

# Michael Unit Kairos Program Rules

## General

1. Follow the **POSTED** rules, the rules as they are posted by **TDCJ** and any specific instructions of the **Michael Unit TDCJ Facility** as posted at the main security entry point or by officers on duty at the security entry point, at all times. Treat the entry point as you would airport security, and I hope that that is with the utmost of respect for the job that they have to do and the difficulties involved with it. If you are in doubt, ask questions. **(Follow the instructions promptly, and then ask questions, if you are unsure it is better to ask a question than to cause a security issue.)**
2. **Team members may not smoke, drink alcohol, or consume drugs or transport drugs while on the Michael Unit TDCJ Facility.** All substances or items that the Inmates are not allowed to have must be consumed or removed from your person prior to **entering (entry means crossing the threshold of the glass doors)** the main security entry point facility. **This includes cell phones, pagers, Ipods, iPhones, mp3 players, or any personal electronic devices, (other than hearing enhancement devices), knives, folding tools, tools, wrenches, rifles or pistols, mace, or any other spray defense systems, folding money, change, wallets, credit cards, or any form of currency, bottled or canned sodas, bottled water, beer, wine , hard liquor or any alcoholic beverages of any sort, cigarettes, cigars, pipes, or any smokeless tobacco products, lighters, matches, candy, Chap Stick, gum, tums, and aspirins or any other medical products prescription or over-the-counter, illegal controlled substances, marijuana, etc. You should not have any of these items with you or on you for the weekend, while you are inside the facility. If you need any medications, prescription or over-the-counter please give them to the Inside Coordinator prior to leaving our Host Church or Facility to keep in the lock box that he carries in and is stored in the Unit Liaisons office. When you need your medications, prescription or not, let the Inside Coordinator know when you need any medications and go to the office to get them at a convenient break time due not interrupt any talks or discussion times, and have the Inside Coordinator unlock the box and take them at that time in the office only.)**
3. **Any medicine that you need on the weekend is to be given to the Inside Coordinator, kept in the lock box and taken in the Unit Liaisons office only.**

4. **Bring in ONLY your driver's license and car keys (only if you drove to the facility.)**  
Keep ALL personal items (includes cell phones, pagers, Ipods, iPhones, mp3 players, or any personal electronic devices, (other than hearing enhancement devices), knives, folding tools, tools, wrenches, rifles or pistols, mace, or any other spray defense systems, folding money, change, wallets, credit cards, or any form of currency, bottled or canned sodas, bottled water, beer, wine , hard liquor or any alcoholic beverages of any sort, cigarettes, cigars, pipes, or any smokeless tobacco products, lighters, matches, candy, Chap Stick, gum, tums, and aspirins or or any other medical products prescription or over-the-counter, illegal controlled substances, marijuana, etc.) locked in your trunk, out of site in your car, or glove compartment. Before you go in, empty your pockets and if you must carry your Bible, **double check that your Bible does not have any loose papers with personal/private information.**
5. **Do not bring in weapons of any kinds into the facility, especially knives.**
6. Never go anywhere alone or accompanied only by an Inmate or Inmates (unless you are a Spiritual Director giving spiritual direction and then a line of sight must be maintained with another team member, Chapel Coordinator and/or Michael Unit TDCJ Facility security member).
7. Spiritual Directors: Before you begin spiritual counseling, let the Observing Lay Leader know where you are going, if you are not using the assigned area he setup for you.
8. **Cell phones, pagers, Ipods, iPhones, mp3 players, or any personal electronic devices, (other than hearing enhancement devices), knives, folding tools, tools, wrenches, rifles or pistols, mace, or any other spray defense systems, folding money, change, wallets, credit cards, or any form of currency, bottled or canned sodas, bottled water, beer, wine , hard liquor or any alcoholic beverages of any sort, cigarettes, cigars, pipes, or any smokeless tobacco products, lighters, matches, candy, Chap Stick, gum, tums, and aspirins or any other medical products prescription or over-the-counter, illegal controlled substances, marijuana, etc.,** are prohibited during a Kairos weekend. Either leave these items at HOME, the host church or in your vehicles trunk or the trunk of the vehicle that you arrived at the unit in.
9. Free World People who are not on the team may only visit the **UNIT** during the Closing Ceremonies.

10. Please park only in the designated parking areas authorized by the **Michael Unit TDCJ Facility** for our use. **Remember to keep your windows rolled up completely and to lock all of your cars doors and windows, pickup truck tool boxes, camper tops, trailers, etc. at all times.**
11. Never give an Inmate any gifts, money, put money in their trust account, stamps or any of the prohibited to enter with items (see No. 8 above). Never buy anything from an Inmate or accept anything personally during your visit on the unit, you may not walk out with any letters or gifts from an Inmate.
12. **NEVER** disclose the identity of an Inmate or any information about an Inmate, the Inmate's family, or the Inmate's case to anyone outside the team. Never betray the confidence of an Inmate; **but** if an Inmate tells you about past or present abuse, or crimes, threatens to harm himself or any others whether inmates fee world or security, or threatens to escape, **YOU MUST NOTIFY the Michael Unit TDCJ Facility Security Representative or Certified Volunteer Chaplains Assistant (CVCA). KEEP EVERYTHING ELSE CONFIDENTIAL!**
13. Do not promote your own church or denomination or bad mouth any other church or denomination. If an Inmate asks you about a belief particular in your denomination, make sure that the Inmate understands that these are **YOUR** beliefs, not those of all Christians. Remind the Inmate that the Spiritual Directors are from various denominations and they are available to answer any spiritual questions.
14. **Never take a message from an Inmate to anyone outside the Michael Unit.**
15. **The drinking of alcoholic beverages is strictly prohibited during all Kairos functions. Alcohol should not be consumed prior to or during any Kairos function, including team meetings.**
16. An Inmate or inmate steward may take no food away from the gym unless previously approved by the **CVCA or Michael Unit TDCJ Facility Security Representative.**
17. Offenders sometimes try to escape. Stay alert and watch for wandering Inmates. Keep your table families together, as much as possible, (except during bathroom breaks), and especially when moving between gyms. If an Inmate tries to escape, do not chase the Inmate. Instead, immediately notify the **Michael Unit TDCJ Facility Security Representative or CVCA.**

18. If a fight breaks out, go to the nearest wall and sit down. Encourage any Inmates not involved with the fight to come sit down with you. The **Michael Unit TDCJ Facility Security Representative** will be nearby, and the appropriate actions will be taken to insure our safety, **REMAIN CALM DO NOT BECOME PART OF THE PROBLEM.** Be aware of signs of tension that may lead to arguments. Ask for help if a situation gets out of hand.
19. Food is a **MAJOR** part of our program, we bring in lots of food that the Inmates don't normally have coffee, sugar, cookies, fruit, and meals, etc., but ALL food and beverages must conform to **Michael Unit TDCJ Facility rules. DO NOT BRING IN ANY FOOD THAT IS NOT AUTHORIZED.**
20. Team members should never force any Inmate to do an activity that they are uncomfortable with. If there is a problem with getting an Inmate to cooperate, see the Spiritual Director or Weekend Lay Leader at an appropriate time but do not cause a scene.
- 21. IF YOU HAVE ANY DOUBTS, FEARS, CONCERNS OR QUESTIONS, EITHER BEFORE OR DURING THE WEEKEND, PLEASE CALL ON THE LEADERSHIP TEAM!**

#### **Dress Code**

1. Dress appropriately and conservatively. You are not dressing to impress or call attention to yourself by the Inmates or other team members. We are there to serve God and have all the attention and Glory given to God.
2. Wear a brightly colored shirts with a collar. This is one way of showing the inmates a color different than the grey and white they are always seeing.
3. Do not wear tight fitting or revealing clothes.
4. Do not wear shorts, short pants, etc.
5. Do not wear low cut shirts, sleeveless shirts, or short stomach bearing shirts.
6. Do not wear caps, hats, scarves, bandanas, sunglasses, or earrings.
7. Do not wear clothes with logos. The only exception is the **Kairos** logo.
8. Do not wear open toe or backless shoes, crocs, or sandals.
9. Do not wear excessive cologne.

## **Inmate Interaction**

1. Use good judgment when you are touching the Inmates. Avoid any physical contact that might be suggestive, such as kissing, shoulder rubbing, etc. Be sensitive to the fact that many Inmates are victims of sexual abuse and may interpret innocent physical contact as sexual in nature.
2. When hugging an Inmate, always have a handshake between you and the inmate or hug to the side. **Do not initiate a hug** they can receive a “case” for that and possibly be removed from the weekend.
3. Do not ask why an Inmate is in the facility or how much time the Inmate must serve.
4. You may not visit an Inmate **except during Second Saturday Reunions and Tuesday Night Prayer and Share Groupings** and the **Kairos Short Course Weekends** or **Two Day Retreats**. Policies for team members participating in other programs at the **Michael Unit TDCJ Facility**, will be presented and discussed during team formation and training. We are not allowed to be on the visitor’s list for any Inmate whether they are on the **Michael Unit** or any other **TDCJ Facility**.
5. Don’t make promises. These men have had more than their share of disappointment, and we don’t want to add to that in any way by making promises we don’t keep, and likewise don’t make promises that will get you in trouble, if you have any questions ask the **Chaplain** or the **CVCA**.
6. Be careful with the word, ‘love’. Try to always use it in the context of God’s love or sharing God’s love, or the general team love.

## **www.MichaelUnit .org Email Group**

1. The Email’s group’s primary purpose is for sending out information that is directly about the Michael Unit Kairos Program. Often, that is where any last minute changes are sent. Please be careful not to send so much email that others want to be taken off of the list due to their perpetually full inbox.
2. Please be respectful that many team members are receiving the emails at their work email when sending an email.
3. **Prayer requests and Praise reports are encouraged** it is an awesome thing to see how prayer has been answered in our community.

4. Please do not send any spam messages to the Email group. This includes forwards from outside of the Michael Unit Kairos Ministry, unless they are of a prayer need context.
5. Please **DO NOT SEND anything political in nature**. If Kairos is found endorsing particular political candidates, or policies for example, we can lose our non-profit status.
6. Don't use an Inmate's full name in an Email. You may say which Kairos they attended and use their first name and last initial. Anyone from Kairos who needs to have the information about that Inmate will know who he is from that information.
7. Be careful when replying to a message sent out to the Email group. If you hit **Reply ALL**, the message automatically is addressed to the entire Email group. If you would like to respond to the individual who sent the message and not the whole group, you should to create a new message addressed directly to them or cut and paste their email address into the 'To' section.

### **Letter Writing**

1. NEVER give an Inmate your home address (even if it is a PO Box) or a telephone number. Always use your name and the SAFE KAIROS address (preferably your church address) as your mailing address.
2. Team members may write an Inmate at the Inmate's address. You should address your letters to Inmates as follows:

**Volunteers First and last name**  
**“CHAPLAINCY VOLUNTEER”**  
**Safe Address**  
**City, St. Zip**

**Inmate First and last name**  
**TDCJ # \_\_\_\_\_**  
**Michael Unit TDCJ (or other unit if transferred)**  
**P.O. Box 4500**  
**Tennessee Colony, TX. 75886**

3. Keep the personal letter agape content on a spiritual level, both the letter you write for the weekend and any personal correspondence letters afterwards. You are not there as their counselor, best friend, parent, or legal advisor. Do not share family reunions or times when you are on vacation or away from home, there is no telling who has access to these letters once they are in population on the unit. Do not send pictures of children or your wives. You

are there to share with them the Word of God with them and your letters should encourage them on their spiritual walk.

4. Do not send the Inmates money, either thru the mail or by putting it on their trust account, even if they send you a letter about how broke they are and how hot it is and they need a fan. The TDCJ Computer system has been updated and modernized, any financial transactions are crosschecked with their employee and volunteer database. **If your name comes up giving donations to them it is a mandatory one year suspension from TDCJ and Kairos, it is not the Chaplains or the CVCA's call that is from Huntsville.** Do not send in postage stamps **PERIOD**. Any books or Bibles must be sent from an approved book store, ask the store management if they can send to a Texas Department of Criminal Justice Corrections Facility before purchasing the books.
5. Do not pass on letters or notes from the Inmate to someone else as a favor to that Inmate.

#### **Agape**

1. All agape must conform to Michael Unit TDCJ Facility regulations.
2. Agape may only be made out of paper, or poster board.
3. Sharp points, metal or wood items, and necklaces are not allowed as agape.
4. Children under 18 are to **USE ONLY THEIR FIRST NAME** when signing any agape.
5. Any Adults are to **USE ONLY THEIR FIRST NAME** when signing any agape.
6. Please do not use any glitter, stickers, stamps, or glue.

#### **Food**

1. Do not bring in glass containers, metal, tin foil, plastic knives, or twist ties.
2. Check the tops of food items, such as inside a can of coffee, sugar, or creamer to make sure that the foil seal has been removed.
3. Make sure that all stickers have been removed from the fruit.

**These team rules have been explained to me. I understand, accept and agree to abide by them during the Michael Unit Kairos Ministry training, weekend and any other Ministry Events.**

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Signature

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Date