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# **Procedures of the Christian Science Committee on Institutional Work in California**

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The following Procedures apply to the work of the Christian Science Committee on Institutional Work in California, Inc. (the “State Committee”) and to the local Christian Science committees on institutional work that are supervised by the State Committee. Each local committee is an unincorporated association consisting of representatives from local churches in that geographical area. By being part of the State Committee’s network, each local committee agrees to abide by and to enforce these Procedures.

Everyone involved with our ministry should be familiar with these Procedures and review them from time to time. The State Committee recommends that local committees set aside 5-10 minutes during each of their meetings to read and review sections of these Procedures as a way to recognize changes, to help new workers become better acquainted with them, and for veterans to be reminded of their contents.

## I. OVERVIEW

**A. Purpose.** The purpose of our ministry is to bring healing, reformation, redemption, compassion, and spiritual uplift to those who are incarcerated (or otherwise prevented from having access to Christian Science resources) by sharing the truths about God and man as taught in the Bible and as illuminated in Christian Science. The purpose is not to proselytize but to bless all who are incarcerated and to support the work of the institutional staff and all other volunteers (including those of other faith traditions) who are working for the betterment of those who are incarcerated.

**B. Inspiration.** Both the Old and New Testaments of the Bible admonish all Christians to visit and help all who are down-trodden and outcast in ways that meet their needs both practically and spiritually. This is a major biblical theme. There are also specific directions to visit those in prison in Isaiah 42:6,7 and Matthew 25:34-36. Mary Baker Eddy had a keen interest in bringing spiritual uplift to prisoners. You can read about her interest in and encouragement of institutional ministry work on the website of the Christian Science Institutional

Committee for New York ([csisnys.com/history](http://csisnys.com/history)). Our ministry is a prime example of activity that is at the heart and soul of Christian discipleship.

**C. Activities.** Our ministerial activities include:

1. Christian Science worship services.
2. Volunteer chaplains who meet with individuals and groups.
3. Corresponding chaplains who correspond with incarcerated individuals.
4. Christian Science lectures (when sponsored by one or more Christian Science branch churches or societies).
5. Distribution of Christian Science literature and Bibles in English and other languages.
6. Participation in some interfaith organizations related to our ministry.
7. Maintenance of a website devoted to our ministry.

**D. Institutions.** We seek to serve all institutions in California where people are involuntarily committed including:

1. State prisons
2. Federal prisons
3. County jails
4. Juvenile detention facilities
5. Mental and VA hospitals
6. Immigration detention centers.

## **II. LOCAL COMMITTEES**

**A. Organization.** Each local committee is composed of representatives appointed by the local Christian Science branch churches and societies within the local committee's geographical area or participating as an out-of-State branch church pursuant to Section VI.C. Each local committee is a legally separate entity that creates its own bylaws and rules and elects its own officers. The State Committee recommends that each Christian Science branch church and society designate a representative ("rep") to their local committee and an alternate rep (to serve when the rep can't), and that the local committee adopt bylaws that are democratic in nature.

**B. Reporting to the State Committee.** Local committees should keep the Executive Secretary of the State Committee informed of:

1. The composition of the local committee—officers, reps, alternate reps, chaplains and chaplain assistants
2. The contact information of the officers, reps, alternate reps, and chaplains (not chaplain assistants)
3. All changes to the local committee bylaws.

**C. State Committee Liaison.** Each local committee is assigned a State Committee Liaison. The Liaison is a member of the State Committee and should attend all local committee meetings, either in person or remotely, for the purpose of facilitating communications between the local committee and the State Committee and providing support and guidance to the local committee from the State Committee. The assigned Liaison should be copied on all significant local committee communications. Any questions or concerns about these Procedures or other matters pertaining to our ministry should be shared with the Liaison.

**D. Duties of Representatives.** Reps are first and foremost asked to pray to support our ministry. This prayer should be active and specific and change as challenges arise and conditions change. Reps represent their branch church or society on the local committee and are also expected to be the communication link between our ministry and their branch.

Reps should:

1. Attend all local committee meetings either in person or remotely or arrange for their alternate to attend
2. Vote on issues that come before the local committee
3. Jointly supervise all ministry work that is performed by the chaplains and chaplain assistants of that local committee
4. Review the new content on the website at least once a month
5. Read the monthly chaplain reports of the chaplains supervised by their local committee. If they are not otherwise received, access the “Members Only” section of LightinPrison.org (obtain a password from the Executive Secretary) in order to read the relevant chaplain reports, which are published in that part of the website.

6. Actively share highlights and fruitage from local committee and State Committee meetings and the website with that rep's church or society by, as appropriate:
  - a. Relating testimonies taken from chaplain reports or from the State Committee website at a testimony meeting or business meeting
  - b. Inviting local chaplains to speak to the congregation
  - c. Posting notices and information about our ministry
  - d. Encouraging church members to visit the website
  - e. Encouraging church members to attend State Committee online meetings and local committee meetings as a guest.
7. Encourage donations to both the State and local committees from their churches and from individuals in their churches.
8. Prayerfully and actively recruit church members who are qualified to be, and would make good, institutional workers (either chaplains or chaplain assistants).

All reps are encouraged to apply for and to become chaplain assistants, but there is no requirement that they do so.

**E. Local Committee Officers.** Each local committee should elect at least a Chairperson and a Secretary. The duties of the Chairperson, Vice-Chair (if any), and Secretary will be described in the bylaws of the local committee. Usually the Chairperson presides at meetings, the Vice-Chair presides in the Chair's absence, and the Secretary is responsible for the logistics of sending notices, taking and distributing minutes of meetings, and making the necessary reports to the State Committee. Minutes do not need to be lengthy.

Officers should also coordinate with the Liaison to reach out to churches and societies in their area that are not actively participating in the local committee or that have assigned a rep but the rep's attendance is poor, to see if they can encourage greater participation.

Officers should also coordinate with the Liaison and reps to periodically contact local institutions that are not being served, to see if there is an opportunity for a Christian Science chaplain, services or literature for that institution.

Officers should direct every rep to have a copy of these Procedures, to have a password to [LightinPrison.org](http://LightinPrison.org), and to know how to visit the Members Only section of the website.

If an officer is a member of a branch church or society that ceases to be listed as such in *The Christian Science Journal*, and if the local committee approves, that officer may continue to serve for up to six months from the first of the month of the first issue of the *Journal* in which that branch church is no longer listed. If the officer does not become a member of another branch church or society that then designates the officer as its rep within that six-month period, that officer will automatically cease to be an officer and a rep.

**F. Local Committee Meetings.** The State Committee has from time-to-time suggested format and contents for local committee meetings, but the content of local committee meetings is ultimately up to each local committee. The State Committee encourages all local committees to include, for all of its meetings, the option of attending online or via conference call in order to achieve the highest rate of participation and the least travel time for all concerned. Most local committee Chairpersons or Secretaries send out an agenda in advance of the meeting. Meetings usually consist of readings, prayer, metaphysical sharing, chaplain reports or discussion with chaplains about their reports if the reports are read prior to the meeting, report by the State Committee Liaison, review of a page or two of these Procedures, selection of a metaphysical topic and date and time for the next meeting, old business, new business, interviews for any new chaplain or chaplain assistant applicants, and adjournment. Minutes should have a record of who attended and the main actions taken at the meeting. Local committees should meet at least quarterly. Most local committees meet every other month; some meet every month.

**G. Fruitage Meetings.** Fruitage meetings are an opportunity to share inspiration and progress with church members and others. Local committees can work with a host church or society to sponsor an in-person meeting, or they may be done online. The meetings can present verified healings where permission to share has been obtained (see Section III.E.). The host church should approve of any guest speaker. The meeting may be addressed to church members, or it could be, in

appropriate cases, addressed to outside groups such as institution staff, other religious volunteers, or families of incarcerated individuals. Vouchers may be submitted for reimbursable expenses to the State Committee within three months. Reimbursement expenses include musicians, venue, custodian, programs, invitations, advertising. Speakers may include chaplains, religious leaders, prison and VA personnel, and so forth. Maximum reimbursement from the State Committee for the speaker's travel plus honorarium is \$500.

### III. CHAPLAINS

A. **Minimum Qualifications.** To become a chaplain, a person must:

1. Have a strong desire to help and bless those who are incarcerated
2. Complete the current application form (found on [LightInPrison.org](http://LightInPrison.org)).
3. Be a member in good standing of both a California branch church or society and of The Mother Church. If a chaplain or chaplain assistant is a member of a branch church that ceases to be listed as such in *The Christian Science Journal*, and if the local committee approves, that chaplain or chaplain assistant may continue to serve for up to six months from the first of the month of the first issue of the *Journal* in which that branch church is no longer listed. If the chaplain or chaplain assistant does not become a member of another branch church then, upon the expiration of that time, that chaplain or chaplain assistant will automatically cease to be such.
4. Be sponsored for chaplain work by that person's branch church or society
5. Be class taught by a Christian Science Teacher (CSB) who is (or, at the time of passing was) in good standing in that capacity with The Mother Church.

B. **Application Procedure.** Applicants should have read these Procedures and should also try to attend at least one or two local committee meetings prior to submitting an application. When feasible, the applicant should also try to accompany an existing chaplain on a visit to an institution prior to applying as a chaplain. The applicant then submits the completed application to the local committee. The local committee and the State Committee liaison to that local committee interview the applicant. If the local committee and the liaison both



approve the applicant, they sign the application and send it to the State Committee. The State Committee then votes whether to confirm the local committee recommendation and then informs the local committee and applicant of the outcome. Once a chaplain is approved by the State Committee, that status continues until the chaplain resigns or is removed for some cause by either the local committee or by the State Committee. Any local committee may create a process to periodically review and reappoint a chaplain if the local committee so desires, but there is no requirement to do so.

- C. **Multiple Roles.** Whenever possible, chaplains should not be a rep or an officer. In smaller local committees, however, this separation of roles is not always possible. A chaplain may also serve under more than one local committee if that is acceptable to the committees involved.
- D. **Sharing Fruitage.** All chaplains are encouraged to share fruitage from their ministry not only with their local committees and branch churches, but possibly in articles for the periodicals and in videos for [LightinPrison.org](http://LightinPrison.org).
- E. **Permission to Share.** It is important that chaplains be sensitive to and respect the privacy of those included in their ministry. Prior to sharing accounts of healing or of other situations experienced by an inmate, chaplains should obtain the inmate's permission to share any personal or sensitive details, even if the inmate's name is not used, unless that information has already become public knowledge through the inmate's own actions. Prior permission from an inmate is essential if the inmate's story is part of a video interview appearing on [LightinPrison.org](http://LightinPrison.org). It is a good practice for chaplains to get in the habit of asking for permission to share fairly early in their contacts with an inmate who is expressing sincere interest in Christian Science. Using prayer, sound judgment, and common sense, chaplains may report on matters shared by an inmate without prior permission when the chaplain has high confidence that the inmate would not object to such sharing.
- F. **Christian Science Treatment.** It is the privilege of chaplains to give specific Christian Science treatment to inmates who request it. Such treatment should adhere to all the ethical and moral standards of Christian Science as taught in primary class and as contained in the Church Manual and in the writings of Mary

Baker Eddy. Treatment for a problem should not be given to someone who is receiving medical treatment for the same problem, although prayer in the form of seeing and affirming the spiritual nature of that individual and their unbroken connection with the source of all good is, of course, always appropriate.

**G. Chaplain Cooperation.** Sometimes two visiting chaplains will serve the same institution. In those situations, the chaplains should coordinate so that they are not both giving Christian Science treatment to the same individual at the same time. A visiting chaplain and a corresponding chaplain usually will not be in contact with the same inmate at the same time, with the following exceptions: (1) if the institution does not permit one-on-one meetings with the visiting chaplain (see ¶ J, below); and (2) a visiting chaplain should keep informed about the status of inmates that the chaplain has been visiting and should ask any who are expecting to be transferred to an institution having no visiting chaplain or about to be released, if they would like to be assigned a corresponding chaplain. If an inmate asks for a corresponding chaplain to be assigned, the visiting chaplain should then inform the Executive Secretary. The corresponding chaplain assigned by the State Committee to the requesting inmate and the visiting chaplain who made the referral should then be in close contact to support the inmate during the transition. The visiting chaplain should cease to be involved once the inmate has left the facility.

**H. Identification of Christian Science.** In interactions with others, chaplains and chaplain assistants should identify themselves as Christian Scientists and explain that Christian Science is a Bible-based religion that is especially focused on the teachings and example of Christ Jesus. Christian Science services should be announced as such. If a chaplain is asked to give a nondenominational service or talk, that is a welcome opportunity, but the talk or service should start with the chaplain identifying himself or herself as a Christian Science chaplain with a brief explanation of Christian Science. It is usually helpful to also make a short statement that clearly distinguishes Christian Science from Scientology since there is common confusion on that point, such as: “God, Christ Jesus and the Bible are of paramount importance in Christian Science; with no disrespect, none of them appear to be relevant to Scientology.”

I. **Removal.** A chaplain may be removed by vote of the local committee and agreement of the State Committee or by direct action by the State Committee. Any removal should be done only after the chaplain has been given ample opportunity to explain their conduct. Any removal should be done in the most considerate and loving manner feasible under the circumstances. **Written notice of removal should be sent promptly by the local committee to any institutions formerly served by the chaplain.**

J. **Distinguishing Visiting Chaplains from Corresponding Chaplains.**

The qualifications and application procedures are the same for visiting chaplains and for corresponding chaplains, but the work they do is different. Visiting chaplains are assigned by their local committees to work in one or more specific institutions to make in-person visits to those who are incarcerated and to conduct Christian Science services. Corresponding chaplains do not enter institutions but are assigned by the State Committee to specific inmates/patients with whom they correspond. Generally, a chaplain is appointed to be either a visiting or a corresponding chaplain. A chaplain may move from one category to the other with the approval of the local committee, in which case the Executive Secretary should be informed. There may be instances in which it is appropriate for a chaplain to do both jobs at the same time (although not at the same institution), but this may not be done without the approval of both the local committee and the State Committee. Normally, an inmate in an institution that has a visiting chaplain will not be assigned a corresponding chaplain. However, if an institution permits church services held by a visiting chaplain but does not permit one-on-one visits, then a corresponding chaplain (not the visiting chaplain) may correspond with inmates that the visiting chaplain has identified as desiring one-on-one visits. Those inmates may also attend the church services. A visiting chaplain in a State facility can write inmates in county or federal facilities. A visiting chaplain in a county facility can write inmates in State or Federal institutions.

K. **General Guidelines for All Chaplains.** Most important is for the chaplain to be guided by prayer and a deep desire to bless and love everyone with whom the chaplain comes into contact. Take to heart the last line of Mrs. Eddy's poem, "Christ My Refuge": "My prayer, some daily good to do to Thine for Thee; an offering pure of Love, whereto God leadeth me."

Personal information about a chaplain should not be given to an inmate either in person or by mail.

It is generally preferable to derive answers to inmate questions directly from our Pastor and, with respect to inmates unfamiliar with Christian Science, especially from the Bible. Having a copy of the Tenets of Christian Science to share can be very helpful.

Another very important requirement is that chaplains know and obey all of the laws and rules that pertain to work in the institutions housing the inmates they serve. Different institutions have different rules, and the rules sometimes change. All chaplains need to keep themselves aware of the pertinent rules and changes in those rules and obey them – not only for their own protection and success, but also because violation of a rule by a Christian Science chaplain may cast a cloud over our ministry generally.

Similarly, if the chaplain feels it is appropriate, the chaplain may inform the inmate that members of the inmate's family may contact the State Committee office (contact information given on the bookmark) to request information about Christian Science and possible assignment of a corresponding chaplain.

Chaplains should be alert to examples of fruitage from their work and, when appropriate, report that fruitage subject to the requirements of paragraph E.7, above.

If an inmate has exhibited a sincere interest in Christian Science over at least six months and has begun to think of himself or herself as a Christian Scientist, then his or her name, prison number, and facility where incarcerated should be reported to the State Committee so we can add him or her to our database of inmates who are students of Christian Science. This database is used to be sure that we don't lose track of such inmates over time through transfers or changes in chaplains.

Chaplains should also use spiritual intuition as to whenever it may be appropriate to bring up the possibility of an inmate applying for membership in The Mother Church. If the chaplain believes the inmate is ready and the inmate embraces the idea of applying for membership and completes the application, the chaplain

should sign the completed application and obtain the necessary additional signature (from a Teacher of Christian Science), then send it to The Mother Church and notify the State Committee.

To the extent an institution's rules permit, providing Christian Science literature to inmates in the form of whole issues of the Monitor, Sentinel, Quarterly and Full-Text Bible Lessons, or copies of articles from any of the Church periodicals is encouraged. It can be there physically with an inmate when a chaplain cannot. See Section IX, below.

**L. Guidelines Specific to Visiting Chaplains.** Each visiting chaplain's activity is a reflection of his or her own prayer and the way the institution works in which the chaplain serves. Generally, however, chaplains seek to have either one-on-one sessions, or group interactions in the form of a church service. See Section IV.D., below, regarding the form of church services.

Debates and arguments should never be part of a chaplain's ministry. If anyone wishes to debate or argue with a chaplain whether one-on-one or during a service, the chaplain should rely upon prayer and spiritual inspiration from divine Love to avoid the situation. A chaplain can ask for staff assistance or can terminate the session if that seems to be the best way to settle the situation.

Chaplains should generally speak from their own personal experience and beliefs as a Christian Scientist. Please avoid pronouncements about what Christian Scientists believe or how someone should think about something as a Christian Scientist.

Early in the relationship with any new inmate the chaplain should explain that the chaplain will protect the inmate's privacy by not casually disclosing what they discuss; however, the discussions are not confidential. A chaplain must report the chaplain's activities to the supervising local committee and a chaplain can be compelled by a court to testify truthfully to anything told to the chaplain by an inmate. Accordingly, an inmate should not talk about what led to incarceration or to disciplinary procedures within the institution. The discussions should stay focused on matters of a spiritual nature. Chaplains should also advise each inmate

that the chaplain cannot write or give any kind of recommendation or character reference for an inmate; however, a chaplain may submit a factual description of the nature of the inmate's participation, such as the number of times the inmate has met with the chaplain or the period of time the inmate has attended services.

Whenever possible, it is best if the chaplain or local committee can arrange for both Christian Science services within the institution and one-on-one visits with a chaplain. The two different activities reinforce each other and can lead to our ministry being a greater blessing to the inmates.

Different institutions call for different approaches. Some only permit visits to inmates who have requested visits from a Christian Science chaplain. Some will call out that a chaplain has arrived and ask if anyone wants to see him or her. Some only permit one-on-one sessions.

Chaplains should wear their "Christian Science Chaplain" badges, and generally present themselves as part of a statewide ministry and not as just an individual chaplain. If permitted by the institution's rules, they should give a bookmark from the State Committee to any inmate who appears to have a sincere interest in spiritual matters at either the first or second meeting with that inmate. They should also explain early in the relationship that if the inmate is transferred, the inmate can be put in touch with a chaplain (visiting or corresponding) at the new location.

Chaplains should conform to all facility dress codes and also use common sense by dressing conservatively and speaking and acting with restraint.

If the chaplain feels it is appropriate, the chaplain may inform the inmate that if the inmate is released, and if the inmate desires it, the inmate may be put in contact with a corresponding chaplain for a period of up to approximately 3 months.

There appears to be a rule that visiting chaplains in state prisons are not permitted to also send letters to the inmates they visit. Yet there are long ongoing instances where the authorities at a State prison have given permission to visiting chaplains to send brief letters to confirm meetings or to enclose a copy of the Bible Lesson for study and articles from our periodicals. But the visiting chaplain's ministry should be conducted primarily face-to-face rather than through the mail.

Those who serve in juvenile facilities should take special care not to come across as proselytizing, and should generally try to avoid topics that are likely to be in clear conflict with elements of the faith traditions that the youths may have grown up with.

**M. Specific State Committee Rules for Visiting Chaplains.** Visiting chaplains should:

1. Prepare metaphysically for each visit
2. Stay current regarding, and obey, all laws and rules applicable to the institutions in which they serve
3. Avoid conflict and argument with all they meet in the institutions (inmates, staff, other volunteers)
4. Encourage use of and reliance upon our Pastor (the Bible and Science and Health with Key to the Scriptures)
5. Provide Christian Science treatment when requested to do so
6. Attend local committee meetings and accept the supervision and direction of the local committee and State Committee
7. Attend (either online or by phone or by review of a recording after the fact) any mandatory meetings called by the State Committee
8. File reports for each calendar month by the 10th of the succeeding month online on [LightinPrison.org](http://LightinPrison.org). The report should describe the chaplain's work in enough detail for the local committee to monitor and support the chaplain. These reports should not name specific inmates. New chaplains may refer to reports in the Members Only section of our website for examples.

**N. Common Institution Rules.** Be aware that the following rules are overwhelmingly likely to be in place for any institution you visit:

1. Do not take any literature into a facility without clearance from the institution
2. Do not give anything to an inmate/patient unless specifically given permission by the institution after following the correct procedure to get permission
3. Do not touch an inmate/patient beyond a normal handshake
4. Do not pass messages or take any actions at the request of an inmate
5. Have no contact with an inmate you met in the institution for a period of one year after the release of that inmate from the institution unless you notify the



warden and the parolee's parole agent in writing. See California Penal Code Section 5009(b)(3) in Exhibit C.

O. **Guidelines Specific to Corresponding Chaplains.** Corresponding chaplains must meet the same qualifications and go through the same appointment process, and have the same obligations vis-à-vis their local committee, as described above for visiting chaplains. Corresponding chaplains will serve under the jurisdiction of the local committee that includes the corresponding chaplain's branch church, irrespective of the location(s) of the inmates.

1. Purpose. Corresponding chaplains may act when, for whatever reason, a visiting chaplain is not available to an inmate. This can include the transitional period immediately following release. The corresponding chaplain's role is the same as that of a visiting chaplain in a one-on-one visit, except that it is done through correspondence rather than in person.
2. Assignment. All corresponding chaplains are assigned to work with specific inmates by the State Committee. Without revealing the name of the inmate, the corresponding chaplains shall inform his/her local committee of these assignments by identifying whether it is a man or a woman and the name of the institution housing the inmate. Whenever the corresponding chaplain becomes aware that the status of an inmate is changing (whether the inmate is being transferred or released or no longer wants contact with the corresponding chaplain), the corresponding chaplain must report that change to the Executive Secretary and to the local committee.
3. Anonymity. All correspondence to an inmate by a corresponding chaplain is to be done anonymously. That is, the corresponding chaplain uses only the corresponding chaplain's first name (e.g., "Chaplain Bill") and uses the State Committee's address as the only return address anywhere in the letter or on the envelope. Unless an institution requires otherwise (which is extremely rare) corresponding chaplains should send letters directly to an assigned inmate rather than through the Executive Secretary, even though the return address will be that of the State




Committee. The fact that the envelope will bear a postmark showing its place of mailing, is not considered sufficient information to compromise the corresponding chaplain's anonymity. The Executive Secretary will forward any return correspondence from the inmate directly to the corresponding chaplain.

4. No Confidentiality. Copies of all letters mailed to or received from an inmate are not private or confidential. In most cases, mail to an inmate or patient is read by the institution's staff upon receipt and mail from the inmate to a corresponding chaplain will also be read by the staff before it is sent. In addition, letters to or from a corresponding chaplain are archived by the Executive Secretary and may be seen by the local committee.
5. Local Committee Oversight. The corresponding chaplain should send copies of all letters sent to inmates to the Executive Secretary. The Executive Secretary also keeps copies of the letters from inmates addressed to the corresponding chaplain. Thus, the Executive Secretary keeps copies of all correspondence to and from the inmate. Local committees may request copies of the correspondence involving their corresponding chaplains from the Executive Secretary. Each corresponding chaplain also must file reports of their activities online in the same way that visiting chaplains file reports. These reports should include some reasonable level of detail about the contents of the correspondence and not just a report that letters were sent and received. The level of detail and the contents of reports are up to the local committee but should include enough detail that the local committee can intelligently carry out its supervisory function. It is permissible, but not required, for local committees to have the corresponding chaplain file copies of letters sent (with any names deleted) as the corresponding chaplain's online report in lieu of creating a separate summary of the corresponding chaplain's correspondence. Local committee members are not to make copies of and/or share the contents of any of the actual letters sent or received by a corresponding chaplain with anyone outside that local committee and/or the State Committee without written approval from either the author of the letter or from the State Committee.

6. First Communication. After the corresponding chaplain has been assigned an inmate, the corresponding chaplain should send an introductory letter to the inmate that includes a copy of the “Summary of the Christian Science Corresponding Chaplain’s Role” (see Exhibit A). That first letter should explain that the corresponding chaplain has been approved by the Christian Science Committee on Institutional Work in California to serve as a corresponding chaplain, should mention how the inmate’s request for communication from a corresponding chaplain was received (e.g., “I am responding to your request for a Christian Science corresponding chaplain made to Chaplain Ellen”), should share some inspiration in the form of metaphysical statements and/or quotations and should ask that the inmate write back to confirm that the inmate has read the Summary and understands that the contents of letters back and forth with the corresponding chaplain will not be private, and to confirm that the inmate wishes to continue with a further exchange of letters with the corresponding chaplain.
7. Contacting the Institution. At the same time that the corresponding chaplain sends the first letter to an inmate, the corresponding chaplain should send a letter to the facility where the inmate is incarcerated for the purpose of requesting any rules or restrictions that are applicable to those who wish to correspond with an inmate/patient of that facility and/or send religious literature to that individual. In the event of no response, the corresponding chaplain is not obligated to follow up with the facility. In the event of a response, the corresponding chaplain must obey any conditions or rules that are given to the corresponding chaplain by the institution.
8. Subsequent Communications. Correspondence with an inmate should concentrate upon sharing spiritual inspiration and prayer. Whenever possible, the inmate should be guided to the Bible and Science and Health for answers and inspiration. Samples of corresponding chaplain letters that have had all identification information deleted are available upon request to the Executive Secretary. Sample letters should not be

copied or used as a template but may be used as a springboard for the corresponding chaplain's own inspiration.

9. Transfers. Whenever the corresponding chaplain learns that an inmate is about to be transferred, the corresponding chaplain should contact the Executive Secretary and pass along any information the corresponding chaplain has about the transfer. If the inmate is transferred to a facility that is serviced by a visiting chaplain, the corresponding chaplain will be asked to send a letter to the inmate explaining that the inmate should request a visit from the visiting chaplain at the new facility. The letter should make it clear that the corresponding chaplain will continue to respond to the inmate until the connection with the visiting chaplain is made. Once there has been contact between the inmate and visiting chaplain, the corresponding chaplain should so inform the local committee and the State Committee and stop further communications with the inmate, except in situations where one-on-one chaplain visits are prohibited by the new institution (see Section III.J, above). In the event that the inmate continues to send letters to the corresponding chaplain, the Executive Secretary shall forward those letters to the visiting chaplain. The corresponding chaplain should not respond to an inmate's letters after the inmate has made contact with the visiting chaplain unless requested to do so by the State Committee. The corresponding chaplain and the visiting chaplain are encouraged to discuss the needs of the inmate during the transition period.
10. Correspondence at Time of Release. When a corresponding chaplain becomes aware that an inmate/patient is about to be released or has just been released, the corresponding chaplain is encouraged to provide Christian Science support tailored to the new situation, handling specific claims that often accompany releases (anxiety, confusion, lack of direction, reversion to old bad habits, lack of funds, lack of friends, need for a job, need for a home, etc.). The corresponding chaplain's support should also include helping the inmate/patient to connect  with Christian Science resources like local churches, local Reading Rooms and a Christian Science practitioner if one is requested. In appropriate cases the corresponding chaplain may also refer the inmate to

Embraced: Fully and to The Principle Foundation (see Section X.A., below). Although there is no specific cut-off for the corresponding chaplain's support after release, the corresponding chaplain should generally terminate the corresponding chaplain's involvement with the former inmate/patient within approximately 3 months after release. The corresponding chaplain should not engage in an open-ended and continuing relationship after release but should turn the inmate/patient over to God and local Christian Science support.

11. Expenses. All reasonable postage, mailing supplies, and other out-of-pocket expenses reasonably incurred by corresponding chaplains in carrying out their duties as corresponding chaplains (other than subscriptions and books as described in Section IX, below) will be reimbursed by the local committee funds (administered by the State Committee) if they request reimbursement by sending a reimbursement voucher to the Executive Secretary. The voucher form is available at [www.LightinPrison.org](http://www.LightinPrison.org). Reimbursement checks for properly submitted vouchers are generally paid twice a month around the 1st and 15th of each month. No reimbursement is available for expenses that are more than three months old.
12. Questions and Issues. Corresponding chaplains may contact the Executive Secretary with questions or concerns they have. If the Executive Secretary is not able to resolve the issue, the Executive Secretary will refer it, as appropriate, to the local committee or the State Committee.
13. Helpful Tips Memo. The Executive Secretary maintains a memo entitled "Corresponding Chaplain Helpful Tips." Corresponding chaplains should obtain a current copy from the Executive Secretary, and may also request samples of prior corresponding chaplain letters from the Executive Secretary.

## IV. CHAPLAIN ASSISTANTS

**A. Duties and Limitations.** Chaplain assistants help to conduct Christian Science services either as readers or in other capacities inside the institutions. They also may help in passing out literature and briefly responding to basic questions about Christian Science. They metaphysically support the services and the work of chaplains. They do not engage in one-on-one sessions with inmates/patients and they leave extensive discussions and individual Christian Science treatment to chaplains. Chaplain assistants should be familiar with the rules of the institution in which they serve and they should never agree to pass along messages or information from one inmate to another or to or from anyone outside the facility, nor agree to perform any act on behalf of an inmate other than those permitted by the rules of the institution.

Whenever a chaplain assistant is inside an institution in the company of a visiting chaplain, the chaplain assistant is under the supervision of the visiting chaplain and should obey any directions given by the visiting chaplain. Chaplain assistants may serve on more than one local committee. A chaplain assistant may also volunteer to provide clerical assistance to the staff chaplain of an institution.

Chaplain assistants should conform to all facility dress codes and also use common sense by dressing conservatively and speaking and acting with restraint.

Chaplain assistants should also identify themselves as Christian Scientists (See Section III. H., above). Chaplain assistants are encouraged to attend their local committee meetings.

**B. Minimum Qualifications.** To become a chaplain assistant, a person must:

1. Have a strong desire to help and bless those who are incarcerated
2. Complete the current application form (found on [LightInPrison.org](http://LightInPrison.org))
3. Be a member in good standing of a California branch church or society
4. Be a member of The Mother Church
5. Be approved for chaplain work by that person's branch church or society.

C. **Application Procedure.** Applicants should have read these Procedures and should also try to attend at least one or two local committee meetings and talk to existing chaplains or chaplain assistants prior to submitting an application. The applicant then submits the completed application to the local committee and the local committee and its State Committee liaison then interview the applicant. If the local committee and the liaison both approve, the applicant is accepted, and the State Committee is notified of the addition to the local committee's list of chaplain assistants.

D. **Christian Science Services.** If a chaplain is present at a Christian Science church service inside an institution, then the chaplain is in charge of the service, and all chaplain assistants and others who may be present from the local committee are required to take directions from the chaplain (including officers of the local committee). Although most services conducted inside an institution will tend to resemble a Christian Science church service, institutional services are not church services governed by the Church Manual. They should be planned and conducted on the basis of prayer for what will be most effective for that particular service and those in attendance. Debate or argumentation should never be allowed to arise in a service. The Rule for Motives and Acts from the Manual is a good guide for those involved in planning and conducting these services.

## V. STATE COMMITTEE

A. **Composition.** The State Committee is composed of 5-7 members that are chosen primarily for their strength as Christian Science metaphysicians but also with some preference for those who have served in a Christian Science institutional ministry previously either in this state or elsewhere and preferably with some balance in members to represent the different geographic regions of the state. If a member of the State Committee is a member of a branch church that ceases to be listed as such in *The Christian Science Journal*, that member of the State Committee may remain a member of the State Committee for up to six months from the first of the month of the first issue of the *Journal* in which that branch church is no longer listed. If the member of the State Committee does not become a member of another branch church, then, upon the expiration of that

time, that member will automatically cease to be a member of the State Committee.

**B. Selection Process.** The State Committee is essentially a self-perpetuating body although member appointments must be approved by the Six Sponsoring Churches (as described in Section VII) and members of the State Committee are subject to removal by the Sponsoring Churches. Any class-taught Christian Scientist who is recommended by his or her branch church or society may at any time fill out and submit an application to become a member of the State Committee. The application form for membership in the State Committee is found on [LightinPrison.org](http://LightinPrison.org). The State Committee will generally interview the applicant and any applicant who is approved for membership by the State Committee is then subject to approval by at least a majority of the Sponsoring Churches.

**C. Duties of State Committee Members.** The primary duty of each member is to support the institutional work through focused, specific prayer. Each member is expected to attend all State Committee meetings except when attendance is not feasible due to unusual circumstances and to carry out the duties assigned to the member by the State Committee. Each member is also assigned as a Liaison to specified local committees and is expected to support those committees metaphysically and practically and act as the communication link between those committees and the State Committee. The Liaisons are also expected to attend all meetings of those local committees except when attendance is not feasible due to unusual circumstances and to interact with the local branch churches and societies in the local committee's area. State Committee members should also prayerfully consider how best to invite local Christian Science churches who have not been participating in institutional work to join that work and should also encourage Christian Scientists who they believe would be good workers to join the local committee and/or apply to become a chaplain or chaplain assistant. Liaisons should be humble helpers to the local committees to which they are assigned.

**D. Relationship of the State Committee to Local Committees.** The State Committee's role is to support and advise the local committees. The State Committee has no right to compel local committees to act or refrain from acting, but the State Committee may withdraw its financial support and expel a local committee from its ministry if a local committee refuses the advice of the State



Committee or fails to follow these Procedures either willfully or through consistent negligence. The State Committee generally holds the funds that belong to each local committee and pays invoices from those funds as directed by the local committee. The State Committee provides logistical support to local committees in a variety of ways. Currently, the State Committee reimburses the mileage expense of chaplains and chaplain assistants incurred in going to and from institutions. Local committees that are underfunded by their local churches and societies also frequently receive supplemental funds from the State Committee. A breakdown of those expenses paid for by local committees and those paid for by the State Committee is attached as Exhibit B to these Procedures. All forms of assistance to local committees are subject to change by the State Committee.

## VI. BRANCH CHURCH AND SOCIETY INVOLVEMENT

A. **Participation.** All branch churches and societies within a local committee's geographical area are asked to support the local committee and the State Committee and the work of the chaplains metaphysically with specific prayer for the institutional work. They are also requested to appoint both a rep and an alternate rep to attend local committee meetings. They should only sign an application by one of its members to become a chaplain or chaplain assistant if the church believes that the applicant is qualified.

B. **Institutional Lectures.** Any Christian Science church or society may sponsor a Christian Science lecture to be given in an institution in cooperation with a local committee. The sponsoring church (or churches) is expected to pay for the cost of the institutional lecture when able to do so, but local committee funds may also be used for that purpose if the local committee approves. The State Committee will also entertain requests for financial assistance needed for an institutional lecture if it is clear that the sponsoring church(es) and local committee do not have sufficient funds. The allocation of duties between the branch church and the local committee is up to the agreement of the parties although the local committee will frequently need to take the lead for such lectures.



C. **Out-of-State Churches.** Any Christian Science church located outside of California may apply to be part of our ministry and may join a local committee upon such terms and conditions as are mutually agreed upon by the local committee, the State Committee, and the out-of-State church.

## VII. SPONSORING CHURCHES

Ultimate oversight responsibility for our ministry rests with six branch churches (the “Sponsoring Churches”) who oversee the activities of the State Committee. Three of these churches are from Northern California and three from Southern California. All actions by the Sponsoring Churches taken with respect to the State Committee must be by majority vote of the churches, and no individual Sponsoring Church has any authority to direct the State Committee or change its actions, policies or members. All new members of the State Committee and all changes in State Committee bylaws are subject to approval by a majority vote of the Sponsoring Churches. Sponsoring Churches annually receive copies of the State Committee tax returns and have access, upon request, to all State Committee financial information. The State Committee is required to take any action or desist from any action that is directed by a majority vote of the Sponsoring Churches. Sponsoring Churches constitute a self-perpetuating body. The State Committee may, however, make recommendations to the Six Sponsoring Churches to replace an existing Sponsoring Church that has not been active or helpful. Changes in composition of the Six Sponsoring Churches occurs from time to time by vote of a majority of the Sponsoring Churches.

## VIII. FINANCIAL MATTERS

A. **Communication of Financial Need.** The primary responsibility for explaining the need for donations rests with reps. Each rep should explain to his or her church that all of the budget for the local committee and the State Committee comes from donations. Local committees are given frequent updates from the State Committee regarding the balance of funds on hand for each local committee. Every year the State Committee Treasurer reports on the financial condition of the State

Committee. Although branch churches and societies have usually provided most of the funding for institutional activities, donations from individuals are also an important source of financial support.

**B. Suggested Per Capita Contribution.** Each branch church and society has its own needs and priorities based upon the prayers of its members. Different local committees have very different financial needs and these needs often change over time, so each rep should make donation recommendations based upon the unique situation of its own local committee and branch church. For the State Committee, branch churches and societies are requested to prayerfully consider supporting the State Committee with donations geared at one-quarter of whatever that church or society's current donation level is for the Committee on Publication.

**C. Allocation of Expenses.** Attached as Exhibit B is a list of expenses that are the responsibility of the State Committee and a separate list of expenses that are the responsibility of the local committees.

**D. Local Committee Expenses.** When a local committee approves a subscription or other action that involves an expenditure that is the responsibility of the local committee, an officer of the local committee then contacts the Executive Secretary with a written description of the requested expenditure and a request that payment be made from the local committee funds held in trust by the State Committee for the local committee.

**E. Reimbursement of Expenses by the State Committee.** For any local committee expenses that fall within those that are the responsibility of the State Committee, the local committee should fill out and send to the Executive Secretary a voucher form as found in the Members Only section of [LightinPrison.org](http://LightinPrison.org).

## IX. LITERATURE

**A. Books.** If a chaplain believes an inmate has a sincere interest in actually reading them, the chaplain should try, consistent with the institution's rules, to provide a copy of Science and Health and/or the Bible to that inmate. The King

James translation of the Bible is sometimes difficult for inmates to understand. More modern translations of the Bible may be given.

- B. **General.** Literature and audio/visual material which are available in the Reading Room may be used in this ministry. Bible translations may be purchased from any source. Other literature that is consistent with Christian Science, and is approved by the local committee may also be used. The Bible, the Christian Science textbook, Quarterlies, periodicals, pamphlets, and leaflets are the most appropriate for the new student. If donated copies of other materials available in the Reading Room are on hand, they may be given if the chaplain feels the individual is ready for them and facility rules permit them to be given to an inmate. Generally, institutions only permit paperback books and literature to be distributed to inmates.
- C. **Reading Rooms.** Supplies may be purchased by the local committee or the chaplain from a Christian Science Reading Room. Many Reading Rooms are willing to make supplies available at discount or at cost. The receipts for these items (they can be scanned and emailed) are forwarded to the State Committee and paid from the local committee's funds.
- D. **Quarterlies.** Quarterlies may be purchased from a local Christian Science Reading Room and paid for from the local committee's Operations Fund. The State Committee does not supply or pay for Quarterlies.
- E. **The Monitor.** The Christian Science Monitor tends to be highly desired by inmates. It is a great ambassador that helps to open doors. Subscriptions to the Monitor are expensive; so chaplains are encouraged to use recent Monitors donated by members (with names and addresses cut off) over giving inmates a subscription. In the case of a long-term serious student of Christian Science, however, a Monitor subscription may be appropriate.
- F. **Directories.** Journals and Heralds may be given away only if the directory section in the back has been removed.

- G. Subscriptions.** In the event that an inmate becomes a dedicated student of Christian Science, a chaplain may request the local committee to approve a subscription to the Sentinel or the Quarterly or the full-text Bible Lesson. Subscriptions are expensive and should not be requested unless the inmate has been diligently studying Christian Science for at least three months, has requested a subscription and has demonstrated a commitment to learning more about Christian Science, and is fairly certain to be at the same prison for the period of the subscription. Local branch churches/societies are encouraged to provide institutions and/or administrators in their areas with subscriptions to the Monitor and Sentinel for their libraries.
- H. Subscription Terminations.** It is important for chaplains to inform local committees and for local committees to inform the State Committee as soon as an inmate/patient who is receiving any kind of subscription is transferred or released so that the subscription can either be redirected or terminated.
- I. Bulk Bible Lessons.** The State Committee has an agreement with The Mother Church that permits chaplains to copy and distribute the online form of the Bible Lesson produced by TMC for a bulk rate copyright fee. The local committees pay for the expense of making the copies (which should be less than a subscription to the Full Text Bible Lesson). The number of copies printed up is to be reported by chaplains on their monthly chaplain reports. Each copy is counted separately. (One copy of the Bible Lesson each week for 4 inmates, in a month with 4 Sundays, is counted as 16.)
- J. Reprinting Articles.** Copyright permission has been granted for printing up to 100 copies of stand-alone text articles from the Christian Science periodicals for use in institutional committee work.
- K. Used Christian Science Literature.** If the institution's rules permit, used periodicals may be sent or given to the inmate. In that case, all addresses and names must be removed by cutting that information out. If a Christian Science Journal or Herald is provided, the back part containing the directory must be removed. No literature containing the name or contact information of anyone

should be given to an inmate or sent into a facility. Check with the institution for any rules pertaining to staples.

## X. OTHER MATTERS

A. **Embraced:Fully and The Principle Foundation.** Embracedfully.org is an organization designed to provide practical assistance and mentoring “angel teams” to assist inmates nationwide who have become serious students of Christian Science while incarcerated and who have been or are in the process of being released back into society. Financial assistance to such former inmates can in some instances be provided by The Principle Foundation, which helps to sponsor Embraced:Fully. Although there is some overlap of people involved with our ministry and Embraced:Fully and The Principle Foundation, they are all separate organizations. We are very grateful for the work of Embraced:Fully and The Principle Foundation; however, chaplains are advised to use wisdom and discretion when mentioning the possibility of financial assistance to inmates. Before informing inmates of, or recommending, Embraced:Fully, chaplains should consider the following:

1. Does the chaplain consider the inmate to be a sincere student of Christian Science and a seeker of and striver after Truth and interested in contributing positively to society after release?
2. Does the inmate have a set release date? (12 to 6 months out is best.)
3. Is the inmate interested in establishing a connection with a Christian Science church community post-release?
4. Does the chaplain feel that the inmate is making progress in their spiritual journey?

If the answer to all four questions is yes, the chaplain should share the Embraced:Fully application form with the inmate. If the inmate applies to Embraced:fully, the chaplain should inform the local branch churches near where the inmate will be released about the inmate, and provide whatever information might be helpful to Embraced:Fully to assist it in assembling an Angel Team for the inmate.

**B. Supporting Others at the Institution.** Chaplains and local committees should try to become involved with and support the institutions in which our ministry occurs both in prayer and with prayer-guided human footsteps and not just go into the institution with the sole purpose of seeing inmates. Love in action means proactively supporting staff chaplains who work at the institutions as well as other staff members and volunteers at those institutions. Chaplains and chaplain assistants and local committee officers are encouraged to get to know the people who work at the institution and to take opportunities to confirm to them that we are not there to proselytize but to bless and support everyone connected to the institution. Those who have developed any kind of rapport with staff or other volunteers should try to share those connections with others in the local committee – especially if the person with the connection is about to retire from the work or move away.

**C. Questions and Contact Information.** Any questions or concerns about these Procedures should generally be raised first with an officer of the local committee. If the question or concern is not met, then it should go to the State Committee liaison for that local committee. Any further questions or concerns should be directed to either the Executive Secretary or to the Chairperson of the State Committee, by email to: [cs.state.co@gmail.com](mailto:cs.state.co@gmail.com) or by letter to:

Christian Science Committee on Institutional Work in California, Inc.  
P.O. Box 696  
Morgan Hill, CA 95038

Or, by phone to the Executive Secretary at: 831-265-7717.

## **Exhibit A – Text of the “Summary of the Christian Science Corresponding Chaplain’s Role” that should accompany the first letter from a corresponding chaplain to an inmate:**

Christian Science is based on the Bible and especially on the words and example of Christ Jesus. Mary Baker Eddy founded the Christian Science church in the late 1800’s after years of intense study of the Bible and after experiencing spiritual healing. Her intent in founding the Christian Science church was to “...reinstate primitive Christianity and its lost element of healing” (from The Manual of The Mother Church).

The Christian Science Committee on Institutional Work in California (we’ll call it the “State Committee” here) is an organization supervised by Christian Science churches that provides volunteer Christian Scientists to serve as chaplains in correctional institutions and hospitals in California.

When there is no chaplain for an institution, the State Committee can appoint a corresponding chaplain to write to someone in the institution. The corresponding chaplain can share ideas and inspiration about God and our identity as a child of God through letters. The corresponding chaplains can also pray for you if you request it, and the corresponding chaplains have confidence in the power of prayer. Corresponding chaplains are not trying to “sell” our religion. It is simply the case that they have been blessed and healed by learning more of the nature of God’s love, and quite naturally want to share that blessing and healing with others. Corresponding chaplains limit their role to prayer and sharing spiritual insight. They do not pass along messages for you or run errands or act as a reference for you or otherwise do anything besides sharing spiritual insights and prayer with you.

**NO RIGHT OF CONFIDENTIALITY.** Corresponding chaplains are not generally recognized by the legal system as having any right to maintain the confidentiality or privacy of information you disclose. Letters between you and a corresponding chaplain are usually read by staff members at your facility. The corresponding

chaplain may share your letters with the members of the State Committee as part of the ongoing supervision of chaplain activities by the Committee. So, you should not say anything in your letters to a corresponding chaplain that you want to keep private.

Let your corresponding chaplain know if you are going to be transferred or released and let your corresponding chaplain know if you want to continue in contact after your transfer or release. In case of your release, the corresponding chaplain will continue to write to you for a month or two; if you inform the corresponding chaplain that you want that help, in order to provide spiritual support and prayer during the transition back into society and to help connect you with local Christian Science Reading Rooms and churches.

You can stop letters from your corresponding chaplain or request a new corresponding chaplain at any time by writing to your corresponding chaplain or to the Executive Secretary of the State Committee at the following address:

Executive Secretary  
Christian Science Committee on Institutional Work in California, Inc.  
P.O. Box 696  
Hollister, CA 95038



## **Exhibit B – Allocation of Expenses Between the State Committee and Local Committees**

State Committee pays for:

- Reimbursement to chaplains, chaplain assistants for mileage
- Bulk Bible Lesson Licensing
- Adding funds to any of the local committees whose balance falls below \$1000
- Fruitage Meeting costs if an LC holds one in their area
- Zoom video conferencing
- Website
- State Committee liaisons' mileage reimbursement to attend local committee meetings and talks to churches
- Administrative expenses:
  - Executive Secretary
  - Administrative Assistant, Bookkeeper
  - Office rent and supplies, insurance

Local Committees pay for:

- Literature and books
- Inmate subscriptions to The Christian Science Monitor, Sentinel and FullText Bible Lessons
- Copying expenses for Bulk Bible Lessons
- Postage, copying and other supplies needed by chaplains
- Local committee supplies needed by the secretaries

## **Exhibit C – Relevant Constitutional and Statutory Provisions**

### **FIRST AMENDMENT TO THE US CONSTITUTION**

Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the Government for a redress of grievances.

### **CALIFORNIA CONSTITUTION ARTICLE 1 DECLARATION OF RIGHTS**

SEC. 4. Free exercise and enjoyment of religion without discrimination or preference are guaranteed. This liberty of conscience does not excuse acts that are licentious or inconsistent with the peace or safety of the State. The Legislature shall make no law respecting an establishment of religion. A person is not incompetent to be a witness or juror because of his or her opinions on religious beliefs.

Section 4027 of the California Penal Code reads:

“It is the intention of the Legislature that all prisoners confined in local detention facilities shall be afforded reasonable opportunities to exercise religious freedom. As used in this section ‘local detention facility’ means any city, county or regional facility used for the confinement of prisoners for more than 24 hours.” 2013

Section 5009 of the California Penal Code reads:

(a) It is the intention of the Legislature that all prisoners shall be afforded reasonable opportunities to exercise religious freedom.

(b)(1) Except in extraordinary circumstances, upon the transfer of an inmate to another state prison institution, any member of the clergy or spiritual adviser who has been previously authorized by the Department of Corrections and Rehabilitation to visit that inmate shall be granted visitation privileges at the institution to which the inmate is transferred within 72 hours of the transfer.

(2) Visitations by members of the clergy or spiritual advisers shall be subject to the same rules, regulations, and policies relating to general visitations applicable at the institution to which the inmate is transferred.

(3) A departmental or volunteer chaplain who has ministered to or advised an inmate incarcerated in state prison may, voluntarily and without compensation, continue to minister to or advise the inmate while he or she is on parole, provided that the departmental or volunteer chaplain so notifies the warden and the parolee's parole agent in writing.

(c) Nothing in this section limits the department's ability to prohibit a departmental chaplain from ministering to a parolee, or to exclude a volunteer chaplain from department facilities, if either is found to be in violation of any law or regulation and that violation would ordinarily be grounds for adverse action or denial of access to a facility or person under the department's custody.

Section 1705 of the California Welfare and Institutions Code reads:

“It is the intention of the Legislature that all persons in the custody of an institution under the supervision of the Department of the Youth Authority shall be afforded reasonable opportunities to exercise religious freedom.”

Title 15, Section 3210, of the Regulations of the California Department of Corrections:

Institution heads shall make every reasonable effort to provide for the religious and spiritual welfare of all interested inmates, including, but not limited to, affording inmates a reasonable accommodation to attend a scheduled Religious Service if they are unable to do so due to conflicting work/education assignments.

Reasonable accommodation may include, but is not limited to, modified work schedule, use of accrued time or allowable breaks, granting of a job/assignment change, changes of regular days off, etc. Use of reasonable accommodation shall in no way adversely impact an inmate's credit earning status.

Depending upon the number of inmates of the various faiths, chaplains may be employed, or their services may be accepted on a non-paid volunteer basis. When feasible, separate space for services of the faith groups represented by a substantial

number of inmates shall be provided. However, in some facilities, such as camps, it shall be necessary for the various faith groups to share such space as is available for religious services.

Reasonable time and accommodation shall be allowed for religious services in keeping with facility security and other necessary institutional operations and activities. Insofar as possible, other facility activities shall be planned so as not to conflict with or disrupt scheduled religious services.

A request for a religious service accommodation that requires a specific time, location and/or item(s) not otherwise authorized, will be referred to a Religious Review Committee (RRC) for review and consideration. The RRC shall be comprised of designated chaplains, and a correctional captain or their designee. Accommodation for religious services that are not granted, shall be for reason(s) which would impact facility/unit safety and security, and orderly day to day operations of the institution.