Scenario Planning Guide for Parishes in the Episcopal Diocese of Washington (EDOW)

December 4, 2025

This document is not legal advice but rather is a guide for planning that the Diocese has assembled for parishes from available resources. The Diocese can connect parishes with an attorney who can provide guidance to parishes (including Know Your Rights trainings) upon request. The Diocese can provide a list of reputable immigration attorneys for individuals who have questions about their situation and would like a consultation.

Immigration enforcement activity remains a fast evolving area, and the government's actions as well as the legal parameters are subject to change.

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Introduction

The purpose of this scenario planning guide is to help parish and diocesan leaders prepare for and respond to immigration enforcement that impacts parish facilities, parishioners, or clergy. Although the authors of this guide hope that it will never be used, we know that advance preparation is essential for responding effectively in any emergency.

Immigration enforcement actions are most often carried out by agents from the Department of Homeland Security (DHS), including agents from Immigration and Customs Enforcement (ICE), Customs and Border Patrol (CBP), Homeland Security Intelligence (HSI), and the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF). However, other federal agencies, national guard troops, and state and local law enforcement may also participate. Agents may be in plain clothes, uniformed, in tactical gear, or wearing vests that say "police." They may also be masked. *Throughout this guide, we use the term "ICE" to refer to any government agents engaging in immigration enforcement activities.*

This guide includes a detailed section on advance preparation and then recommends steps to be taken in three scenarios: (1) ICE surveils or establishes a checkpoint at or near a parish, (2) ICE detains a parishioner, and (3) ICE detains a member of the clergy.

Please see the document titled Summary info for congregations - KYR and more for information on Know Your Rights, training staff and leaders, identifying private spaces, and guidelines to welcome migrants and respond to ICE.

For any incident involving ICE or immigration enforcement, diocesan staff should be alerted. Contact information for Canon Anne-Marie Jeffrey, Canon Thom Sinclair, and Canon Anna Olson is available to congregations needing this information.

Although other situations may arise, these three scenario plans provide a solid guide to responding to a wide range of events. Leaders will need to discern which steps make sense for their particular community and circumstances, ideally in advance.

Almighty God, who created us in your own image: Grant us grace fearlessly to contend against evil and to make no peace with oppression; and that we may reverently use our freedom, help us to employ it in the maintenance of justice in our communities and among the nations, to the glory of your holy Name; through Jesus Chris our Lord, who lives and reigns with you and the Holy Spirit, one God, now and forever. Amen.

Section 1a: Preparation (people)

Planning ahead is the key to protecting our communities and reducing risk. This involves agreements on protocols involving both parish and diocesan leadership and then informing the relevant groups about those protocols, indicating who does what and when. Having a plan, knowing what to do in advance, and avoiding chaos is often the best way to protect people and their rights. Three steps to properly prepare are: (1) have written protocols, (2) clearly communicate those protocols, and (3) train clergy, staff, volunteers, and, when appropriate, parishioners on those protocols.

I. Educate Parishioners about Steps for Reducing Risk

Keep parishioners informed about church security and emergency communication protocols, and practice steps in your emergency plan as needed. Consider offering educational and support workshops to help parishioners take steps to reduce their risk.

Offer Know Your Rights Training

Various organizations in the DMV are available to provide Know Your Rights Training, which typically involves education on rights in different situations, as well as role playing to practice the exercise of rights. Videos and print resources are also available (See appendix). Know Your Rights Training is important for non-citizens and citizens alike, because constitutional rights apply equally to all persons residing in the United States. Anyone present during an adverse immigration event may find their rights at risk.

An important element of Know Your Rights training is understanding and recognizing the difference between an administrative warrant issued by ICE and a judicial warrant issued by a judge. Parish leaders should be able to identify the type of warrant and understand their rights and appropriate responses depending on the type of warrant presented. If an administrative warrant is presented, parish leaders do not need to allow ICE to enter non-public spaces.

Provide Information about the Hotline

Migrant Solidarity Mutual Aid (MSMA) operates a hotline to report ICE activity and offer support if someone is detained. The hotline number is: **202-235-1183**. More information and flyers about the hotline are available here. Saving the hotline number to the "favorites" list in a mobile phone directory makes it easy to access in an emergency.

Let Parishioners Know about Accompaniment Support via the Hotline

Parishioners can also call the MSMA hotline to request trained volunteers to accompany them to ICE check-ins, Immigration Court appearances, and Intensive Supervision

Appearance Program (ISAP) appointments. Volunteers can often provide transportation, and they provide witness and support during the encounter with ICE. Volunteers collect emergency contact information and hold individuals' personal property (such as a phone, wallet, purse, or jacket) during the appointment in case they are detained. If the individual is detained, the volunteers notify emergency contacts and return any personal property to loved ones.

A diocesan team is available to provide accompaniment training for volunteers. Contact the Missioner for Equity and Justice for more information.

Consider Offering a Family Preparedness Workshop

Families at risk should consider taking steps to prepare for possible arrest and detention, especially for the care of their children. Key steps include:

- Gather important identity documents (passports, immigration papers, birth certifications, etc.) and health care information in a safe place. Consider also including financial information (e.g. bank accounts) and passwords.
- Make a list of emergency contacts and making sure everyone in the family knows who to call in the event of an arrest.
- Consult with a reputable, competent immigration attorney to assess the individual's circumstances
- If resources are available, retain this attorney to have "on call" in case of ICE enforcement and prepare a G-28 Notice of Entry of Appearance of Attorney to have on file in case of emergency so the attorney can communicate with ICE or other immigration agencies on the individual's behalf or about the individual.
- Designating care of minor children by executing a Stand-By Guardianship agreement in Maryland (requires 2 witnesses) or a Custodial Power of Attorney in DC (requires notary public)
- Designating a trusted agent to manage financial assets by executing a Power of Attorney (POA).
- Signing a DHS Privacy Waiver (ICE Form 60-001) to help family access information from ICE.
- Becoming familiar with the ICE detainee locator to help find a detained family member

Resources for executing guardianship documents and POAs in the DMV are available at FamiliesUnitedDCMetro. The Washington National Cathedral Sanctuary Ministry has trained volunteers who can provide support on training and organizing family preparedness clinics and can work directly with families to execute documents. Contact them at san.min.wnc@gmail.com.

Maintain Awareness of Local Law Enforcement Support for ICE

Maintain awareness of local policies regarding local law enforcement support for ICE enforcement actions. As of June 2025, within the Diocese only southern Maryland has County Sheriff's Offices with ICE 287(g) agreements to cooperate with ICE. This is relevant for parishes in St. Mary's County. Agreements are listed here.

Changes can occur rapidly. In DC, budget discussions include abrogating sanctuary status and signing a collaboration agreement. In August of 2025, the Trump administration took control of the DC Metropolitan Policy Department and assigned National Guard troops to D.C. These and other challenges can arise in any community.

Offer Legal Consultation and Other Resources

The Diocesan Emergency Relief Fund provides assistance to families impacted by immigration enforcement and/or changes to federal workforce policies. Clergy or wardens may apply for funds online using the link above; determinations are generally made within two weeks.

Families at risk who do not have legal representation should seek a legal consultation to better understand their options. If families do not have access to legal representation, EDOW can provide a list of attorneys who have agreed to provide low-cost ($100-$200) consultations for parishioners or for community members connected to their congregations. EDOW's Emergency Relief Fund can provide funds to cover the initial consultation if the parish cannot cover this through a clergy discretionary fund or other means. Contact Michelle Dibblee, Missioner for Equity and Justice, at mdibblee@edow.org to connect to legal and financial resources.

II. Augment or Create a Parish Emergency Plan

Parishes should develop emergency plans to respond to a range of emergencies, including the presence of law enforcement or ICE on or near the parish property. The plan should include communication within the parish and with the diocese, alternative locations, and support for parishioners.

Prepare Communication Lists and a Protocol

There are many circumstances which may warrant a safety alert for staff, parishioners, or others who use the parish building(s) regularly, including a natural disaster, power outage, or law enforcement activity. Up-to-date communication lists allow for timely and accurate outreach in these or other circumstances.

If parish communication lists do not exist or are incomplete, create and/or update contact lists for everyone who comes onto the property. Let parishioners, employees,

and others who use the facility know that as part of the parish's emergency plan, you are creating/updating contact lists for everyone who comes onto the property. The following lists are recommended:

- An email list of all parishioners and employees
- A text list of all parishioners for communication via SMS text, WhatsApp, or Signal
- If a school is located on the property, an email/text list of all staff and all families
- An email/text list of contacts for all organizations that use the facility

In the parish emergency plan, identify which circumstances warrant a safety alert, such as natural disaster, power outage, or law enforcement activity. Identify clergy, staff, or wardens who are authorized to approve alerts, and who is authorized to send them. Make sure these individuals have access to group email and text lists and know how to use them. Ideally, authorized communicators should be able to send alerts from their phones or computers not kept on the church property. Safeguard communication lists carefully on password protected devices. Consider storing them on encrypted apps such as Signal or Proton. Use caution with Google Drive.

Create Communication Scripts

Be prepared to send an initial alert to quickly inform everyone who might come to the parish that it is not safe to do so. The message should indicate "law enforcement" rather than ICE, focus on general safety precaution, and go out to all parishioners without regard to immigration status to avoid any inference that the communication is improperly alerting any individuals targeted for arrest.

If possible, prepare messages in advance for various scenarios to ensure that communications are compliant with the law. Standardized language will allow those sending the messages to do so quickly and with confidence.

Possible messages include:

- "We are aware of law enforcement activity on or near our parish property. Please use caution when approaching the area."
- "We are aware of law enforcement activity on or near our parish property. As a precaution, we are closing our facility today for everyone's safety. Please do not enter our property today."
- "There is an ongoing law enforcement action on our property. For everyone's safety, we are advising you not to come to our facility today. We have cancelled all programs and closed our buildings."

- Optional: “We will send another message when the activity has concluded.”
- “A parishioner/visitor has been detained by law enforcement on or near our property. Please pray for everyone’s safety and as a precaution, we are closing our facility today and cancelling all programs.”
- “Mother/Father/Rev. X has been detained by law enforcement. The diocese has been notified and is providing support. Please pray for them and everyone involved. As a precaution, we have closed the parish facilities today. We will let you know as soon as we are able to reopen.”

Reach out to Diocesan Leadership

Make sure that your emergency plan designates the individual who will contact the diocese in case of a law enforcement emergency.

The Rev. Thom Sinclair, Chief Operating Officer for the Diocese of Washington, should be contacted if any of the scenarios outlined in this guide occur. If he is not available, contact the Rev. Dr. Anne-Marie Jeffery, Canon to the Ordinary, or the Rev. Anna Olson, Canon for Faith, Leadership and Collaboration.

In case of an emergency, one of these staff members should be made aware and can provide support to a congregation in case of an emergency, including additional EDOW staff members, communications expertise, and legal resources. They also have direct contact with the Chancellor, the official legal advisor for the diocese. The Chancellor provides guidance to the Diocese, and can help coordinate legal resources if necessary.

Diocesan Contacts (these phone numbers ring to staff cell phones. It is a good idea to text first so the recipient knows it is urgent.)

Name and Title	Phone Number	Email
Rev. Thom Sinclair, Chief Operating Officer	202-537-6527	tsinclair@edow.org
Rev. Dr. Anne-Marie Jeffery, Canon to the Ordinary and Canon for Congregational Vitality	202-537-6552	ajeffery@edow.org
Rev. Anna Olson, Canon for Faith, Leadership and Collaboration	202-537-6546	aolson@edow.org
Rev. Michelle Dibblee, Missioner for Equity and Justice	202-537-6560	mdibblee@edow.org

Create a Protocol for those in the Church Sanctuary and Parish Buildings

Create a script for informing those present that law enforcement is on the property. Identify the clergy/staff/vestry/security team members who are authorized to inform those present on the property.

Identify Alternative Locations to Operate if Safety Concern Lasts More Than a Day.

Identify alternative location(s) for services. Options could include:

- Conducting services online only
- Creating a plan for smaller house church meetings
- Identifying other houses of worship that could offer space
- Considering home visits by clergy and/or LEMs

If needed, make plans regarding other ministries such as food pantry distribution, health clinics, schools, AA meetings, and so on. Options could include:

- Identifying alternative locations
- Considering food delivery or home visits
- Recruiting volunteers to support alternative plans

Schools are likely more difficult to move to an alternative location but should have an emergency plan or have their needs addressed in the parish emergency plan. Virtual learning may be an option.

III. Create an Emergency Plan for Vulnerable Clergy or Lay Leaders

Any potentially vulnerable clergy or high profile lay leaders should make an emergency plan for use in case of their arrest or detention, including the following:

- Complete family preparation steps described in Section 1.
- Collect documentation related to the individual's and/or family's immigration case.
- Identify and consult with an attorney. EDOW has retained a law firm to provide support specifically for clergy and parish leaders at risk (these individuals should be identified by parish clergy or wardens). Parish clergy or wardens should contact Michelle Dibblee, Missioner for Equity and Justice, to learn more about this support. .
- If the clergy member or lay leader approves, share information about their status, key point of contact in case of arrest or detention (such as a spouse or family member), personal attorney, and other relevant information with a diocesan point of contact chosen by the individual.

- EDOW has an arrangement with a local immigration law firm to respond in case of detention or arrest of a clergy member or lay leader. If the leader has a personal attorney, that attorney can consult with this firm.

Section 1b: Preparation (buildings and external communications)

IV. Create a Security Plan for the Sanctuary and Parish Buildings

Each parish needs to evaluate the level of security it needs. Some parishes with members at high risk may need a more extensive plan. Others may focus primarily on security for community members who come to parish seeking assistance.

All parishes can benefit from designating a lead person and team to develop the security plan. The primary goals of a security plan are to help ensure that worship services and other activities and events can take place safely, and that any entry by ICE is fully legal. The two main components of a security plan are (1) securing the parish property and (2) a protocol to follow if ICE approaches or attempts to enter the property.

Secure the Parish Property

Securing the parish property can include a review of signage, door locks, alarm and/or camera systems, and use of volunteers, staff, or security personnel to watch doors or parking lots during worship services or other events.

Consider posting signage throughout the parish property indicating which spaces are considered private, not open to the public, and accessible only to authorized personnel. These spaces cannot be searched without a judicial warrant. Sanctuaries occupy a legal “grey zone,” as they are often considered to serve a public function. However, privacy may be protected by keeping doors locked.

Signage can also be posted that restricts parking areas to parish staff and members, school staff and parents, and other authorized vehicles (such as vehicles whose owners have explicit permission, preferably in writing, to park when visiting or working at the church.)

Spaces marked as private should have doors that lock by key from the outside and can also be locked from the inside. Those inside should be able to cover windows or peep holes for privacy. Consideration should also be given to the short-term physical needs of those occupying private spaces, such as places to sit and access to restrooms, food, and water.

If feasible, peep holes or cameras on exterior doors can help with detection of unauthorized people outside the space. Parishes should also review any alarm and other security systems. Some security cameras can record both video and audio, but their capabilities should be clearly posted.

Some parishes may hire professional security staff, but others may deploy volunteers from within the parish or community to watch doors, parking lots, and surrounding streets during worship or other events. A parish may opt to ask each group that meets on parish property to designate a security point of contact.

Follow a Protocol for Encounters with ICE

Anyone involved in security should have a clearly defined role and training on a protocol to follow if ICE attempts to gain entry to parish property or tries to detain someone on the property or nearby. These protocols should be put in writing. For example, it may be helpful to have scripts and/or steps to be taken if ICE seeks entry to a parish building, including a plan for who is authorized to deal directly with ICE agents. Everyone involved should be trained on the protocol.

V. Create a Plan for External Communication

Parishes that are willing to speak publicly about possible ICE enforcement actions may consider creating an external communication plan, in collaboration with the diocese, in case they need it in the future. Input and consent from affected individuals and/or the vestry may be important depending on the situation. Options for an external communication plan include:

- Create a general communication plan in collaboration with EDOW and co-operate with potential critical players when it is ready to be implemented.
- Determine the degree of reaction to the press and outward facing communications for the scenario. Consider others who are potentially vulnerable when planning.
- If an incident occurs that warrants external communications, work with the already-informed diocesan leadership (e.g. one of the Canons) to:
    - Identify the appropriate diocesan staff contact, and any other resources, for communications.
    - Develop messages for the specific situation whether it is for outreach or reaction. Convey consistent messaging that does not put individual(s) at further risk.
    - Identify spokespeople to talk to the press and make statements on behalf of the individual and/or parish.

- Identify key local, state, and national officials and organizations to contact for support.
- Identify community and faith-based organizations (CAN, CASA, the American Immigration Lawyers Association - AILA, local houses of worship) to contact for solidarity and determine whether public advocacy or political action is desired.

Section 2: ICE Surveils or Establishes a Checkpoint at a Parish

ICE may surveil parish property by entering areas such as parking lots or remaining nearby on a public street. This could be a short-term situation, or ICE could remain in place or return over a longer period.

I. Take Immediate Actions to Alert Key Contacts

If ICE's presence is suspected, first seek to verify that it is ICE. Take photos of vehicles and uniforms and take videos of any encounters with ICE officers. Ideally, parish clergy, staff, or other individuals likely to be on the premises will be trained and designated to approach potential ICE agents to ascertain their identity. After determining that it is ICE, or if you strongly suspect it is ICE, consider taking the following steps:

- If ICE vehicles are in a parking lot or other church property, tell them that you do not consent to their being on church property.
- Call the MSMA hotline (202-335-1183) to report the ICE activity. If the parish is in Maryland, also call the CASA hotline (888-214-6016). Alerting the hotlines will help get word out to the community to stay away from the area and help to mobilize resources and support if needed.
- If the parish has legal counsel, alert them to the presence of ICE.
- Contact Rev. Thom Sinclair, EDOW's Chief Operating Officer, to alert the diocese. Canon Rev. Dr. Anne-Marie Jeffrey or Canon Rev. Anna Olson may be contacted if Canon Sinclair is not available. (See phone numbers above.)
- Consider identifying and designating a "rapid response team" to document exactly what happens when ICE is present or nearby and to gather and provide information to support legal and public education efforts.
- The team should maintain distance and document the interaction or enforcement action as thoroughly as possible, including by video or detailed note taking. If using video (which is ideal), the team should notify ICE that they are recording.

ICE could also attempt to enter parish buildings with either an administrative or judicial warrant. If ICE presents a warrant, follow your security protocol to have a designated parish leader and/or a parish attorney review the warrant.

See this documents for sample protocol:

Sample Door Guardian guidance 2025 02 23.pdf

Parishes have a right to request time for an attorney to review the warrant before it is executed. Judicial warrants usually have a timeframe within which they can be executed and that timeframe should be listed on the warrant. Someone interacting with ICE can say, "the warrant looks like it is valid until X date. We are not experts in reviewing and understanding warrants and would like an opportunity for our legal counsel to review the warrant and confirm before it is executed." This confirms that the warrant is valid and allows the parish and the community time to consider their actions.

I. Care for Parishioners and Other Community Members Who Use the Facilities

Tending to the safety and well-being of parishioners and other community members is of paramount importance. Consider taking the following actions:

- Notify everyone on the property and invite them to shelter in place if they wish. Guide those interested to the private spaces that have been identified for use during a law enforcement action.
- Implement the communication protocol notifying parishioners, staff, and other groups that use the property using the pre-approved messaging.
- If this occurs during a worship service, make an announcement using the pre-approved messaging and then stop any video or audio transmission.
- Offer prayers, pastoral care, and support for those present in the space.
- After the law enforcement activity is over, members of the clergy/staff/vestry/security team/volunteers should escort those who want support to their vehicles or other transportation to help ensure that they leave the property safely.
- In the days following the incident, follow up as feasible with those who were present to check in on them.

At an appropriate time, send a follow up communication to the initial alert. This communication should provide a status update (it is or is not safe to return and explain more about the situation. In the communication, parish leaders could ask for prayers for everyone involved and include a suggested prayer if possible. In addition, the communication could include other calls to action such as a suggestion to review family

emergency plans, check on community members, gather at the parish, or gather at an alternative location or virtually.

If surveillance continues for a longer period of time, offer ongoing pastoral care and tend to the physical needs of anyone who does not feel safe to leave the property and wishes to continue sheltering in place. Consider closing the building for the safety of visitors, initiating plans for an alternative worship location and moving other programming that happens on site at the parish. Engage the parish, diocese, and other local houses of worship in daily prayer for the safety of everyone involved. Consider inviting those who feel safe doing so to hold a daily vigil at the property.

II. Consider Initiating the External Communication Plan

Actions may include the following depending on the location and situation:

- Consult with individuals or leadership of the parish and EDOW leadership to determine actions to be taken. Ensure leaders are informed before implementation.
- Craft press release for local and regional media. Include verification of the surveillance or checkpoint is included in the release for credibility and validation. Distribute to local press outlets and social media groups. Determine whether to release to regional outlets. Identify a spokesperson to respond to press.
- Contact local and county jurisdiction and state officials including local public safety organizations.

Section 3: ICE Detains a Parishioner

ICE may detain a parishioner on or near parish property, or while the individual is at home, at work, or out in the community. For vulnerable parishioners, advance preparation is essential to reduce risk, ensure care for children and other family members, and enable swift legal action. If possible, others present should take photographs, videos, and notes to document the arrest. If it is safe to do so, confirm the person's name and date of birth (for instance, it may not be safe for the person to shout their name and birthdate out loud). Ask ICE agents where the individual will be taken. Although they may not respond, it is also helpful to ask for the names and badge numbers of the ICE agents and their supervisor's name and phone number, in part to verify that it is ICE.

I. Take Immediate Action in Collaboration with the Parishioner's Family

If the detention occurs on parish grounds, implement steps described in Section 2 to alert key contacts and provide care for parishioners. Regardless of where the detention occurs, as soon as parish leaders learn of an arrest, they should consider taking the following steps in collaboration with family members:

- Contact family members to offer support and assess needs. Brief the family on what happens next, including to expect a phone call from a toll-free number (see "What to Do After Someone Is Detained").
- As needed, assist the family to contact the parishioner's attorney. Ideally, anyone at risk should have an immigration attorney on call to act quickly in the current environment.
- For those without attorneys:
    - EDOW has retained a law firm to provide support specifically for clergy and parish leaders at risk. Parish clergy or wardens should contact Michelle Dibblee, Missioner for Equity and Justice, to learn more about support for lay leaders.
    - If the individual does not have an attorney, contact the Missioner for Equity and Justice to obtain services of an EDOW-screened immigration attorney to attempt to visit the individual and conduct a legal screening. If the family does not have resources, the fees for the visit can be covered by EDOW.
- Find out if the individual has a 9-digit A number, and if not ask the family to obtain it when the parishioner calls them.

- Use the ICE detainee locator to find out where the parishioner is being held, usually available 24 hours after someone is detained (see appendix). If the detention occurred in Maryland, the parishioner will most likely be taken to a holding cell in the Baltimore Federal Building and then quickly moved to a detention center in another state. People detained in Washington DC may be held briefly at the DC jail and are then generally moved to an ICE facility (generally in Chantilly, VA as of this writing). Try to arrange a family or attorney visit as soon as possible.

II. Offer Ongoing Support for Family Members

Detention is a traumatic event for detainees, family members left behind, and the affected parish. Consider taking the following steps to assess needs and provide ongoing support:

- Assess the family's immediate needs. Consider applying to the Diocesan Emergency Relief Fund for financial support, especially if the individual detained is a primary or principal bread winner
- Create a support committee for the family who can do ongoing needs assessment, find resources, provide emotional support, and pray for and with the family.
- Assess the family's comfort with including the parishioner's situation on the parish's prayer list.
- Offer pastoral care, as well as practical support to reduce risk and for family preparedness, to the broader parish community

III. Consider External Communication

Assess the family's comfort with public awareness and advocacy actions on their loved one's behalf. Depending on response, collaborate with EDOW to initiate the external communication plan. If appropriate, consider an advocacy campaign such as the following:

- Outreach to ICE and elected officials on behalf of the parishioner. With the family and loved ones, stay informed of the parishioner's location and status where possible. Keep interested parties involved and informed. Interested parties may include the parish, elected officials, organizations in solidarity with the parish such as CAN, CASA, other faith communities, civic organizations.
- Engage with those in solidarity to organize and implement a social media campaign and continue updating as events unfold.
- Distribute press releases.

- Organize and support rallies or prayer vigils by the parish and the larger faith and civic community.

Section 4: ICE Detains a Member of the Clergy

ICE may detain a member of the clergy on or near parish property; at a vigil, protest, or other community event; when traveling, especially when re-entering United States; or at their homes or out in the community. For vulnerable members of the clergy, advance preparation is essential to reduce risk and facilitate a swift response by the diocese and supporting attorneys.

EDOW has retained an immigration firm to provide immediate support for clergy, staff and leaders in EDOW congregations in case of arrest or detention on immigration related charges (provided that these individuals do not have representation already). Parish clergy should reach out to Michelle Dibblee, Missioner for Equity and Justice, to learn more and fill out related legal paperwork.

If possible, others present should take photographs and videos of the arrest and ask ICE agents where the individual will be taken (see additional details in Section 3).

I. Take Immediate Actions to Take in Collaboration with the Clergy Member's Family

If the detention occurs on parish grounds, implement steps described in Section 2 to alert key contacts and provide care for parishioners. If the clergy person already has a plan in place, proceed with the pre-determined steps as much as possible. Regardless of where the detention occurs, as soon as family or parish leaders learn of an arrest, they should consider taking the following steps in collaboration with family members:

- Contact the Rev. Thom Sinclair, Chief Operating Officer, to alert the diocese. If he is unavailable, contact the Rev. Dr. Anne-Marie Jeffrey or the Rev. Anna Olson.
- Implement the pre-determined plan, including activation of EDOW legal support if this is included.
- Contact family members to offer support and assess needs. Brief the family on what happens next, including to expect a phone call from a toll-free number (see "What to Do After Someone Is Detained").
- As needed, assist the family to contact the clergy member's attorney, whether private attorney or EDOW-contracted.
- Find out if the clergy member has a 9-digit A number, and if not ask the family to obtain it when the parishioner calls them.
- Use the ICE detainee locator to find out where the clergy member is being held, usually available 24 hours after someone is detained. If the detention occurred in

Maryland, the parishioner will most likely be taken to a holding cell in the Baltimore Federal Building and then quickly moved to a detention center in another state. People detained in Washington DC may be briefly held at the DC jail; they are moved to a separate ICE facility (generally in Chantilly, VA as of this writing). Try to arrange a family or attorney visit as soon as possible.

II. Offer ongoing Support for Family Members and the Parish

Detention is a traumatic event for detainees, family members left behind, and the affected parish. Consider taking the following steps to assess needs and provide ongoing support.

- Assess the family's immediate needs and work with parish and diocesan leadership to provide support. Form a support team to provide ongoing support and to pray with and for the family.
- Identify other clergy in the diocese to assume to duties of the detained clergy person, especially to continue regular worship.
- Identify clergy to offer pastoral care, both in a group an individually to affected parishioners.
- Form a support team to offer parishioners support for reducing risk and family preparedness as needed.
- Assess the safety of the parish property and consider whether to initiate plans for an alternative worship location.

III. Consider External Communication

Assess the family's and EDOW's comfort with public awareness and advocacy on behalf of the detained clergy member. The family, parish, and EDOW will coordinate creating an external communication plan. Work with and inform Rev. Thom Sinclair, Chief Operating Officer and the EDOW communication team to ensure all parties use consistent messages.

If appropriate, consider an advocacy campaign such as the following:

- Outreach to ICE and elected officials on behalf of the member of the clergy. With the family, loved ones, parish, and EDOW stay informed of the parishioner's location and status where possible. Keep interested parties involved and informed. Interested parties may include the parish, elected officials, organizations in solidarity with the parish such as EMM, CAN, CASA, other faith communities, civic organizations.

- Engage with those in solidarity to organize and implement a social media campaign and continue updating as events unfold.
- Distribute press releases with a designated spokesperson for updates and messaging.
- Organize and support rallies or prayer vigils by the parish, EDOW, and/or the larger faith and civic community. Use social media and email lists to publicize the events.

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Please send feedback/suggestions to Michelle Dibblee, Missioner for Equity and Justice, at mdibblee@edow.org.