

Thank you for your interest in reaching out to inmates with messages of God's love

STEPS and INSTRUCTIONS NEEDED to complete project in your congregation

- 1) Identify someone at your congregation who can shepherd this project through to completion
- 2) Obtain suitable Christmas cards:
Print out cards using the files provided (see instructions included)
NO glitter, stamps, stickers, foil, or anything else added to the cards
- 3) Distribute cards to members of your congregation, those at committee meetings, other groups of people you know. You may want to combine resources and work together with your Mission Link churches
- 4) Ask participants to write a brief handwritten note (not just a signature) in the card that shares God's love and your best wishes.

Include no specific salutation. Cards may go to either men or women. Some may be posted to share with everyone in a housing unit.

Consider if message is appropriate: Sentiment, humor, and reminders of life outside can "fall flat" to those feeling isolated from friends and loved ones during holidays

Don't know what to say? Check out some of the suggested greetings for ideas to help you get started.

Please follow these correctional facility requirements to ensure cards can be delivered to inmates.

- **DO NOT** use markers, colored pencils or crayons – ordinary pens and pencils only (marker ink can be "sniffed", for example)
 - Include NOTHING in the card – use **NO GLITTER, STAMPS, STICKERS or FOIL**
 - If you use envelopes, **DO NOT SEAL** – institutions will inspect for contraband. Some facilities prefer cards with envelopes (white), others prefer without.
 - Sign card using **FIRST NAME ONLY** - Include no personal identifying info. No family photos.
- 5) Arrange for a collection point for cards within your congregation.
 - 6) Collect and deliver cards **by NOVEMBER 4 at the latest** to your district drop off point (see below) or to the conference office. We suggest you contact the appropriate office to arrange a mutually convenient time/way for delivery

District Drop off Contact Information:

North: Israel Olivieri, Asbury UMC, Allentown, 610-398-2577, iolivieri@asburylv.org

South: Rev. Lin George, South District Office, The Well, Downingtown, 610-436-4277

East: Michael Yancey, East District Office, Simpson House, Philadelphia 215-878-4607

West: Kristin Reifsnyder, West District Office, Bird-In-Hand UMC, 717-569-9673

Conference Office Contact Information: Felicia Anderson, 484-762-8248