

OFFER AND ACCEPTANCE RFP PC-120117 Religious Coordinator Services

PINAL COUNTY
wide open opportunity

OFFER AND ACCEPTANCE FORM

TO PINAL COUNTY:

The undersigned hereby offers and agrees to furnish the material, service, or construction in compliance with all terms, conditions, specifications, and amendments in the Solicitation.

	Interim President
Authorized Signature	Title
Harry E. Fletcher	August 23, 2012
Printed Name	Date
Good News Jail & Prison Ministry	(804) 553-4090
Company Name	Telephone
P O Box 9760 (Physical: 2230 E. Parham Rd.)	Henrico, VA 23228-0760
Address	City, State, Zip

For clarification of this offer, contact:

Name: Rick Sweenie Phone: (804) 553-4090 E-Mail: hq@goodnewsjail.org

ACCEPTANCE OF OFFER (For Pinal County Use Only)

The offer is hereby accepted and the Responder is now bound to sell or provide the materials, services, or construction as indicated by the Purchase Order or Notice of Award and based upon the solicitation, including all terms, conditions, specifications, amendments, etc. and the Offer as accepted by Pinal County.

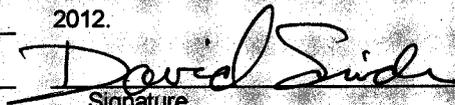
The contract is for: Religious Coordinator Services PC-120117

This contract shall henceforth be referenced to as Contract No. PC-120117. The Offeror is cautioned not to commence any billable work or to provide any material or service under this contract until Offeror receives an executed purchase order or notice to proceed.

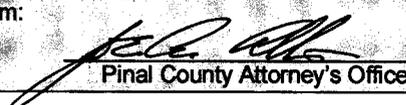
Awarded this 17th day of October 2012.

David Snider
Name (Print)

Chairman
Title


Signature

Approved as to form:


Pinal County Attorney's Office



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Offer and Acceptance
RFP PC-130619
Bad Check Enforcement &
Diversion Program Services

Pinal County
Finance Department
31 N. Pinal St.
Bldg. A
P.O. Box 1348
Florence, AZ 85132

OFFER AND ACCEPTANCE FORM – Page 2

By signing the previous page of the Offer and Acceptance Form, Responder certifies:

- A. The submission of the bid did not involve collusion or other anti-competitive practices.
- B. The Responder shall not discriminate against any employee or applicant for employment in violation of Federal Executive Order 11246.
- C. The Responder has not given, offered to give, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the Submittal.
- D. The Responder certifies that it complies with Executive Order 12549 related to Federal Government Debarment and Suspension (see 4-7)
- E. The Responder certifies that the individual signing the bid is an authorized agent for the Responder and has the authority to bind them to the contract.

Corrective Solutions

Firm

Authorized Signature

Good News Jail & Prison Ministry

**Original Proposal
For RFP PC-120117**

**Religious Coordinator Services
for
Pinal County Detention Center**

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Title Page

RFP PC-120117 Religious Coordinator Services for Pinal County Detention Facility

By: Good News Jail & Prison Ministry
P O Box 9760
2230 Parham Road
Henrico, VA 23228-0760

Contact: Rick Sweenie
1.800.220.2202 (Office)
1.804.554.4090 ext. 231 (Office)

Date: August 29, 2012



PINAL COUNTY
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W-9 Form
RFP PC-120117
Religious Coordinator
Services

Pinal County
Finance Department
31 N. Pinal St.
Bldg. A
P.O. Box 1348
Florence, AZ 85132

ADDENDUM ACKNOWLEDGEMENT FORM

This page is used to acknowledge any and all addendums that might be issued. Any addendum issued within five (5) days of the solicitation due date, will include a new due date to allow for addressing the addendum issues. Your signature indicates that you took the information provided in the addendums into consideration when providing your complete response.

Please sign and date:

ADDENDUM NO. 1 Acknowledgement

Handwritten signature
Signature

August 23, 2012

Date

ADDENDUM NO. 2 Acknowledgement

Signature

Date

ADDENDUM NO. 3 Acknowledgement

Signature

Date

If no addendums were issued, indicate below, sign the form and return with your response.

Good News Jail & Prison Ministry

Firm

Authorized Signature and Date

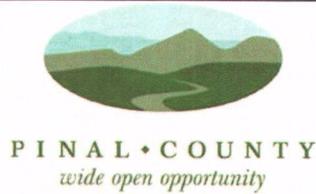
 <p>PINAL COUNTY <i>wide open opportunity</i></p>	<p>RFP PC-120117 Religious Coordinator Services Solicitation Addendum One</p> <p>PAGE 1 OF 1</p>	<p>Pinal County Finance Department 31 N. Pinal St. Bldg. A P.O. Box 1348 Florence, AZ 85132</p>
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ADDENDUM ONE

In accordance with the Pinal County Procurement Code PC1-330(D), the Solicitation is hereby amended as described herein.

1. A "Frequently Asked Questions" document has been added as Exhibit 1. See attachment titled "Exhibit 1 - Solicitation Inquiries and Responses RFP PC-120117 Religious Coordinator Services.pdf."

All other instructions, terms and conditions remain unchanged.



RFP PC-120117
Religious Coordinator Services
Exhibit 1 – Solicitation Inquires
and Responses

PAGE 1 OF 1

Pinal County
Finance Department
31 N. Pinal St.
Bldg. A
P.O. Box 1348
Florence, AZ 85132

Exhibit 1 – Solicitation Inquiries and Responses

(1) RFP PC-120117, Page 21, Paragraph 3.11, Property of the County: We understand this item to include material, reports, computer programs, and other deliverables required by the facility. However, our organization also requires activity reports from our employees, and we provide the tools (programs, materials, etc.) to enable our employees to perform the requirements of their job more effectively in the facility. Are the reports required by our organization and the tools we provide the employee also considered “Property of the County”?

No, these items are not considered “Property of Pinal County”.

(2) RFP PC-120117, Page 22, Paragraph 3.13, Ownership of Intellectual Property: Our organization frequently develops new materials, programs, and tools to improve our method and means for effective chaplaincy. Are the items developed by the organization while under contract with Pinal County subject to “Ownership of Intellectual Property” by the County?

If the items are created solely for exclusive use by Pinal County, then these items are Pinal County property. However, generic law enforcement religious program materials are not...these would be the organization’s property.



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**W-9 Form
RFP PC-120117
Religious Coordinator
Services**

Pinal County
Finance Department
31 N. Pinal St.
Bldg. A
P.O. Box 1348
Florence, AZ 85132

W-9 FORM

Download W-9 Form from <http://www.irs.gov/pub/irs-pdf/fw9.pdf>

**Responders
Checklist
RFP PC-120117
Religious Coordinator
Services**

Pinal County
Finance Department
31 N. Pinal St.
Bldg. A
P.O. Box 1348
Florence, AZ 85132

RESPONDERS CHECKLIST

	Yes/No
Did you sign your Offer sheet?	Yes
Did you acknowledge all addendums, if any?	Yes
Did you complete all required Response Forms?	Yes
Did you include your W-9 Form?	Yes
Did you include any necessary attachments?	Yes
Is the outside of your submittal marked with the Solicitation #, Due Date and Time?	Yes
Did you include one original and the required number of copies?	Yes
Did you follow the order for submissions of documents?	Yes
Did you include proof of insurance(s) if requested?	Yes

3.1 Equal Employment Opportunity

The Ministry is an equal opportunity employer. Its policy and practice is to recruit, hire, and promote for all positions in a non-discriminatory manner in accordance with federal, state, and local law. All personnel actions, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, training, and all other benefits, privileges, terms, and conditions of employment, will be administered in a non-discriminatory manner.

Acts of discrimination by supervisors and/or employees, including sexual harassment, will not be tolerated and will be the subject of disciplinary action up to, and including, termination. We ask that all employees add their support to achieving our objectives in equal opportunity employment.

If any employee believes that he has been treated in any way inconsistent with this policy, he is encouraged to inform the vice president of operations so that appropriate action may be taken. If the complaint involves the vice president of operations, the matter is to be reported to the president. Only the individuals listed above are authorized to receive and act upon complaints of unlawful discrimination or harassment.

Accommodation of Disabilities

The Ministry is committed to complying fully with the Americans with Disabilities Act (ADA), as well as state and local laws concerning persons with disabilities, and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

The Ministry's hiring procedures provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made regarding only an applicant's ability to perform the duties of the position.

Reasonable accommodation is available to all disabled employees. All employment decisions are based on the merits of the situation, not the disability of the individual. If an employee believes he needs an accommodation in order to perform his job, that employee should contact the vice president of operations to begin the accommodation process.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation), as well as equal job assignments, classifications, organizational structures, and other terms and conditions of employment. Leave of all types will be available to all employees on an equal basis.

The Ministry is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. The Ministry will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. The Ministry is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.



PINAL COUNTY
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**Response Form 1
RFP PC-120117
Religious Coordinator
Services**

Pinal County
Finance Department
31 N. Pinal St.
Bldg. A
P.O. Box 1348
Florence, AZ 85132

Responder Name: *Good News Jail & Prison Ministry*

Responders shall complete the following Response Form, indicating their responses in the spaces provided. Additional pages may be added so long as they are clearly referenced in the spaces provided.

Please note: Any exception and the total number of exceptions taken will negatively affect your evaluation score. Compliance to Terms and Conditions has been identified as an evaluation criterion for this solicitation.

Any exception not contained within this section of the solicitation will be deemed invalid and will not be considered.

Acceptability of Responses

Offers that do not include this completed Response Form or that do include an incomplete Response Form or that include a completed Response Form with unacceptable responses may cause the entire offer to be deemed unacceptable and therefore non-responsive.

1 Method of Approach

- 1.1 Responder shall describe in detail how they will provide services as requested in the Scope of Services of RFP 120117 Religious Coordinator Services.

See Attachment 1.

2 Capacity of Responder

- 2.1 Responder shall provide the name of the company; location of its headquarters and major office near Florence, Arizona; how long the Company has been in business; the name and contact information of the principal contact person; detailed description of experience in providing religious services; and any other information that the Responder deems appropriate for this solicitation.

See Attachment 2.

- 2.2 Responder shall provide information (summary of services and contact information) for clients that Responder as provided similar services to as defined in the Scope of Services of this solicitation.

See Attachment 3.

- 2.3 Responder shall provide resumes of key personnel/staff that will provide the services as defined in the Scope of Services of this solicitation.

See Attachment 4.

3 Conformance to Terms and Conditions and Scope of Services

Response Form Responses

Good News Jail & Prison Ministry have read, understand, and shall comply with all Terms and Conditions. Responders that accept the County's Terms and Conditions and Instructions shall check **YES** to clearly indicate their acceptance. Responders who take exception to the County's Terms and Conditions and Instructions shall check **NO** and clearly indicate their exception(s) and provide Responder's suggested language.



P I N A L • C O U N T Y
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**Response Form 1
RFP PC-120117
Religious Coordinator
Services**

Pinal County
Finance Department
31 N. Pinal St.
Bldg. A
P.O. Box 1348
Florence, AZ 85132

YES, I acknowledge that I have read and understand all Terms and Conditions and will comply in any resultant contract.

NO, I acknowledge that I have read, understand all Terms and Conditions and will comply in any resultant contract with the exceptions listed below.

Exceptions (If checked NO)

Responders that take exception to any Terms and Conditions shall justify their exception as well as proposing any changes to the County's language with the Responder's suggested changes clearly indicated. Additional pages may be added so long as they are clearly referenced in the spaces provided. **Please note that taking exception to any Terms and Conditions may affect your evaluation score.** Both the number of exceptions and the severity of the exceptions can affect your score and may have you deemed non-responsive for this solicitation.

Cite the specific Term and Condition for which an exception is taken: *N/A*

Responder's justification for the exception: *N/A*

Responder's suggested changes: *N/A*

Good News Jail & Prison Ministry have read, understand, and shall comply with the Scope of Services.

Responders that accept the County's Terms and Conditions and Instructions shall check **YES** to clearly indicate their acceptance. Responders who take exception to any item in the Scope of Services shall likewise check **NO** and clearly indicate their exception and provide Responder's suggested language.

YES, I acknowledge that I have read and understand the Scope of Services and will comply in any resultant contract.

NO, I acknowledge that I have read, understand the Scope of Services and will comply in any resultant contract with the exceptions listed below.

4

Cost

Responder shall complete Response Form 2 Pricing Sheet RFP PC-120117 Religious Coordinator Services. Any response that does not include this completed Pricing Sheet or includes an incomplete Pricing Sheet may cause the entire offer to be deemed unacceptable and therefore non-responsive.

End of Response Form 1 for RFP PC-120117 Religious Coordinator Services

ATTACHMENT 1

1 Method of Approach

- 1.1 Responder shall describe in detail how they will provide services as requested in the Scope of Services of RFP 120117 Religious Coordinator Services.

SERVICES TO BE PERFORMED:

1. Good News Jail & Prison Ministry will provide one (1) religious coordinator/chaplain to Pinal County.
2. The chaplain will meet all of the employment qualifications of Good News Jail & Prison Ministry and the minimum qualifications of Pinal County as found on Response Form 3 Minimum Qualifications Verification Requirements.
3. The chaplain provided will be subject to the approval of the Pinal County Detention Center.
4. This chaplain's hours will be coordinated with the Director of Inmate Services.
5. The chaplain will perform all tasks delineated in the RFP Page 14, 3.0 General Requirements. See details to follow.

SERVICE TASKS:

The specific duties assigned to the Good News Jail & Prison Ministry shall include, but not be limited to, those delineated. They will be as follows:

A. FOR INMATES

1. Make daily rounds of the Facility/Facilities and be available to minister to inmates.
2. Respond to written requests from inmates in a timely manner based on urgency.
3. Respond to referrals made by staff on behalf of inmates.
4. Refer requests pertaining to the observance of religious holidays and seasons, religious diets, fastings, religious paraphernalia and special religious services to the appropriate designee.
5. Refer non-religious concerns to appropriate corrections staff or office.
6. Assist inmates in obtaining the resources needed to study their Holy Scriptures when requested.
7. Respond to emergency situations, providing crisis intervention and emotional support as appropriate.
8. Provide spiritual counseling.
9. Inform inmates of critical illnesses and deaths in their families if requested or assigned.
10. Provide pastoral care and support for inmates without a pastor of their own.
11. Strive to get pastors and church members involved in ministry to inmates who are members of their church.
12. Provide pastoral care for all inmates regardless of age, race, ethnicity, religion, creed, sex, gender, handicap, criminal charges or sentence.
13. Conduct worship services, religious studies and life skills classes for inmates.

14. Help inmates and their families get in touch with the resources available to them through churches, religious groups and helping ministries in the community.
15. Assist with the orientation of new inmates by providing information about the programs and services available to them while they are incarcerated in Pinal County.

B. FOR STAFF

1. Provide a listening ear and a pastoral point of view during times of personal and family need.
2. Upon request, provide worship opportunities for staff unable to attend services in their own church because of their work schedule.
3. Make appropriate referrals of staff to outside counselors and counseling agencies.

C. FOR VOLUNTEERS

1. Coordinate services provided by religious volunteers and monitor their work.
2. Assist with the orientation and training of religious volunteers when assigned to do so. Volunteer Training curriculum and handbook attached. (Exhibit 3)

D. ADMINISTRATIVE

1. Speak to local church or community groups about the religious programs and services provided to inmates in Pinal County.
2. Make arrangements for a religious leader in the community to visit an inmate when requested to do so by the inmate.
3. Keep a record of duties performed, e.g. worship services and Bible studies conducted, the names and docket number of individuals counseled, etc.
4. Attend training events that are relevant to Correctional Chaplaincy when attendance at such events is mutually agreed upon by the Good News Jail & Prison Ministry chaplain and the facility administrator.
5. Attend local ministerial association meetings and meetings of other clergy groups that are relevant and important to the chaplain's work in Pinal County.
6. Be available to respond to calls on nights, weekends and holidays.

E. GENERAL RESPONSIBILITIES

1. Function as part of the corrections team to meet spiritual needs and provide physical ministry to inmates, corrections staff and families.
2. Function with a high degree of professionalism, maintaining at all times a helpful attitude when relating to all persons especially visitors, clergy and citizens of the community.

VOLUNTEER TRAINING

BASICS FOR RELIGIOUS VOLUNTEERS



GOOD NEWS JAIL & PRISON MINISTRY

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INTRODUCTION

THE IMPORTANCE OF THIS TRAINING

1. Ministry to inmates is influenced by the fact that the government mandates that religious accommodation be available to inmates in a correctional facility.
2. Ministry to inmates is influenced by the fact that professional correctional guidelines directs how a correctional facility responds to this mandate.
3. Ministry to inmates is influenced by the fact that the correctional facility has the autonomy to develop its own policies consistent with issues related to its size, space, staff and scheduling options (and the courts have affirmed that administrators have latitude in developing policies for their own facility).
4. Ministry to inmates is influenced by the fact that religious rights are granted to the "prisoner" not the "visitor" (i.e. the volunteer).
5. Therefore, this training will address essential principles for effective ministry within the unique atmosphere that characterizes a correctional institution.

THE IMPORTANCE OF HAVING COMPETENT VOLUNTEERS

1. Competent volunteers broadens ministry to inmates:
 - a. Increased numbers of workers extend the religious ministry of the facility.
 - b. Based on personality differences, volunteers can minister to a wider "range" of inmates.

2. Competent volunteers enhances ministry to inmates:
 - a. Effective ministry is based on the development of meaningful relationships.
 - b. Increasing the number of available "ministers" through the volunteer force deepens the quality of ministry since it allows for the development of more meaningful relationships and therefore, the meeting of needs.

HOW DO YOU DETERMINE YOUR AREA OF SERVICE?

1. Become familiar with correctional facilities and their ministry opportunities.
2. Discuss ministry opportunities with the facility chaplain.
 - a. What ministry opportunities are allowed by the facility?
 - b. What ministry needs have been identified?
 - c. What would you like to do?
 - d. What are you *best* equipped to do?

Note: The facility will want to place you in a ministry that is good for both of you!

HOW DO YOU ENHANCE YOUR EFFECTIVENESS?

1. Be prepared to receive further training:
 - a. Most facilities require you to attend their training before you can obtain or maintain volunteer status.
 - b. Each facility will have instructions unique to that facility.

2. Let the facility direct you into areas of ministry:
 - a. They may want you to “ease” into ministry and “get your feet wet.”
 - b. They may want to observe you as you minister.
 - c. They will want the freedom to give you helpful feedback.
 - d. They will want to monitor your progress.
 - e. They will want a workable report system.

3. Remember some helpful tips that will prevent future problems:
 - a. Do not present disruptive or divisive teachings.
 - b. Do not question officers when told to do something — do it!
 - c. Questions about policies and procedures should be taken to the facility Chaplain.
 - d. Volunteer reliability enhances the facility atmosphere.

RELATING APPROPRIATELY TO CORRECTIONAL STAFF

One of the most common errors a volunteer makes is to virtually “ignore” a staff member in order to minister to inmates! It is important that you relate properly to the staff. How?

UNDERSTAND STAFF NEEDS

1. Correctional staff are trained professionals who have three major concerns:

- a. The security and safety of inmates
- b. The security and safety of staff
- c. The security and safety of volunteers who enter the facility

2. The demands of their job can be stressful:

As a profession, correctional officers rank among the highest for rates of alcoholism, depression, divorce and premature death (due to heart attack, stroke or suicide). Why?

- a. The work is often routine.
- b. The work can be anything but routine.
- c. The work can be unpleasant.
- d. The work is typically unrewarded and unappreciated.

Note: Correctional staff, like other important professionals such as teachers, policemen and firemen, are not highly paid. Correctional staff do not receive positive feedback from the inmates. *To most inmates, the officers are the bad guys!*

3. This stressful working environment can amplify existing problems in their lives:

- a. Problems with their spouse or children
- b. Problems with financial obligations
- c. Problems with *anyone* who makes their job more difficult! (That could be *you!*)

DEVELOP RAPPORT WITH THE STAFF

1. Don't come across as a *religious fanatic* —

Do come across as *respectful and submissive* to their instructions! (Which will accelerate the building of rapport and trust.)

2. Don't make *demands* —

Do politely and respectfully ask permission whenever it is appropriate. Remember, we are on their turf at their invitation!

3. Don't show up with an *attitude* —

Do come with the desire to serve others while remembering that *you are under the authority of those in the facility.*

4. Don't *depend upon man* to open doors for your ministry —

Do trust God to daily direct and influence the circumstances in your facility, according to His timetable, to do what is best for you and your ministry there!

5. Don't *pressure the staff* to discuss spiritual matters —

Do relate to them in a way that makes it easier for them to do what they are there for, maintain safety and security!

Note: The more the staff knows you are sensitive to their job and the need for security, the more they will trust you, support you, and appreciate you.

ENHANCE THE STABILITY IN THE FACILITY BY BEING SECURITY MINDED

1. In a correctional facility security is first, *not* ministry.
 - a. This will have a bearing on *what* you do, *how* you do it, and *when*!
 - b. This will have a bearing on *who* you use to do it!
2. The security minded volunteer will be highly appreciated by the staff in that facility!
 - a. Know the jail policies well and follow them completely!
 - b. Obedience to their authority is commanded by facility policy!
3. Recognize the role and pressures the Chaplain has in the facility:

The Chaplain must be sensitive to the needs and individual religious rights of inmates while complying with all security regulations. These regulations address how volunteers function in a variety of areas including:

 - a. Volunteer clearance — What procedures are required to screen volunteers?
 - b. Facility entrance — When can you enter the facility? When must you leave?
 - c. Inmate activities — What “services” can you provide to inmates and when?
 - d. Contraband list — What can be given to inmates and what is prohibited?
4. Recognize this will affect your ministry as a volunteer:
 - a. Volunteers are typically under the Chaplain (who is under the administration).
 - b. Volunteers are to obey all rules and regulations.
 - c. Volunteers must be sensitive to common problem areas:
 - Problems with time — arriving late and staying too long
 - Problems with doors — not closing behind them and locking
 - Problems with contraband — handing out prohibited material
 - Problems with security measures — placing themselves or others at risk
5. Be prepared to protect yourself in the midst of a crisis:
 - a. Make sure you understand your institution’s emergency procedures for volunteers.
 - b. Summon help according to facility policy.
 - c. When witnessing a fight, injury or suicide attempt, move away from the area. Do *not* intervene or seek to provide assistance!
 - d. As help arrives, move away from “traffic areas” to avoid injury by a stampede of correctional officers.

Always and immediately follow the instructions of correctional officers!

RELATING APPROPRIATELY TO INMATES

UNDERSTAND ISSUES SHARED BY MANY INMATES

1. Many are from broken homes.
2. Many have been abused physically, emotionally and sexually.
3. Many have very little education.
4. Many have substance abuse problems and/or addictions.
5. Many are guilty, angry, bitter, unforgiving, lonely, and depressed.
6. Many have not developed a strong sense of responsibility.

OBSERVE SOME KEY PRINCIPLES IN RELATING TO INMATES

1. Some *Do's*:

- a. Be honest.
- b. Be friendly and courteous.
- c. Take time to listen to the inmate.
- d. Let your demeanor convey that you are in control.
- e. Be consistent.
- f. Obey all rules!

2. Some *Don'ts*:

- a. Don't deviate from facility rules!
- b. Don't talk down to an inmate.
- c. Don't do for inmates what they can do for themselves.
- d. Don't make promises.
- e. Don't deliver messages.
- f. Don't discuss inmates' problems or information with those outside the facility.
- g. Don't ask what crime they committed to get incarcerated.
- h. Don't give legal advice.
- i. Don't believe everything you hear.
- j. Don't take sides against the facility.
- k. Don't give out your personal contact information.
- l. Don't promise to keep all information confidential. Facilities *require* you to report:
 - A potential suicide
 - A threat to someone's safety
 - A planned escape

Three keys: don't give anything – don't take anything – don't promise anything!

3. Prepare to be asked questions that you may not hear in a non-jail religious setting:

- a. "Since God made herbs and Marijuana comes from an herb, is it ok to use marijuana?"
- b. "Everyone who commits suicide goes to hell, right?"

OBSERVE HEALTH PRECAUTIONS INSIDE THE CORRECTIONAL FACILITY

1. Understand how you could be exposed to harmful agents or *pathogens* (disease producing organisms such as viruses, and bacteria):
 - a. You may come across a fight, injury or suicide attempt which exposes you to contaminated blood — *a bloodborne pathogen*.
 - b. You may counsel someone who has, and be exposed to, TB — *an airborne pathogen*.
 - c. You may ingest food or water infected with a fecal contaminant — *a foodborne pathogen*.
 - d. You may have direct contact with a person (or their clothing) infested with a body parasite — *a direct contact infestation*.

2. Consider some guidelines that will reduce your risk of exposure to these agents:
 - a. You *may* want to follow CDC recommendations that *full-time* correctional staff:
 - Maintain immunization against Hepatitis B; Diphtheria; Tetanus (Td); Influenza; Measles, Mumps Rubella (MMR) and Polio (IPV).
 - Obtain a yearly TB skin test.
 - b. Strictly follow Universal Precautions:
 - What is it? — It is a precautionary policy which involves treating *all* persons in *all* situations as if they potentially have a communicable or infectious disease.
 - What does it involve? — This involves the use of procedures and protective equipment to prevent contact with infected droplets and/or body fluids (especially fluids containing visible blood). Depending upon the situation, this could include:
 - Wearing fluid-resistant gloves — to avoid contact with body fluids.
 - Wearing protective eye wear — so body fluids aren't splashed in the eye.
 - Using a CPR mask with a one-way valve — when giving mouth-to-mouth resuscitation.
 - Using hepa-filter masks — when at risk for airborne pathogens (such as when officers are transferring inmates known to have TB).

Note: These precautions typically apply to staff, *not* volunteers. However, they are included to *illustrate* the importance of providing a barrier between you and any harmful agents while in the presence of "potentially infected" individuals.

 - c. Follow these additional preventative measures:
 - In a situation where blood is present, move away from the area, summon help, stay out of the way and follow the directions of the response team.
 - Always maintain a protective barrier to avoid contact with blood or body fluids containing blood.
 - Wash your hands thoroughly with soap and running water after shaking hands with inmates or having contact with their personal items or living area.
 - Avoid bringing your hands to your mouth, nose, or eyes — until you have washed them thoroughly with soap and running water!

When you enter any facility as a visitor or volunteer, you do so at your own risk!

ATTACHMENT 2

2

Capacity of Responder

- 2.1 Responder shall provide the name of the company; location of its headquarters and major office near Florence, Arizona; how long the Company has been in business; the name and contact information of the principal contact person; detailed description of experience in providing religious services; and any other information that the Responder deems appropriate for this solicitation.

Good News Jail & Prison Ministry

Headquarters:
P O Box 960
2230 E. Parham Road
Henrico, Virginia 23228-0760

Local Office:
P O Box 2023
932 W. Elizabeth Way
Coolidge, Arizona 85128

Contact Person:
Rick Sweenie
P. O. Box 9760
2230 E Parham Road
Henrico, VA 23228-0760
1.800.220.2202 (Office)
1.804.553.4090 ext. 231 (Office)
1.804.553.4144 (Fax)
hq@goodnewsjail.org

Federal Tax ID Number: 54-0703077

Licensure and standing in Arizona: Current - Renewal Date 9/30/12

Good News Jail & Prison Ministry is a nonprofit corporation incorporated in December 1961 under the laws of the Commonwealth of Virginia. We are the largest, private supplier of chaplains in the United States and have been providing full-time correctional chaplains for more than 50 years. We currently have 90 chaplains nationally serving in 21 states and 109 facilities. In addition we have 280 chaplains internationally serving in 21 countries, one US territory.

Our mission is, "to provide spiritually mature, equipped, and motivated men and women to serve as Christian chaplains in correctional facilities nationally and internationally." Its purpose is, "to meet the spiritual needs of both inmates and staff through ministry that includes evangelism, discipleship, and pastoral attention, while facilitating other religious faiths within the guidelines established by law and the individual correctional facility."

To fulfill this mission and purpose, the ministry of the chaplain is one of a pastoral presence that must facilitate the religious needs of everyone in the facility regardless of age, race, ethnicity, sex, gender, religion, creed, handicap, criminal charges or sentence. It is necessary that the chaplain approach individuals with wisdom and sensitivity.

The chaplain is responsible for coordinating, facilitating, and overseeing religious programs and services within the established guidelines of the facility. He conducts services and Bible studies, performs one-on-one counseling, handles emergency messages including death notifications, and facilitates religious services for all faith groups thus complying with *The Religious Land Use and Institutionalized Persons Act (RLUIPA)*. He recruits and trains community volunteers, stressing security and safety within the facility. The chaplain provides ministry to staff and inmate families upon request. He also serves as a liaison between the facility and the community, seeks to raise funds in the local community and provides public relations. He performs administrative responsibilities and other duties as assigned.

Through our years of experience in providing chaplain services to jails and prisons, we've found that a continual ministry of presence by a Good News Jail & Prison Ministry chaplain has a calming effect on the inmates, thereby making for a much safer environment in the facility. The chaplain interacts without prejudice with the inmate population, a segment of society characterized by repeated failure, broken or troubled marriages, absent fathers, and a cycle of release and return. Through the development of religious programs and activities, inmates may participate in constructive activities making a productive use of their incarceration, as well as a step toward a changed life.

Furthermore as the chaplain ministers to inmates and inmate families, there is a positive impact on relationships and attitudes, individuals realize that the cycle of crime can, in fact, be broken and that they are able to become productive members of our society, and as they do, our entire society realizes the benefits.

The ministry of the chaplain also extends beyond the correctional facility. It is a multi-faceted ministry that requires the chaplain to relate effectively in the business, church and correctional communities. Since its inception the Ministry has understood that the work and service of the chaplain extends beyond the correctional facility. If the chaplain is to have an effective ministry, they must effectively relate in the business, church, civic, and correctional communities. And while Good News has never accepted federal, state or local tax funding but has received the financial support needed within the local community, the involvement of the chaplain in those communities far exceeds simply the raising of financial support. The chaplain has a unique opportunity to educate and inform, to provide a liaison between the facility and the community, to provide a means for participation and involvement of individuals, organizations, and churches in addressing not only the immediate needs of inmates who are incarcerated, but the other needs of inmate families and ex-offenders who sincerely want to successfully make it upon release.

Simply stated we believe the following benefits can be expected.

Benefits to the Inmate:

- Consistent presence of spiritual leadership
- Provision of counseling for various problems
- Reduced stress and behavioral problems
- Suicide and crisis intervention
- The inmate begins to recognize and acknowledge their crimes and problems
- The inmate can become a more productive member of society upon release

Benefits to the Community:

- Reduced crime and recidivism
- Reduced lawsuits paid for by the taxpayer
- A safer environment
- Community volunteers better understand and articulate the stresses on staff and facility administration

For 50 years Good News has been at the forefront of correctional chaplaincy. We are committed to providing quality, highly trained and degreed, qualified chaplains who are committed to serving the facility by providing the highest quality chaplaincy services consistent with federal and state law and the rules and regulations of the individual correctional facility.

Exhibit 4: 501(c)(3)

Exhibit 5: Articles of Incorporation

Exhibit 6: By-Laws

Exhibit 7: Charitable Organizations Details from the Arizona Secretary of State

Exhibit 8: 2011 Financial Audit and 2011 Annual Report

Exhibit 9: Ministry Brochure



Department of the Treasury
Internal Revenue Service

P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248222025
Jan. 25, 2012 LTR 4168C E0
54-0703077 000000 00

00018843

BODC: TE

GOOD NEWS JAIL & PRISON MINISTRY
PO BOX 9760
HENRICO VA 23228-0760



015616

Employer Identification Number: 54-0703077
Person to Contact: R CLEMONS
Toll Free Telephone Number: 1-877-829-5500

Dear TAXPAYER:

This is in response to your Jan. 13, 2012, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in OCTOBER 1962.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(i).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website www.irs.gov/eo for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

0248222025

Jan. 25, 2012 LTR 4168C E0

54-0703077 000000 00

00018844

GOOD NEWS JAIL & PRISON MINISTRY
PO BOX 9760
HENRICO VA 23228-0760

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

Doris P. Kenwright

Doris Kenwright, Operation Mgr.
Accounts Management Operations I

ARTICLES OF RESTATEMENT
OF
ARTICLES OF INCORPORATION
OF
GOOD NEWS JAIL & PRISON MINISTRY

Pursuant to the provisions of Section 13.1-889 of the Code of Virginia of 1950, as amended, Good News Jail & Prison Ministry, a Virginia nonstock corporation in existence since 1961, hereby restates its Articles of Incorporation. The Certificate of Restatement and Amendment shall be effective when issued.

1. The name of the Corporation immediately prior to restatement is Good News Jail & Prison Ministry.

2. The restatement contains amendments to the Corporation's Articles of Incorporation.

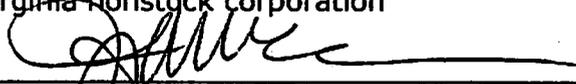
3. The Amended and Restated Articles of Incorporation are attached hereto as Pages 2., through 5.

4. Approval of these Amended and Restated Articles of Incorporation was made pursuant to Section 13.1-889 of the Code of Virginia of 1950, as amended, as follows: At a meeting of the Board of Directors on December 9, 2008, at which more than at least two-thirds of the Directors in office were present, and upon receiving the unanimous vote of all Directors present, the Directors of the Corporation found it to be in the best interests of the Corporation to adopt this restatement which contains amendments to the articles of incorporation and consented to its adoption. Member action regarding the adopted restatement and amendment was not required as there are no members or voting members of the Corporation.

Executed in the name of this Corporation by its Secretary, who declares under penalties of perjury, that the facts stated herein are true.

GOOD NEWS JAIL & PRISON MINISTRY
a Virginia nonstock corporation

Date: December 30, 2008

By: 
Jonathan M. Evans, Secretary

**AMENDED AND RESTATED ARTICLES OF INCORPORATION
OF
GOOD NEWS JAIL & PRISON MINISTRY**

Pursuant to the provisions of Section 13.1-889 of the Code of Virginia of 1950, as amended, Good News Jail & Prison Ministry, a Virginia nonstock corporation, hereby restates and amends its Articles of Incorporation.

1. The text of the Amended and Restated Articles of Incorporation is as follows:

A. The purpose or purposes for which the Corporation is organized are exclusively charitable and religious in nature within the meaning of Section 501(c)(3) of the United States Internal Revenue Code of 1986, as amended (or the corresponding provision of any future United States Internal Revenue law)(hereinafter "Code"), as well as under applicable provisions of the Code of Virginia of 1950, as amended, and include, without limitation, the following specific purposes, as provided for under Code Section 501(c)(3) and applicable regulations thereunder:

1. To provide spiritually mature, equipped, and motivated men and women to serve as Christian chaplains in correctional facilities locally, nationally, and internationally; and

2. To meet the spiritual needs of both inmates and staff through ministry that includes evangelism, discipleship, and pastoral attention, while facilitating other religious faiths within guidelines established by law and individual correctional facilities; and

3. The Corporation additionally shall have all of the corporate powers not otherwise required to be specifically stated in these Articles of Incorporation, and it further may take other actions related to the foregoing, provided that such actions are permitted under the provisions of Title 13.1., Chapter 10., of the Code of Virginia of 1950, as amended, and further provided that such activities, in all events, are consistent with and in furtherance of the Corporation's stated exempt purposes under Code Section 501(c)(3).

B. Directors shall be elected or appointed on an annual or other recurring basis by the Corporation's then-current Board of Directors, and the Corporation shall be governed by a self-perpetuating Board of Directors. The number

of Directors and the terms of office of the Directors, as well as the naming, appointment, or election of Officers, shall be specified in or fixed in accordance with the Corporation's Bylaws, as determined by the Board of Directors.

C. The Corporation shall have no members, voting or otherwise.

D. The Corporation's liability to indemnify its Directors and Officers under Section 13.1-877 and Section 13.1-881 of the Code of Virginia of 1950, as amended (or the corresponding provision of any future law set forth in the Code of Virginia), hereby is limited as follows:

1. In every instance permitted by the Virginia Nonstock Corporation Act, as it exists on the date hereof or as it may hereafter be amended, the liability of a Director or Officer of the Corporation to the Corporation arising out of a single transaction, occurrence or course of conduct, shall be limited to One And No/100 Dollars (\$1.00).

2. The Corporation may indemnify any individual who is, was or is threatened to be made a party to a proceeding (other than a proceeding by or in the right of the Corporation or a proceeding in which he was adjudged liable on the basis that personal benefit was improperly received by him) because he is or was an Director, Officer, agent or employee of the Corporation or of any other legal entity controlled by the Corporation or was serving on a committee created by the Board of Directors of the Corporation to consider and report to it in respect of any matter, if he conducted himself in good faith and believed that his conduct was in the best interests of the Corporation or otherwise met the requirements of Section 13.1-876 of the Code of Virginia of 1950, as amended (or the corresponding provision of any future law set forth in the Code of Virginia).

3. The Corporation is authorized to contract in advance to indemnify any of the persons named above to the extent it is required to indemnify them pursuant to this paragraph; provided, however, that prior to so contracting in advance, the Corporation may require a written statement from the Officer, Director, agent or employee to repay any advance if it is ultimately determined that he did not meet the aforesaid standard of conduct. Notwithstanding the foregoing, however, the Corporation shall not indemnify

any Director, Officer, employee or agent of the Corporation against his willful misconduct or against any knowing violation of law.

4. Every reference to indemnification contained in these Articles of Incorporation to persons who are or may be entitled to indemnification shall include all persons who formerly occupied any of the positions referred to as well as their respective heirs, executors and administrators. Indemnification, as set forth herein, shall not be exclusive of any other right of indemnification to which any person may be entitled, including indemnification pursuant to a valid contract, indemnification by legal entities other than this Corporation and indemnification under policies of insurance purchased and maintained by this Corporation or by others. However, no person shall be entitled to indemnification by this Corporation to the extent that he is indemnified by another, including an insurer.

E. No part of the net earnings of the Corporation shall inure to the benefit of, or be distributable to, any Director, Officer, agent or employee of the Corporation, or to any other private person, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth herein.

F. No part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation except to the extent so authorized under applicable provisions of the Code, and the Corporation shall not participate or intervene (including the publishing or distribution of statements) in any political campaign on behalf of any candidate for public office.

G. Notwithstanding any other provision of these Articles of Incorporation, the Corporation shall not carry on any other activity not permitted to be carried on by (i) a corporation exempt from the assessment and payment of federal income tax under Code Section 501(c)(3), or (ii) a corporation, contributions to which are deductible under Code Section 170(c)(2). Further, all of the foregoing purposes and powers shall be subject to the express limitation that the exercise of same shall be solely in furtherance of the Corporation's exempt purpose within the meaning of Code Section 501(c)(3).

H. Upon dissolution of the Corporation, all funds, property and other assets belonging to the Corporation, which are not necessary to discharge its legal debts and obligations, shall be transferred exclusively to one or more organizations which shall at that time qualify as exempt pursuant to applicable provisions of Section

501(c)(3) of the Internal Revenue Code of 1986, as amended (or the corresponding provision of any future United States Internal Revenue Law).

I. The post office address of the Corporation's registered office, including street, number and zip code, is 9011 Arboretum Parkway, Suite 265, Richmond, Virginia 23236. The name of the County in which the registered office is located is the County of Chesterfield, Virginia. The name of the Corporation's registered agent is J. Steven Erie, who is a resident of Virginia, a member of the Virginia State Bar, and whose business office is the same as the registered office of the Corporation.

J. The Corporation desires to acknowledge and recognize the contributions and services of Dr. William L. Simmer, its Founder in 1961, its President through 1983, and its President Emeritus through 2006; while the Corporation also desires to acknowledge and express its appreciation to all its Directors who, since 1961, and as volunteers, have provided services to the Corporation allowing it to carry out its purpose and mission.

COMMONWEALTH OF VIRGINIA
STATE CORPORATION COMMISSION

AT RICHMOND, JANUARY 15, 2009

The State Corporation Commission has found the accompanying articles submitted on behalf of

GOOD NEWS JAIL & PRISON MINISTRY

to comply with the requirements of law, and confirms payment of all required fees. Therefore, it is ORDERED that this

CERTIFICATE OF RESTATEMENT

be issued and admitted to record with the articles of restatement in the Office of the Clerk of the Commission, effective January 15, 2009.

The corporation is granted the authority conferred on it by law in accordance with the articles, subject to the conditions and restrictions imposed by law.

STATE CORPORATION COMMISSION

By



Commissioner

MARK C. CHRISTIE
COMMISSIONER

JAMES C. DIMITRI
COMMISSIONER

JUDITH WILLIAMS JAGDMANN
COMMISSIONER

COMMONWEALTH OF VIRGINIA



JOEL H. PECK
CLERK OF THE COMMISSION
P.O. BOX 1197
RICHMOND, VIRGINIA 23218-1197

STATE CORPORATION COMMISSION Office of the Clerk

January 15, 2009

J STEVEN ERIE
9011 ARBORETUM PKWY STE 265
RICHMOND, VA 23236

RE: GOOD NEWS JAIL & PRISON MINISTRY
ID: 0092077 - 7
DCN: 09-01-05-0097

Dear Customer:

This is your receipt for \$25.00 to cover the fee(s) for filing articles of restatement for a corporation with this office.

The effective date of the restatement is January 15, 2009.

Thank you for contacting our office. If you have any questions, please call (804) 371-9733 or toll-free in Virginia, (866) 722-2551.

Sincerely,

A handwritten signature in black ink that reads 'Joel H. Peck'.

Joel H. Peck
Clerk of the Commission

AMENACPT
CIS0436

BYLAWS
OF
GOOD NEWS JAIL & PRISON MINISTRY
A VIRGINIA NONSTOCK CORPORATION

PREAMBLE

It is the desire of Good News Jail & Prison Ministry, a Virginia nonstock corporation in existence since 1961, to amend and restate its Bylaws, on behalf of its Directors, Board Officers, and Executive Officers, to be effective January 1, 2009.

ARTICLE I
Corporate Offices

The principal office of Good News Jail & Prison Ministry (the "Corporation") shall be in the Commonwealth of Virginia. The current principal office and current registered office of the Corporation is located at 2230 E. Parham Road, Richmond, Virginia 23228-2226. The Corporation may have offices at such other places within or without the Commonwealth of Virginia as the Board of Directors may determine.

ARTICLE II
Board of Directors; Board Officers; Meetings

A. Board of Directors. The activities and operations of the Corporation shall be managed by a self-perpetuating Board of Directors (the "Board") consisting of a maximum of twenty-two (22) and a minimum of three (3) Directors. The Board shall have the authority and duty to manage the activities and operations of the Corporation, including but not limited to, the establishment of corporate policies to accomplish the purposes of the Corporation consistent with its tax exempt status under Section 501(c)(3) of the Internal Revenue Code, management of all of the financial matters of the Corporation, management and disposition of all property and assets of the Corporation, and determination of how to raise any funds for and on behalf of the Corporation. The Board shall strive to maintain a balance of laypersons to pastors so as to ensure the purposes of the ministry are carried forth, as may be determined by the Board. The Board in its sole discretion has the authority to determine whether any Director or any person nominated to become a Director shall be classified as a "layperson" or as a "pastor."

B. Election of Directors; Terms; Vacancy. The President of the Corporation shall be a Director, while also serving as the Chief Executive Officer in accord with Article IV of these Bylaws. The remaining Directors shall be elected by a majority vote of the Board to serve for three (3) year terms. The terms shall be staggered in three groups in accordance with §13.1-858 of the Code of Virginia, 1950, as amended (or its successor provision thereto). New Directors shall be elected by the then existing Directors, including those Directors whose terms are expiring. Currently serving Directors may succeed themselves in office. If the office of any Director becomes

vacant, the remaining Directors may elect a person to fill such vacancy, who shall hold office for the unexpired term and until his successor shall have been elected.

C. Election of Board Officers; Terms; Vacancy. On an annual basis, the Board shall elect Board Officers to include a Chairman, Vice Chairman, Secretary and a Treasurer, each to serve for a one (1) year term. Said Board Officers may succeed themselves in office and their terms shall commence in January of each year. Other Board Officers may be elected and qualified by the Board as set forth in the Corporation's Restated Articles of Incorporation and these Bylaws and they shall have such duties and authority as may be assigned to them by the Board. Any Board Officer may hold two such offices at the same time. A vacancy in any Board Officer position may be filled by election by the Board because of death, resignation, removal, disqualification, or otherwise for the unexpired portion of the term in accordance with these Bylaws and the Restated Articles of Incorporation.

D. Chairman. The Chairman shall preside at Board meetings and shall perform such other duties as are usual to the office, or as stipulated elsewhere in these Bylaws, or as directed by the Board. The Chairman shall appoint the members of all standing committees, subject to approval of the Board.

E. Vice Chairman. The Vice Chairman shall act in the absence of or inability of the Chairman to act.

F. Secretary. The Secretary shall ensure that an accurate record of all proceedings and work of the Board is maintained and shall ensure that members of the Board are notified of the time and place of Board meetings and shall assist in such other correspondence as may be required.

G. Treasurer. The Treasurer shall provide oversight of the receiving and disbursing of all funds, as carried out by designated personnel of the Corporation, in accordance with the directives of the Board, and make reports to the Board. He shall direct the preparing of an annual financial report for subsequent audit and keep the Board informed as to any unusual financial situations.

H. Board Authorization. Any Board Officer or Executive Officer elected by the Board or agent of the Corporation appropriately appointed by the Board pursuant to these Bylaws shall have the authority to sign any contracts, notes, or other instruments of the Corporation which have been approved by the Board; provided, however, that the Board, in any resolution approving any contract, note, or other instrument, may specifically designate in such resolution which of the Board Officers or Executive Officers of the Corporation are authorized or directed to execute such contract, note, or other instrument for or on behalf of the Corporation.

I. Removal of Board Officers. Any Board Officer may be removed from his office by a majority vote of the Board, with or without cause, whenever in its judgment and sole discretion the best interests of the Corporation will be served thereby.

J. Removal of Directors. The Board may, by majority vote, with good cause shown, remove any Director from office and replace such individual by majority vote of the Board. A Board meeting notice must state that the purpose or one of the purposes of the meeting is the removal of a Director.

K. Board Meetings. The Board shall hold quarterly meetings each year, unless otherwise determined by the Board. The dates of such meetings shall be determined by the Board.

L. Special Meetings of the Board; Notice; Method and Location. Special meetings of the Board may be called by the Chairman at any time. Special meetings of the Board also shall be called within fourteen (14) days of receipt by the Chairman or by the Secretary of written request for a special meeting by three (3) members of the Board.

1. A notice of the date, time, place, and manner of a special meeting of the Board may be given by a form of electronic transmission consented to by the Director to whom the notice is given and shall state the purpose for which the special meeting has been called. Any such consent of a Director shall be revocable by the Director by written notice to the Corporation; and any such consent shall be deemed revoked if (i) the Corporation is unable to deliver by electronic transmission two consecutive notices given by the Corporation in accordance with such consent, and (ii) such inability becomes known to the Secretary or other person responsible for the giving of notice; however, the inadvertent failure to treat such inability as a revocation shall not invalidate any meeting or other action.

2. Notice given by electronic transmission shall be deemed given: (a) if by facsimile telecommunication, when directed to a number at which the Director has consented to receive notice; (b) if by electronic mail, when directed to an electronic mail address at which the Director has consented to receive notice; (c) if by a posting on an electronic network together with separate notice to the Director of such specific posting when such notice is directed to an address at which the Director has consented to receive notice, upon the later of such posting or the giving of such separate notice; and (d) if by any other form of electronic transmission, when consented to by the Director. An affidavit of the Secretary or other agent of the Corporation that the notice has been given by a form of electronic transmission shall, in the absence of fraud, be prima facie evidence of the facts stated therein.

3. Special meetings of the Directors may be held by teleconference, or by videoconference, or in-person. For special meetings to be held by teleconference or videoconference, notice shall be provided no later than seventy-two (72) hours before the commencement of the special meeting. For special meetings to be held in-person, notice shall be provided a minimum of ten (10) days before the date of the special meeting. No business other than that stated in the notice of special meeting shall be transacted at such special meeting. The Chairman of the Board may designate the method and location for the special meeting, including teleconference, videoconference

or an in-person meeting. Special meetings in-person of the Board may be held at any location, either within or without the Commonwealth of Virginia.

M. Board Attendance and Participation. A Director is expected to attend meetings of the Board when such meetings are held. He may participate in Board meetings by means of a conference telephone or similar communications equipment by which all persons participating can hear each other at the same time. Participation by such means shall constitute attendance at such a meeting. Failing to attend Board meetings may constitute good cause for removal of a director from the Board in accordance with the removal procedures set forth in Paragraph J., of Article II of these Bylaws.

N. Board Action Without Meeting. Any action to be taken by the Board of Directors may be taken without a meeting if the majority of the Directors sign a consent describing the action to be taken and delivers it to the Corporation, as consistent with applicable Virginia law.

O. Quorum of the Board; Proxy. For any meeting of the Board, a quorum shall be a majority of the number of Directors duly elected pursuant to these Bylaws. A meeting shall not commence unless a quorum is present. Each Director in attendance shall have one (1) vote on each matter submitted to a vote. Provided a quorum is present and unless otherwise specifically provided in these Bylaws or required by law, an action may be taken by the Board upon a majority vote of those voting members who cast a vote on the subject of such action (not including abstention or failures to vote). No binding Board action shall be taken without a quorum. If a quorum is not present at any meeting of the Board, then a majority of the Directors present shall adjourn the meeting without further notice until a quorum is present. Any Director entitled to vote or to express consent or dissent may authorize another person to act for him by proxy. To be valid, a proxy must be in writing and signed by the Director, or his authorized attorney-in-fact. No proxy shall be valid after the expiration of eleven (11) months from the date thereof, unless otherwise provided in the proxy. Every proxy shall be revocable at the pleasure of the Director executing it, unless otherwise provided by law.

ARTICLE III Board of Reference

In addition to the Board of Directors, there shall be a Board of Reference of the Corporation. The Board of Reference shall be advisory, only, and consist of individuals selected by the Board and prepared to tell others of the work of the Corporation. The Board of Reference shall consist of individuals of recognized stature in both the spiritual and secular communities who have demonstrated spiritual leadership and who have a vision for the work of the Corporation. Members shall serve on the Board of Reference until their resignation, removal, or death. Members of the Board of Reference shall be selected by the Board with a view toward appropriate geographic, denominational, and

business representation, consistent with the activities and operations of the Corporation. Any member of the Board of Reference may be removed from the Board of Reference by a majority vote of the Board of Directors; and, further, the Board may discontinue the Board of Reference at any time for reasons it determines satisfactory.

ARTICLE IV Executive Officers

A. Executive Officers. That person serving as President/Chief Executive Officer and those persons serving as Vice Presidents described in this Article IV shall be deemed Executive Officers for purposes of these Bylaws and shall also be employees of the Corporation.

B. President/Chief Executive Officer. The Board shall, by majority vote, elect a President/Chief Executive Officer of the Corporation (hereinafter, the "President"). The President shall serve at the pleasure of the Board until the President's death, resignation, disqualification, or removal by the Board.

1. The President shall preside over Board meetings if both the Chairman and Vice Chairman are absent or unable to preside.

2. The President shall have administrative supervision of the activities and operations of the Corporation. The President shall also have such other duties and authority as may be duly assigned by the Board. The Board shall have a succession policy that defines the process for replacing the President.

C. Vice Presidents. The Vice Presidents shall be selected and removed by the President and they shall report directly to the President. The President shall determine the day-to-day responsibilities and authority of the Vice Presidents.

ARTICLE V Committees of the Board

A. Committees. The Board may designate such committees as it may from time to time decide. Such committees may include, but not be limited to Executive, Finance, Governance, and Membership Committees.

B. Executive Committee. The Executive Committee shall take action on behalf of the Board on those matters previously so authorized by the Board, provided such authorizations are set forth in duly executed Board Meeting Minutes.

C. Authority. Each committee so designated shall have a specific charge by resolution from the Board, setting forth the limits of authority of the committee and the tasks to be performed by it.

D. Special Committees. Special committees may be appointed by the Chairman, with concurrence of the Board, for such special tasks as determined by the Board. Members of special committees need not be members of the Board. A special committee shall limit its activities to the accomplishment of the task for which it was appointed and shall have no power to act except such as is specifically conferred by action of the Board. Upon completion of the task for which appointed, such special committee shall stand discharged.

ARTICLE VI Doctrinal Statement

The Doctrinal Statement of the Corporation shall be altered only by unanimous vote of the Board of Directors. Every Director, upon election, and employee of the Corporation, upon hiring, shall affirm and sign the Doctrinal Statement; also, each Director and employee shall annually affirm the Doctrinal Statement either electronically or by signing a hard copy.

ARTICLE VII Organization

The Corporation is a Virginia nonstock corporation as defined and provided for in Chapter 10 of Title 13.1 of the Code of Virginia of 1950, as amended (or its successor provision thereto), and it shall be a qualified charitable organization as defined under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended.

The Corporation shall not have or issue shares of stock. No dividends will be paid. The Corporation has no members.

No part of the Corporation's net earnings shall inure to the benefit of any private individual or to the Corporation's Directors, Board Officers, Executive Officers, or employees. The Corporation's property is irrevocably dedicated to its stated charitable purposes, and, upon liquidation, dissolution, or abandonment, and after providing for the debts and obligations thereof, the Corporation's remaining assets, if any, shall not inure to the benefit of any private individual or to the Corporation's Directors, Board Officers, Executive Officers, or employees, but instead shall be distributed to such organizations as may be designated by the Board, provided that such organizations shall be exempt from the assessment and payment of federal income taxes under Section 501(c)(3) of the Internal Revenue Code of 1986, or under corresponding provisions of then current federal internal revenue law, as determined by the Corporation and the Internal Revenue Service.

ARTICLE VIII Fiscal Year

The fiscal year of the Corporation shall begin on January 1 and end on December 31 of each year.

ARTICLE IX
Seal; Other Matters

The seal of the Corporation shall bear the name of the Corporation between two concentric circles and in the inside of the inner circle shall be the year of incorporation, which is 1961.

Pronouns and other terms herein are expressed in one gender and as plural or singular, but where appropriate to the context said terms shall be deemed to include the other gender and as plural or singular. The underlined headings in these Bylaws are for convenience and shall not affect interpretation.

It is here provided, that, for ease of administration, various documents and instruments may be executed by the Corporation's Directors, Board Officers, and Executive Officers electronically by electronic signature, provided same is in accord with the Uniform Electronic Transactions Act, Virginia Code Sections 59.1-479 et seq. (or their successor provisions thereto), and applicable Virginia law.

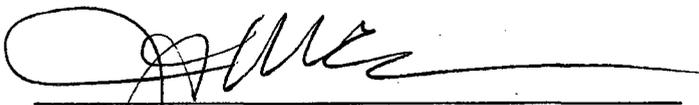
ARTICLE X
Amendments

A. The Board may recommend the amendment, substitution, or repeal of these Bylaws, and may adopt new Bylaws at any regular meeting of the Board or at a special meeting of the Board called for that purpose. All amendments to these Bylaws, any repeal of these Bylaws, and any adoption of new Bylaws must be approved by the Board.

B. The undersigned hereby certifies that these are the Bylaws of the Corporation as adopted by the Board of Directors of the Corporation at a meeting duly called and regularly held on February 17, 1998 and as amended by action of the Board of Directors in their meetings of August 28, 1999, March 21, 2000, March 15, 2005, September 20, 2005, and December 9, 2008.

ATTEST:

Dec 19, 2008
Date Signed



Jonathan M. Evans
Secretary



Arizona Secretary of State Charitable Organizations System

Generated by Charity Search Version 3.20

The Office of the Secretary of State, Charitable Organizations, is a filing office designed to provide the public with information regarding specific charities. The Secretary of State does not determine any charity to be "legitimate" or otherwise. All filings are a matter of public record and may be obtained through the Office of the Secretary of State.

Charity Search Instructions

Charitable Organization Details

ID	20675
NAME	GOOD NEWS JAIL & PRISON MINISTRY
DBA	
CONTACT	PHILIP VAN GORP
ADDRESS	PO BOX 9760
CITY	HENRICO
STATE	VA
ZIP	23228-0760
PHONE	804-553-4090
REGISTERED	9/21/1999
RENEWED	8/26/2011
PURPOSE	TO PROVIDE QUALIFIED, TRAINED MEN & WOMEN TO SERVE AS STAFF CHAPLAINS WHO WILL HELP MEET BOTH THE SPIRITUAL AND PHYISCAL NEEDS OF THE INCARCERATED IN JAILS & PRISONS ACROSS THE COUNTRY. TOLL FREE 800-220-2202 BUSINESS ADDRESS- 2230 E PARHAM ROAD, HENRICO, VA 23228

[Back to Charity Search](#)

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08/09/2012

Arizona Corporation Commission
State of Arizona Public Access System

1:01 PM

Corporate Status Inquiry
File Number: F-0889283-6
Corp. Name: GOOD NEWS JAIL & PRISON MINISTRY

This Corporation is in Good Standing
This information is provided as a courtesy and does not constitute legally binding information regarding the status of the entity listed above. To obtain an official Certificate indicating that the entity is in good standing click on Print Certificate and follow printing instructions. To re-print a previously generated Certificate of Good Standing click Reprint Certificate.

[Print Certificate](#)

[Reprint Certificate](#)

[Return to Corporate Inquiry](#)

ATTACHMENT 3

2 Capacity of Responder

2.2 Responder shall provide information (summary of services and contact information) for clients that Responder as provided similar services to as defined in the Scope of Services of this solicitation.

Good News Jail & Prison Ministry provides, but is not limited to, the following summary of chaplaincy services to our clients.

- Religious Programming to include scheduled religious services
- Bible Study Program
- Bible Correspondence Course which is graded and certificates are provided upon completion of individual units. An award Bible is presented upon completion of the entire course.
- Individual Counseling
- Crises Counseling
- Drug and Alcohol Counseling
- Family Life Skills Training
- Marriage Counseling
- Death and critical illness notification to inmates
- Pastoral Care to all inmates without regard to race, religion, creed, sex, handicap, criminal charges, sentence or economic status
- Coordinate services and programs in the facilities
- Conduct Volunteer Training
- Conduct Community Awareness

The above services have been provided to the following clients. Additional references will be provided upon request.

Arlington County Detention Center
Sheriff Beth Arthur
Phone: 703.228.4460
Fax: 703.228.4463
Email: barthur@arlingtonva.us

Douglas County Correctional Facility
Director Mark Foxhall
Phone: 402.599.2265
Fax: 402.444.6088
Email: mfoxhall@dccorr.com

Brevard County Detention Center
Commander Susan Jeter
Phone: 321.690.1502
Fax: 321.635.7800
Email: susan.jeter@brevardsheriff.com

Dona Ana County Detention Center
Administrator Chris Barela
Phone: 575.647.7615
Fax: 575.525.5930
Email: Chrisb@donaanacounty.com

ATTACHMENT 4

2 Capacity of Responder

- 2.3 Responder shall provide resumes of key personnel/staff that will provide the services as defined in the Scope of Services of this solicitation.

Michael Dale Whitaker

PO Box 2023 Coolidge, Arizona, 85128-0037 US
520-252-5130 - m.j.whitaker@msn.com

Professional Experience

GOOD NEWS JAIL & PRISON MINISTRY, Headquarter-Henrico, Virginia Stationed in Florence, Arizona

Chaplain, October 2003 - Present

AIRES, Sierra Vista, Arizona

Program Manager August 2002-October 2003

CHANCELOR CHARTER SCHOOL, Sierra Vista, Arizona

Teacher August 2001- June 2002

VERITAS CHRISTIAN SCHOOL, Sierra Vista, Arizona

Office Administrator June 2000-July 2001

SHILOH CHRISTIAN SCHOOL, Sierra Vista, Arizona

Teacher/Administrator November 1993-May 2000

HUACHUCA OAKS BAPTIST CAMP Hereford, Arizona

Camp Director April 1993-August 1998

GRACE BAPTIST CHURCH, Alamogordo, New Mexico

Pastor December 1990 - April 1993

FIRST BAPTIST CHURCH, Duncan, Arizona

Pastor December 1987 - December 1990

GOLF LINKS BAPTIST CHURCH Tucson, Arizona

Associate Pastor/School Administrator October 1985-December 1987

FIRST BAPTIST CHURCH, Prineville, Oregon

Associate Pastor/School Administrator April 1983-July 1985

TRIMET Portland, Oregon

Transit Driver August 1980-March 1983

ENVIROMENT CONTROL, Portland, Oregon

Manager/trainer June 1978-August 1980

EL CAMINO BAPTIST CHURCH, Tucson, Arizona

Interim Youth Pastor June 1977-June 1978

COLONIAL FURNITURE STORE, Whittier, California

Sales/Delivery August 1974- June 1977

K MART, Soquel, California

Department Manager July 1972 - May 1974

JJ'S Pizza Parlor, Santa Cruz, California

Manager September 1970- July 1972

Education

BIOLA COLLEGE, La Mirada, California

Completed coursework toward BA in Christian Education

- *Minor in Bible and Criminal Justice - Juvenile*

WESTERN CONSERVATIVE BAPTIST SEMINARY, Portland, Oregon

Completed coursework towards Master of Divinity in Christian Education

- *Minor in Counseling*

Additional Skills

- *Sex offender Counseling Training*
- *Training with Mentally and Educationally Handicapped*



PINAL COUNTY
wide open opportunity

**Response Form 2 –
Pricing Sheet
RFP PC-120117 Religious
Coordinator Services**

Pinal County
Finance Department
31 N. Pinal St.
Bldg. A
P.O. Box 1348
Florence, AZ 85132

PC-120317 PRICING SHEET

DESCRIPTION	COST PER MONTH
<p>Religious Coordinator Services as per Scope of Services for RFP PC-120117</p> <p>Good News Jail & Prison Ministry will provide one (1) religious coordinator/chaplain to Pinal County for the sum of \$45,000 for the first year of operation. Renewal years (optional) one through four will also be provided for the sum of \$45,000 annually.</p> <p>(NOTE: All fees associated with these services are included in the cost per month.)</p>	<p>\$3,750.00</p>

Good News Jail & Prison Ministry

Firm/Individual

Handwritten signature of Gary E. Kitch

August 23, 2012

Authorized Signature and Date

END OF PRICING SHEET



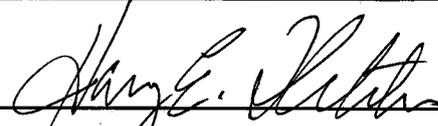
PINAL COUNTY
wide open opportunity

**Response Form 3
Minimum Qualifications
Verification Requirements
RFP PC-120117
Religious Coordinator
Services**

Pinal County
Finance Department
31 N. Pinal St.
Bldg. A
P.O. Box 1348
Florence, AZ 85132

MINIMUM QUALIFICATIONS VERIFICATION REQUIREMENTS

ITEM NO.	MINIMUM QUALIFICATIONS	COMPLIANCE YES/NO	DOCUMENT TITLE AND NUMBER OF PAGES SUBMITTED FOR EACH DOCUMENT
1	Provider must have a Bachelor's Degree in Theology or Religious Studies from an accredited college, university, or seminary.	Yes/No	Copy of Degree (2 pages)
2	Provider must be a licensed, ordained, or commissioned Religious Coordinator by a religious certifying body.	Yes/No	Copy of License or Certificate (1 page)
3	Provider must have at least three (03) years of experience in Correctional/Detention ministerial services.	Yes/No	Written Summary of Provider's Experience Including Contact Information (Name, Phone Number, E-Mail Address) of Facility and the Contact Person (1 page)
4	Provider must provide a Letter of Recommendation from a Religious Provider.	Yes/No	Copy of Letter (2 pages)
5	Provider must possess a current State of Arizona Driver's License and provide the social security number for the Religious Coordinator(s) that will be providing services as defined in the Scope of Services of this solicitation so that the Pinal County Sheriff's Office may perform a criminal history and background check. (NOTE: This requirement stands for the life of the contract.)	Yes/No	Copy of License (Provide name and social security number on a separate sheet of paper labeled "confidential") (2 pages)

Submitted by (signature)  Date August 23, 2012

Harry E. Fletcher, Interim President (804) 553-4090 hq.@goodnews.org
(Printed Name, Title, Phone, Email address)

Good News Jail & Prison Ministry
(Company/Responder Name)

END OF MINIMUM QUALIFICATIONS VERIFICATION REQUIREMENTS

Biola College

The Board of Trustees of Biola College, Incorporated, upon recommendation
of the faculty and by authority of the State of California
has conferred upon

Michael Dale Whitaker

on the completion of the prescribed course of study and in approval of Christian
character, commitment, and service,
the degree of

Bachelor of Arts
Christian Education

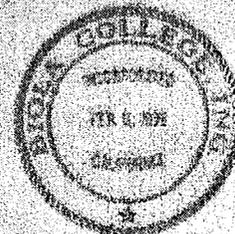
Given at La Mirada, California, in the Year of Our Lord, nineteen hundred seventy-seven



Forrest A. Gens
Chairman, Board of Trustees

M. Allen Carden
Registrar

J. Richard Chase
President



Western Conservative Baptist Seminary
Portland, Oregon

Be it Known Unto All That

Michael Dale Whitaker

Having presented an acceptable baccalaureate degree, and having completed satisfactorily the prescribed academic program, and having satisfied all the requirements, is entitled to the Degree of

Master of Divinity

And the same is hereby conferred by the Trustees of the Seminary upon recommendation of the Faculty and by the authority of the statutes of the State of Oregon.

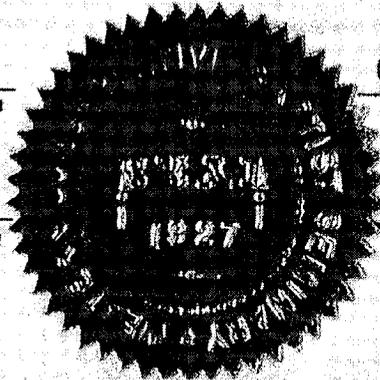
Given at Portland, Oregon, this thirteenth day of June, nineteen hundred eighty-three.

Earl D. Radmacher
President

J. Eldon Lutz
Chairman of the Board

H. Robert Cook
Academic Vice-President and Dean of the Faculty

Robert L. Herfield
Registrar



Certificate of Ordination

ORDAINING COUNCIL

William J. Shaw
Moderator of Ordaining Council

Judy Ann Bryant
Clerk of Ordaining Council

Rev. Todd C. Waller

John J. Jones

Laven K. Brown Jr.

Bob D. King

Arthur H. Brown

We, the undersigned, hereby certify that upon the recommendation and request of the GRACE BAPTIST Church at 1100 OHIO, ALAMOGORDO, NEW MEXICO which had full and sufficient opportunity for judging his gifts, and after satisfactory examination by us in regard to his Christian experience, call to the ministry, and views of Bible doctrine,

MICHAEL DALE WHITAKER

was solemnly and publicly set apart and ordained to the work of

THE GOSPEL MINISTRY

by authority and order

of the GRACE BAPTIST Church
at 1100 OHIO, ALAMOGORDO, NEW MEXICO
on the 8th day of JUNE, 19 91



GOOD NEWS
Jail & Prison Ministry

Correctional/Detention Ministerial Service Experience

Chaplain Michael D. Whitaker

Good News Chaplain in Cochise County, AZ from October 2003 to August 2008

Sheriff Larry A. Dever
Cochise County Jail
203 N. Judd Dr.
Bisbee, AZ 85603
Phone: 520.432.7540

Good News Chaplain in Pinal County, AZ from August 2008 to the present

Sheriff Paul Babeu
Pinal County Sheriff's Office
971 Jason Lopez Circle
Building C
Florence, AZ 85132
Phone: 800.420.8689

as of 8/15/12

Item 3: Written Summary of Provider's Experience page 1 of 1

Jesus is in the house.

First Baptist Church – Coolidge
4th and Lindbergh, PO Box 577, AZ 85128
520-723-3983

August 12, 2012

To: Good News Jail & Prison Ministry

Re: Recommendation for Michael Whitaker

To Whom It May Concern

We, the Church Board, have had the privilege of knowing Michael Whitaker for four years and during that time we have watched him face many personal challenges and at every step he has shown great faith and trust in our Lord. He fills our pulpit as we are without a pastor, teaches a Sunday school class and demonstrates a good handling of the scriptures.

Michael's experiences in dealing with people are vast and varied including working knowledge of how church volunteerism functions, Christian counseling as well as insights into how the judicial and penal system works. This gives Michael the unique qualifications of knowing how to effectively minister to the distinctive needs of the inmate and detainees as well as maximize the use of the local church volunteer.

It is our pleasure to recommend Michael Whitaker for your consideration of the position of Pinal County Adult Detention Center Chaplain.

Please feel free to contact the Church Board should you have any questions.

Most Sincerely,



Graylan Bales
Chairman of Church Board.

Endorsement from Chaplain Whitaker's
Pastor at the time of his application for
employment with Good News Jail & Prison
Ministry.



VILLAGE MEADOWS

B A P T I S T C H U R C H

Answers For Today, Bright Hope For Tomorrow

4/24/2003

To: Good News Jail and Prison Ministry

Re: Recommendation for Michael Whitaker

To Whom It May Concern:

I have had the privilege of knowing Michael for almost five years and during that time I have watched him face many personal challenges and at every step he has shown great faith and trust in our Lord.

Michael's experiences in dealing with people are vast and varied including a working knowledge of how church volunteerism functions, Christian counseling as well as insights into how the judicial & penal system works. This gives Michael the unique qualification of knowing how to effectively minister to the distinctive needs of the inmate as well as maximize the use of the local church volunteer.

It is my pleasure to recommend Michael Whitaker for your consideration of the position of Cochise County Jail Chaplain.

Please feel free to contact me should you have any questions.

Most Sincerely,

A handwritten signature in black ink, appearing to read 'Mark Pitts', written in a cursive style.

Mark Pitts
Senior Pastor