

seek out someone from the group after the service to let you know about their decision. If you are not sure about proper procedures, please check with the Chaplain of the institution before the service. Remember it is not your doing that people come to know the Lord, but salvation is a free gift from God.

FOLLOW-UP & MISCELLANEOUS

- Before leaving, ask those who received the Lord to sign their name on the attendance form so that we can send them their new Christian information packet. It is a must that we don't turn the new Christian back to the general population without follow-up.

Juvenile Outreach

- If a youth tells you that they made a decision, obtain their name, location, and inform the Group Leader, or Chaplain of that decision. It is not lawful to take the name of the child off the campus (their confinement is protected by the laws of confidentiality). The Chaplain at that facility will see that follow-up is done.
- These are only guidelines and take second priority to the leading of the Holy Spirit.
- You are the eyes, ears, and hands of the Body of Christ. Bring prayer requests back to your home fellowship Bible study groups and churches. Bring back names of those who are potential Pen Pal candidates, Bible Study Correspondence Course candidates, or Aftercare candidates.

- DO NOT put the service, or your volunteers in a bind by last minute cancellations or no shows. You are responsible for finding your own replacement.

DISCIPLINE IN THE JAIL ENVIRONMENT

- Many times in jail you will find disruptive individuals in the worship service. Discipline out of love. Never discipline out of frustration or anger. Our volunteers often need to be a combination between Mother Theresa and Arnold Schwarzenegger.
- Set the record straight from the very beginning, prior to service starting.
- Explain to the inmates that we are in church to do one thing and that is to worship the Lord.
- Ask anyone who is not here for service to please leave prior to the service beginning.
- Any persons who are disruptive should first be asked to be quiet. Ask three times.
- Then split the disruptive individuals to different areas of the room.
- If the disruption continues, call the guards and firmly state that there are individuals who are a disruption and they need to leave. Only group leaders may request people to leave.



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GUIDELINES FOR AN EFFECTIVE CHURCH SERVICE

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PRAYER

- Pray during the day of your attendance. Meet for group prayer 1/2 hour prior to start time.
- Be enthusiastic! Don't carry worries of the day into the worship service. Pray before going into the service to have the Lord release you of worries and anxieties of the day.

SONG WORSHIP

- Song worship should be lively and worshipful. Don't get bogged down in songs you don't know how to lead.
- Have inmates stand while singing. (Standing is not allowed at most Juvenile facilities).
- You should try to sing three songs, then have the inmates sit down. Do one of the following in between the three songs:
- Share a scripture and ask an inmate to share what that scripture means to them.
- Ask: "Who has a testimony that they would like to share with the group of what the Lord is doing in their life?"
- Ask: "Who would like to share with the group about a particular trial they've experienced this week?"

BIBLE STUDY

- Leaders stand up while leading-don't sit or lean.
- Don't be afraid to make eye contact with every individual.

- Everybody needs to participate including support people. This ministry is not for wallflowers. Group Leaders should assign responsibilities to their volunteers for the next visit, at least one week in advance.
- All volunteers should come to the service with three Bible verses to share. Let's see how the Lord uses those scriptures from everyone.
- Don't cross-reference a lot of scripture in your teaching and avoid using "Christianeze" words.

Jail Environment

- Many in attendance will not bring Bibles, nor do they have a good understanding of the order of the books of the Bible. Try to teach out of the New Testament. Try to have all inmates read out of the same Bible. (Use a modern English translation and try to avoid using the King James version).
- Instead of saying, "turn to John 3:16," say "turn to page 315." Some in attendance may not speak English, or there may be those who cannot read.
- Don't make the Bible study complicated. Remember you may not be dealing with someone of the same Christian maturity or education level as yourself. Remember this is a Bible study, not a sermon (evangelistic). It is essential to gain interaction. Don't read from any notes!

- Share the simple basic Gospel of the Lord Jesus Christ.

Prison Environment

- You may wish to use lots of examples and stories.
- Remember this is a sermon, not a Bible study (discipleship). Teach!
- Teach the basic principles of leading a Godly life through knowing Jesus Christ by yielding to the Holy Spirit.

ALTAR CALLS

- Don't single out an individual in front of his peers to receive the Lord. When all heads are bowed, pray with them to receive the Lord. While heads are bowed, ask those who received Christ to raise their hand so we can identify them and send them follow-up material. Many of our volunteers request that inmates desiring to accept the Lord to come to the front of the room.

Jail Environment

- Remember in the jail service it is more likely the unsaved will attend. Therefore, an opportunity for an altar call should never be overlooked! If you don't know how to lead someone to the Lord, or conduct an altar call - find out and practice.

Prison Environment

- Don't expect the same number of people to respond to an altar call as you might in jail.

Juvenile Environment

- Most Juvenile facilities do not allow hands to be raised in an altar call. You may lead a group prayer for salvation, and afterwards encourage those who prayed the prayer to