

**Operational Procedures**  
**OF**  
**Prison Ministry Upstate New York\***

*Adopted, XX/XX/XXX- (awaiting EMP approval)*

***\*\*\*\*\*Draft for review by PMUNY Leadership  
Team\*\*\*\*\****

*\*Prison Ministry Upstate New York (PMUNY) is a sponsored ministry of Ecumenical Ministries of Perinton, Inc., a New York not-for-profit corporation with 501(c)(3) status.*

## PMUNY Operational Procedures

- **Section I: PMUNY Organization and relationship to Ecumenical Ministries of Perinton (EMP), Inc.**

The following was based on the Guidance for EMP Ministry Operations approved 9-17-18.

- a) Prison Ministry Upstate New York (PMUNY) is a sponsored ministry of Ecumenical Ministries of Perinton (EMP), Inc., a New York not-for-profit corporation with 501(c)(3) status. What this means is that PMUNY ministry in legal reality is really EMP, which is “doing business as” Prison Ministries of Upstate New York. PMUNY is not a separate legal entity. PMUNY has been established by EMP filing a DBA certificate declaring that ministry to be an operating arm of EMP. The Secretary shall ensure all publications, including brochures, newsletters, and websites, should list not only the name of the ministry, but specifically declare that the ministry is a sponsored ministry of EMP
- a) No loans may be obtained by a sponsored ministry without a specific authorization of the EMP board, as such loans would be obligations of EMP.
- b) Contracts (including leases) in the ordinary course of ministry may be signed by an authorized Ministry Leader (i.e. Ministry Team Leader, Co-Ministry Leader and Treasurer) in accordance with each ministry’s governance policy. **No unbudgeted** expenditures exceeding \$500 may be made without written authorization from the EMP President and subsequent approval of the EMP board.
- c) Donations received by PMUNY should be acknowledged in writing by the ministry. That acknowledgement should state the date and amount of the donation received, and include the following language in substantially this form:

“PMUNY is a sponsored ministry of Ecumenical Ministries of Perinton, Inc., a New York not-for-profit corporation with 501(c)(3) status. We gratefully acknowledge receipt of your gift, which is tax deductible to the extent permitted by federal and state tax law consistent with your personal tax situation. No goods or services were received by you from us in exchange for your donation.”
- d) PMUNY shall be managed by its own Leadership team, under the provisions of EMP.

- **Section II: PMUNY Leadership Team roles:**

The following lists the Leadership Roles, the minimum roles required are Ministry Team Leader, Treasurer and Secretary. There may be other members on the Leadership Team that do not have specific roles but support the team with skills and knowledge. All members of the Leadership Team are fiduciaries of PMUNY and are required to act in the best interest of the organization. The Leadership Team operates efficiently with 7-9 members.

- b) Ministry Team Leader: The Ministry Team Leader shall preside at all meetings and represent PMUNY at the EMP Board of Directors meeting. The Ministry Team Leader shall act as the chief executive officer for PMUNY and shall supervise generally the management of the affairs subject only to the supervision of the EMP Board. The Ministry Team Leader will provide the legal signature for PMUNY, produce monthly reports and shall also perform such other duties as needed. The Ministry Team Leader must be approved by the EMP Board. The Ministry team leader serves at the pleasure of the EMP Board.

The Ministry Team Leader will ensure a written report is submitted to EMP for their quarterly meeting and attend each meeting to orally supplement the written report and answer any questions.

- c) Co-Ministry Team Leader: In the absence or incapacity to act of the Ministry Team Leader, or if the office of be vacant, the Co-Ministry Team Leader, shall preside at all PMUNY meetings, and shall perform the duties and exercise the powers of the Ministry Team Leader. In addition, the Co-Ministry Team Leader will attend the EMP Board meetings as needed and consult and advise the Ministry Team Leader. The Co-Ministry Team Leader will also provide the legal signature for PMUNY.
- d) Treasurer and Budgeting Process and Reporting: The Treasurer shall keep and maintain the books of account and shall have charge and custody of, and be responsible for, all funds and securities of PMUNY, and shall deposit all such funds in the name of and to the credit of the corporation in such banks, or other depositories as shall be selected by the PMUNY Leadership Team. The Treasurer must be approved by the EMP Board. The Treasurer will create a proposed annual operating budget to the EMP board for review and approval at the June meeting, for the following fiscal year beginning on July 1st and ending June 30th. A quarterly financial report must be provided to EMP on a regular basis, typically quarterly in advance of the EMP board of director's meeting. The annual budget and the quarterly financial report will be reviewed and approved by the PMUNY Leadership Team before submitted to EMP. The

Treasurer will produce a monthly financial report for review at the PMUNY Meetings. The financial reports will be stored on the PMUNY Website. The Treasurer will also provide the legal signature for PMUNY.

- e) Secretary: It shall be the duty of the Secretary to act as secretary of all PMUNY meetings and to create and store the minutes of all such meetings on the PMUNY website. The secretary will maintain the Prison and Jail Ministry Volunteer Contact Information, compile the Program statistics on an ongoing basis, keep record of the PMUNY and EMP Meetings, and program schedules. The Secretary shall keep a current list of the PMUNY's Leadership Team and their residence addresses.
- f) Outreach Coordinator: The Outreach Coordinator oversees and collaborates with the PMUNY Outreach team responsible for recruiting and publicizing of our Christian prison and jail ministry programs in upstate NY. Responsibilities include the coordinating, tracking, documenting of all on all the outreach activities and the necessary follow up activities. The Outreach Coordinator will keep a record of all organizations PMUNY Leadership team has presented to, including next steps through closure. The Outreach Coordinator will provide a monthly status report to the PMUNY Leadership team which can be included in the EMP Reporting. The Outreach Coordinator will store all related documentation on the PMUNY Website. The PMUNY Leadership Team will conduct recruiting and publicizing activities and provide a timely status and update to the Outreach Coordinator. The Outreach Coordinator will ensure all thank you notes are sent in a timely manner on appropriate stationery for donations and services.
- g) EMP Liaison: The EMP liaison is appointed by the EMP board to serve as an intermediary between the EMP board, the PMUNY ministry team and the team leader. He [she] attends team meetings and converses with team leader as they deem necessary. The role is not to influence ministry operations and the liaison is not a voting member of the team. The liaison is to bring a board view perspective and knowledge of EMP policies to PMUNY issues. The liaison's in-depth knowledge of the ministry is also to be shared with EMP board in making decisions concerning the ministry.
- h) Marketing/Fundraising/Public Relationship Manager: In conjunction with the leadership team, this role will develop and implement the PMUNY Marketing Plan and the associated Marketing Material, and complete the Advent mailing
- i) Adjunct Roles (Ex-Officio)
  - i. Legal Liaison: This role provides PMUNY legal advice and assistance in an ad hoc or as needed manner. This is a pro-bono role.
  - ii. Website Manager: Responsible for the development and maintenance of the

PMUNY Website, including all required security functionality.

- **Section III: PMUNY Leadership Term Limits, Compensation, Renewal and Resignation:**

- a) PMUNY Leadership Team Role Term limits. There is a minimum one-year term for the Leadership Roles described in Section II. When a new leader is required it will be discussed and voted on at a business meeting.
- b) Compensation: PMUNY Leadership Team receives no compensation, approved expenses are reimbursed.
- c) Renewal and Resignation
  - i. Any member of the Leadership team may resign at any time by giving written notice to the Ministry Team Leader who brings this notification to the Leadership team. Such resignation shall take effect at the time specified therein or, if no time be specified, it will be effective in a minimum of one month.
  - ii. Any or all of the Leadership Team may be removed for cause by vote of the PMUNY Leadership team provided there is a quorum of the team present at the meeting of directors at which such action is taken.
  - iii. Vacancies: Newly created vacancies occurring in the PMUNY Leadership Team for any reason shall be filled by vote of a majority of team then in office.

- **Section IV: PMUNY Meetings:**

- a) Meeting schedule: Meetings are held monthly. They may fluctuate between working meetings or standard business/operational meetings. Meetings are held at Peace of Christ Parish at St. Ambrose Church, Rochester, NY. The Leadership team determines the meeting schedule on an as needed basis. Meetings are scheduled in alignment with the EMP Board meetings to provide the required quarterly Financial and PMUNY Report and annual Financial Budget supporting a fiscal year starting July 1st. Members of the PMUNY Leadership team may participate via a conference call or other software allowing remote participation.

- **Section V: Quorum/Voting**

- a) A majority of the current PMUNY Leadership Team shall constitute a quorum for the transaction of business.
- b) Voting: Each member of the PMUNY Leadership Team will have one vote