

# **CHRISTIAN ASSOCIATION FOR PRISONER AFTERCARE ORGANIZATIONAL STANDARDS**

## **CRITERION ONE: CHRIST-CENTERED MISSION AND INTEGRITY**

The organization operates with integrity to ensure the fulfillment of its Christ-centered mission through structures and processes that involve the board, staff, and volunteers

- 1a. The organization's mission documents are clear and articulate publicly the ministry's commitments.
- 1b. The organization's mission and faith statement is consistent with the Christian faith as set forth in the Apostles or Nicene Creeds.
- 1c. All Board members and staff understand and support the mission and faith statement of the organization.
- 1d. The organization's governance and administrative structures promote effective leadership and support collaborative processes that enable the organization to fulfill its mission.
- 1e. The ministry upholds and protects the integrity of its mission and faith statement through appropriate policies of accountability, conflict of interest, and checks and balances.

## **CRITERION TWO: QUALITY STAFF**

The organization provides quality staff who are committed to fulfilling the mission of the organization.

- 2a. The organization recruits and retains staff and volunteers who are committed to the CAPA mission and the organization's faith statement.
- 2b. The organization recruits and retains qualified and committed staff and volunteers.
- 2c. Staff and volunteers are continually trained in and demonstrate understanding of and commitment to institutional security, public safety, and corrections policies and procedures.
- 2d. Staff and volunteers are evaluated on a regular basis by the organization.
- 2e. The organization seeks to employ formerly incarcerated persons as role models in staff and volunteer positions.

## **CRITERION THREE: EFFECTIVE & EVALUATED PROGRAMS AND SERVICES**

Based on "evidenced-based practices," the ministry values and supports effective programs and services that fulfill its mission.

- 3a. The organization provides documentation of the use of evidence-based practices.
- 3b. The organization tracks and measures the success of the program and seeks to publish findings.
- 3c. The organization uses data to inform program changes.

#### **CRITERION FOUR: FINANCIAL INTEGRITY**

The organization is committed to good stewardship and financial integrity.

- 4a. The organization demonstrates financial integrity.
- 4b. The organization demonstrates good stewardship and plans for sustainability.
- 4c. The organization conducts fund raising activities in a manner consistent with the standards of the Evangelical Council for Financial Accountability (ECFA) (see Appendix A)

#### **CRITERION FIVE: PROFESSIONAL ADMINISTRATION**

The organization demonstrates professionalism in its administration of the ministry.

- 5a. The organization is a tax-exempt organization in good standing.
- 5b. The organization submits timely and complete reports and documents to state and local authorities as required.
- 5c. The organization abides by its articles of incorporation (if any) and its by-laws.
- 5d. The organization distributes to staff and volunteers and implements a handbook that includes policies on harassment, confidentiality, and a drug-free workplace.
- 5e. The organization maintains adequate insurance. (Directors & Officers, liability, vehicle, etc.)

#### **CRITERION SIX: BOARD OF DIRECTORS**

The organization selects and trains a Board of Directors that is committed to fulfilling its mission.

- 6a. The members of the Board of Directors profess faith in Christ and sign the organization's statement of faith.
- 6b. The members of the Board are provided with an orientation and a job description.

- 6c. The members of the Board meet in accordance to the organization's by-laws.
- 6d. Members of the Board and officers are subject to limits on the number of consecutive terms they serve.

**CRITERION SEVEN: STRATEGIC PLAN**

The organization's ongoing evaluation and assessment processes provide reliable evidence of the organization's effectiveness that clearly informs strategies for continuous improvement.

- 7a. The organization understands the nature and scope of local re-entry issues and develops familiarity with local release policies and procedures, and the characteristics of formerly incarcerated persons returning home.
- 7b. The organization identifies and seeks to collaborate with the governmental and nongovernmental agencies and ministry resources available in the community.
- 7c. The organization maintains a three-year strategic plan that addresses the following areas:
  - Staff and volunteers
  - Board members
  - Financial stability
  - Program development
  - Collaboration
- 7d. The organization evaluates and revises its strategic plan annually.

**CRITERION EIGHT: TRANSPARENCY**

The organization is committed to quality, regular communication with volunteers, supporters and the community.

- 8a. The organization provides regular communication that is not misleading to its volunteers and supporters.
- 8b. The organization annually reports the activities that occur over the past year.

**CRITERION NINE: COLLABORATION**

The organization develops positive relationships and partnerships with faith-based and community based organizations. (Organizations/ministries may include, but are not limited to those involved in criminal justice, community development, local government, housing, workforce development, public health, mental health, substance abuse treatment, faith community, victim advocates, family members, emergency care, dental clinics, re-entry programs, and peer support groups.)

- 9a. The organization collaborates with church ministries to encourage and support the spiritual development of its clients.
- 9b. The organization collaborates with faith-based ministries to provide quality care and ongoing support for its clients.
- 9c. The organization collaborates with community services to provide holistic quality care for its clients.

Revised 9-7-07

## Appendix A

### ECFA Standard 7 - Fund-Raising

#### 7.1 Truthfulness in Communication

All representations of fact, description of financial condition of the organization, or narrative about events must be current, complete, and accurate. References to past activities or events must be appropriately dated. There must be no material omissions or exaggerations of fact or use of misleading photographs or any other communication which would tend to create a false impression or misunderstanding.

#### 7.2 Communication and Donor Expectations

Fund-raising appeals must not create unrealistic donor expectations of what a donor's gift will actually accomplish within the limits of the organization's ministry.

#### 7.3 Communication and Donor Intent

All statements made by the organization in its fund-raising appeals about the use of the gift must be honored by the organization. The donor's intent is related both to what was communicated in the appeal and to any donor instructions accompanying the gift. The organization should be aware that communication made in fund-raising appeals may create a legally binding restriction.

#### 7.4 Projects Unrelated to a Ministry's Primary Purpose

An organization raising or receiving funds for programs that are not part of its present or prospective ministry, but are proper in accordance with its exempt purpose, must either treat them as restricted funds and channel them through an organization that can carry out the donor's intent or return the funds to the donor.

#### 7.5 Incentives and Premiums

Organizations making fund-raising appeals which, in exchange for a contribution, offer premiums or incentives (the value of which is not insubstantial, but is significant in relation to the amount of the donation) must advise the donor of the fair market value of the premium or incentive and that the value is not deductible for tax purposes.

#### 7.6 Financial Advice

The representative of the organization, when dealing with persons regarding commitments on major estate assets, must seek to guide and advise donors so they have adequately considered the broad interests of the family and the various ministries they are currently supporting before they make final decisions. Donors should be encouraged to use the services of their attorneys, accountants, or other professional advisors.

#### 7.7 Percentage Compensation for Fund-raisers

Compensation of outside fund-raising consultants or an organization's own employees based directly or indirectly on a percentage of charitable contributions raised is not allowed.

#### 7.8 Tax-deductible Gifts for a Named Recipient's Personal Benefit

Tax-deductible gifts may not be used to pass money or benefits to any named individual for personal use.

**7.9 Conflict of Interest on Royalties**

An officer, director, or other principal of the organization must not receive royalties for any product that the organization uses for fund-raising or promotional purposes.

**7.10 Acknowledgement of Gifts-in-Kind**

Property or gifts-in-kind received by an organization should be acknowledged describing the property or gift accurately without a statement of the gift's market value. It is the responsibility of the donor to determine the fair market value of the property for tax purposes. The organization may be required to provide additional information for gifts of motor vehicles, boats, and airplanes.

**7.11 Acting in the Interest of the Donor**

An organization must make every effort to avoid accepting a gift from or entering into a contract with a prospective donor which would knowingly place a hardship on the donor, or place the donor's future well-being in jeopardy.

**Resources**

Therapeutic Communities of America (TCA)

<http://tca.nonprofitoffice.com>

Evangelical Council for Financial Accountability (ECFA)

<http://www.ecfa.org/>

Report of the Re-Entry Policy Council

[www.reentrypolicy.org](http://www.reentrypolicy.org)