



Dane Sanctuary Coalition Guidelines

*Assisting vulnerable immigrant
and refugee communities*

August 2017

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1 Introduction

The Dane Sanctuary Coalition is composed of faith communities and associated organizations working together to assist vulnerable immigrant and refugee communities, and offering sanctuary when needed. Sanctuary will be provided as an act of humanity and as a political statement about unjust immigration and refugee policies. The guidelines contained in this document provide an overview of the vision of the Coalition, and of the organization, policies and procedures that will help the Coalition successfully meet its mission. The guidelines are expected to evolve as the Coalition focuses its efforts on the needs of the immigrant and refugee communities it serves.

2 What is Sanctuary? Background on the New Sanctuary Movement ¹

Sanctuary provided by faith communities has a long history, and has evolved to address current injustices toward immigrants and refugees. This section contains background on sanctuary that provides a context for the Dane Sanctuary Coalition's current work.

2.1 An Ancient Tradition of Faith Communities

Sanctuary is one of the most ancient traditions of people of faith. The ancient Israelites designated sanctuary cities to which a person accused of accidental murder could flee to ensure due process. In the late Roman Empire fugitives could find refuge in the precincts of Christian churches. Later, during the medieval period, churches in England were recognized sanctuaries, offering safe haven for a temporary period to accused wrongdoers. In the United States, the first practical provision of anything like sanctuary occurred in the years before the Civil War. The Underground Railroad came into being to help slaves flee the South and find safety in many congregations throughout the country. Sanctuary is about providing safe space to those who are victims of unjust laws.

2.2 The Sanctuary Movement in the 1980s

When refugees from the civil wars in Central America began to flee to the United States in the 1980's, the U.S. government did not recognize them as political refugees. Many were deported and subsequently met by death squads upon their return to their home countries. From this dire injustice, the Sanctuary Movement was reborn. It peaked with over 500 congregations establishing an underground railroad whereby refugees moved through the United States to safe houses and safe congregations. Some activists in the Tucson area were indicted and eventually given probation for their involvement in assisting Central American refugees. The Sanctuary Movement sought to remind the United States government of its own asylum and refugee laws which they were not following with the Central American refugees.

2.3 Current Day Sanctuary Movement

Drawing on this tradition, communities of faith have once again seen the need to declare sanctuary for immigrants as the rise of deportations continues to separate families. In the 1980's we were compelled to welcome the stranger, as we opened our doors to newly-arriving refugees.

¹ Adapted from the *Interfaith Sanctuary Toolkit* from <http://www.sanctuarynotdeportation.org/resources.html>.

Now we are moved to love our neighbors as ourselves because those who will enter into sanctuary are most often long-term members of our communities - our neighbors.

In 2007, an initiative known as the **New Sanctuary Movement** took shape with coalitions of congregations in major cities throughout the country. As workplace and neighborhood raids escalated, these congregations opened their doors to provide refuge to those facing deportation. The New Sanctuary Movement helped win the Morton Memo and Prosecutorial Discretion in 2011², and President Obama's Executive Actions on Immigration in 2014³ which have helped stop thousands of deportations through case-by-case advocacy. Those entering sanctuary are generally eligible for Prosecutorial Discretion, but local Immigration and Customs Enforcement field offices have been very reluctant to offer this relief from deportations, so that the community has had to engage in public advocacy to win stays of removal or an order of supervision.

Under the current U.S. Administration, we could potentially lose these victories. We must work together to advocate and fight to keep prosecutorial discretion guidelines where community members can still win a stay of removal and be able to keep united with their families.

2.4 Goals and Strategy of the New Sanctuary Movement

Faith community members, along with others, feel called to accompany our community members, congregants, and neighbors facing deportation. By offering sanctuary we can fight individual cases, advocate to stop deportations, and make it possible to win deferred action on a case-by-case level to keep families together. We can:

- amplify the moral imperative to stop deportations by lifting up the stories of sanctuary cases and ensuring that the prophetic witness of the immigrant taking sanctuary is heard at the national level
- defend Obama-era administrative policies, such as Prosecutorial Discretion, so that we can still win stays of deportation case by case, and keep sensitive locations such as sacred spaces, hospitals, and schools protected
- work alongside undocumented students to defend the Deferred Action for Childhood Arrival program (DACA)

² *The primary memo (the Morton Memo on Prosecutorial Discretion) calls on ICE attorneys and employees to refrain from pursuing noncitizens with close family, educational, military, or other ties in the U.S. and instead spend the agency's limited resources on persons who pose a serious threat to public safety or national security. Morton's second memo focuses on exercising discretion in cases involving victims, witnesses to crimes, and plaintiffs in good faith civil rights lawsuits. The memo instructs "[a]bsent special circumstances or aggravating factors, it is against ICE policy to initiate removal proceedings against an individual known to be the immediate victim or witness to a crime."* American Immigration Council, <https://www.americanimmigrationcouncil.org/research/morton-memo-and-prosecutorial-discretion-overview>.

³ By Executive Order in 2014, President Obama announced efforts to retool critical aspects of the immigration system regarding how we enforce immigration laws, how we process immigration benefits, how we encourage further business innovation, and how we welcome immigrants to this nation. American Immigration Council, <https://www.americanimmigrationcouncil.org/research/guide-immigration-accountability-executive-action>.

- support local work to defend sanctuary cities or local detention policies, and push back against unjust enforcement policies such as the Priority Enforcement Program or 287g⁴
- participate in and help create protection networks to provide know-your-rights education, sanctuary space, legal assistance, housing assistance, family planning, and bail support funds
- stop the Trump border wall and any attempt to increase criminalization or mandatory sentencing for immigrants
- defend asylum seekers by pushing back against expedited removal, and helping provide critical resources such as legal assistance so they can defend and win their case.
- Advocate for pro-immigrant policies such as access to legal drivers licenses and work permits

2.5 Relationship Between People in Sanctuary and the Dane Sanctuary Coalition

Supporting people in sanctuary is not an act of charity. It is an act of moral and political collaboration. It is a partnership of equals acting in solidarity. People in sanctuary, and those providing it, are together creating a powerful resistance to all forms of oppression that are currently faced by our immigrant and refugee neighbors. Together, as one people, they challenge the immoral systems, institutions, and politics that are threatening and destroying the lives of many, thereby diminishing the lives of all.

It has been the courage and the faith of those who have come out of the shadows that has inspired the creation of the Coalition. Those taking sanctuary are often risking a great deal for the benefit of the larger movement. Their leadership, their voice, and their opinions and wisdom will be a priority at all times. They will be involved in any aspect of the campaign that they choose. Sanctuary is hard work and requires great sacrifice. If at any time an individual chooses to leave sanctuary, that decision will be respected and celebrated. We will always remember that sanctuary is not something that the Coalition does **for** our undocumented neighbors; it is something we do **with** them.⁵

3 Mission of the Dane Sanctuary Coalition

Based on our shared faith commitments to social justice, we will assist vulnerable immigrant and refugee communities. We will do this, under the leadership of Voces de la Frontera and Centro Hispano, by providing and supporting physical sanctuary when needed. We will also provide a conduit for information, education, and trainings on related social justice actions.

⁴One of ICE's top partnership initiatives, the 287g program allows a state or local law enforcement entity to enter into a partnership with ICE, under a joint Memorandum of Agreement, in order to receive delegated authority for immigration enforcement within their jurisdictions.

⁵Adapted from the Massachusetts Communities Action Network 2017 *Sanctuary/Solidarity Congregation Toolkit* (<https://3crowns.org/resources/Documents/Mission%20and%20Outreach/Sanctuary%20Toolkit.pdf>).

4 Coalition Membership and Membership Criteria

Coalition members include host congregations that provide housing to the person in sanctuary, and supporting congregations that provide support services to the people in sanctuary and their host congregations. The Coalition’s charter membership also includes Voces de la Frontera, Centro Hispano, and Wisconsin Faith Voices for Justice. The Dane Sanctuary Coalition invites all faith communities in Dane County to join the Coalition. The Dane Sanctuary Coalition also encourages partnerships with other faith communities that choose not to be Coalition members; with organizations affiliated with faith communities; and with other organizations that support the New Sanctuary Movement. Current Coalition membership is shown in Table 1.

All Coalition members agree to:

- follow the Dane Sanctuary Coalition Guidelines and endorse the New Sanctuary Movement
- commit time, talent, and/or financial resources to meet the Coalition’s mission
- be publicly identified as a Coalition member.

Endorsement of the Coalition is welcomed from any organization. However, an endorsement is not a sufficient condition for membership.

Application for membership will be made to the Communications and Outreach Team which will make a membership recommendation to the Steering Committee.

**Table 1
Coalition Membership as of January 2018**

HOST CONGREGATIONS	SUPPORTING CONGREGATIONS AND ORGANIZATIONS
First Unitarian Society and Congregation Shaarei Shamayim	First Congregational United Church of Christ Plymouth Congregational United Church of Christ
James Reeb Unitarian Universalist Congregation	First Baptist Church
Madison Christian Community – Advent Lutheran Church and Community of Hope United Church of Christ	Lake Edge Lutheran Church Prairie Unitarian Universalist Society
Orchard Ridge United Church of Christ and Madison Mennonite Congregation	Centro Hispano Family Farm Defenders Teaching Assistants Association Voces de la Frontera Wisconsin Faith Voices for Justice Wisconsin Network for Peace, Justice, and Sustainability Women’s International League for Peace and Freedom – Madison Worker Justice Wisconsin

5 Coalition Organization Overview

The Coalition's organization is summarized in Table 2 and described in more detail in the following sections. The organizational structure is expected to evolve as Coalition members gain more experience with providing sanctuary and as circumstances change for the people in sanctuary.

Table 2
Organization of the Dane Sanctuary Coalition

Coalition-Level	Congregation-Level
<ul style="list-style-type: none"> • Coalition Leadership Advisory Team • Coalition Steering Committee • Community Resource Team • Communications and Outreach Team • Advocacy Team • Fiscal Agent 	<ul style="list-style-type: none"> • Congregational Leadership Team (one per congregation) • On-Site Teams (one per person in sanctuary)

6 Congregation Level Organization

Dane Sanctuary Coalition organizes host and support Coalition members to address the welfare and legal needs of the person in sanctuary. It is up to each congregation to decide how it wishes to get involved and organized in its sanctuary work and related actions.

6.1 Congregational Leadership Team

Each coalition congregation will designate a Congregational Leadership Team. The entire set of responsibilities of each Congregational Leadership Team is up to the congregation, but, at a minimum, the responsibilities will be to:

- be the lead point of contact between the Coalition and the congregation
- attend Coalition membership meetings to represent the congregation
- keep their congregation informed about the Coalition
- communicate ideas, issues, or concerns of the congregation to the Coalition
- bring to their congregation opportunities for volunteering or taking actions in support of the Coalition's mission
- periodically coordinate one or more Coalition Meetings (This responsibility will rotate among Coalition members.)
- coordinate with the Communications and Outreach Team on publicity or media requests related to a person in sanctuary.

Regarding volunteers supporting the On-Site Team, the Congregational Leadership Team will:

- identify volunteers within their congregation

- inform the Community Resource Team about each volunteer’s interests and availability
- ensure that volunteers meet minimum requirements described in section 9.2, including training, and submittal of participation information and a non-disclosure/confidentiality agreement
- assist the Community Resource Team when necessary to identify and schedule volunteers to meet an identified need.

6.2 On-Site Teams

Each congregation housing a person in sanctuary will designate an On-Site Team that will focus on meeting the day-to-day needs of that congregation’s person in sanctuary. If a sanctuary site houses more than one congregation, it will be up to those congregations to decide how they wish to collaborate on managing the On-Site Team. The membership of the On-Site Team will include those people who are deemed best positioned to assist the person in sanctuary, so team membership may include people who are not members of the host congregation.

The On-Site Team will:

- coordinate with the Community Resource Team (see section 7.3) when necessary to find volunteers to meet identified needs
- keep generally informed about legal actions and progress in support of the person in sanctuary, but will not be responsible for providing specific legal advice or assistance
- make sure that its facility meets necessary codes and regulations for the safety of the person in sanctuary, and confirm that insurance is adequate
- meet with Voces de la Frontera for a tour of the sanctuary site’s housing facility before the first person in sanctuary is housed at a particular location,
- provide Voces de la Frontera with a written description of the physical site (such as size of the room, cooking facilities, and shower facilities), and a statement of the expectations of the person in sanctuary. More details about the expectations and rights of a person in sanctuary are given in Section 10.

7 Coalition Level Organization

The Coalition will organize teams that support the congregation-level teams and that address objectives of the Coalition as a whole.

7.1 Coalition Leadership Advisory Team

As the Coalition Leadership Advisory Team, representatives from Centro Hispano and Voces de la Frontera will:

- provide overall leadership, advice, and assistance to the Coalition to enable it to best meet its mission.
- provide the first level of screening for a person requesting sanctuary

- arbitrate any disputes or grievances between the person in sanctuary and the host congregation that cannot be resolved internally.

The Leadership Advisory Team may invite other organizations to join its Team as needed.

7.2 Coalition Steering Committee

The Coalition Steering Committee will be comprised of one representative from Voces de la Frontera, one representative from Centro Hispano, one representative from Wisconsin Faith Voices for Justice, one representative of each sanctuary site, and one representative of the support congregations. The representative of the support congregations will be chosen annually by the support congregations. When two paired congregations provide a housing site, they will have just one representative on the Steering Committee, to be selected by the paired congregations. The Chair of the Steering Committee will be selected annually by the Committee membership.

The Coalition Steering Committee has a number of responsibilities. It will:

- provide general management oversight of the Coalition
- address issues that may arise between Coalition membership meetings
- coordinate as needed with the Coalition-level teams
- review membership application recommendations from the Communications and Outreach Team, and then make a recommendation to the Coalition membership for consideration at a membership meeting
- approve expending Coalition funds maintained by the fiscal agent
- periodically revisit the Guidelines and make recommendations to the Coalition membership for revisions deemed necessary as the Coalition evolves.

7.3 Community Resource Team

The Community Resource Team will be responsible for supporting the On-Site Teams in meeting the needs of the persons in sanctuary. The Community Resource Team will:

- coordinate with the On-Site Teams to identify and meet needs of the persons in sanctuary
- coordinate recruitment of volunteers with the Congregational Leadership Teams, among others, to meet each volunteering need
- find volunteers when necessary, particularly when volunteer assistance cannot be provided by Coalition members
- maintain a current list of volunteers and the needs that they are willing to meet
- approve all volunteers, ensuring that volunteers have submitted participation information and met the minimum volunteer requirements given in section 9
- train volunteers in coordination with Congregational Leadership Teams
- schedule volunteers in coordination with Congregational Leadership Teams

- employ the necessary database and scheduling tools, and communications methods to achieve its responsibilities
- protect the privacy of data of the persons in sanctuary and of the volunteers.

It is understood that the Community Resource Team has the flexibility to organize itself in whatever way necessary to best meet the needs of the persons in sanctuary. For example, the Community Resource Team may choose to use self-organized volunteer action teams centered on a particular need, such as meal preparation.

The Community Resource Team is the hub into which volunteer information will be fed. Access to the names of volunteers will be controlled to maintain privacy. For example, the Team could employ a Google document the members of the Congregational Leadership Teams could see, but only the leaders of the Community Resource Team would be able to access to make any changes. Each sanctuary site is welcome to develop its own internal volunteer list and to share only those names of volunteers willing to be included on the master list.

Preparation for a person going into sanctuary is an on-going process. The Community Resource Team will be continually recruiting, training, and developing volunteer management systems in case sanctuary is needed on very short notice.

7.4 Communications and Outreach Team

For media interactions on behalf of the Coalition, a Communications and Outreach Team will:

- be responsible for external publicity and internal communications of Coalition news
- coordinate with the Advocacy Team on matters related to advocating for immigrant and refugee communities
- work with the appropriate On-Site Team and the Advocacy Team regarding communications related to a particular person in sanctuary
- coordinate with the Coalition members in identifying policies and procedures regarding public statements that reference or speak on behalf of the Dane Sanctuary Coalition
- provide training for media interactions upon request
- support fund-raising activities.

The Communications and Outreach Team will also be responsible for recruiting new Coalition members. For new member recruiting, the Team will

- develop membership materials
- create and implement a communications plan
- prepare a membership application process
- receive membership applications
- review membership applications for compliance with the membership criteria
- make membership recommendations to the Steering Committee.

The Communications and Outreach Team may use social media, web resources, etc. as funds are available.

7.5 Advocacy Team

The Advocacy Team will:

- work with Centro Hispano, Voces de la Frontera, and the community-based Rapid Response Network to identify opportunities for public actions and advocacy related to social justice for immigrants and refugees, and sanctuary
- coordinate with the Communications and Outreach Team on public statements and public information to ensure consistency in content and messaging
- take the lead in publicizing that someone has been accepted into sanctuary, lifting up the person's story in the press, with Coalition members, and with elected officials
- provide updates as necessary regarding the status of persons in sanctuary.

The person in sanctuary, the On-Site Team, and the Communications and Outreach Team must approve public dissemination of any information about that person.

Advocacy efforts will be coordinated with Coalition members if there is time. If timing is an issue, the Coalition Steering Committee may make the decision about whether to proceed.

7.6 Fiscal Agent

A Coalition member congregation or organization will serve as the Coalition's fiscal agent for collecting donations and disbursing funds to pay for approved expenses not covered by host congregations or other Coalition members. The approval for expending funds will be granted by the Steering Committee.

8 Coalition Membership Meetings

The Congregational Leadership Teams will take responsibility, on a rotating basis, for organizing Coalition membership meetings. The meetings will be held monthly or on a basis decided by the Coalition membership. The purposes of the Coalition membership meetings could include:

- reporting
- educating
- training
- discussing and organizing social action ideas
- problem-solving
- periodically revisiting the Coalition's organization and Guidelines as recommended by the Coalition Steering Committee

Congregations and organizations considering membership may be invited to attend a meeting at the discretion of the Steering Committee. Other individual guests may also be invited by the Steering Committee for specific purposes. Speakers, trainers, other expert advisors, or guests

may be invited by the coordinating Congregational Leadership Team in consultation with the Steering Committee.

The coordinating Congregational Leadership Team will:

- set and announce meeting dates, times, locations
- set the agenda for Coalition membership meetings after getting input from Congregational Leadership Teams, the Steering Committee, and the Coalition Leadership Advisory Team
- arrange for speakers, trainers, or other programming
- make sure minutes are taken and disseminated in a timely way
- designate a chair for meeting management and the conducting of Coalition business.

A regular meeting schedule will be established based on input from the Congregational Leadership Teams and the Coalition Leadership Advisory Team.

9 Volunteers

Volunteers may be recruited from Coalition members and/or from the community at large. However, all volunteers must meet the minimum requirements specified in this section.

9.1 Volunteer Needs

The volunteer needs will be identified by the On-Site Teams. They may include:

- food (grocery shopping, and/or meal preparation)
- errand running, such as for shopping
- transportation
- medical services
- on-site companions (i.e., someone staying with the person in sanctuary at all times)
- general fundraising as needed, including for legal costs, on-site needs, background checks
- interpretation/translation
- legal accompaniment to accompany the person in sanctuary to court hearings and any other appropriate activities, but not serving in any official legal assistance capacity for the person in sanctuary.

During the sanctuary application screening process, the host congregation and person in sanctuary will agree to the extent that family members will receive support. If the host congregation is unable to offer family support, then the Community Resource Team will be consulted to see if assistance for the family members can be arranged.

9.2 Volunteer Eligibility Criteria and Guidelines

The Community Resource Team will approve all volunteers. All volunteers must meet the following minimum volunteer eligibility requirements.

1. Volunteers may be associated with one of our Coalition members, and if so, will not need a background check. Someone who is associated with an organization is someone who is formally a member or is otherwise well-known and participates in the organization's activities.
2. If someone requests to be a volunteer but is not associated with one of the Coalition members, the person may be asked by the Community Resource Team to undergo a background check that will not be paid for by the Coalition.
3. All volunteers must sign a non-disclosure/confidentiality agreement.
4. All volunteers must receive appropriate orientation training.

These volunteer requirements will be supplemented depending upon the nature of the volunteering assignment. Furthermore, each host congregation will establish additional requirements as needed based on their particular situation. Here are some examples of supplemental requirements.

1. No non-custodial adult will ever be alone with a minor child.
2. If volunteering to provide transportation, volunteers must have a valid driver's license and proof of insurance, and must use their own vehicles.
3. Volunteers involved in food preparation will be expected to provide safe and healthy food according the guidelines established by the host congregation.

9.3 Volunteer Training

Volunteer training will include the following areas:

- I. General orientation (for everyone)
 - a. Overview of the New Sanctuary Movement
 - b. Overview of the Dane Sanctuary Coalition and Guidelines
- II. Training for volunteers who have on-site responsibilities
 - a. General orientation
 - b. "Know-Your-Rights" and how to respond to an Immigration and Customs Enforcement (ICE) encounter
 - c. Cultural competence training
 - d. Overview of the host congregation's specific policies and procedures

- e. Confidentiality and privacy issues; dignity, and respect
- f. Emergency procedures
- g. Optional tour of the congregations' facilities
- h. Optional additional training in first aid and CPR.

10 Process for Entering and Exiting Sanctuary

The process for a person (or family) to enter and exit sanctuary is described in this section.

10.1 Sanctuary Applicant Screening

After an initial screening, if in the judgement of Voces de la Frontera and/or Centro Hispano, a person meets basic sanctuary participation qualifications, then the decision to enter sanctuary will be made jointly by Voces, Centro Hispano, a representative from the relevant host congregation(s), and the sanctuary requestor. Persons accepted into sanctuary must have a convincing legal case for fighting deportation and must not be charged with crimes unrelated to their immigration status. Sanctuary requests may be received from immigrants or refugees from any country.

Receiving and processing sanctuary requests will be done through a partnership between Voces de la Frontera, Centro Hispano, and the host congregations. This partnership will decide whether sanctuary will be offered to an individual or family after the partnership develops an understanding of the requestor's need for sanctuary, has discussed the housing options with the requestor, and has received the requestor's agreement to abide by the expectations for a person in sanctuary at the selected host congregation.

The person requesting sanctuary may approach the Coalition in a variety of ways. It is anticipated that most people will approach the Coalition Leadership Advisory Team or one of its constituent organizations (e.g., Voces de la Frontera and/or Centro Hispano). It is possible that someone might request sanctuary by contacting the Rapid Response Network phone number, in which case they will be referred to Voces for initial screening. It is unlikely, but possible, that someone will approach one of our Coalition members directly, in which case they will be referred to Voces for initial screening.

No matter how the Coalition is contacted, the following next steps will apply.

- Upon receiving the request, the staff of Voces or Centro Hispano will start the screening process.
- Providing sanctuary is as much a political statement as it is an act of humanity. Therefore, the Coalition Leadership Advisory Team will learn the story of people seeking sanctuary and confirm with them that they are willing to make their story public to bring a spotlight to the injustice of immigration and refugee policies.
- After initial review and recommendation by the Coalition Leadership Advisory Team, a face-to-face meeting will be organized with the people seeking sanctuary, their legal counsel, the Coalition Leadership Advisory Team, and the host congregations'

Leadership Teams (1) to determine if sanctuary is the appropriate course of action for the person, (2) to explain the rights and responsibilities of a person in sanctuary, and (3) to decide which congregation would be the most appropriate placement.

- The Coalition Leadership Advisory Team and the designated host congregation will make the final decision about acceptance of a sanctuary request and about placement.

10.2 Expectations for the Person in Sanctuary

The requestor must agree to certain expectations including those of the host congregation. The expectations may include such areas as:

- public awareness of that person's involvement in sanctuary
- notice period before voluntarily leaving sanctuary
- communications with On-Site Team
- limitations in length of stay and grounds for termination of sanctuary
- promise to abstain from use of illegal substances and to be weapons free; the host congregation retains the right to perform periodic inspections
- medication storage procedures
- sanctuary visits by others (such as family and friends)
- facility cleaning requirements
- particular policies and procedures of the host congregation
- daily schedule including meals
- food provision restrictions (such as kosher only)
- use of noise-producing equipment
- use of housing congregation's phone (incoming and out-going calls, messages, etc.)
- responsibility for damaged, lost or stolen items
- storage of clothing, long-term parking of vehicle, storage of household items such as furniture, electronics, etc.
- off-site travel.

10.3 Timeline for Entry into Sanctuary

This section provides the basic steps the Coalition will take once someone has been accepted into sanctuary.

10.3.1 Preparing to Welcome

Before someone enters sanctuary, the Community Resource Team and Congregational Leadership Teams should be gathering volunteers and creating the necessary systems so that the volunteers can be mobilized from the moment people enter sanctuary.

Once a person has been accepted into sanctuary, the host congregation's On-Site Team will be activated. After conversations with the person, the On-Site Team membership may be expanded to include people from outside of the congregation if necessary. The On-Site Team will also make a list of the volunteer needs and coordinate with the Community Resource Team. The Community Resource Team will then identify volunteers to meet those needs and create the necessary schedules so that the volunteers are ready to be of service from the moment the person enters sanctuary.

The time between determining that someone will enter sanctuary and their arrival at the congregation may vary from immediately to a number of days. However long it is, the host congregation will prepare to welcome the person (or family) to sanctuary. Once the Coalition membership has been notified, others can become involved in welcoming as well.

If specific cultural competency training relevant to the people who are entering sanctuary has not yet taken place, it will be done as soon as possible. Volunteers with appropriate language skills will be contacted as well.

10.3.2 Welcoming

On the day a person enters sanctuary, the On-Site Team will support the person's transition. The On-Site Team will assist the person in moving into the sanctuary space and make sure the immediate needs of the person are met.

10.3.3 Within the First Week

Since entering sanctuary is an act of political resistance and civil disobedience, the Advocacy Team will be alerted to begin its work of publicizing the person's story in the press, with Coalition members, and with elected officials. In doing its work, the Advocacy Team will follow the coordination and approval process described in Section 7.5.

The On-Site Team is also responsible for facilitating an introduction between its congregation and the person in sanctuary. This may happen at the first worship service following the person's arrival in sanctuary, or in any way deemed appropriate by the congregation.

10.4 Failure to Meet Expectations

As noted in section 6.2, each On-Site Team will provide Voces de la Frontera with a property description and a statement of the expectations of the person in sanctuary. If the person in sanctuary fails to meet expectations, and the situation cannot be resolved with the On-Site Team and Congregational Leadership Team, then the Coalition Leadership Advisory Team will be contacted by the On-Site Team for advice and assistance in resolving the issue, as per sections 7.1 and 10.6.

10.5 Rights of a Person in Sanctuary

The rights of a person in sanctuary include the right to:

- control release of personal information (including name)
- express grievances (see section 10.6)

- request unique needs, such as food restrictions
- privacy
- leave sanctuary.

10.6 Grievance Procedure

A person in sanctuary has the right to express grievances. They should first be expressed to the On-Site Team. If the guest is not satisfied with the response, then the grievance can be expressed to the Coalition Leadership Advisory Team, as per section 7.1. The person in sanctuary will be provided with contact information for the Coalition Leadership Advisory Team upon entering sanctuary.

10.7 Termination of Sanctuary

Voluntary: The person in sanctuary may choose to leave sanctuary at any time. Out of respect for the host congregation, the person in sanctuary agrees to notify the host congregation and Voces de la Frontera of their anticipated date of departure from sanctuary.

Involuntary: The involuntary termination of a person in sanctuary's stay will be a joint decision of the Coalition Leadership Advisory Team and the On-Site Team with input from the person in sanctuary and other relevant sources such as the person in sanctuary's legal assistance team.

11 Dane Sanctuary Coalition Guidelines Modifications

The Dane Sanctuary Coalition Guidelines can be modified by a vote of approval by two-thirds of the Coalition members.