

## **Christian Prison Resources**

### **Media Policy**

#### **1. Principles**

- 1.1. Media in the form of books, booklets, tracts, study guides, CDs and DVDs play an important role in CPR in the following respects:
  - 1.1.1. As study material for prisoners.
  - 1.1.2. As a means of raising funds for the purchase of media for prisoners.
  - 1.1.3. As a means of encouraging Chaplains.
  - 1.1.4. As a means of expressing gratitude to pastors and other leaders for their support.
- 1.2. CPR will use all margin generated by media sales, with a minimum of 50% of all income from media sales (regarded as donations for this purpose), to further the principles set out in 1.1 above.
- 1.3. All media distributed by CPR must be suitable for its purpose and be in line with its Statement of Faith and be approved as such by the Board, or the Director of Ministry, or a Senior Staff Associate.

#### **2. Policies**

We will achieve our principles set out above by applying the following policies prayerfully and looking to the Holy Spirit for common sense guidance:

- 2.1. Media may be sold at churches, conferences or other promotional activities at a margin which will be targeted to raise sufficient funds to purchase an equal value of books etc for distribution to prisoners and chaplains.
- 2.2. In accordance with HMP policy, various media forms may be distributed to prisoners and chaplains free of charge or at any value deemed appropriate by the prison worker.
- 2.3. Workers may donate a small number of books or other media items to pastors or workers as appreciation for support of CPR.
- 2.4. Senior staff may, at the discretion of the Director of Ministry, be granted a budget amount to purchase media for subsequent resale. All margin generated by such sales will be used to purchase books and other media items to fulfil the principle set out in 1.2 above. Once sales have been made and some cash is recovered, the recovered amount may be used to re-stock their supply. At the outset, this budget amount has been fixed at £1050 (2010) to be distributed amongst senior workers at the discretion of the Director of Ministry. A further amount of £1600 has been set aside under the same policy but specifically for the purchase of Bible Panorama (BP).
- 2.5. Workers will keep a record of books donated so that our commitment to donating a value equal to 50% of income from media sales and 100% of restricted donations is always

achieved on an annual basis. (The total value of such book donations will include any further budget amount for free media distribution, see 2.6 below).

- 2.6. While books, booklets and study materials for prisoners will be purchased out of the margin referred to in 2.4 above, or through restricted donations, a further amount for the purchase of booklets may be budgeted from general funds as the Lord provides income to ensure that this policy is always achieved on a quarterly basis.
- 2.7. We will apply all donations restricted for the purchase of media to buying such media as we can distribute within HMP establishments.
- 2.8. Our accounting policy will be to write off all books or booklets purchased in the year in which they are purchased so as to avoid the necessity of doing an accounting stock takes at year end. However, those entrusted with book stocks will be expected to give an account of how they have distributed books and will only be allowed to re-stock using cash paid back each year from sales of their previously held stock.

Approved by the Trustees on 22 November 2010.

Chairman .....

B H Edwards