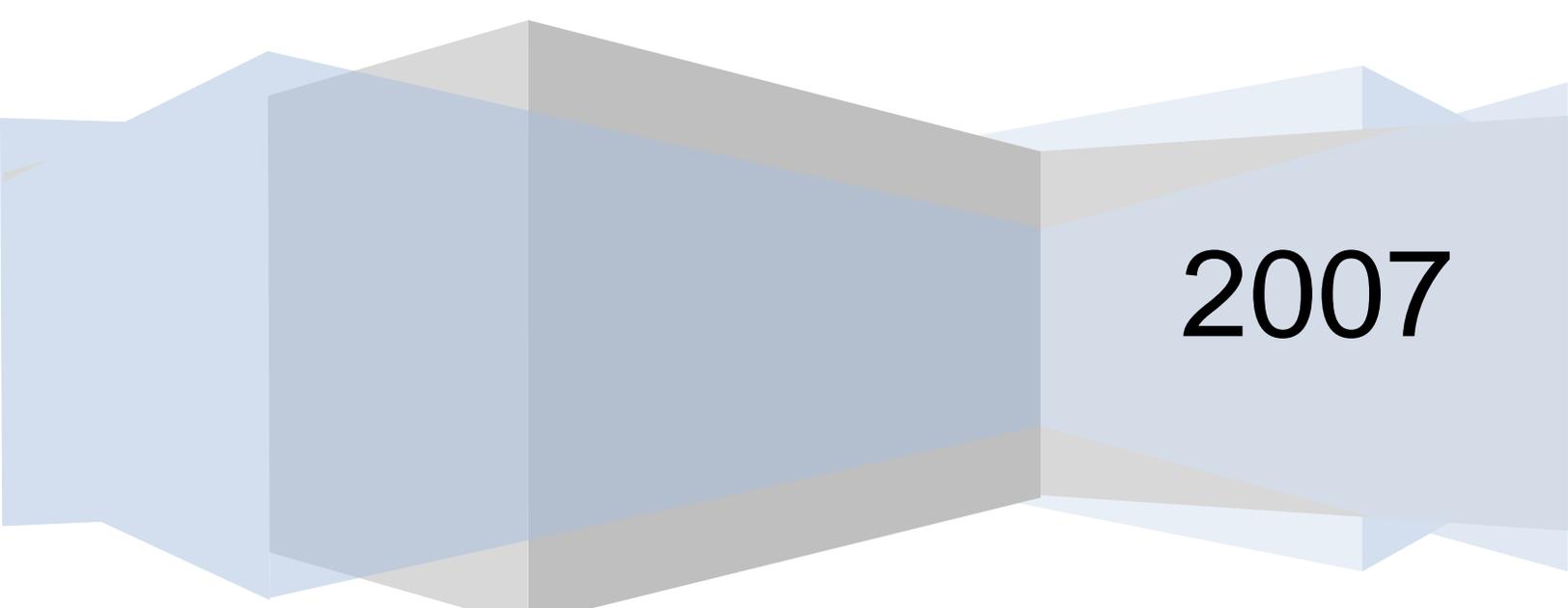


Proposal: Police Chaplain Services

June 27, 2007
City of Minneapolis
Police Department

Rev. Dr. Jeffrey Stewart, Director
Minneapolis Police Chaplain Corps.



2007

Minneapolis Police Chaplain Corps. Proposal for Providing Police Chaplain Services Minneapolis Police Department 2007

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A. Scope of Services

Minneapolis Police Chaplain Corps Vision
Background of the Minneapolis Police Chaplain Corps
Minneapolis Police Chaplain Corps Organizational Deliverables and Services

1. MPCC Vision

MINNEAPOLIS POLICE CHAPLAIN CORPS Vision Statement



The Minneapolis Chaplain Corps believes that community policing has a positive impact on the community, enhances the quality of life in the community, and recognizes the need for cooperation with the community it serves. Thus, the vision of the Minneapolis Police Chaplaincy Corps is to seek innovative ways to enhance this relationship, maximize resources, identify problems, and concerns in the community. In conjunction with the police department, the chaplain corps desires to search for practical solutions to these problems and concerns. This collaboration will maintain a Police Chaplain Corps that is a multi-ethnic, religiously pluralistic service organization. The corps endeavors to serve and assist the Minneapolis Police Department and the community regardless of race, color, creed, religion, ancestry, national or ethnic origin, age, gender, disability, sexual orientation or familial status. The purpose of this collaborative service is to:

- Provide spiritual and practical guidance, counsel, advice and support to all members of the Minneapolis Police Department, both sworn and civilian, and their families in time of need.
- Provide comfort, consolation, spiritual, and practical advice, and understanding to persons confronted with traumatic crisis or death as a

result of a homicide, suicide, or accident. Giving victims and survivors appropriate information and putting them in contact with the proper agencies to assist and support them.

- Act as a liaison between the religious community and the department. The function of this program will be to have chaplains serve as instruments of reconciliation with public, hence benefiting both the department and the public building positive and open relationships.
- Develop a religiously, ethnically, and culturally diverse community of clergy and religious leaders to assist the MPD Chaplain Corps as a resource and service to the community as needed.
- Recruit, train, mentor, and supervise community religious leaders of all faiths to act as MPD chaplains.
- Interact with the Minneapolis community in a constructive and compassionate manner in times of tragedy, conflict, and crisis by providing a service of presence, education, tolerance, understanding, healing, and hope.
- Develop a training program that is sensitive to the ever changing and growing diverse religious, ethnic, and multi-cultural community of Minneapolis.

The Minneapolis Police Chaplain Corps will service all who call for assistance as resources and time allows.

2. Background of the Minneapolis Police Chaplain Corps

The Minneapolis Police Chaplain Corps (MPCC) was started in October 1972 by a group of community clergy to assist victims of crimes and the Minneapolis Police Department. For over 35 years the Minneapolis Police Chaplain Corps has been providing initial and immediate support and services to both police officers of the Minneapolis Police Department and victims of crimes. On September 11, 2003, the Minneapolis Police Chaplain Corps was incorporated under the laws of the State of Minnesota as a Non-profit organization.

3. MPCC Organizational Deliverables and Services

The Minneapolis Police Chaplain Corps consists of a full-time Director, Dr. Jeffrey Stewart, who also serves as a department chaplain, Rev. (Father) Terrence Hayes an additional part-time department chaplain, and twelve community volunteer clergy members who have undergone a background check and received specialized police chaplain training to work with people in crisis. The Minneapolis Police Chaplain Corps has, since its inception, consistently provided twenty-four a day, seven days a week, and three hundred sixty-five day a year police chaplain services to the Minneapolis Police Department and the residents of the City of Minneapolis and the surrounding communities.

The main purpose of the Chaplain Corps is to assist members of the Police Department and to work with victims and survivors of violent crime. The Minneapolis Chaplain Corps believes that community policing has a positive impact on the community, enhances the quality of life in the community, and recognizes the need for cooperation with the community it serves. Thus, the vision of the Minneapolis Police Chaplain Corps is to seek innovative ways to enhance this relationship, maximize resources, and identify problems and concerns in the community. In conjunction with the police department, the chaplain corps desires to search for practical solutions to these issues. As part of this collaboration, the Minneapolis Police Chaplain has strived to establish a Police Chaplain Corps that is a multi-ethnic and religiously pluralistic service organization. Currently MPCC is gender and racially diverse, with six (50%) of community chaplains being persons of color and with six (50%) community chaplains being female.

Over the last several years the MPCC has established relationships with other religious organizations and groups, made numerous presentations, and interacted with other clergy about the chaplain services MPCC provides in an effort to inform and recruit as diverse pool of clergy as reasonably possible. In addition, the MPCC is committed to working with other religious organizations or groups in an effort to not only recruit new chaplains, but to also train other clergy and religious leaders who because of their limited availability or because of a specific religious belief, tradition, custom, or rite

would not be able to actively participate as a chaplain but may be willing and/or able to assist the MPCC as needed on an on call bases. MPCC has found these religious and community contacts and connections to be invaluable in helping MPCC to address the varied individual, corporate, and special needs and services of our immigrate, minority, and ethnically diverse citizens and communities in a culturally sensitive and appropriate manner.

All Minneapolis Police Chaplains are licensed and/or ordained community clergy members who have undergone an extensive background check. They also have gone through a series of interviews with other chaplains and chaplain board members, and have been found to have no felony convictions or any violation of Peace Officer Standards Testing Licensing Rules (POST). They subscribe to the International Conference of Police Chaplains (ICPC) Code of Ethics and the MPCC Vision statement, and agree to abide by all the rules, policies, procedures, and protocols found in the Department Chaplain Manual and the Minneapolis Police Department Manual. MPCC Chaplains must participate in the chaplain-training program at a minimum level of six hours annually; provide services as a MPCC police chaplain on a twenty-four hour a day, seven day a week basis, serve a minimum of one 48 hour duty period per month annually. Complete and turn in all monthly chaplain logs, call logs, and the MPCC Annual Chaplain report as required in the chaplain manual. Finally they are required to sign the MPCC annual chaplain agreement. In signing the MPCC annual chaplain

agreement, all participating chaplains must subscribe to the MPCC vision, ICPC code of ethics, and the policies and procedures as outlined in the MPCC manual. These values are affirmed annually by all MPCC community volunteer chaplains.

Since the Minneapolis Police Chaplain Corps has been providing chaplain services it has endeavored to provide spiritual and practical guidance, counsel, advice and support to all members of the Minneapolis Police Department, both sworn and civilian. It provides comfort, consolation, advice, and understanding to persons confronted with traumatic crisis or death as a result of a homicide, suicide, or accidental death. This is accomplished by giving victims and survivors appropriate information and putting them in contact with the proper agencies to assist and support them regardless of race, color, creed, religion, ancestry, national or ethnic origin, age, gender, disability, sexual orientation or familial status. The two department chaplains are available on a twenty-four hour basis for private counsel and other ministerial duties for police department personnel and their families. The Minneapolis Police Chaplain Corps has since its inception provided twenty (24) hour service to all who call for assistance as resources and time have allowed.

In order to provide the most effective and professional police chaplain services possible, the Minneapolis Police Chaplain Corps has established a basic training program for all new police chaplains and has developed a

Manual of policies and procedures based on best practices. The MPCC basic training course has been adopted as a basic training standard for other police chaplain programs in the region. Recently, an international mission organization has asked for permission to incorporate the MPCC basic training program into their plan to train police chaplains in Ecuador, as a basic foundation in establishing a police chaplain program to assist the local and national police agencies. The basic training program consists of ten courses covering the following important areas:

- 100 Introduction and Chaplain Foundations
- 101 The Police World for Chaplains
- 102 Death Notification Protocol
- 103 Grief Support
- 104 Victim Services
- 105 Psychological First Aid
- 106 Chaplain Operational Procedures and Policies
- 107 Chaplain Ethics, Confidentiality, and Legal Issues
- 108 Understanding the Cultural of Death
- 109 The Police Ride Along

The MPCC Manual is general in scope and is meant to inform and guide all MPCC chaplains on matters of concern. The MPCC manual addresses the following areas: The MPCC vision; The purpose of the chaplain corps; Qualifications for appointment; Organizational structure; Ethics for police chaplains; Duty and training requirements and expectations; Chaplain suspensions and dismissal; Death notification protocol; Chaplain call out procedure; Chaplain duty (including but limited to receiving and responding to a call for service and chaplain report forms); Communication operations (dispatch and radio use, paging, and cell phone use); Confidentiality policy;

MPD, City of Minneapolis, other service organizations contact information; and Chaplain ride along policies and procedures.

Death notification is acknowledged to be one of the most difficult tasks faced by law enforcement officers and other professionals, because learning of the death of a loved one often is the most traumatic event in a person's life. Ninety-seven percent of people who have received sudden or violent death notification stated that this notification process was the most traumatic aspect of the death, grieving and healing. Research has shown that the quality of a death notification is the first step in the healing process. As a result of these findings the MPCC has developed a best practices death notification protocol that is central to our all our services. Due to the sheer force of the information being shared in a death notification the MPCC takes this aspect of service very seriously, and for this reason the MPCC has established a protocol and requires that all MPCC personnel be trained and proficient in this area.

To insure that requests for services are handled in a timely manner the MPCC Manual clearly addresses chaplain call out procedures and insists that the on duty chaplain will always be available to a Minneapolis Emergency Communications Center (MECC) via radio or Nextel cell phone. The manual states upon receiving a call for service to acknowledge that call/page from MECC within three to five (3-5) minutes. Upon receiving the call information

from MECC, the on duty chaplain will be on scene within thirty minutes or less, taking in account traffic and weather conditions.

B. Experience and Capacity

Director's Background

Director's Training, Experience, and Educational Qualifications

Professional Education

Police Training and Experience

Police Chaplain, Pastoral, and Professional Training and Experience

1. Director's Background

The Director of the Minneapolis Police Chaplain Corps is the Rev. Dr. Jeffrey D. Stewart. Dr. Stewart with his diverse experience in law enforcement and ministry is uniquely qualified for police chaplain duties. Dr. Stewart served four years in the United States Navy, working in Naval Intelligence with a Top Secret Clearance. Upon completion of his naval commitment Dr. Stewart attended Mankato State University (now Minnesota State University) and received a Bachelor of Science Degree in Law Enforcement. While attending Mankato State University, Dr. Stewart completed his inactive reserve commitment in the Minnesota National Guard receiving an honorable discharge. In 1979, Dr. Stewart was hired by the City of Saint Paul as a police officer and graduated from the St. Paul Police Academy in February 1980. Dr. Stewart served as a police officer for the City of Saint Paul until mid 1989 when he graduated from Bethel Theological Seminary with a Master of Divinity. Dr. Stewart then resigned from the St. Paul Police Department and accepted a ministry position in California. Dr. Stewart has held pastorates in Stockton California; Gladstone, Michigan; Menomonie, Wisconsin; and Minneapolis, Minnesota for a total of over sixteen years of active full-time pastoral ministry experience. In May of 2003, Dr. Stewart received his Doctorate in Organizational Leadership from Bethel Seminary; his doctorate

thesis was on "ORGANIZING AND ADMINISTERING A POLICE CHAPLAIN CORPS".

Dr. Stewart has served as a Minneapolis Police Chaplain for twelve years and as the supervisor or director of the program for the last seven years. Currently, Dr. Stewart serves as the director of the MPCC providing full-time police chaplain service to the Minneapolis Police Department and the Minneapolis Park Police Department. Dr. Stewart has also served as the Chief of Police in Benson, Minnesota and has coached High School and College Football since 1974. Currently, Dr. Stewart is an assistant football coach at Washburn High School in south Minneapolis.

Under the leadership of Dr. Stewart the MPCC has undergone several transformations and changes including but not limited to: The development of a regionally recognized basic chaplain training program, currently being looked at internationally; Established regionally recognized annual training program that at the January/February 2007 training session had over forty participants from over 20 different agencies; Established relationships with regional law enforcement agencies, assisting several regional agencies in establishing police chaplain programs, and providing the required basic training; Has been sought out by law enforcement agencies in other states to assist and advise them in developing and transforming their agency's chaplain programs. In addition, Dr. Stewart developed a one day clergy academy for Minneapolis faith-based communities. This one-day academy is

intended to provide clergy with an opportunity to learn more about how police officers interact within their communities, provide them with information on how the Minneapolis Police Department functions, and what services the department provides. This clergy academy introduced faith-based leaders to: MPD Organization Structure, Internal Affairs Procedures, Patrol Procedures, Use of Force, Criminal Investigation Division (Homicide, Sex Crimes, Family Violence, Robbery, and Assaults), Victim Services, PCRC Mediation, MPD Chief Question and Answer, and How to get involved.

Dr. Stewart worked with the Internal Affairs Division and the Command Staff to institute a procedure that notified Dr. Stewart when an officer has been placed on administrative leave, so a contact can be made with that officer. This lets the officer know that someone cares and provides the officer with someone they can talk with during the leave period. This has been and will continue to be an optional service offered by the chaplain corps. Due to the MPCC confidentiality policy, professional ethics, and state law chaplains are not able to reveal information shared during those contacts, unless it is something that is required by law as a mandated reporter.

Additionally, Dr. Stewart has worked diligently to establish and develop positive working relationships with the main service providers in the area, such as the Hennepin County Medical Center (HCMC), North Memorial Hospital, Hennepin County Medical Examiner's Office (HCME), Victim Intervention Program (VIPI), and Hennepin County Attorney Office of Victim/Witness

Services (HCAO). These relationships have served as an invaluable resource to MPD and victim families over the last several years. As part of this process, Dr. Stewart instituted and currently facilitates an inter-agency violent crime advisory group consisting of the MPD Homicide Commander, Hennepin County M.E. Investigator Supervisor, Hennepin County Attorney's Victims Assistance Director, and VIPI. This group has been meeting quarterly for the last three years addressing needs and concerns of MPD, HCME, HCAO, VIPI, and victim families providing the most effective coordinated services possible by all the involved agencies and organizations. These meetings have served to be especially beneficial to the MPD and HCME addressing concerns and procedures prior to becoming problems, issues of barriers in effective inter-agency cooperation.

Dr. Stewart has also worked closely with the Police Assistance Program (PAP) as a resource to that program. Dr. Stewart has been trained in critical incident stress management and as a critical incident diffuser/debriefer and has developed a trust relationship with the PAP. He not only responds in conjunction with the PAP counselor, Sgt Wickelgren, but Dr. Stewart will fulfill the role PAP responding to the initial critical incident and follow up as by doing the department required debriefing when Sgt. Wickelgren is out of service or out of town. As part of a response to a critical incident Dr. Stewart will make a follow up contact with an involved officer and their family. A pastoral phone call will be made to provide support and encouragement

and to let them know someone cares about their needs. Dr. Stewart or Rev. (Father) Hayes (a department chaplain) will ask if the officer or family member wishes for the chaplain to make a home visit. That service is also available at the request of the officer or family.

Dr. Stewart has established relationships with Police Community Relations Council (PCRC) and other community organizations. These relationships have made it possible for MPD to address community concerns in an effective and timely manner. On several occasions community members have asked Dr. Stewart to set up meetings between MPD personnel and community leaders and conversely MPD personnel have asked Dr. Stewart to set up meetings with community leaders, acting as a liaison and bringing both to the table to discuss either real or perceived concerns or issues. These services have assisted MPD in meeting and accomplishing its goals and objectives as well as addressing community concerns.

2. Director's Training, Experience, and Educational Qualifications

a. Professional Education

- Mankato State University Bachelor of Science Degree in Law Enforcement.
- Bethel Theological Seminary with a Master of Divinity.
- Bethel Theological Seminary with a Doctor of Ministry. Doctoral Thesis: "ORGANIZING AND ADMINISTERING A POLICE CHAPLAIN CORPS"

b. Police Training and Experience

- St. Paul Police Academy.
- St. Paul Police Officer 10 years (SPPD).

- Minnesota Peace Officers Standards and Training (POST) license #7367.
- Field Training Officer for SPPD.
- Minnesota Bureau of Criminal Apprehension Robbery and Narcotics Investigator Courses.
- Reid College, Chicago, IL Interviewing and Interrogation.
- Chief of Police, City of Benson.
 - Minnesota Bureau of Criminal Apprehension Child Abuse Investigator Course 1993.
 - Child Protection Investigator working with Swift County Welfare and Family Services.

c. Police Chaplain, Pastoral, and Professional Training and Experience

- Ministerial License, 1987.
- Ministerial Ordination, 1991.
- Endorsed for Police Chaplaincy by the Baptist General Conference, 2000.
- Member International Conference of Police Chaplains (ICPC), 2001.
- Completed ICPC basic certification, 2001.
- Pastoral Ministry Experience 16 plus years (Minnesota, Michigan, Wisconsin, and California).
- Police Chaplain Experience 12 years.
 - Providing services to MPD officers, MECC personnel, and other non sworn personnel.
 - Provided confidential guidance, advice, and counsel to officers at all levels of command in the department.
 - Delivering culturally sensitive chaplain services to a diverse Minneapolis community in caring and sensitive manner.
- Completed Emergency Management Institute (FEMA) courses Incident Command System, ICS for Single Resources and Initial Action Incidents, and National Incident Management System, Feb 2007.
- 100 hours training in Critical Incident Stress Management (CISM).
 - Professional Development Institute (SPPD) Critical Incident Debriefing, 1999.
 - Metro CISM Team Critical Incident Stress Management and Peer Support Training, 2002.
- Complete State of Minnesota Training in Psychological First Aid.
- Completed 16 Hours of Training in Officer Involved Shootings.
- Completed Lt. Col Grossman Training in "The Bulletproof Mind".

- Completed International Association Chief's Police (IACP) Instructor Training in Police Ethics.
- Completed U.S. Department of Justice Community Relations Service, course in The Islamic Culture in America, 2004.
- Five years experience providing CISM services as a member of the Metro Critical Incident Stress Management Team.
- Three years experience as board of directors member on the Metro Critical Incident Stress Management Team.
- Over twelve years experience responding to homicide scenes and providing services at crime scenes.
- Over seven years experience working Police Assistance Program responding to critical incidents involving officers.
- Over twelve years experience working with and counseling police officers.
- Have established proactive positive relationships with MPD personnel.
- Instructor for the MPD Police, CSO, Park Agent Academies.
- Instructor for MPD in-service training.
- Demonstrated ability to recruit, train, and supervise multicultural religiously pluralistic diverse chaplains.
- Active participant in PCRC federal mediation agreement.
- Developed, organized, and facilitated one day Clergy Academy for Minneapolis clergy and religious leaders.
- Received Appreciation Award from Unity Committee Team of PCRC 2006.
- Received Appreciation Award from the Grupe Committee and the Latino Community 2005.
- Received Chief's Award of Merit 2006.

C. References

Hennepin County Medical Examiner
Hennepin County Attorney's Office Victim Services Division
Hennepin County Medical Center
North Memorial Health Care
Victim Intervention Program Inc
Police Officers Federation of Minneapolis
Minneapolis Police Assistance Program
Minneapolis Emergency Communications
Shiloh Temple International Ministries
Holding Forth the Word of Life Ministries
Hmong American Mutual Assistance Association Inc
The Metro CISM Team
United States Federal Probation Office

D.MPCC Personnel Listing

Training and Experience
Personnel Listing
Department Chaplains
Volunteer Community Chaplains

1. Training and Experience

Over the last thirty-five years of service to the Minneapolis Police Department, MPCC chaplains have demonstrated a broad base of experience and professional maturity, emotional stability and personal flexibility. During this time MPCC chaplains have demonstrated their consideration in their approach to all people, regardless of race, creed or religion. In addition to the comprehensive training they have received, MPCC chaplains have over one hundred and twenty-five (125) years of experience in working with officers and assisting victims of traumatic and violent death. Currently all MPCC chaplains have successfully completed an MPD background check performed by the MPD background unit, have no felony convictions nor any violation of POST licensing rules and all ministerial licenses, and endorsements are current without restrictions

2. Personnel Listing

a. Department Chaplains

Rev. Dr. Jeffrey Stewart, Director Minneapolis Police Chaplain Corps.

Dr. Stewart's resume is detailed in Section B. Experience and Capacity.

Rev. Terrence Hayes

Rev. Terrence Hayes graduated from Cretin High School in St. Paul, MN. Father Hayes then attended St. John's University in Collegeville, MN before

moving back to St. Paul and enrolling in St. Paul Seminary. Father Hayes graduated from St. Paul Seminary in 1972.

After graduation Terry Hayes' first call was to Ascension Catholic Church in North Minneapolis. It was also at this time that a police chaplain corps was in the process of being organized and Father Hayes was asked by then Chief of Police Gordy Johnson to serve as a chaplain for the Minneapolis Police Department. Father Hayes served as a pastor at Annunciation Catholic Church for 7 years.

During the following years Father Hayes served St. Austin's Catholic Church for 14 years and Our Lady of Victory Church for the last 14 years, all the time serving as a police chaplain for the Minneapolis Police Department.

Father Hayes has served the Minneapolis Police Department as a Chaplain for over 35 years, longer than any chaplain in the history of the department. During these years of ministry as a chaplain, Father Hayes has had the very difficult responsibility of notifying several officers' families of their deaths in the line of duty. He has presided at many officer funerals, preformed 400-500 baptisms of officer's children and he has performed over 200 weddings of police officers. Father Hayes has had the blessing of not only baptizing officer's children but also participating in the swearing in of some of those same children as young adults when they joined the Minneapolis Police Department as police officers. Father Hayes has also received eight Chief Awards of Merit, two Department Medals of Commendation, Resolutions

from the Mayor and City Council of Minneapolis on the 10th, 20th, and 30th years of service along with the Minneapolis Police Chaplain Program, Award from the Hennepin County Sherriff in 2005, and an Award from the East Minneapolis Exchange Club in 2005. Father Hayes has spend over 38,000 hours in the squad cars with officers; befriending them, counseling them, caring for them, supporting them, and many times being that positive supporting, encouraging voice in their times of need.

b. Volunteer Community Chaplains

Chaplain Wendy Anderson

Chaplain Wendy Andersen has worked in the inner city with people of various races, religions, and socio-economic backgrounds and has compassion and concern for people. She is currently a teacher at the Minnesota Transitions Charter School in Minneapolis, MN, working with "High Risk" inner city students. This is the most recent step in a career dedicated to youth, education, and leadership. Ms. Andersen's teaching experiences include, but are not limited to: hang-gliding, wind-surfing, leadership, parenting, and music in private, public, Christian, and Charter school settings. She is and has been a lead teacher and counselor as well. Chaplain Anderson is a licensed and ordained minister. She has served as an MPCC chaplain for over three years and she has the following education and experience:

EDUCATION

- St. Cloud State University, St. Cloud, Minnesota 1977-1982
Degree: B.S. Life Sciences -Secondary Education
- Victory Bible College and Oral Roberts University, Tulsa, Oklahoma 1998-2001
Degree: Pastoral Studies, Counseling, Worship, Leadership Development, Music
- Continuing Education Courses--On going 1998-Present
Working on completing Masters Program

PASTORAL EXPERIENCE

- Rock Church of the Outer Banks, Kitty Hawk, NC 1983-1989
Worship leader, youth Pastor, Principal and lead teacher of the Rock Academy
- Living Waters Christian Church, Hopkins, MN 1990-1997
Worship Pastor, Children's/Youth Pastor and Pastoral Counseling
- Victory Christian Church, Tulsa, OK 1998-2001
Worship Leader and Counselor
- Inner City Church of Minneapolis 2001-2003
Worship Pastor and Pastoral Counselor
- Holy Triune Lutheran Church, Minneapolis, MN 2004-2006
Associate Pastor and Worship Pastor

Chaplain Barb Hugo

Chaplain Barb Hugo has served as an MPCC chaplain since 2001. Chaplain Hugo currently works for 12 Seeds International and CBMC – Christian Business Men's Committee as an Administrative Assistant assisting in organizing workshops, maintaining list of contacts and workshops. From 1994 to 2006 she worked for the Greater Minnesota Association of Evangelicals as a Receptionist and Client Guest Services, as a volunteer coordinator, recruiting and scheduling volunteers for various projects, routing telephone calls, greeting clients and visitors, directing them to the appropriate staff or office, ordering office supplies.

Chaplain Hugo has also worked for Evangelical Free Church of America International Office in Minneapolis from 1979-1994. Chaplain Hugo is

licensed and ordained minister.

Chaplain Pamela Johnson

Chaplain Johnson has a Bachelor degree in English with a minor in Information Management from St. Catherine College in St. Paul. She chose this degree and specialization because she believes words are powerful and can change lives if written and expressed effectively. Chaplain Johnson also has a Masters of Education degree with a specialization in parent and family education.

Currently Chaplain Johnson is employed as an administrative secretary and procurement agent at a company called TIES, located in St. Paul. TIES is a technology consortium that provides technology support to 37 member school districts. Her role is processing their hardware and software orders via many different vendors, which includes generating price quotes, troubleshooting problem orders, and invoicing the school districts. She also is a proof-reader for staff literature and business correspondence for TIES.

Chaplain Johnson has also worked as a Nutritional aide (food service worker) at Midway hospital and St. Joseph Hospital, a Nursing assistant at Regions hospitals, nursing homes, and at a private residence. Chaplain Johnson is a licensed minister with Shiloh Temple in North Minneapolis. Chaplain is a new chaplain with MPCC.

Chaplain Linda Koelman

Chaplain Koelman is currently serving as pastor of North United Methodist Church 4350 Fremont Av N, since July 1, 1997. Her congregation is a racially and economically diverse congregation that focuses on disability awareness and missions. Chaplain Koelman is a specialist in urban ministry and community involvement in the Minnesota Conference of the UMC. She formerly served as pastor at Onamia UMC in Onamia, MN for three years while attending seminary. Prior to that, Chaplain Koelman was employed as accountant and auditor for approximately 15 years with Cooperative Auditing Service and Brand Mfg, North West LP Gas.

Chaplain Koelman received her Master of Divinity from United Theological Seminary of the Twin Cities in 1997. She earned her undergraduate degree from Parsons College in Fairfield, IA where she graduated with a Bachelor of Science cum laude in Business Administration with a minor in Economics.

Chaplain Koelman has been and continues to be a member of Webber Camden Neighborhood Organization Board for 10 years, for the last four years she has served as president of that board. She has also a Chair of African Work Teams and Programs for MN OC Ministries, a United Methodist program that works with schools, clinics and churches in Sierra Leone and Liberia. She has participated in 4 work teams to Jamaica, 1 to Puerto Rico, 6 to Sierra Leone and 8 to Liberia. Have done variety of construction work on teams and she has formulated and taught a basic accounting system to

teachers and pastors in West Africa, along with personnel management and conflict management education. She served on the Board for Jordan New Life One Stop Family Center (26th & Oliver Av N.) and has participated in the 4th Ward CARE Taskforce since it began in 1998 and still participates on it since it has broadened to the 4th Precinct CARE. For the past 7 years she has served a Block Club leader for 4400 block of Logan Av North. Chaplain Koelman has been a chaplain with MPCC for past 7 years.

Chaplain John LeMay

Chaplain LeMay has served as a police chaplain for MPCC for the last six (6) years; it has been and continues to be an opportunity in which he can draw from his educational and professional and other volunteer experiences to serve others in the city which he lives. The formal education experience that Chaplain LeMay brings to the MPCC consists of a bachelor's degree from the University of Minnesota, Duluth with focuses in the areas of Psychology and Philosophy. It also includes a Masters of Divinity from Bethel Seminary located in Arden Hills, MN. Both of these degrees have been formative and equipping for Chaplain LeMay to be able to serve those in crisis situations such as receiving the news of the death of a loved one or other tragic information.

Chaplain LeMay's work experience has been varied from working up the ranks within the social services sector, working with people with developmental disabilities, starting as an entry level shift worker and moving

up to team supervisor, working with different clients and managing staff and the other resources that was a part of his responsibility. Chaplain LeMay has worked as a community pastor, in a Minneapolis church developing relationships with individuals and other organizations to serve the church itself and the local surrounding community. His pastoral duties included developing programs to provide professional clothing to women seeking employment at no charge, community art events and holiday parties.

Chaplain LeMay has also worked as a missionary on the University of Minnesota, Twin Cities' campus providing pastoral support and mentoring to students. Working with them to develop leadership skills, spiritual and personal maturity, as well as understanding how they as individuals can connect to the larger community of Minneapolis, serving through volunteer programs and being aware of social justice issues.

In Chaplain LeMay's current position as a Family Services Coordinator, he is privileged to work with families that while have suffered a tragic loss of a loved one, were able to give the gift of life through organ and tissue donation. Providing ongoing grief support to the family members and assisting them to navigate the questions that arise when a family members dies, whether that is understanding the bills they might be receiving, finding legal resources or a local counselor.

Chaplain Nathaniel Orr

Chaplain Nate Orr is an ordinate minister who serves as co-Pastor of North Minneapolis Christian Fellowship where he has worked since 1993. In addition to his pastoral duties, Chaplain Orr is a Special Education Assistant at City View Performing Arts Magnet School in Minneapolis, MN. There he works with students in skill building activities, providing support and stability to students with a diagnosis of autism spectrum disorder and with staff to gathered data and set goals for each student. Chaplain Orr has attended in-services trainings and conferences with Masters and PHD or MD level trainers to maintain credentials, along with 80 hrs training, CPI, first-aid and CPR. Prior to 2002 when he assumed the role as a Special Education Assistant, he worked as Child Development Technician at City View Performing Arts Magnet School working chiefly in the autism program and providing support and stability to students with a diagnosis of autism spectrum disorder. He has also worked as a Families First Crisis Worker with Catholic Charities in Minneapolis, worked with families in crisis due to an out of home placement by Hennepin County Child Protection or Minneapolis Police Department working in collaboration with Hennepin County Child Protection. Chaplain Orr has served on the Fremont Health Services, Ageless Possibilities Organization, and Cross Connections Inc. Chaplain Nate Orr has been a chaplain with MPCC for 14 years. Chaplain Orr has SEAT Licensure, from Concordia University, graduated from Golden Valley Lutheran College, and is currently attending Minneapolis Community and Technical College

studying for a degree in the Urban Teacher Education Program.

Chaplain Witiyala Seewalie

Chaplain Rev. Dr. Witiyala Seewalie is a new chaplain for MPCC and currently serves as President and Abbot of the Minnesota Buddhist Vihara in North Minneapolis. Chaplain Witiyala Seewalie arrived in Minneapolis in March, 2004. He has also served as President of Buddhist and Pali College and Principal of Ratmalana Parama Dhamma Cetiya Pirivena, Ministry of Education in Sri Lanka. He has also served as an ESL-ABE teacher in Blaine Learning Lab and currently volunteers as a teacher at City View Community School. Chaplain Seewalie brings with him a wealth of humanitarian and cross-cultural ministry experience from around the world. Dr. Seewalie is fluent in English, Sinhala, Pali, and Sanskrit and has the following education:

- Doctor of Literature (D. Lit.) Vidyalankara Oriental College, Sri Lanka
- Master of Arts, Buddhist Studies (M.A)
Buddhist and Pali University of Sri Lanka, Colombo, Sri Lanka
- Bachelor of Arts, Buddhist Studies (B.A)
University of Kelaniya, Sri Lanka
- Royal Pandith (Sinhala, Pali, Sanskrit)
Oriental Studies Society of Sri Lanka
- Diploma in Bible studies Bible Society of Sri Lanka
- Diploma in Buddhism Buddhist and Pali University of Sri Lanka
- Diploma in Pali language Buddhist and Pali University of Sri Lanka

Chaplain VJ Smith

Chaplain V.J Smith has a passion to see the lives of young people who are heading in the wrong direction turn around through the work of MAD DADS and its volunteers. Chaplain V.J has led these volunteers onto the streets at night to bring wise counsel and a listening ear to young men and women who have never experienced a relationship with a real caring adult.

Chaplain Smith leads the Minneapolis Chapter of MAD DADS (Men Against Destruction, and Defending Against Drugs and Social-disorder) with the help of other organizations committed to mentoring at-risk youth on the streets. MAD DADS was formed to mobilize strong drug-free men of faith to reclaim their neighborhood, one child at a time. Chaplain Smith and the volunteers of MAD DADS spent numerous hours on the streets of north and south Minneapolis on Friday and Saturday nights, bringing positive, proactive advice and progressive involvement with troubled youth.

Chaplain Smith was awarded the National Crime Prevention Council Award of Excellence in 1999; in 2000 the Black Pages Humanitarian Award; in 2001 the National MAD DAD of the Year and the Virginia McKnight Binger Human Service Award; in 2001 in Recognition of a Hometown Hero for the week of November 05, 2004; The Leadership Award from Boy Scouts of America in 2002; The Abby Award in 2003; The City of Minneapolis Civil and Humane Rights Award in 2004; The Mayor's Healthy City Award, the Minister Leslie Hypolite-Iron Man, the Certification of Appreciation from Folwell Neighborhood Association, the Certificate of Completion from CAST

Curriculum Training of Trainers Session, and Certificate of Completion in Black Parenting Education Training Program(BPEP)-Training of Trainers Session all in 2005. Chaplain Smith has served as a chaplain for MPCC the last two and half years.

Chaplain Annetta Sutton

Chaplain Sutton is a highly effective and motivated individual with extensive experience with relationship management and 12 Step counseling. She has been trained in mediation, conflict resolution and the addiction recovery process. Currently Chaplain Sutton works as a grief counselor at Hazelton Treatment Center. Prior to that she served as Director of Faith Formation and Social Justice, Church of the Annunciation and the Archdiocese of Minneapolis-Saint Paul from 2003 to 2006; where she was responsible for the organization, planning and execution of multiple adult faith formation initiatives and spiritual programs.

In Bismarck, ND, Chaplain Sutton worked for the Diocesan Director, Dioceses of Bismarck from 1984 to 2003 as the area director responsible for developing various programs on a diocesan, statewide and national level. There she presented on a variety of issues and areas relating to the human condition including addiction, prevention and recovery; Advocated for the voiceless in the public and political arenas; Served on the Bishops Cabinet providing input direction on policies and procedures. Chaplain Sutton has served as a MPCC chaplain since 2005.

Parallel to performing the duties of Diocesan Director Chaplain Sutton has held the following ministry positions:

- Director of the Office of Social Concerns
- Division Director of Faith formation
- Division Director of Social Concerns
- Director for Office of Separated, Divorced and Widowed
- Director of Office of Family Life
- Interim Director of the Offices of Rural Life, Charity and Justice and Native American Education and Spirituality.
- Faculty, University of Mary, Bismarck State College 1997-2003
Prepared and taught highly successful classes on justice, domestic violence, addiction and anger management.

Chaplain Sutton has the following education and additional training:

- Masters of Arts Pastoral Counseling, Emmanuel College, Boston, MA, 1993
- Bachelor of Arts Christian Ministry/Religious Education/Addiction Counseling
University of Mary, Bismarck, ND, 1984
- Clinical Pastoral Education, Med Center One, Bismarck, ND 1984
- Certification American Association of Pastoral Counselors, West Central Human Services, Bismarck, ND, 2000
- Mediation Training, University of North Dakota, Jun 1996,
- Rape Crisis Center Training, Oct 1989
- Aids Symposium 1995, 1996, 1997, 1998, 1999
- Interfaith Sexual Trauma Institute, St. John's University, Jun 28, 1997, 1998

Chaplain Rufus Thibodeaux and Chaplain Diane Thibodeaux

Chaplains Rufus and Diane Thibodeaux are natives of New Orleans, Louisiana and have been married since 1968. They co-pastor Holding Forth the Word of Life Ministries church, a ministry that was started in their home at 2916 18th Ave. N., in Minneapolis. In 1983, the ministry moved from their home to the YMCA, at 1711 West Broadway, in Minneapolis, Minnesota. In 1985, the church moved to its present location, 2029 and 2033 West Broadway in Minneapolis with an approximate membership of over 500. Other programs

added to the ministry include:

- Oasis of Love, Inc. Crisis Intervention Center (violence prevention and intervention services, food shelf, leadership/nonviolent day camp and public school program for youth)
- Agape I and II 24-Hour Child Development Centers (child care)
- Love Link Ministry (provides follow-up and Pastoral Care for church members)
- Heritage of Love Foundation (Pastoral Assistance Committee)
- Brother's Keeper Men's Network (non-denominational men's network and basketball league)
- Marriage Covenant (support for married couples)
- Lions of Judah Youth Ministry
- God's Greatest Gift (Triple G's) Teen Ministry
- Free to Be Single Ministry
- Forever Free Substance Abuse Program
- Radio and Television Outreach and Broadcast "Against All Odds" Radio Broadcast
- Stair Step Health Disparity Initiative
- North side Hub for Hennepin County/African American Men Project "Right Turn Project"

Both Chaplains Rufus and Diane Thibodeaux have Doctorates' from the Minnesota Graduate School of Theology, Brooklyn Park, Minnesota and Master of Theology, Master of Theology in Counseling and Pastoral Care and Chaplain Diane is a Licensed Social worker. Chaplains Rufus and Diane Thibodeaux are ordinate ministers who have been MPCC chaplains for nineteen (19) years.

Chaplain Paul A. Eknes-Tucker

Rev. Eknes-Tucker is Pastor at All God's Children MCC in Minneapolis. He arrived in October, 2001. Previously he served as Pastor of Congregational Care at Cathedral of Hope (COH) in Dallas, Texas. In the twelve years on staff at COH (a 3200-member predominantly GLBT church), Rev. Eknes-Tucker

oversaw the COH AIDS ministries which served over 800 persons each year, developed a Christian Counseling Center that served the needs of the lesbian and gay community, developed Hope House, a transitional living program for gay/lesbian teens and young adults, oversaw the Cathedral's world missions, and developed a Spanish-language worship service and outreach. A graduate of Birmingham Southern College (B.A.) and Candler School of Theology (M.Div.), Rev. Eknes-Tucker served as a United Methodist clergyman in the North Alabama Conference before coming out as a gay man and joining the ministry of Metropolitan Community Churches (MCC) in 1981. Rev. Eknes-Tucker has served MCC congregations in Birmingham, AL, Atlanta, GA, Asheville, NC, Nashville, TN, and Dallas, TX before coming to the Twin Cities. Chaplain Eknes-Tucker has served as an MPCC chaplain for 3 years.

E. Cost

Proposal Budget 2007

Billing Schedule

Proposal Cost for Police Chaplain Services

Financial Policies of the Minneapolis Police Chaplain Corps

1. 2007 Budget for RFP Proposal

		MPD Cost	Actual MPCC Cost	
Personnel				
	Salary	70,000.00	70,000.00	
	Benefits/Taxes	20,785.00	20,785.00	
	Expenses	1,825.00	4,225.00	
	Other Chaplains		7,750.00	
Administration				
	Insurance	6,000.00	7,260.00	
	Equipment/Supplies		500.00	
	Admin Expenses		2,830.00	
	Training		500.00	
	Total Cost For MPD Proposal	98,610.00¹		
	Total Cost for MPCC to Provide Services		113,850.00	
	MPCC Cost difference for Police Chaplain Services funded by additional resources.			-15,240.00

2. Billing Schedule

The Minneapolis Police Chaplain Corps will invoice the Minneapolis Police Department monthly in advance by invoice for Police Chaplain Services.

The Minneapolis Police Chaplain Corps uses SurePayroll for its payroll services. This allows the MPCC to insure that its financial policies and procedures meet or exceed all Federal, State, and Local fiscal standards

¹ This Total Proposal Cost is an estimate based on projected insurance costs. The final Total Proposal Cost is subject to change from \$0 to \$12,000.00 depending on final insurance quotes and/or requirements.

and requirements including annual and quarterly reports, including, W2, 1099, W3, 1096, 940, 941, Wage Detail reports, payroll reports for the MPCC. SurePayroll is America's fifth largest payroll provider and the nation's largest online payroll provider.

3. Proposal Cost for Police Chaplain Services

The proposal projected costs for Minneapolis Police Department is \$98,610.00² for the contract proposal subject to annual review for any additional service requirements and/or reasonable inflationary operating increases.

4. Financial Policies of the Minneapolis Police Chaplain Corps

The Minneapolis Police Chaplain Corps on January 29, 2004 instituted the following Financial Policies to govern the recording, reporting, and use of funds for the Minneapolis Police Chaplain Corps (MPCC). These policies were approved by the Board of Directors on that date and are subject to Bylaws of the MPCC.

The budget of the MPCC is approved annually by the Board of Directors. The budget outlines expected income and directs the expenditure

² This Total Proposal Cost is an estimate based on projected insurance costs. The final Total Proposal Cost is subject to change from \$0 to \$12,000.00 depending on final insurance quotes and/or requirements.

of funds. Unless otherwise directed by the Board of Directors, the budget will be based on each calendar year from January 1 through December 31.

The President has the authority to deposit and disburse MPCC funds (by check or electronically) subject to either the written or verbal approval of the Treasurer. Any funds to be disbursed directly to the President/Director must be signed by the Treasurer.

The Vice-President has the authority to deposit and disburse MPCC funds (by check or electronically) in the absence of the President or at the request of the President subject to either the written or verbal approval of the Treasurer. Any funds to be disbursed directly to the Vice-President must be signed by the Treasurer.

The Treasurer will record all deposits of MPCC funds made in an authorized banking account. All MPCC income must be deposited in an authorized bank account. The Treasurer has authority to disburse MPCC funds (by check or electronically) within the limits of the approved budget. The Treasurer will ensure all debts and bills are paid in a timely manner. Expenditures in excess of the approved budget must be approved by the President or Board of Directors. The Board of Directors must approve non-budgeted expenditures greater than 3% of the annual budget. Any funds to be disbursed directly to the Treasurer must be signed by the President.

The MPCC is not authorized to make loans of any kind to any party – including employees, Board of Director members, contractors, suppliers, or clients.

The Board of Directors is responsible for oversight of all MPCC funds and expenditures. The Treasurer will provide an accounting of all funds and expenditures at each regular Board of Directors meeting and as directed by the Board of Directors. The Treasurer will maintain adequate financial records to provide such accounting. Financial records are subject to verification and inspection by Board of Directors at their direction. The Board of Directors will provide for the audit of the MPCC financial records at least annually.

F. Insurance

Workers Compensation Insurance
Commercial General Liability Insurance
Commercial Automobile Liability Insurance
Professional Liability Insurance or Errors and Omissions Insurance
Officers and Directors Insurance

The MPCC has or will secure the required and any additional Insurance issued by insurance companies acceptable to the City and admitted in Minnesota provided such insurance coverage is available in Minnesota. The insurance specified, if available, will be in a policy or policies of insurance, primary or excess. This insurance will be in force on the date of execution of the Contract and shall remain continuously in force for the duration of the Contract. The MPCC has secured and will maintain the following insurance:

Workers Compensation Insurance that meets the statutory obligations with Coverage B- Employers Liability limits of at least \$100,000 each accident, \$500,000 disease - policy limit and \$100,000 disease each employee. Currently MPCC has a Workers Compensation Insurance Underwritten by State Fund Mutual (SFM) Insurance Company that meets the insurance requirement.

Officers and Directors Insurance providing coverage for claims that may arise from acts or actions of the MPCC Officers and Directors, this insurance policy will provide coverage in the amount of \$1,000,000 each occurrence and \$1,000,000 annual aggregate. Currently MPCC has a Non Profit Director and Officers Liability Coverage Underwritten by United States Liability Insurance Group, as additional insurance.

The MPCC is willing to secure and maintain the following insurance provided MPCC is able secure an insurance provider that is acceptable to the City and admitted in Minnesota. In the event that an admitted insurance

provider is not available in Minnesota, MPCC will secure insurance that is acceptable to the Minneapolis Police Department and this insurance will be in force on the date of execution of the Contract and shall remain continuously in force for the duration of the Contract.

Commercial General Liability Insurance with limits of at least \$1,000,000 general aggregate, \$1,000,000 products - completed operations \$1,000,000 personal and advertising injury, 50,000 each occurrence fire damage and \$5,000 medical expense any one person. The policy shall be on an "occurrence" basis, shall include Contractual liability coverage and the City shall be named an additional insured. Currently MPCC is seeking a quote for General Liability Insurance coverage from an insurance provider that is acceptable to the City and/or admitted in Minnesota that will meet the insurance requirement. MPCC will provide a binder upon securing required coverage.

Professional Liability Insurance Or Errors & Omissions Insurance providing coverage for 1) the claims that arise from the errors or omissions of the MPCC or its sub-Contractors and 2) the negligence or failure to render a professional service by the MPCC or its sub-Contractors. The insurance policy should provide coverage in the amount of \$1,000,000 each occurrence and \$1,000,000 annual aggregate. The insurance policy will provide the protection stated for two years after completion of the work. Currently MPCC is seeking a quote for Professional Liability or Errors and Omissions coverage

from an insurance provider that is acceptable to the City and/or admitted in Minnesota that will meet the insurance requirement. MPCC will provide a binder upon securing required coverage.

Commercial Automobile Liability Insurance covering all owned, non-owned and hired automobiles with limits of at least \$500,000 or more per accident. Currently MPCC has a Commercial Auto Insurance Coverage Underwritten by Progressive Northern Insurance Company that meets the insurance requirement.

G. Grant-Funding Services

Not Applicable

H. Appendix

Director's documented Education, Training, and Experience