



“DO'S & DON'TS” OPEN BOOK TEST

A. INMATE & EX-OFFENDER Ministry (page 1 in training material)

1. *Be Prepared Spiritually.* Be

_____ -up, _____ -up,
_____ -up with no ought in
your heart. Be filled with the

Pray for your _____ of
_____ so you'll have no
hindrance to do this work. Come
with _____ in your
heart and with open hearts for

_____.

2. *Be Prepared for* _____
_____. **Cover yourself and
the volunteer group in** _____.

3. *I won't Get Into* _____
Issues And _____ *Not*
Essential To _____. **Don't**
_____ **or make negative**
remarks against other

_____.
My role is the _____ of the
faith.

4. *Don't Ask About Their* _____.
The **attorney client** _____
extends only to ordained ministers
and professional counselors.

5. *I will Discuss Frequently What I am*
Doing with _____
Volunteers, even if you are
_____. Also, set a
schedule to keep _____
training material over and over.

(page 2 in training material)

6. No matter how equipped you are

to deal with deep rooted issues,
always be aware that they are there
under the surface. **But be at peace.**

Don't be _____ **- be**
patient. Be encouraging & accepting
- just as Christ _____ **you –**
speaking _____ **in love.**

7. *Be Determined To Be A* _____,
No Matter What.

8. *Be* _____. Inmates and
ex-offenders can smell pretense miles
away.

9. Be relaxed, take your peace.

10. *Always be on* _____
– and also _____ *Times.* At
institutions arrive early and enter as
a group. _____ **on time**
even if you did not start on time.

11. *Do Only Your* _____
And Go Only Where Assigned. If asked
to go or do anything by an inmate,
check with _____.

12. Always seek leaders' _____.

13. *Leave Your Personal* _____
At Home.

14. *Confidentiality.* Within the limits of
the law, friends **never** _____
confidentiality. Tell them your
_____ about this.

15. *Be A Good* _____ *Let*
them _____. You must
_____ any right to be heard
by them. Keep eye contact and give
natural feedback signals like “uh,
hum,” nodding, etc. *Control your*
instincts to finish their _____
or to fill the silence. _____

kills the emotional atmosphere.

16. Use _____ Words.

(page 3 in training material)

17. Be _____ And
_____ To Your Word.

Your faithful presence _____
after _____ says far more
than you can ever say with your
mouth. Be very careful to **keep the**
smallest _____.

18. Encourage Them To _____
Others. The quicker, the better.

19. Be In _____ With
The Other _____. No
matter what, show unity of purpose.

20. Don't Act _____ Nor
Seem _____. Don't be
surprised that even though you love
them, **they may** _____ **you**.
They may _____ you to see
if they can trust you.

21. Don't Believe Everything You
_____. Watch for a

_____ to Slip Back In.

Lovingly, but firmly _____
them _____ what they are doing.
_____ and relationship
building are so important.

22. Don't Make _____ For
Them. Help them make their _____
_____ and achieve their
_____. Yet they
need people to _____ with
them what they are doing, especially
the first 6 months out.

23. _____ Get into an
_____.

24. Don't Be Their Emotional
" _____ ".

You want to listen up to a point, but
then **use good** _____
to move on and deal with the real
issues.

25. Don't _____ Inmates To
Be _____. Don't expect
_____ results; instead
_____ expect it to be slow,
sometimes difficult work.

26. Don't Expect _____ Or
_____.

27. Don't _____ Anything. Do
not sign up inmates and ex-offenders
for any _____ opportunity
or _____.

28. _____ Visit Their Family.
You don't want to become an
unwanted "go between" in a negative
situation. Discuss it with your leader.

29. Don't Give Your _____
_____ And _____
_____.

(page 4 in training material)

B. INMATE Ministry

1. Always _____ Your Car.

2. Carry _____.

4. Work As A _____. As a
general rule, don't be
_____ **with an inmate.**

5. In Group Discussion Settings Be A
_____. Draw people out.

6. Stay On The Group's _____.



7. Report _____ Immediately.

If you learn directly from an inmate about anything that may be a threat to order or the security of the institution, or about a threat of bodily harm to an inmate or others, this must be reported to the leadership immediately.

8. Use Only Your First _____.

9. Do Not Be A _____ (bring nothing in or out)-**no exceptions**. Do Not Give, Receive, Or Exchange _____ With Any Inmate! Do not have more than \$_____ in your pockets

10. No Hard Back _____.

11. Do Not Give Any _____ To Inmates, even Bibles.

12a. If an inmate wants to correspond with you, make sure it is **only male-to-male, female-to-female**. Give the ministry your _____ and we will forward the correspondence.

12b. Do Not Discuss or Give Out _____ Advise with an inmate. Do not discuss any _____ issues!

13. Do Not Wear _____ Or _____ Or Heavy _____.

14. Ladies, Do Not Carry A _____ Into The Facility.

15. Do Wear Modest _____.

(page 5 in training material)
_____ are never appropriate. No open toed

_____. Be careful not to wear clothing with _____ brackets or _____ objects in your hair.

16. Ladies, Always Stay In The Presence Of A _____ Volunteer, When Ministering In A _____ Facility.

17. Ladies and Men, Avoid _____ With Male Inmates Or Ex-Offenders Of The opposite sex.

18. Do Not Give Out Personal _____.

19. In general, females Should Minister Personally Only To _____. Men Should Minister Only To _____. Maintain godliness.

21. Be Exactly On _____ And Stop On _____.

22. Do Evangelism Without Trying To Be _____.

23. Be _____ And _____ To Facility Staff. You also want to encourage them.

24. Eagerly obey _____.
Do not call the officers _____!
Do not get involved if an inmate tells you how _____ things may (or may not) be happening. They often do this.

25. Watch Your _____ Intake Before Entering The Unit.

26. Bring NO _____ ; unless they prescribed for your own possible _____.

27. Bring No Potential Weapon



Material. Do not bring sharp _____, or any sharp objects like _____, _____, etc. Do not wear metal _____ or hair bows. Do not bring ink _____ or mechanical _____. Do not bring in paper _____ or _____. Check paper materials for these.

28. *Take NO* _____. Don't bring a _____ or a picture _____. (unless there's special arrangements)

C. EX-OFFENDER Ministry

1. *Find Out Any* _____ Or _____ *Restrictions.*
(page 6 in training material)

2. *Encourage* _____ *Decisions.* Always remember that they went to prison or jail because they made _____ choices. *Find out and discuss important* _____ *decisions.* Gently help them see consequences or justifications of some wrong decisions. A positive, tactful way to help them think through a decision is to ask _____. Be careful not make decisions for them.

3. *Watch For* _____ *into old, wrong sinful or criminal mind-set habits.* Always be watching out for _____ back to old habits, people or places I will **lovingly help them** _____ what they are doing, _____ about it, and where the _____ lead. Never _____ and never bring _____.

4. *Giving Or Lending* _____ *Is Always A Bad Idea.* It changes the

_____ of the relationship.

5. *Don't Try To Do Too Much.* My role is to be an unconditionally _____ and _____ friend in the Lord - one who _____ tells them the _____. *My job is to help them achieve* _____ *own acknowledged goals with their* _____ *efforts and available resources.*

6. *I Will Not Be A* _____ _____. Some volunteers have a "_____" type of need to give too much. This can be sensed by those who have a criminal mindset still lingering in their personality. They will instinctively start to work you as a _____. This is especially true for people with a substance abuse history - which includes _____% of inmates.

7. *Be Very Careful About The People To Which They Are Exposed.* I must help an ex-offender avoid people who might _____ him or her with double standards, _____ them down a wrong track, or just get them in _____. They might involve them what is inappropriate.

8. *Don't Try to* _____. I will not have a _____, subtle or not (especially in spiritual matters).

9. *Be Faithful About Keeping Good Communication With Ministry Leaders, even if you are a leader.* For the Area Network ex-offender strategy to work, regular brief _____ are needed as part of the helping process. I am not alone helping the person I work with.



10. *I Will Not Over-* _____.

Keep focused on how much you can do for them - **given your limited**

_____ **and** _____.

In Mark 2, it took a _____ of _____ to carry their hurting friend to Jesus.

Last page in the Appendix

5 "L" WORDS FOR MENTORING

L _____ to them

L _____ about them

L _____ a hand

L _____ their hearts

L _____, after winning the right to be heard

I have read the Joe Ex-offender and his wife Susan materials.