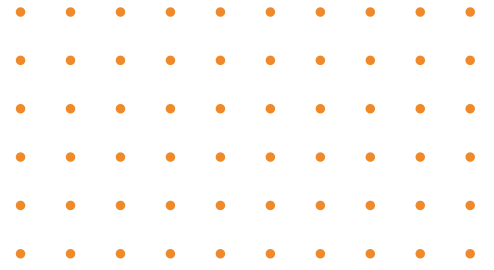


Onboarding Guide

Prison Ministry Certified Volunteer



Many "Voices" One Vision His Plan



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We have provided you with a checklist to help you assess if you have completed all the steps necessary to move forward. We have also given you information about Emerge that we hope will answer specific questions you may have,

01 MISSION, VISION, AND PURPOSE



"Many Voices One Vision
His Plan"

MISSION

To mobilize the body of Christ using our "Four Pillars" of ministry, while empowering them for personal evangelism through education, training, and personal interaction.

VISION

To bring together the many different voices of God's people, so they may rise up and go forth in love, grace, and mercy; bringing reconciliation and restoration for edification in the body of Christ.

PURPOSE

To witness to people where they are physically, mentally, and spiritually, so they may have an intimate, deep encounter with God, a change of heart and renewed mind-thus a transformation into who they are in Christ.

Congratulations! You've completed the first part of this Prison Ministry Journey! The next big milestone is to become a state-certified volunteer. During this certification process we will continue equipping you to serve the incarcerated. You'll receive all the tools, training, and support needed to confidently minister behind the walls, whether in youth or adult facilities. We're honored to walk with you as you prepare to make a lasting impact with the Gospel of Christ in the lives of those who need it most!

Here is the ***Certified Volunteer Outline (6 Steps)***:

1. The 1st step is to read this document in its ***entirety***. It contains:

a. *FAQ's*

i. This section contains many frequently asked questions our volunteers have about this certification process. Before reaching out to us with a question, refer to the FAQs to see if it has already been answered here.

b. *Instructions for Photo ID*

i. For state certification, your photo identification must be submitted in a specific manner. This section will clearly explain how to do it properly.

c. *The Testimony Guidelines*

i. This section will help you create your testimony so that you can present it to the incarcerated.

d. *The ELE Group Leadership Training Manual*

i. This manual equips our volunteers to lead a team of volunteers through a service both biblically and professionally.

Remember to come back to the outline if you are ever confused about the next step!

02 CERTIFIED VOLUNTEER OUTLINE

2. The 2nd step is to complete the E-sign emails sent to you. They include

a. ***The DJJ Application***

b. ***The DOC Application***

i. These are the state's applications for youth and adult facilities. Please refer to the FAQ's first with any questions you have when filling them out.

3. The 3rd step is to send Emerge your ***Photo ID and your Testimony***. Please refer to the Photo ID and Testimony sections of this guide for instructions concerning how to properly submit these items to our email: admin@emerge4unity.org.

Please pay close attention to the next two steps as they are very important to completing this certification process!

4. The 4th step is ***done by Emerge***. Once we have received all the documentation from steps 2 and 3, we enter a ***three-part process*** where we will:

a. ***Verify all documentation is filled out correctly***

i. We will request that you correct your documentation if we find any errors.

b. ***Submit your package to the state***

i. We will send you an email confirming that your package has been sent to the state. Feel free to reply to it at anytime with questions or concerns.

c. ***Confirm your package has been approved or rejected***

i. Once the state has received your package it may be held for a period of time before it is approved or rejected.

This can be a lengthy process; however, we ensure that our team is in regular communication with South Carolina State Staff to confirm where all our volunteers are throughout this process.

5. The 5th step involves cooperation between you, Emerge, and the State Staff. There are a few scenarios that you need to be aware of:

a. You are approved and trained by the State

i. If your application is approved, the state staff will contact you separately and train you over a zoom call. Emerge **will not** be included in this communication; therefore, check your email and phone regularly and complete all State requirements. After attending the training, you will have to send Emerge a copy of the completion paperwork.

b. You are rejected for incorrect information

i. If this happens, we will send you the documentation that needs to be corrected and resubmit it.

c. You are rejected due to an ex-offense

i. Volunteers can be rejected due to the recency of their offense. If this is the case, you will have to wait until the appropriate amount of time has passed for you to serve. This can be up to 5 years after your offense.

6. The 6th step is to register for an ELE crusade and attend as a certified volunteer! Once you have completed your training and have corresponded with us, we will update our volunteer system and send you a **follow up email** with all available crusades. You will be eligible for the next 3 years to serve before you have to renew your certification.

This serves as a general outline for the certification process, but every volunteer can face unique situations. Emerge will continue to work diligently and get you certified!



At the table, we prepare not just with words, but with surrender, humility, and faith.

These helpful hints should address most of the questionable and confusing aspects of completing your E-sign applications (DJJ and DOC).

South Carolina Department of Adult Corrections Application for Volunteer Services (DOC):

- Please attach a color copy of your colored driver's license or ID.
- Institution - SC
- Group Affiliation - Emerge Ministries
- Emergency Contact cannot be someone that is a fellow volunteer with Emerge Life Events

South Carolina Department of Juvenile Justice New Volunteer Application (DJJ):

- Emergency Contact cannot be someone that is a fellow volunteer with Emerge Life Events
- Where Do You Want to Serve? Broad River Road Complex (BRRRC), Coastal Eval. & Detention center, Midlands eval & Detention center, Upstate Eval Center.
- How Do You Want to Serve? Spiritual Development
- Volunteering with a Group? Yes - Emerge Ministries
- Send digital photos (selfie, shoulders up clear background no hats or glasses) in email to admin@emerge4unity.org. It will be put on your clearance badge

South Carolina Department of Social Services Consent to Release Information (DJJ):

- Only need to complete Sections IV and V. No need to have a notary just a witness is fine.
- No need to submit fees.

Hands joined, hearts aligned—
Emerge stands in the gap for lives
waiting to be reached.



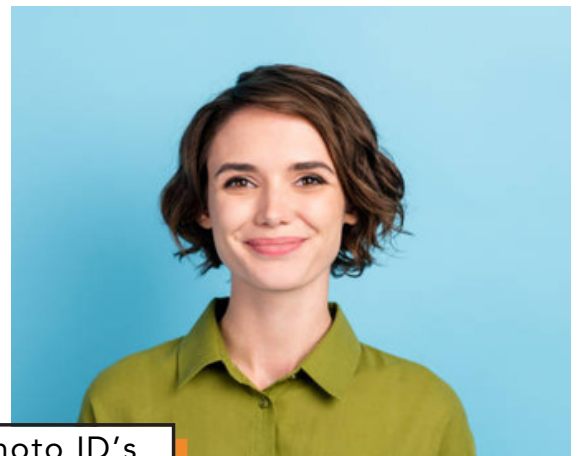
To accept your documentation, the State of South Carolina needs two forms of Photo Identification. We have them listed below with corresponding instructions on how to submit them to us.

1. A Colored Driver's License

- a. Take a level picture of the front of your Colored Driver's License. Make sure all parts of the Driver's License are easy to read. Then send the picture to: admin@emerge4unity.org. If it is blurry or tilted too much, we will have you resubmit another picture.

2. A Headshot/Selfie

- a. Take a headshot picture of yourself from the chest up with a single-colored background. Selfies are allowed. Make sure you are wearing a causal dress shirt or blouse. Hats and sunglasses are not allowed. Send the picture to: admin@emerge4unity.org. Headshot taken incorrectly will have to be resubmitted.



Examples of what your Photo ID's should look like when you email them to us!

Emerge equips volunteers with wisdom and heart before stepping into the mission field.



Testimony Outline

[1—Before Salvation, 2—How You Got Salvation, 3—Since Salvation]

First, every Christian Testimony should be primarily about the Savior, and secondarily about you. Sadly, many testimonies end-up getting those reversed and the testifier spends way too much time talking; either bragging about how bad they were in their old sin-life or bragging about how good they are now--with a little-bit of Jesus thrown in the middle. This generally reaps no real spiritual results.

Second, especially in a public setting, keeping a strict time-limit is not a negative, but rather beneficial to concentrating on the power of the Holy Spirit. Rambling can dilute the message and confuse people. Precise words are like little sticks of dynamite---packed with Power! Write it and rewrite it if needed to have a clearer message. One billionaire businessman used to tell his management team, "When you come up with a new idea, I want you to be able to write it down so that I can understand the concept completely on **ONE side of an INDEX CARD!**" He would then go on to explain that if you use too many words, no one will get it--or buy it! Then, he would add with a smile, "And if your idea is REALLY good, you can put it on the backside of your business card!" Now, I don't expect you to be that brief, but you get the idea. Less is more and is always better.

Third, the more time you spend in prayer before you give your testimony, the more the Lord will be able to bless it.

1. Before Salvation: (about ¼ of your allotted time)

Tell a portion of your life story before you were saved. You do not have to get specific about your sins or make this a time of public confession. Nobody has enough time to hear all our sins anyway. Don't try to make this a time of trying to "out-do" somebody else's testimony. This isn't about you.

However, use this time to tell enough to be able to relate to your audience that you were in the same boat as them and as they probably are right now. Prayerfully get them to see that you were once just as miserable as them, yet there is still hope for them. Three questions you may want to consider.

- a-What about my life before Christ will relate most to the non-Christian?
- b-What did my life revolve around?
- c-How did these things begin to let me down?

2. How You Got Salvation: (about ½ of your allotted time)

This is where you need to be more detailed and specific. Without giving a lot of unnecessary side details, tell them what specifically stirred your heart, what transformed your mind, and then how you began to respond to the Gospel. Three questions you may want to consider.

- a-When was the first time I heard about God or the Gospel?
- b-When or what incident took place that changed my perspective toward Christ?
- c-What were the final struggles that in my mind just before accepting Jesus as your personal Lord and Savior?

After accepting the gift of Salvation did you pray at home? Did you pray out loud, or silently? Were you in a church? What did the Preacher preach on? With a friend or by yourself? Did you have a specific "feeling" that you were different or not?

*** Please discuss as if they are not ready to receive Christ right now. At least they will begin to have the knowledge no matter where they go or what they do, they will always know what it means to be saved and that they are not alone, if and when the Lord deals with their heart in the future.

3. Since Salvation: (about ¼ of your allotted time)

Use this time to share the peace and presence of the Holy Spirit in your life. Share that you still have plenty of life's problems, but the Lord is giving you joy and peace as you journey toward Glory! Three questions you may want to consider.

a-How is my life different now? (character, attitude and perspective)

b-What motivates me or what do I live for?

c-Even though my life isn't perfect, how does knowing Christ help me deal with that fact?

Try to end with your favorite verse of Scripture that is appropriate for your audience. Remember this may be one the most special times in someone's life and the most memorable. Leave them with a scripture that reflects that!

On the following page are six examples of language barriers to consider when speaking to those who are lost and have no idea about religious terms. You should always keep in mind how confused and unexperienced you were as a non-believer who had never been taught the word of God. Remember these are only suggestions, everyone should allow the Holy Spirit to guide them and write as they feel lead.

There are things you should be conscious of when giving your testimony. Jesus sometimes taught in obscure language such as parables. He did this as a way to help those better understand His message. He understood who he was speaking with. The Apostle Paul always tried to speak in terms of those he spoke with so they could better relate and understand the Gospel.

After reviewing these examples, please write your personal testimony and share it with us via email at: admin@emerge4unity.org.

Hands on the fence, hearts on the inside—Emerge prays for the unreachable and unseen.



Examples to consider:

"repent"

Instead use:

- admit a wrong
- change one's mind, heart or attitude
 - make a decision to turn away
 - turn around
- a 180 degree turn from what you were doing

"lost"

Instead use:

- heading in the wrong direction
 - separated from God
 - had no hope

"Gospel"

Instead use:

- God's message to man
- the good news about Christ's purpose on earth

"sin"

Instead use:

- rejecting God
- missing the mark
- falling away from the right path
 - a crime against God's law
 - disobedience to God

"born again"

Instead use:

- spiritual birth
- spiritual renewal
- to come alive spiritually
- given a new life

"saved"

Instead use:

- rescued
- delivered from despair
- found hope for life



Together, we are stronger—prepared to serve with boldness, humility, and compassion

06 ELE GROUP LEADERSHIP MANUAL

As a certified volunteer you can be chosen to be a team leader during the Emerge Life Event. We have many new volunteers and regulations; therefore, organization is important. Please review and implement the following leader guidelines.

- Team leaders are responsible for every member of the team. Always contact your team members before departure times. Be sure to discuss departure times, ride sharing, directions and prayer together.
- Meet with your team in the lobby 15 mins prior to scheduled departure time. Make sure everyone is there and ready to go. Discuss with all members their roles and responsibilities in each service.
- You and your team MUST follow any directions given by an officer. If they tell you to do something, do it. There have been a lot of security issues and things may go a bit differently than in the past. The Chaplain Does not have final say on movement inside of facilities.
- Open service by introducing Emerge Ministries and the Emerge Life Events (ELE prison crusades). Thank the inmates for participating. Brief description: Emerge Ministries is based in Eastern NC and our desire is to continue to serve the incarcerated with excellence. Always point out that this service is part of a big weekend event in many facilities. Many volunteers come from different states, they pay their own expenses, and many have been incarcerated. We hope that you will not repeat our mistakes and that the services will help you make better decisions so that your future will be better than your past.



Emerge surrounds every volunteer with prayer—sending them out covered, called, and confident.

ELE GROUP LEADERSHIP MANUAL 06

- Leaders act as emcees for the service. They have a service program schedule and oversee the presentation, and the times allotted for each presenter. The program schedule may need to be adjusted according to the most crucial time, which is the end time. Only the leader is to talk with the officer and Chaplain in charge. Always confirm the end time and the service details prior to service.
- Make sure that you monitor your time closely. You need to enter and leave on time. Only the Officer and Chaplain in charge can extend the end time. However, the officers in charge can shorten the times of service. DO NOT go over your time limit. Be sure to keep all members on track. It is your responsibility to control the flow of the meeting. Be prepared to use hand signals to control anyone abusing times. All leaders should have a watch.
- Inmates' participation in services are limited to praise and worship with chaplain's approval.



Laying on hands, we bless and commission those stepping into sacred ministry work.

06 ELE GROUP LEADERSHIP MANUAL

- Be sure to pray before and immediately after services. Team leaders should always pray for individual team members. Always be sensitive to the Holy Spirits guiding influence but do not exclude any team member's assignment as time permits. Have a debriefing after you exit the facility report to ELE administrator and discuss what worked and what did not. This will help us improve as a ministry serving the incarcerated.
- Leaders are responsible for understanding PREA laws for SCDOC/SCDJJ facilities. Also, please review and understand the Volunteer Trauma Sensitivity training for SCDJJ facilities. (No laying on hands or hugging inmates).
- Complete your ELE report forms for each service. Leaders can gain access to these forms from ELE Administrator, Judy Norris. Give completed ELE report forms to Judy Norris Saturday night at the "Glory Stories" meeting.

Armed with supplies and the love of Christ, our team stands ready to serve behind the wire.



Thank you for joining us on this Journey of Prison Ministry through Emerge! We're grateful for your heart to serve and excited to see how God will use you in prison facilities. To help guide you through the steps, we've provided a short checklist based on the acronym **S.T.A.R.T.S.** Feel free to come back to it at any time to see what you need to do next.

1

Study

Take the time to study this guide and get familiar with this certification process.

2

Turn In

Once you have studied the guide make sure you sign and turn in the E-sign application sent to you.

3

Attach

After turning in your application attach your photo IDs to an email and send them our way!

4

Review

When we receive your applications and IDs we will review your information and contact the State.

5

Train

When approved the State will contact you. Attend their training and send Emerge your completion paperwork!

6

Serve

After being trained we will send you a followup email to register for an ELE event. Sign up and serve!

Lastly, throughout this Journey the Emerge Ministries Volunteer Coordinator will be in contact with you for guidance. You can also email or call us at any point for help at admin@emerge4unity.org or **910-375-3088**.

Thank You for being a "Voice"!