

Spiritual Care Handbook

Guidelines for Muslim Spiritual Care Workers

Admin

MUSLIM PRISON BOARD

Message of Support

The Prophet Muhammed (Peace and blessings be upon him) said,

“All of the children of Adam are sinners, and the best sinners are those who repent.” Alhadeeth

“Verily, Allah Almighty stretches out his hand by night to accept the repentance of those who sin by day, and he stretches out his hand by day to accept the repentance of those who sin by night, until the sun rises from the west.”

Introduction

This book will serve as a guideline for best practices to administer spiritual care services to offenders in the Department of Correctional Services.

Aims of Spiritual Care Worker

The fundamental aim of the Spiritual Care Worker is to preserve the Imaan of the offender. This is done through the facilitation of spiritual care programs, educational programs, counseling and rendering spiritual care services.

The Correctional facility promulgates an ethos of rehabilitation. The Spiritual Care Workers role is to assist the process of rehabilitating offenders, so that when the offender is released from Correctional Services into society, becomes an asset to the community at large, someone who can look back with thoughts of growth and an increased connection with the Almighty.

General Guidelines

1. Be professional when conducting spiritual care programs
2. Do not be intrusive and ask questions like, “what are you in the correctional center for?”
3. Do not be judgmental
4. Ensure that all forms and legal documentations are filled in and complied with.
5. Always give hope to the offender
6. Submit and complete reports timeously. Reports need to be submitted to Correctional Centers as well as the Regional Muslim Prison
7. Report all matters of concern to the regional Muslim Board
8. Attitude: Please align yourself with this form of thinking when dealing with offenders,;

We feel empathy for the incarcerated but we always remember that they are there for a reason. Our Concern is for their IMAAN and Spiritual Upliftment

Safety

As the Correctional Centre is a high security area, your safety should be of primary concern. Please ensure the following guidelines are always adhered to. In want of assisting offenders, do not compromise your safety and integrity.

1. Ensure that your safety is not comprised, do not give out your personal information as well as your address.
2. Do not take personal items for individual offenders.
3. Do not give offenders any items of value, without the consent of the Head of Prison, SMDC or Chaplain
4. Do not provide personal favours for offenders or their families
5. Ensure you are in a safe area when conducting spiritual care programs

Roles and Responsibilities

Your role as a spiritual care worker is fused with your role as an Imam, Educator, Counselor and Spiritual Guides. You will be expected to provide primary Islamic education, spiritual guidance, counseling and in addition Therefore it is recommended that you enhance your skills professional by attending supplementary courses like counseling and anger management. SCW will also be required to provide focused one-on-one sessions with offenders.

1. Providing Islamic Spiritual Care Programs
2. Providing Islamic and educational programmes recommended by the Muslim Prison Board
3. To administer religious services to offenders
4. providing of counseling services
5. facilitation of Ramadan, Eid and special programs
6. Facilitating of meetings between the correctional facility management and the Muslim Prison Board
7. To regularly visit kitchens and to provide guidelines for the suitability of halaal meals for Muslim offenders
8. To attend training programmes on Halaal in CC
9. To attend workshops facilitated by the Muslim Prison Board

10. To communicate matters on halaal with the halaal coordinator of the Muslim Prison Board.

The Muslim Prison Board

The Muslim Prison Board is the official NGO that provides spiritual care services to offenders in South Africa. The Muslim Prison Board has a memorandum of understanding with the Department of correctional services. The Muslim Prison Board regulates and appoints spiritual care workers in Correctional Centers in South Africa. The Muslim Prison Board has representation in all nine provinces across the country and provides policy input concerning Muslim offenders incarcerated in correctional centers. All Muslim Spiritual Care Workers are by default part of the Muslim Prison Board. It is important to keep in contact with your original Muslim Prison Board to ensure smooth providing of spiritual care programs in the correctional center.

1. The spiritual care worker is required to submit monthly reports to the regional Muslim Prison Board
2. Attend meetings facilitated by the Muslim prison board
3. Attend workshops facilitated by the Muslim prison board
4. Attend then the annual general meeting of the regional Muslim prison board
5. Implement programs of the Muslim Prison Board
6. The spiritual care worker is required to provide feedback to the halaal coordinator on the status of halaal in the correctional center.

The Department of Correctional Services

The Department of correctional services is the institution that oversees the offenders incarcerated in correctional centers in South Africa. The Muslim Prison Board adheres to legislation of the Department of Correctional Services. It is necessary for the spiritual care worker to familiarize themselves with the rules and regulations of the Correctional Services Department.

1. The spiritual care worker should ensure that he or she is compliant with the rules and regulations set out by the Department of correctional services
2. Ensure that all legal documentation is completed when applying to become a spiritual care worker
3. Ensure that you are in continuous contact with the head of prison, SMDC and the Chaplain
4. The spiritual care worker should regularly visit and report to the above stakeholders.
5. The spiritual care worker should ensure that a healthy relationship is built with the officials in the Department of correctional services

6. The spiritual care worker should adhere to all policies and procedures set out by the Department of correctional services

Pastoral Services:

1. Spiritual Care Programmes are not prescriptive, but the following guidelines can be used
Start with a short Qiraat (recitation of Quraan)
2. Provide a short sermon on a topical issue or general advices
3. Taalim (education on the tenets on Islam)
4. Zikr and closing of Duaa
5. Time for one on one counseling sessions should be allocated for
6. Spiritual Seasonal topics should be rendered to serve as a reminder

Legal and Safety

7. Always have documentation and permit.
8. No cellular phones are allowed in the Correctional Centre
9. Follow procedures as determined by the Department of Correctional Services
10. Be AWARE of your environment
11. Avoid Concealed areas
12. Complete relevant documentations
13. Time Sheets
14. Reports etc.
15. Familiarize yourself with DCS and Spiritual Care Guidelines laws
16. DCS Guidelines
17. Spiritual Care documentation

General Guidelines:

1. BE patient! BE patient! BE Patient!
2. Always be courteous
3. Have a friendly but formal approach. Maintain a professional outlook
4. Make adequate arrangements
5. Raise concerns in appropriate channels
6. Chaplain: know the chaplain and involve him in your hosted events and programs.
7. Head of Centre. Introduce yourself to the Head of Centre

8. Muslim Prison Board: Always remember to consult with the board and create a communicative relationship with members.
9. Keep things in writing. Requests and complaints should be submitted in writing to the relevant channels
10. Know relevant contact details of stakeholders
11. Be non-judgmental (e.g. Do not ask “what are you in for?”)
12. Be friendly but not soft
13. Assert and clarify your roles as a Spiritual Care Worker.
14. Clarify expectations of Spiritual Care

How to deal with:

1. Food
 - 1.1. Please ensure the department guidelines are adhered to concerning the bringing in of food.
 - 1.2. Food should not be brought in for individual offenders as this could possibly place the SCW in a precarious position
 - 1.3. Please ensure adequate permissions are sought prior to bringing in food.
 - 1.4. The Chaplain should be notified in writing two weeks prior should food be brought into the Correctional center for religious events.
 - 1.5. The Chaplain and the SMDC should be forwarded the Ramadhan guidelines if they have not received the guidelines.
2. Letters
 - 2.1. Under no circumstances should person letters of offenders be delivered on the offender’s behalf
 - 2.2. Educational letters should be stamped by Correctional Centre authorities prior to leaving the center
3. Personal Hygiene Items (Razors, Shampoos)
 - 3.1. Donations of personal hygiene packs must be done in accordance with rules of the Department of Correctional Centre
4. Families
 - 4.1. The Muslim Prison Board does not arrange personal visits for families
5. Telephone Cards
 - 5.1. The SCW should not provide cell phones, airtime or date to offenders.
 - 5.2. SCW should not phone on behalf of offenders
6. Money
 - 6.1. The SCW should not provide money to offenders
7. Favours and Requests
 - 7.1. SCW does not (E.g. Imam please phone my brother!)
8. Islamic items and literature
 - 8.1. Offenders can be provided with Islamic material. Please ensure the necessary permissions and arrangements are made

9. Business proposals by offenders

- 9.1. Under no circumstances should the spiritual care worker engage with any business proposals by offenders.

Dealing with different groups and miscellaneous

1. Different Ideologies

The Muslim Prison Board caters for the Ahles Sunnah wal Jamaat (mainstream Sunni Muslims). Spiritual Workers are not allowed to proselytize other offenders towards Islam.

2. Different Jurisprudence (Mathaahib)

The Muslim Prison Board caters for the four Mathaahib.

3. Shias

The Muslim Prison Board Spiritual care worker will not give service to Shias offenders.

4. Jummah in Prison

If the conditions to perform Jummah are found, then it will be permissible to perform Jummah in correctional services. Adequate arrangements need to be made with the Correctional Centre authorities.

5. Morale (Highs and Lows)

The Correctional Centre is a constrained environment. The SCW should seek counseling or if emotional support is required

Ramadhan arrangements

1. Please ensure adequate and timely arrangements are made for Ramadhan rooms.
2. Ramadhan rooms are generally made available for Muslim offenders. This is not guaranteed and will depend upon the discretion of the Head of Centre.
3. Food will be provided according to the Ramadan guidelines set out and agreed between the Muslim Prison Board and the Department of Correctional Services.
4. Eid - please inform the chaplain and the offenders when the moon is sighted for the day of Eid. food for the day of Eid will only be allowed to be given by the spiritual care worker. Please ensure timeous arrangements are made.
5. Ramadhan Guidelines - please ensure you have a copy of the Ramadan guidelines and that the Chaplain is also aware of the Ramadan guidelines

6. Gangsterism, Sodomy, Drugs - the Muslim prison board has a zero-tolerance towards gangsterism sodomy and drugs. offenders indulging in the above needs to be counselled.

New Muslim Inductions

7. Identifying of Muslim inmates - Muslim inmates are required to register themselves as Muslims when being inducted into the Correctional Centre. if a Muslim Embrace the Islam they would need to complete a declaration of Islam form. The relevant correctional Center authority need to be informed of the conversion of the Muslim offender.
8. Declaration of Islam - the Muslim offender is required complete declaration of Islam form. this will ensure that if the offender passes away they there will be buried as a Muslim.
9. Affidavit of next of kin - if an offender is a minor, then the affidavit of next of kin needs to be completed by a responsible family member. This is to ensure that the family gives consent and approval of the Offender being a Muslim. in the event of the offender passing away, the burial will be done by the Muslim community.
10. Data Capturing - please ensure all forms and documentation are captured correctly as well as all contact information.