

Circles of Support Volunteer Training

Prospective Volunteers will be provided with the following documents prior to training:

1. Program Description
2. Program Mission
3. Roles and Goals for Volunteers and Core Members
4. Right Relationship and Safety Guidelines for Volunteers and Core Members
5. Core Member Application
6. Volunteer Application

The expectation is that the documents will be read prior to training and that trainees will jot down any questions that their reading has provoked.

Circles of Support Training Outline

- 1. Importance/Goal of Circles** - Review documents 1 and 2 (10 min)
 - Participant questions
 - Program description, mission, values:
 - Highlights - brief summary of key points
 - Role of Jail Ministry Board, Jail Chaplain, COS/Jail Ministry Committee
 - Recidivism
- 2. Circle Processes** - Review documents 5 and 6 (10 min)
 - Participant questions
 - Sources of Core Members
 - Review of Core Member and Volunteer Applications
 - Screening of Core Members
 - Contacting potential Core Members
 - All Circles Meetings
- 3. Roles and Goals for Volunteers and Core Members** - Review document 3 (15 min)
 - Participant questions
 - Highlight a few of the expectations of Volunteers
 - Weekly commitment for at least 6 months
 - Respect for the opinions of all Members - every voice heard - listening is key - a Circle of equals
 - Volunteers do not provide material support but provide information to obtain resources - a Volunteer's presence and friendship is the most valuable support
 - Respect for all faiths and beliefs
 - Volunteers challenge the Core Member to set realistic goals and hold him/her accountable to review progress
 - Highlight a few of the expectations of Core Members
 - Commits to regular attendance at meetings and communicates in a timely way if a conflict arises ie: short notice court or probation summons or other personal needs
 - Respects all Circle Members

- Determines personal goals and agreeable to review and revise regularly
- Does not expect or ask for material support from Circle Members
- Expects confidentiality of shared information, but agrees to the sharing within the Circle or with others in the Circle of Support program

4. Right Relationships & Safety Guidelines for Volunteers and Core Members - Review document 4 (15 min)

- Participant questions
- Highlights from document
 - Background checks of Volunteers
 - Training required
 - Confidentiality expected - no information is to be shared outside of the Circle or the Circle of Support program
 - Measures to maintain emotional and physical safety
 - Core Members to be at least 18 years of age
 - Any legally allowable information about a potential Core Member, will be shared with the Circle as a match is considered
 - If a Circle becomes aware of a Core Member violating probation, the Circle will encourage a self-report to the probation officer
 - In case of a life threatening emergency, Volunteers have a duty to warn and will call 911 and follow instructions
 - Healthy boundaries to be respected and maintained
 - If a conflict of interest situation arises (ie: a relationship develops outside of the Circle between a Core Member and a Circle Volunteer or a Volunteer's family) it will be reviewed by the COS/Jail Ministry committee and next steps determined
 - No socialization is to occur outside of the Circle relationship
 - No exchange of material support
 - Meetings to be held in pre-arranged community locations where no alcohol is served and is agreeable to the Circle as a whole
 - If a Core Member shows up to a meeting inebriated, he/she will be advised that the Circle will not meet with him/her in that condition
 - There are to be no one on one meetings - the Core Member with only one Circle Volunteer

5. Sample Circle meeting described - (10 min)

6. Testimonies - (15 min)

- A Circle Volunteer
- A Core Member

7. Questions - (10 min)

8. Closing and Follow-up Plan - (5 min)