

Angel Tree Christmas Quick Reference Guide



WELCOME TO

Angel Tree Christmas

We are thrilled to link arms with you and your church or organization this Christmas! Did you know that Prison Fellowship Angel Tree™ strengthens relationships between incarcerated parents and their children and supports the families of prisoners **year-round**? That's right—Angel Tree® Christmas opens doors for ongoing, life-changing ministry to families in your community. And it all starts with a gift!

Thank you for volunteering to coordinate Angel Tree Christmas for your church or organization. We want to make this process as simple as possible for you. You will find links to everything you will need at prisonfellowship.org/coordinatormaterials. As you read through this guide, remember that anything in **teal** can be found on the coordinators' web page.

Angel Tree Christmas Highlights

1. Each child receives a minimum of one gift valued at approximately \$25.
2. Gifts are typically presented to children at an Angel Tree Christmas party or delivered to their homes.
3. Gifts are delivered on behalf of the parent in prison.
4. A Gospel presentation is shared.
5. A free children's Adventure Bible or teen Bible is offered.

PHASE 1: Preparation and recruitment

Step 1. Form your team

Be sure to recruit enough people based on the number of children your church or organization has signed up to serve. The volunteer opportunities are:

- Contacting caregivers
- Preparing **Angel Tree Christmas Tags** and **Tracking Cards**
- Setting up the tree
- Buying gifts
- Wrapping gifts
- Delivering gifts and sharing the Gospel

Step 2. Train your team

Note: It is critical to properly screen all volunteers. **Vigilance in volunteer selection helps ensure safety.**

You can learn all you need to know through our **online training**. The videos found here explain each step of the process so that you can make sure your volunteers know what to do.

Step 3. Contact the caregivers

You will need caregiver approval and current information (addresses, children's names/ages, etc.) prior to purchasing and delivering gifts. It is never too early to contact caregivers!

You can do this by:

- Mail (see **Gift Request Letter**)
- Email
- Phone (see **Phone Interview Script**)
- Text (Do not text children's names or addresses.)

Things to consider when contacting caregivers:

- We try to provide current, complete contact information. Information is supplied by the parent in prison. If the family has recently moved, the information you receive may be incorrect or inadequate.
- A prisoner's family may respond with apprehension, ingratitude, fear, or even anger.
- The child(ren) may be unaware of the incarcerated parent's status.
- A caregiver may refuse to participate. If this happens, respond with understanding. You may want to inform the parent in prison using the **Unable to Serve Letter**. Please also list the family on the **Children Not Served Form**.

Step 4. Promote Angel Tree Christmas

On our website, you will find **posters**, a **promotional video**, and **information cards** to help spread the word!

PHASE 2: Gift distribution and evangelism

Here are some important guidelines for home deliveries:

- Keep a record of who will deliver gifts to each family.
- Volunteers should deliver gifts in groups of two or more, including at least one adult.
- Make sure you plan a day and time with the caregiver prior to visiting their home.
- Do not leave gifts unattended or with a neighbor.

Angel Tree Christmas is about connecting parents and kids—but it's also about sharing the Gospel. Here are some things to keep in mind related to presenting the hope of Christ to the families you meet:

- Prepare teams in advance to share the Gospel
- If a family is not open to hearing the Gospel, don't force it. Sometimes "sowing the seed" is just extending love and kindness or sharing a few sentences.
- Offer to pray with the families.
- Check out these resources that can help: [Gospel Presentation Cards](#) (simple resource to guide you through sharing Christ with families).

Angel Tree parties

Some churches and organizations like to distribute gifts at in-person Angel Tree Christmas parties, and these can be a lot of fun! If you would like to go this route, please check out our guidance for [hosting an Angel Tree Christmas party](#).

We would love to hear your stories and see any photos or video of your gift distribution! Just be sure to get a [Release Form for Prison Fellowship Use](#) signed by the adults on their own behalf and for their children.

PHASE 3: Consider ongoing ministry

Brainstorm with your team and church leadership about how to connect with Angel Tree families beyond Christmas. How about sending an email in January with information about youth group, Sunday school, or worship services? Is there an Easter event you could invite them to this spring? And don't forget about [Angel Tree camping](#)—a wonderful way for children of incarcerated parents to learn more about the life-changing love of Jesus.



Do you have more questions? We'd love to help!

- Call us at **800.55.ANGEL (26435)** or email us at angeltree@pfm.org.
- Check us out online at angeltree.org.
- Access additional resources: [Coordinator Materials Page](#) and [Helpful Hints for a Successful Angel Tree Program](#).



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