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
   - If you are unable to print out cards, you may obtain cards at designated pickup/drop off sites in each district, or at the Conference Office (see separate attachment for details).

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.

5) Arrange for a collection point for cards within your congregation.

6) Collect and deliver cards by **Monday, NOVEMBER 2 at the latest** to a designated drop off location (see separate attachment) or to the Conference office, c/o Prison Ministry and Restorative Justice.

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.

After you have collected and delivered cards, please let us know by sending an email to PMJ-office@conferenceoffice.org to confirm receipt.