



Procedures for Inmate Visits Outside Conference Territory

North American Division Seventh-day Adventist Church

Visitation outside the Conference:

- a. Visitation requests outside of the requestor's territory should be directed to the local Conference Prison Ministry Department.
- b. The Conference Prison Ministry Department will have access to North American Division (NAD) Directory for Prison Ministers which will allow them to make the appropriate request for the visitation.

Conference Response:

- a. The Conference requesting the visit will email the Prison Minister that will be facilitating the visit from the NAD Prison Ministry Directory.
- b. The Conference will courtesy copy the local pastor, the Prison Ministry Director of the Conference and of the Union where the facility is located and the Coordinator of Prison Ministry for NAD.

After Visitation Response by the Prison Minister:

- a. Once the visit has been completed, the Prison Minister will send/email a report to the local pastor and the local Conference. The local Conference will then inform the Union and Union will notify the NAD Adult Ministries Department.
- b. An email may be sent to the requestor of the visit, if the requestor solicits acknowledgement that contact with the inmate was completed.

Local Correctional Institutional Visitation Requirements that May Apply:

- a. The requester informs the Inmate of the potential visit from a Prison Minister.
- b. The Inmate must be amenable to having a visit from a Prison Minister.
- c. If the Inmate is amenable, he must put the Prison Minister on his Visitation List.
- d. An alternative to the Inmate Visitation List is: The Correctional Chaplain may include the Prison Minister on an approved list of Ministers for Religious Visits with designated Inmates.
- e. The Inmate will arrange with the Correctional Chaplain a date and time conducive to the Prison Minister and the permissible times allowed for visitation by the prison facility.
- f. The Institutional Chaplain and the Prison Minister will arrange for the visit.
- g. The Inmate will be notified by the Correctional Chaplain that the visit has been approved and the time and date of the visit has been scheduled.

- h. Upon completion of the visit, the Prison Minister will follow the reporting procedures that have been outlined by the NAD Adult Ministries Department for Religious Visits with Inmates.