forth by or approved by CMCA.
- e. Provide adequate, timely and constructive feedback to students/trainees/interns.
- f. Maintain respect for the personal growth of students/trainees/interns and provide professional referrals when appropriate.
- g. Maintain appropriate confidentiality regarding all information and knowledge gained in the course of supervision/mentoring.

Appendix 3

Christian Correctional Volunteer Certification Competencies and Indicators

Competency 1 Biblically Grounded

Describes the correctional ministry mission field, the biblical foundation for ministry, the role of the church, and effects of faith and rehabilitation.

- Identifies the needs of the incarcerated and their families.
- Provides the biblical support for why they serve in correctional ministry.
- Communicates with their church ways the church can participate in correctional ministry.
- Supports the benefits of religion and faith-based programs in corrections through research.
- Speaks about the current issues in the field of corrections.

Competency 2 Corrections Sensitive

Recognizes the unique environment of serving in correction facilities and the need to support all policies and procedures.

- Describes different types of youth and adult correctional institutions, their purpose and priorities.
- Recognizes the chain of command, role and responsibilities of the corrections' personnel and chaplains.
- Explains the religious rights of the incarcerated, including their right to practice other religion, or no religion, and its implications on ministry.
- Understand and complies with the limitations on proselytizing and not disparaging other faiths.
- Recognizes prominent manipulative behaviors of inmates that are designed to bypass institutional rules and apply strategies to avoid being compromised.
- Supports and complies with ALL security and safety regulations, including prohibitions on passing or receiving contraband.
- Supports and complies with PREA standards for volunteers and non-fraternization policies.

Competency 3: Professional

Behaves with integrity, is cross-culturally sensitive, gender sensitive, understands the people, impact of the environment and ministry needs when working with the incarcerated.

- Displays professional characteristics of integrity and fulfills services within the agreed parameters.
- Identifies youth and adult offender profiles and ministry needs.
- Lists the gender-neutral and gender-specific criminogenic factors.
- Describes the unique cultural dynamics of correctional settings and how they impact prisoners.
- Lists the primary dysfunctional cognitive errors and biblically based counter measures.
- Lists ministry strategies for inmates, families of the incarcerated, reentry and ways the church can assist.

Competency 4: Spiritual Leadership

Models Christlike behavior and disciplines others in their spiritual development.

- Displays Christlike behaviors and attitudes such as submitting to authority, showing love and respect for all persons and all faith traditions by welcoming them, and complying with all rules, policies and procedures.
- Aware of his/her spiritual gifts, strengths, and ministry calling for correctional ministry.
- Has and is implementing personal spiritual development plan.
- Welcomes feedback from the Chaplain or his/her designee.

Competency 5 Quality Programming

Exhibits an understanding of both biblical and corrections program principles; plans and delivers quality ministry.

- Creates ministry outcomes that are consistent with the institutions goals, measureable, and kingdom focused.
- Integrates evidence-based practices and spiritual development research into ministry planning.
- Provides spiritual care based on biblical strategies that respect diversity.
- Demonstrates basic ministry skills of listening, small group facilitation, evangelism, and discipleship.
- Demonstrates specific skills related to their area of ministry (teaching, leading worship services, etc.)
- Evaluates and communicates the effects of their ministry with the facility supervisor and ministry authority.



Christian Correctional Ministry Volunteer
Form A: Certification Application

Personal Information

Name _____

Address _____

Email _____ Phone _____

Spiritual Information

I consider myself a committed follower of Christ. Yes No (explain) _____

Please write a brief spiritual testimony

I have read the CMCA statement of faith and it reflects my own views Yes No

If No, explain where you disagree. _____

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Competency/Documentation

List the documentation you are providing for each competency area.

Competency	Documentation (Education-transcript, Training-Form C, Experience-Form D)
1. Biblically Grounded	
2. Corrections Sensitive	
3. Professional	
4. Spiritual Leadership	
5. Quality Programming	

Be sure to include with this application copies of the documentation listed above.

- Yes, I am currently a member in good standing with CMCA.**
- Yes, I have read and adhere to the CMCA code of ethics.**
- I have requested the Church/Denomination Endorsement (Form B) to be submitted on my behalf.**

Church Name or Denominational Affiliation: _____

Name of Person Completing Endorsement for you: _____

Endorser's Title: _____

Applicant's Signature

Date

Mail this form with supporting documentation and check to:

CMCA Certifications
500 College Avenue, Suite 418
Wheaton, IL 60187



Christian Correctional Ministry Volunteer Certification
Form B: Church/Denomination Endorsement

Applicant's Name: _____

The above named candidate has applied for certification as a Christian Correctional Ministry Volunteer. Thank you for your willingness to serve as a reference in this process. To provide your recommendation online, please go to

www.cmcainternational.org/certifications

If you would prefer, please fill in the form below and mail it directly to:
CMCA Certifications
500 College Avenue, Suite 418
Wheaton, IL 60187

REFERENCE INFORMATION – This section is to be completed by the endorser

Name: _____ Title: _____

Church or Denomination: _____

Address: _____

City: _____ State, Zip: _____

Phone: _____ email address: _____

ENDORSEMENT

- 1. How well do you know the applicant? [] Casually [] Well [] Very Well
2. Do you have a family relationship with the applicant? [] Yes [] No If yes, what is the relationship?
3. Is the person a member in your congregation or ministry? _____ How long? _____
4. Give a brief description of the candidate's participation in your church/ministry. (attendance, volunteer activities, positions held, etc.)

5. What strengths, if any, do you believe this candidate would bring/brings to correctional ministry?

6. What concerns, if any, do you have about this candidate being involved in correctional ministry?

7. I believe this person is spiritually mature and recommend them for correctional ministry.

- Strongly disagree Disagree Agree Strongly agree

Please Explain Your Previous Answer:

Signature: _____ Date: _____



Christian Correctional Ministry Volunteer Certification
Form C: Approved Training Application

Applicant completes application and training information and trainer completes his/her portion of the form. Trainings may include trainings received by correctional institutions, correctional ministries, or community organizations. One training program may apply to multiple competencies. Include only one training program per form. Use additional forms as needed.

APPLICANT INFORMATION

Name: _____

TRAINING INFORMATION YOU RECEIVED

Name of Trainer: _____

Sponsoring Organization: _____

Title of Training Course or Curriculum: _____

Date(s) of Training: _____ Number of training hours: _____

Content: Outline, Description, or Agenda of training:

Three horizontal lines for content input.

TRAINER – Completed by Trainer.

The applicant has applied for Certification as a Christian Correctional Ministry Volunteer. As part of certification, the applicant has indicated training that he/she received from you would fulfill one of the competency requirements for the certification. Based on the training material, check which competencies you feel the person is proficient and write a brief example of why they meet those competencies. (See competencies and possible indicators).

Competency 1: Biblically Grounded. Describes the correctional ministry mission field, the biblical foundation for ministry, the role of the church, and effects of faith and rehabilitation.

If checked, explain why you feel the training developed this competency.

Two horizontal lines for explanation input.

Competency 2: Corrections Sensitive. *Recognizes the unique environment of serving in correction facilities and the need to support all policies and procedures.*

If checked, explain why you feel the training developed this competency.

Competency 3: Professional. *Behaves with integrity, is cross-culturally sensitive, gender sensitive, understands the people, impact of the environment and ministry needs when working with the incarcerated.*

If checked, explain why you feel the training developed this competency.

Competency 4: Spiritual Leadership. *Models Christlike behavior and disciples others in their spiritual development.*

If checked, explain why you feel the training developed this competency.

Competency 5: Quality Programming. *Exhibits an understanding of both biblical and corrections program principles; plans and delivers quality ministry.*

If checked, explain why you feel the training developed this competency.

Signature: _____ Title: _____

Email or Phone: _____ Date: _____



Christian Correctional Ministry Volunteer Certification
Form D: Relevant Experience Verification

Applicant completes the information sections and his/her supervisor completes the verification section. Please use a separate form for separate institutions if needed.

APPLICANT INFORMATION

Name: _____

SUPERVISOR/CHAPLAIN INFORMATION

Name: _____ Email: _____

Title: _____ Phone: _____

Agency/Organization: _____

Address: _____

VOLUNTEER/MINISTRY EXPERIENCE IN CORRECTIONS INFORMATION

Location where Candidate Served: _____

Dates of Service: _____ to _____ Total number of hours served (est.): _____

Volunteer's Responsibilities:

SUPERVISOR'S VERIFICATION - This section is to be completed by the supervisor/chaplain.

Check which competencies you feel the person is proficient in and write a brief example of why they meet those competencies. (See Competencies and Indicators Sheet)

Competency 1: Biblically Grounded. Describes the correctional ministry mission field, the biblical foundation for ministry, the role of the church, and effects of faith and rehabilitation.

If checked, explain why you feel this person has this competency.

Competency 2: Corrections Sensitive. *Recognizes the unique environment of serving in correction facilities and the need to support all policies and procedures.*

If checked, explain why you feel this person has this competency.

Competency 3: Professional. *Behaves with integrity, is cross-culturally sensitive, gender sensitive, understands the people, impact of the environment and ministry needs when working with the incarcerated.*

If checked, explain why you feel this person has this competency.

Competency 4: Spiritual Leadership. *Models Christlike behavior and disciples others in their spiritual development.*

If checked, explain why you feel this person has this competency.

Competency 5: Quality Programming. *Exhibits an understanding of both biblical and corrections program principles; plans and delivers quality ministry.*

If checked, explain why you feel this person has this competency.

I verify that the applicant's ministry experience as described is accurate.

Supervisor/Chaplain

Date