

GUIDELINES FOR ADMINISTERING HOME BIBLE STUDIES

The Home Bible Study program is a partnership between Gospel Echoes Team and jails and prisons across the U.S. and Canada. Many sponsors and graders are also part of the network. While different institutions require chaplains to function in different ways, the following guidelines help insure the most effective use of the program.

1. Institutions are encouraged to stock the courses. This saves postage and turn-around time between courses.
2. Institutions that stock the courses should monitor them closely.
 - Chaplains should approve all literature being ordered from Gospel Echoes Team by inmate clerks.
 - Inmates should be given courses upon request rather than having unrestricted access to them.
 - Courses should be given one at a time, if possible, beginning with book one.
 - The following books should be given in chronological order unless unavailable.
 - If inmates are required to mail their own courses, the address of the local grading center should be posted in a visible location.
 - Chaplaincy changes should be reported to Gospel Echoes Team with the next literature order.
 - Jails and prisons with more than one chaplain should coordinate their orders to prevent confusion and double shipping.
 - Chaplains using individual courses for group Bible Studies is permissible.
3. County Jails
 - Because of the short stay, chaplains should try to find a local volunteer grader in order to reduce turn-around time.
 - Because of the magnitude of county jails, local sponsorship of the courses is requested.
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4. Other Ministries
 - While the materials are supplied free of charge to chaplains for use in their institution, other ministries are generally invoiced for the literature they use.
 - Other ministries must coordinate their efforts with the chaplains in that institution.
5. Sponsorship
 - Gospel Echoes is a faith ministry that is dependent on the gifts of God's people. Financial help is always appreciated. Sponsorship of the courses is based on \$1.35 per book plus postage. A gift of \$20.00 will sponsor an inmate through all eight courses including postage, award Bible, and certificates.