

For I was hungry and you gave me food, I was thirsty and you gave me drink, a stranger and you welcomed me, naked and you clothed me, ill and you cared for me, in prison and you visited me.

MATTHEW 25: 35–36

CRIMINAL JUSTICE MINISTRY

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CRIMINAL JUSTICE MINISTRY

I. INTRODUCTION

The following guidelines have been developed to assist chaplains, religious, lay ecclesial ministers, and volunteers to provide quality pastoral care and a ministry of presence to those affected by the Criminal Justice System, including incarcerated men, women and children; victims of crime; family members of the incarcerated; family members of victims; and those transitioning from the prison and jail systems into the community.

II. CARE OF VICTIMS

To be a victim of crime is to experience psychological and spiritual trauma as well as physical. Pastors, parish communities and the larger church are called to walk intentionally, yet patiently with victims as they mourn their losses and seek a resurrected spirit. As such the church will succeed in accomplishing the call of the United States Bishop's Conference in their statement *Responsibility, Rehabilitation, and Restoration*, "to encourage victims to redirect their anger from vengeance to true justice and real healing."

The Church has a unique opportunity to be an agent of healing to all who are victims, and this includes the loved ones of crime. Pastors and parish ministers should offer pastoral care to help reverse the alienation and neglect they all too often feel from the larger community. As such victims should find their parish community to be a safe environment in which to process their brokenness.

The Archdiocese of Seattle promotes the philosophy of restorative justice and healing of all people affected by crime. It has become apparent over the years that the criminal justice system serves the inmate and neglects the victim. There is a large discrepancy of resources spent to punish the offender vs. supporting the victim. As a faith community we are called to be advocates for those victimized by crime through advocacy and/or direct ministry.

CJ 1. Under appropriate circumstances, chaplains, religious, lay ecclesial ministers, and volunteers should make themselves available to victims of crime who seek pastoral care.

The Office of the Vicar for Clergy is available to recommend pastoral resources for victims of crime as well as parishes and deaneries in the Archdiocese of Seattle that support these victims. Under no circumstances should a pastoral minister

volunteer his or her services to a victim of crime who has not first sought pastoral care.

III. ESSENTIAL REQUIREMENTS OF CHAPLAINS, RELIGIOUS, AND LAY ECCLESIAL MINISTERS

The *Code of Canon Law* defines chaplains more narrowly than the secular community. Therefore, it is necessary to define how the term chaplain will be used in this document. “A chaplain is a priest to whom is entrusted in a stable manner the pastoral care, at least in part, of some community or particular group of the Christian faithful.”(*CIC*, c. 564) Deacons, religious, or lay ecclesial ministers who have an appointment from the Archbishop are often chosen by criminal justice facilities to provide pastoral care and may be referred to as “chaplain.” However, in this document the term “chaplain” will refer only to a priest, whether diocesan or religious, and the term “lay ecclesial minister” to lay ministers.

CJ 2. To be considered for employment as a chaplain, religious, or lay ecclesial minister, an applicant must meet the essential requirements for the position, have the required personal qualities and attributes, and obtain a mandate from the Archbishop. The requirements and qualities are as follows:

- 2.a. Must be a Catholic who is registered and active in a parish or faith community in the Archdiocese of Seattle as shown by participating actively in its liturgical life.
 - Must be baptized and confirmed or received into the Church no fewer than three years prior to application.
 - Must attend Mass regularly.
- 2.b. Must have the proper academic qualifications or be willing to study for them.
 - Must have a bachelor’s degree in Theology or a related field.
 - Preferably, should have a master’s degree in Theology, Pastoral Care or a related field.
- 2.c. Must be at least 21 years of age at the time of application.
- 2.d. Must be able to communicate effectively in English. Bi-lingual skills in English and Spanish are preferred.

- 2.e. Must be able to qualify for employment according to the requirements of correctional facilities in the State of Washington.
- 2.f. Must be knowledgeable about Roman Catholic teaching and practice.
- 2.g. Must speak and act in ways congruent with the Church's faith and its moral and social teachings (NACCS).
- 2.h. Must remain continually updated about policies and the best practices expected of ministers to the incarcerated and victims of crime.
- 2.i. Must exhibit respect for all people by demonstrating sensitivity to the rich ethnic, racial, age-level, gender and cultural diversity of parishioners (NACCS).
- 2.j. Must be able to celebrate the uniqueness of all people by exhibiting respect for their dignity, worth and full potential.
- 2.k. Must be able to entertain alternative points of view (NACCS).
- 2.l. Must show the ability to take responsibility for one's self, make decisions, and deal with the consequences (NACCS).
- 2.m. Must be able to set goals, articulate personal values, and make decisions in light of those values without undue influence from others, and, at the same time, be able to follow goals set by those responsible for the common good and act according to established archdiocesan and correctional facility procedures (NACCS).
- 2.n. Must have the ability to identify personal strengths and weaknesses, remain open to feedback from others and be able to change behaviors, attitudes and needs (NACCS).

CJ 3. In addition to the above qualifications, a priest serving as Chaplain must be in good standing and must be someone whom the Archbishop is willing to appoint to ecclesiastical office and to whom the faculties can be granted (CIC, c. 566, §1).

A priest whom the Archbishop is unwilling to appoint to an ecclesiastical office is not permitted to accept from a criminal justice institution an appointment to the secular position of "chaplain."

- CJ 4. A priest who has been returned to the lay state by favor of the Holy Father may be appointed by a criminal justice institution to the secular position of “chaplain” if all of the following conditions are met:**
- 4.a. The Archbishop has been informed in advance;
 - 4.b. The appointment does not violate the terms of the rescript;
 - 4.c. The Archbishop judges that no scandal or confusion will be given to the Christian faithful.

IV. PROFESSIONAL ETHICS AND CODE OF CONDUCT

Sexual and Other Misconduct Issues

- CJ 5. All employees and volunteers serving in Catholic Criminal Justice Ministry must follow archdiocesan policies on the prevention of sexual abuse, misconduct and harassment as well as all policies regarding professional ethics.**
- CJ 6. All employees and volunteers must successfully complete a criminal background check prior to ministry in the Archdiocese. No one will be allowed to minister in the Archdiocese without successfully completing a criminal background check.**

All employees and volunteers should contact the Office of Human Resources for the most recent copies of archdiocesan policies regarding sexual abuse and misconduct. All employees and volunteers are responsible for knowing the policies of the correctional facility where they minister.

Confidentiality

- CJ 7. Except for situations provided for by canon and civil law and correctional facilities policies, chaplains, religious, lay ecclesial ministers, and volunteers must keep their conversations with inmates, victims, inmates’ families and victims’ families confidential (see archdiocesan *Sacramental and Liturgical Policies*: PN, IV, “Confidentiality: The Seal of Confession”).**
- 7.a. If an inmate, victim or family member discloses that someone could potentially be harmed (e.g., an inmate has disclosed to a volunteer that he/she is planning to commit

suicide), the chaplain, religious, lay ecclesial minister, or volunteer is required to report it either to the appropriate leader (for example, the pastor or supervising parish/institutional staff) and/or the local police. However, at no time can a priest share information disclosed during confession. All information shared during confession is confidential and privileged communication between a priest and an inmate or victim.

Absolute freedom of conscience in all matters of religious sentiment, belief and worship, shall be guaranteed to every individual, and no one shall be molested or disturbed in person or property on account of religion.

Washington State Constitution,
Section 11, "Religious Freedom"

7.b. The chaplain, religious, lay ecclesial minister, or volunteer should consult the Department of Corrections (DOC) for further information or contact the Assistant Director for Pastoral Care Services regarding any question concerning what is confidential and what must be reported. (DOC 560.100)

7.c. Chaplains, religious, lay ecclesial ministers, and volunteers who need to share some information regarding an inmate, victim, or other person to whom they are ministering are to conduct such conversations in a confidential setting. A restaurant, for example, is not usually an appropriate environment to discuss problems with clients.

CJ 8. According to the Revised Code of Washington State, "A member of the clergy or a priest shall not, without the consent of a person making the confession, be examined as to any confession made to him or her in his or her professional character, in the course of discipline enjoined by the church to which he or she belongs" [RCW 5.60.060 (3)].

Ministerial Boundaries

Because of the unique nature of Criminal Justice Ministry, the following apply in addition to the policies that apply to all archdiocesan employees and volunteers:

CJ 9. Chaplains, religious, lay ecclesial ministers, and volunteers must maintain appropriate professional boundaries for their own safety and the safety of those they serve.

- CJ 10. Personal relationships with inmates are not allowed. Chaplains, religious, lay ecclesial ministers, and volunteers must maintain a pastoral and working relationship with inmates/victims/ and others.**
- CJ 11. If a chaplain, religious, or lay ecclesial minister becomes intimately involved with an inmate (whether emotionally, psychologically or physically), he or she will be subject to disciplinary action up to and including termination.**
- CJ 12. If a volunteer becomes intimately involved with an inmate, he or she will not be eligible to continue his or her ministry.**
- CJ 13. Self-care and not exceeding work hours is essential in ministry. Chaplains, religious, lay ecclesial ministers, and volunteers should maintain an appropriate balance in ministry.**

V. CERTIFICATION

It is recommended (but not required) that chaplains, religious, lay ecclesial ministers, and volunteers receive certification through the American Catholic Correctional Chaplain's Association (ACCCA). If approved, the cost for the certification process should be paid in full or in part by the chaplain's/religious'/lay ecclesial minister's source of salary, if funds are available.

Chaplains, religious, lay ecclesial ministers, and volunteers working at facilities with inadequate funds to pay for the certification process should consult with the archdiocesan Assistant Director for Pastoral Care Services about the availability of archdiocesan funds to help pay for some portion of the ACCCA certification process.

VI. THE GEOGRAPHICAL PARISH AND THE CHAPLAIN'S, RELIGIOUS', AND LAY ECCLESIAL MINISTER'S RELATIONSHIP WITH CORRECTIONAL FACILITIES IN WESTERN WASHINGTON

The archdiocesan Assistant Director for Pastoral Care Services is an active committee member serving on the Department of Corrections Religious Advisory Committee. He or she works with the committee to advocate for the Catholic needs of the inmates. Some examples:

- Incarcerated men and women can state that they are both Native American and Catholic on their Religious Preference Form (RPF).
- Dietary regulations around fasting should be honored, especially during the Lenten Season.

- The “Religious Items Matrix” should be updated to include rosaries, scapulars, Catholic bibles, etc.

The archdiocesan Assistant Director for Pastoral Care Services along with Catholic lay ecclesial ministers, religious, and chaplains within the DOC system, provide recommendations and resources for the DOC Family Assistance programs.

Chaplains, religious, lay ecclesial ministers, and volunteers are required to form and maintain working relationships with their correctional institution’s administration. If a situation arises at a correctional facility that causes concern for the chaplain, religious, lay ecclesial minister, or volunteer, he or she should attempt a resolution with the local supervisor and, failing that, should contact the archdiocesan Assistant Director of Pastoral Care Services and make him/her aware of the situation (i.e., dietary needs of the inmates, conflict with correctional staff and/or volunteer, etc.). The archdiocesan Assistant Director as delegated by the Archbishop is responsible for determining the appropriate steps to address the situation.

Chaplains, religious, lay ecclesial ministers, and volunteers are guests of the correctional facility and must observe the rules in order to be allowed entry. Policy violation may result not only in the termination of an employee/volunteer’s ministry but could jeopardize the continuance of Catholic ministry to the facility or to several facilities.

VII. MINISTRY AGREEMENT/JOB DESCRIPTION

CJ 14. Chaplains must sign a ministry agreement with the Office of the Vicar for Clergy.

CJ 15. Lay ecclesial ministers must sign a job description that describes their roles and responsibilities in relationship to the correctional facility and the Archdiocese of Seattle.

The Office of the Vicar for Clergy and the archdiocesan Assistant Director for Pastoral Care Services are responsible for hiring, evaluations, and termination. When a chaplain, religious, or lay ecclesial minister is working for a deanery ministry, the dean should also be involved in this process.

CJ 16. If a chaplain employed by a correctional facility or local deanery is unavailable, it is the responsibility of the inmate’s pastor to visit him/her at the correctional facility and celebrate those sacraments that are suitable to their condition at the proper time.

The correctional facility must allow the priest from the local geographical parish to have access to the Catholic inmates at the

correctional facility, especially for the celebration of the sacraments.

- CJ 17. If a sacrament is celebrated at a correctional facility, it must be recorded at the parish within the geographical boundaries of the correctional facility (see Records: SR, V, “Sacraments”).**

VIII. COMPENSATION

- CJ 18. Chaplains, religious, lay ecclesial ministers, and volunteers will be compensated according to the schedule established by the Criminal Justice Ministry of the Office of the Vicar for Clergy.**

18.a. Compensation for jail ministries and prison ministries comes from different sources. The DOC contracts with the Archdiocese of Seattle for a designated number of ministry hours per week in prisons throughout the Archdiocese. The Office for the Vicar for Clergy and the Criminal Justice Ministry hires and supervises these ministers and in some instances, compensates them based on an hourly rate paid by the DOC.

18.b. Ministry for those incarcerated in **city and county jails** throughout the Archdiocese is the responsibility of the parishes in which those jails resides. Many deaneries pool their resources and in some instances hire an lay ecclesial minister to serve in those jails on behalf of the pastors of the deanery. The Criminal Justice Ministry of the Archdiocese of Seattle is available to supervise and assist in this ministry.

18.c. The Federal Detention Center contracts with the Archdiocese for a designated number of ministry hours per week in the Federal Detention Center. Ministers are hired, supervised and compensated through Criminal Justice Ministry in the office of the Vicar for Clergy.

18.d. A detailed description of current financial arrangements with the DOC, the Federal Detention Center, and deaneries can be found in Appendix A.

- CJ 19. Any chaplain, religious, lay ecclesial minister who is hired to work twenty hours per week or more is eligible to participate in the archdiocesan health, welfare and retirement benefits, in accord with the applicable plans.**

Benefits for chaplains, religious, and lay ecclesial ministers serving in jails will be paid by the deanery as source of salary. Benefits for chaplains, religious, and lay ecclesial ministers ministering in a DOC facility will be paid by the Archdiocese of Seattle.

IX. SUPERVISION AND EVALUATION

CJ 20. Lay ecclesial ministers are evaluated annually by the archdiocesan Assistant Director for Pastoral Care Services or another supervisor as designated in the Ministry Agreement.

20.a. This evaluation is based on annual goals and objectives developed by the Archdiocese in conjunction with the Assistant Director for Pastoral Care Services and the lay ecclesial minister and in the context of ongoing guidance and support.

20.b. In some cases the lay ecclesial minister is supervised and evaluated by the Dean or another supervisor designated in the Ministry Agreement.

CJ 21. Chaplains are evaluated annually by the Vicar for Clergy or his delegate.

21.a. The archdiocesan Assistant Director for Pastoral Care Services provides ongoing guidance and support for chaplains and gives input to the Vicar for Clergy for the annual evaluation.

21.b. If the archdiocesan Assistant Director for Pastoral Care Services is a priest, he can provide immediate supervision and evaluation of the chaplain at the discretion of the Vicar for Clergy.

CJ 22. Each paid chaplain, religious, lay ecclesial minister, and volunteer must submit a monthly update form (see Appendix B) to the archdiocesan Assistant Director for Pastoral Care Services.

The update form allows the chaplain, religious, lay ecclesial minister, and volunteer to report monthly regarding the past month's ministry at the correctional institution (e.g., new volunteer information, how many inmates being served at the institution, or administration changes at the institution).

X. PASTORAL CARE

Pastoral Visits/One-on-One Visits

CJ 23. Pastoral visits are not counseling sessions.

When visiting an inmate, a chaplain, religious, lay ecclesial minister, or volunteer is considered to be conducting a one-on-one visit. Counseling is outside the scope of the position description and duties of chaplains, religious, lay ecclesial ministers, and volunteers, unless they have been specially trained and are licensed or registered by the State as a counselor and are officially acting in that capacity.

Celebration of the Eucharist

To inform themselves about the church's teaching on the Eucharist, all criminal justice chaplains, religious, lay ecclesial ministers, and volunteers should read *The Real Presence of Jesus Christ in the Sacrament of the Eucharist* (USCCB, 2001), the *Guidelines for the Reception of Communion* (USCCB, 1996), and the archdiocesan sacramental policies.

The Office of the Vicar for Clergy will provide these documents at no cost to the chaplain, religious, lay ecclesial minister, or volunteer.

Correctional facilities in Western Washington must allow all eligible inmates to receive consecrated Eucharistic bread in Holy Communion. However, some county and city facilities exercise their right to deny access to wine. If a chaplain is presiding at a Mass in a Washington State correctional facility, the facility administration must allow the chaplain to bring in three ounces of wine for consecration during Mass. However, the three ounces of consecrated wine can only be consumed by the chaplain who is presiding during the Mass, never by the inmates.

Before celebrating Mass, the chaplain should make time available for the Sacrament of Reconciliation. The Sacrament of Reconciliation is often made available after Mass, depending upon restrictions of the local correctional facility.

Distribution of Communion outside of Holy Mass

In the absence of a chaplain, an lay ecclesial minister or volunteer with proper permission and preparation may be authorized to lead a prayer service and distribute communion outside of Holy Mass according to the archdiocesan sacramental policies and guidelines.

CJ 24. To preside at the service of Distribution of Communion outside of Holy Mass, lay ecclesial ministers must be commissioned as extraordinary ministers of Holy

Communion (see archdiocesan *Sacramental and Liturgical Policies*: LL, VI, “Extraordinary Ministers of Holy Communion” and VIII, “Lay Presiders”).

- CJ 25. Lay ecclesial ministers/volunteer(s) must make arrangements to receive the consecrated hosts on the day of the service by pre-arrangement from a local parish.**
- CJ 26. The distribution of Holy Communion outside of Mass must follow proper liturgical rites and norms and an approved order of worship.**
- CJ 27. All communion hosts must be consumed during the prayer service. Consecrated hosts must never be put in storage for use on another day.**

Eucharist in an Ecumenical Setting

Catholic Masses and communion services are often attended by incarcerated men, women and children who are not Catholic. This ministry is to be inclusive and to ensure that everyone feels welcome. This can be done in creative ways while still preserving the practice of full participation in the Eucharist to baptized Catholics.

- The celebration of Mass is always the ideal for incarcerated Catholics.
- Chaplains, religious, lay ecclesial ministers, and volunteers should assess the group before beginning either the celebration of the Mass or the distribution of Holy Communion outside of Mass.
- If there are a large number of non-Catholics in the group it may be more appropriate to have a simple prayer service and/or a bible study in place of a Mass or the distribution of the Eucharist outside of Mass.
- It is important to share with the inmates the meaning of the Eucharist to Catholics and proper protocol concerning who can receive communion and who can receive a blessing in its place. If an incarcerated man, woman and/or child who is not Catholic continually attends service and tries to receive communion, it is important to connect with him or her after the service and provide proper catechesis.
- The appropriate sacramental policies, liturgical norms, and guidelines of the Archdiocese of Seattle should be consulted (see especially archdiocesan *Sacramental and Liturgical Policies*: EU, IV, “Reception of Holy Communion: Administering the Eucharist to Those Who Are not Catholic”).

Bible Studies and Faith Sharing

Chaplains, religious, lay ecclesial ministers, and volunteers may lead a Bible study and/or a faith-sharing group at their assigned facility. If most of the inmates who are attending a communion service are of another faith, it may be especially appropriate to lead a bible study or faith-sharing group. The chaplain, religious, lay ecclesial minister, or volunteer should assess the group to decide appropriate short-term pastoral care and consult with the Assistant Director for Pastoral Care Services to determine appropriate long-term care.

Rite of Christian Initiation of Adults (RCIA)

A number of men/women/children have decided to become members of the Catholic Church while incarcerated. If someone expresses interest in becoming a Catholic, the chaplain, religious, lay ecclesial minister, or volunteer should give the inmate appropriate RCIA materials available from the Liturgy Office and work with the inmate for a year before he/she is received into the church. During the RCIA process, the chaplain, religious, lay ecclesial minister, or volunteer should find a sponsor for the RCIA candidate. These sacraments should be recorded in the registers of the local parish.

CJ 28. The chaplain, religious, lay ecclesial minister, or volunteer must obtain written permission from the Archbishop for an RCIA candidate to be initiated into the church.

28.a. The Archbishop may choose to celebrate the service himself or he may ask an Auxiliary Bishop or the local priest to do so in his place.

28.b If an inmate is transferred to another institution before the RCIA process is completed, the chaplain, religious, lay ecclesial minister, or volunteer should connect the inmate with the local parish or the chaplaincy service of the receiving facility.

XI. CONTINUING FORMATION AND EDUCATION FOR CHAPLAINS, RELIGIOUS, AND LAY ECCLESIAL MINISTERS

CJ 30. Chaplains, religious, and lay ecclesial ministers must engage actively in an ongoing and holistic process of continuing formation, developing themselves humanly, intellectually, spiritually, and pastorally.

CJ 31. Chaplains, religious, and lay ecclesial ministers must report their progress as part of their annual evaluation.

CJ 32. Chaplains, religious, and lay ecclesial ministers are required to attend both the overnight retreat in the fall and the business meeting in the spring sponsored by the Office of the Vicar for Clergy.

32.a. Other mandatory meetings may be required throughout the year. It is highly recommended that each chaplain, religious, and lay ecclesial minister attend the annual Criminal Justice Ministry Day.

32.b. Volunteers are encouraged to attend the annual Criminal Justice Ministry day that is held in the fall. This is an opportunity for volunteers to interact with one another, attend workshops and hear local speakers.

APPENDIX A: COMPENSATION GUIDELINES

Compensation for State Department of Corrections Chaplains, Religious, Lay Ecclesial Ministers, and Volunteer Religious/ Lay ecclesial Ministers

The Washington State Department of Corrections (DOC) contracts hours for Catholic chaplains, religious, and lay ecclesial ministers through the Archdiocese of Seattle. Every state correctional institution is required to provide services for the Catholic inmates. The hours available by contract depend on the number of inmates at the facility as well as budget money available.

- Each facility must offer at least two hours per week for Catholic Services.
- Each state is required to pay for the mileage for the chaplain, religious, lay ecclesial minister, and volunteer religious/lay ecclesial minister to travel to and from the institution.
- The Archdiocese of Seattle bills the state institutions individually for contract hours worked by a Catholic chaplain, religious, and lay ecclesial minister, as well as their mileage.
- The Archdiocese also pays the contract chaplain, religious, and lay ecclesial minister for each contract hour worked.
- In addition, mileage to and from the institution is reimbursed (based on the rate established by the DOC).
- If the DOC religious or lay ecclesial minister works more than twenty hours a week, he or she will fall under the human resource policies of the Chancery and will be eligible to participate in archdiocesan health, welfare and retirement benefits.

Compensation for Pierce County Catholic Detention Ministry

The parishes of the Pierce County Deanery fund Criminal Justice Ministry for the deanery. The Dean's delegate collects the funding that is agreed upon by the parishes of the Pierce County Deanery. The Dean is responsible for maintaining the budget and authorizes the payment for chaplains, religious, and lay ecclesial ministers that work for Pierce County Detention Ministry.

Chaplains, religious or lay ecclesial ministers are paid for hours worked but do not receive mileage reimbursement for traveling to and from the facility. If chaplains, religious, or lay ecclesial ministers travel to a location that is

not their regular job site they will be reimbursed for mileage (based on the rate established by the Archdiocese of Seattle). If the chaplains, religious, or lay ecclesial ministers, works twenty hours a week or more, they will fall under the human resource policies of the Chancery and will be eligible to participate in archdiocesan health, welfare and retirement benefits.

Compensation for King County Catholic Detention Ministry

The parishes of the four King County Deaneries (North Seattle, South Seattle, Eastside and South King) fund Criminal Justice Ministry for the deanery.

The archdiocesan Assistant Director of Pastoral Care Services handles the collection of the funds from the King County parishes through the Archdiocese of Seattle. The archdiocesan Assistant Director of Pastoral Care Services works with the Administrator for the King County Deaneries as well as the Director for the King County Jail Detention Ministry to maintain the budget. The checks are issued by the King County Deaneries Administrator.

Chaplains, religious or lay ecclesial ministers are paid for hours worked but do not receive mileage reimbursement for traveling to and from the facility. If chaplains, religious, or lay ecclesial ministers travel to a location that is not their regular job site they will be reimbursed for mileage (based on the rate established by the Archdiocese of Seattle). If chaplains, religious, or lay ecclesial ministers work twenty hours a week or more, they will fall under the human resource policies of the Chancery and will be eligible to participate in archdiocesan health, welfare and retirement benefits.

Compensation for Snohomish County Catholic Detention Ministry

The parishes of the Snohomish County Deanery fund Criminal Justice Ministry for the deanery.

The archdiocesan Assistant Director of Pastoral Care Services handles the collection of the funds from the Snohomish County parishes through the Archdiocese of Seattle. The archdiocesan Assistant Director for Pastoral Care Services collaborates with the Snohomish County Deanery and the hired chaplain, religious, or lay ecclesial to maintain the budget. The Archdiocese issues checks quarterly to be sent to the dean's parish, whose delegate issues the paychecks from the Snohomish County Catholic Detention Ministry operating budget.

Chaplains, religious or lay ecclesial ministers are paid for hours worked but do not receive mileage reimbursement for traveling to and from the facility. If chaplains, religious, or lay ecclesial ministers travel to a location that is not their regular job site they will be reimbursed for mileage (based on the rate established by the Archdiocese of Seattle). If the chaplains, religious,

lay ecclesial ministers work twenty hours a week or more, they will fall under the human resource policies of the Chancery and will be eligible to participate in archdiocesan health, welfare and retirement benefits.

Compensation for Federal Detention Center Chaplains, Religious, and Lay Ecclesial Ministers

The Federal Detention Center (FDC) contracts with the Archdiocese of Seattle to provide Catholic services for the incarcerated men and women.

FDC sends a check to the Archdiocese of Seattle every month for the amount of hours worked during the previous month. In turn, Pastoral Care Services pays the chaplain, religious, or lay ecclesial minister for hours worked.

Chaplains, religious and lay ecclesial ministers are not paid for mileage to and from the FDC facility. If chaplains, religious or lay ecclesial ministers travel to a location for work that is not FDC, mileage will be reimbursed (based on the rate established by the Archdiocese of Seattle). If chaplains, religious, or lay ecclesial ministers work twenty hours a week or more, they fall under the human resource policies of the Chancery and will be eligible to participate in archdiocesan health, welfare and retirement benefits.

Compensation for the Northwest Detention Center (ICE Center)

Funding for the ministry to the undocumented detained at the Northwest Detention (ICE Center) comes from the Archdiocese of Seattle Pastoral Care Services Budget. Chaplains, religious or lay ecclesial ministers are not paid for mileage to and from the ICE Center. If the chaplains, religious or lay ecclesial ministers travel to a location for work that is not ICE, mileage is reimbursed (based on the rate established by the Archdiocese of Seattle). If chaplains, religious or lay ecclesial ministers work twenty hours a week or more, they fall under the human resource policies of the Chancery and will be eligible to participate in archdiocesan health, welfare and retirement benefits.

APPENDIX B: CRIMINAL JUSTICE MONTHLY REVIEW FORM

ARCHDIOCESE OF SEATTLE
CRIMINAL JUSTICE MINISTRY

MONTHLY REVIEW FORM

DATE: _____ NAME: _____

CORRECTIONAL FACILITY: _____

MAJOR HIGHLIGHTS OF THE MONTH: _____

INSTITUTION: _____

RELIGIOUS SERVICES & PASTORAL SUPPORT: _____

VOLUNTEERS: _____

PRIESTS: _____

DEANERY UPDATES (If Applicable): _____

CURRENT MINISTRY NEEDS: _____

OTHER: _____