

Cover Page

# Yard Pastor Annual Report

January 2007

Name \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Yards worked on during 2006:

Yard	Dates
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Special Units	Dates
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

# Yard Pastor Annual Report 2006

As a minister of reconciliation within the prison system, it is crucial that you are accountable to those who support and guide your work i.e. 1) Executive Board of Pastors to Prisoners 2) Prison Chaplain 3) Supporters

As of 2006 this will be accomplished as follows:

1. Monthly reports and/or meeting with the supervising chaplain. To be submitted to Pastors to Prisoners office by the 15<sup>th</sup> of each month. (See attached Yard Pastor Job Description.)
2. Quarterly summaries to the executive Board of Pastors to Prisoners. (Use the form provided by the Board.)
3. Annual self-evaluation and summary.
  - a. Cover page (Form attached.)
  - b. Cumulative\_summary from quarterly summaries (form attached.)
  - c. Copies of quarterly summaries previously presented to the Executive Board.
  - d. Self evaluation (use questions provided.)
  - e. Unsolicited letters of commendation/appreciation.
  - f. Copies of the Community Outreach Reports

Note: The supervising chaplain will also provide an annual written evaluation of each yard pastor to the Executive Board. (It is preferred that the supervising chaplain will be given a timely reminder for this report.)

Place all of the above materials in the 3-hole folder included in this packet and deliver to the Executive Board on or before January 15, 2007.

Monthly Report

**PRISON CHAPLAINCY MONTHLY REPORT**  
**BOARD OF DIRECTORS PASTORS TO PRISONERS**

For the Month of \_\_\_\_\_, 20\_\_.

Name \_\_\_\_\_

Institution Name \_\_\_\_\_

Address \_\_\_\_\_

**1. Number of Hours Spent in Ministry:**

- a. Total Hours Spent in Ministry \_\_\_\_\_
- b. Time on Prison Grounds \_\_\_\_\_
- c. Time involved in Preparation \_\_\_\_\_
- d. Time involved in deputation and other public ministry \_\_\_\_\_

**2. Services Conducted:**

- a. Sunday Services \_\_\_\_\_ Average Attendance \_\_\_\_\_
- b. Weekday Services. \_\_\_\_\_ Average Attendance \_\_\_\_\_
- c. Bible Studies \_\_\_\_\_ Average Attendance \_\_\_\_\_
- d. Communion services \_\_\_\_\_ Average Attendance \_\_\_\_\_
- e. Committee Meetings \_\_\_\_\_ Average Attendance \_\_\_\_\_
- f. Choir Practice \_\_\_\_\_ Average Attendance \_\_\_\_\_
- g. Meetings Supervised \_\_\_\_\_ Average Attendance \_\_\_\_\_
- h. Other (explain) \_\_\_\_\_

**3. Personal Ministry:**

- a. Sermons Preached: \_\_\_\_\_
- b. Counseling sessions: \_\_\_\_\_
- c. Decisions registered with Yard Pastor: \_\_\_\_\_
- d. Ad. Seg / Hospital / Cell Visits: \_\_\_\_\_ (Note types and numbers)
- e. Baptisms \_\_\_\_\_
- f. Funerals or Memorial services \_\_\_\_\_
- g. Death Notices \_\_\_\_\_
- h. Deputation Appointments / meetings \_\_\_\_\_
- i. Other: \_\_\_\_\_ (Explain activity and attendance)

**4. Praise Items:**

**5. Prayer Requests;**

**6. Significant Issues, Additional Activities, Remarks or Other Information**

Yard Pastors Signature and Date

Chaplains Signature and Date

**Annual Report**

**PRISON YARD PASTOR REPORT**  
**BOARD OF DIRECTORS PASTORS TO PRISONERS**  
YEAR \_\_\_\_\_

Name \_\_\_\_\_  
Institution Name \_\_\_\_\_  
Address \_\_\_\_\_

**Number of Hours Spent in Ministry:**

Total Hours Spent in Ministry \_\_\_\_\_  
Time on Prison Grounds \_\_\_\_\_  
Time involved in Preparation \_\_\_\_\_  
Time involved in deputation and other public ministry \_\_\_\_\_

**Services Conducted:**

Sunday Services \_\_\_\_\_ Average Attendance \_\_\_\_\_  
Weekday Services. \_\_\_\_\_ Average Attendance \_\_\_\_\_  
Bible Studies \_\_\_\_\_ Average Attendance \_\_\_\_\_  
Communion services \_\_\_\_\_ Average Attendance \_\_\_\_\_  
Committee Meetings \_\_\_\_\_ Average Attendance \_\_\_\_\_  
Choir Practice \_\_\_\_\_ Average Attendance \_\_\_\_\_  
Meetings Supervised \_\_\_\_\_ Average Attendance \_\_\_\_\_  
Other (explain) \_\_\_\_\_

**Personal Ministry:**

Sermons Preached: \_\_\_\_\_  
Counseling sessions: \_\_\_\_\_  
Decisions registered with Yard Pastor: \_\_\_\_\_  
Ad. Seg / Hospital / Cell Visits: \_\_\_\_\_ (Note types and numbers)  
\_\_\_\_\_  
\_\_\_\_\_  
Baptisms \_\_\_\_\_  
Funerals or Memorial services \_\_\_\_\_  
Death Notices \_\_\_\_\_  
Deputation Appointments / meetings \_\_\_\_\_  
Other: \_\_\_\_\_ (Explain activity and attendance)  
\_\_\_\_\_  
\_\_\_\_\_

**Praise Items:**

**Prayer Requests:**

**Significant Issues, Additional Activities, Remarks or Other Information**

Yard Pastors Signature and Date

Chaplains Signature and Date

## Quarterly Summary Report

**PRISON YARD PASTOR QUARTLY REPORT**  
**BOARD OF DIRECTORS PASTORS TO PRISONERS**  
\_\_\_\_\_ Quarter, 20\_\_.

Name \_\_\_\_\_  
Institution Name \_\_\_\_\_  
Address \_\_\_\_\_  
Volunteers PO Box \_\_\_\_\_  
City, \_\_\_\_\_ State, \_\_\_\_\_ ZIP \_\_\_\_\_

### Number of Hours Spent in Ministry:

Total Hours Spent in Ministry \_\_\_\_\_  
Time on Prison Grounds \_\_\_\_\_  
Time involved in Preparation \_\_\_\_\_  
Time involved in deputation and other public ministry \_\_\_\_\_

### Services Conducted:

Sunday Services \_\_\_\_\_ Average Attendance \_\_\_\_\_  
Weekday Services. \_\_\_\_\_ Average Attendance \_\_\_\_\_  
Bible Studies \_\_\_\_\_ Average Attendance \_\_\_\_\_  
Communion services \_\_\_\_\_ Average Attendance \_\_\_\_\_  
Committee Meetings \_\_\_\_\_ Average Attendance \_\_\_\_\_  
Choir Practice \_\_\_\_\_ Average Attendance \_\_\_\_\_  
Meetings Supervised \_\_\_\_\_ Average Attendance \_\_\_\_\_  
Other (explain) \_\_\_\_\_  
\_\_\_\_\_

### Personal Ministry:

Sermons Preached: \_\_\_\_\_  
Counseling sessions: \_\_\_\_\_  
Decisions registered with Yard Pastor: \_\_\_\_\_  
Ad. Seg / Hospital / Cell Visits: \_\_\_\_ (Note types and numbers) \_\_\_\_\_  
Baptisms \_\_\_\_\_  
Funerals or Memorial services \_\_\_\_\_  
Death Notices \_\_\_\_\_  
Deputation Appointments / meetings \_\_\_\_\_  
Other: \_\_\_\_ (Explain activity and attendance) \_\_\_\_\_

### Praise Items:

### Prayer Requests:

### Significant Issues, Additional Activities, Remarks or Other Information

Yard Pastors Signature and Date

Chaplains Signature and Date

**1. Community Outreach Report**

(At the time the outreach is completed, 3 copies should be made. One sent in with the monthly report, one for your files to review and follow up on as needed and one to be sent in with the Annual Reports.)

## Community Outreach Report

Name: \_\_\_\_\_ Month \_\_\_\_\_ Year 20 \_\_\_\_\_

Date of initial Contact \_\_\_\_\_ How? Personal \_\_\_\_\_ Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Name and address of church / corporation / individual visited \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Website \_\_\_\_\_

Reason/Topic \_\_\_\_\_

Video Package Left? \_\_\_\_\_ Video only left? \_\_\_\_\_ Other items left / amounts \_\_\_\_\_

\_\_\_\_\_

Questions asked by Audience:

Praise items:

Prayer Requests

Closer: What would we need to do in order to receive prayer and/or financial support from this group?

Conclusions:

Follow-up plan (none-not interested; Schedule meeting with men / women / other group,

Call back in \_\_\_ months, etc.

Results:

# YARD PASTOR JOB DESCRIPTION

## R. J. DONOVAN CORRECTIONAL FACILITY

1. Plan and preach weekly worship services.
2. Counsel and pray with/for inmates. Respond to *Inmate Request For Interview*.
3. Submit monthly statistical reports to the Chaplain. (P2P office will supply form)
4. Be regularly involved with the KAIROS program.
  - a. Attend and facilitate monthly reunions.
  - b. Attend and facilitate the 2-day retreats twice a year.
  - c. Attend and facilitate KAIROS Inside-Outside Team meetings.
  - d. Attend and direct all Inside Team meetings.
  - e. Attend and facilitate KAIROS Weekend and Instructional Reunions.
  - f. Meet individually with each KAIROS graduate for counseling.
5. Plan and lead at least one Bible Study of Christian growth activity a week.
6. Lead Chaplain's Inmate Advisory Counsel on the Facility.
7. In conjunction with the chaplain, plan, and manage all other protestant chapel programs on the facility. Report to the staff any and all issues that affect the on-going ministry of the chapel program.
8. See inmates in the infirmary as necessary.
9. Respectfully cooperate with chaplains and volunteers of other religions and various denominations.
10. Regularly distribute Christian literature and magazines.
11. Plan and manage regular showing of Christian videotapes.
12. Supervise volunteers that have not fulfilled requirement to be a Brown Card Volunteer.
13. Notify inmates of the death of a family member when called upon by the yard staff or the Staff Captain.
14. Meet regularly with the chaplain to keep him/her informed of developments.
15. Attend monthly yard pastor meetings.
16. Provide monthly reports to the chaplain.
17. Provide quarterly reports to the chaplain.
18. Provide annual self evaluation to the Executive Board.
19. Complete other duties as assigned.