STEP 1 — PREPARE FOR THE PROGRAM

- Plan for enough volunteers and time to carry out the responsibilities based on the number of children you signed up to serve.
- Schedule time to get familiar with the materials in your kit as well as the additional resources available online at prisonfellowship.org/resources/angel-tree/churchcoordinatormaterials.

STEP 2 — RECRUIT YOUR TEAM

Assignment of children will begin in October.

Identify people from your church or organization who will enjoy helping you carry out your Angel Tree Christmas program. You need to properly screen the volunteers on your team. Vigilance in volunteer selection helps ensure safety.

Volunteer job opportunities:
- Contacting families
- Sharing the Gospel
- Prayer team
- Buying gifts
- Wrapping gifts
- Delivering gifts
- Send a Christmas card to the incarcerated parent (optional)
- Purchase a gift for the caregiver from the church/organization (optional)

STEP 3 — TRAIN YOUR TEAM

Remember to make the volunteers aware of the various guidelines available, as well as the online training provided at prisonfellowship.org/resources/angel-tree/churchcoordinatormaterials/angel-tree-online-training.

STEP 4 — CONTACT THE CAREGIVERS

It can be challenging to get in touch with each child’s caregiver, but you will need to secure their approval, get their up-to-date information, and confirm gift requests. Reach out as early as possible to ensure success.
- Contact the caregiver by mail using the Gift Request Letter (available online) or variation.
- Contact the caregiver by phone using the Phone Interview Script (available online) or variation.
- Text the caregiver

STEP 5 — PROMOTE ANGEL TREE TO YOUR CONGREGATION

Holding an Angel Tree Sunday event is an ideal way to promote participation in this ministry throughout your church.
- Prepare the Angel Tree tags
- Collect and store gifts
- Prepare tracking cards
- Wrap gifts
- Set up tree

PROGRAM HIGHLIGHTS

1. Each child receives a minimum of one gift valued at approximately $20.
2. Gifts are delivered on behalf of the parent in prison.
3. When the gifts are delivered, a Gospel presentation is made.
4. Gifts are typically presented to children at a Christmas party or delivered to their homes.
5. Each Angel Tree household is eligible to receive a FREE Adventure Bible.

QUESTIONS?

800.55.ANGEL (26435)
Angel_Tree@pfm.org
angeltree.org
facebook.com/AngelTree
DELIVERING THE GIFTS

Home Delivery Guidelines

• Keep a record of who will deliver to each family.
• Obtain clear driving and parking directions before heading out for deliveries.
• Delivery volunteers should go in groups of two or more with at least one adult.
• Call the caregiver to let him or her know when the gifts will be delivered.
• Try to schedule the family visit during a one- or two-hour time slot to ensure the family is present to receive the gifts.

Party Tips

• Contact families as soon as you receive your list of Angel Tree families. Make sure you require a quick RSVP.
• While most ministry partners will make arrangements to deliver gifts to families not able to make it to the party, make it clear on the initial invitation that the party is how the gifts will be distributed and don’t give the families the option of not coming.
• Have transportation available for families unable to make it to the party on their own.
• Send a ticket to each family with their Family Number on it to make gift distribution easier. Have them present their ticket at a gift table to receive the proper bag of gifts.
• Advertise your party to the church/organization. List the volunteer opportunities available.
• Keep refreshments or meals simple.
• No alcoholic beverages.
• Have counselors and follow-up materials available for the Gospel presentation during your party.
• Always plan for more people and provide for extra family members who show up.
• Take photos of the child with their gift to send to the parent in prison.
• Have volunteers available to deliver gifts to families that did not attend.
• Tell the child and caregiver that the gift is from the incarcerated parent, not the church/organization or Santa Claus.
• Keep the program upbeat and happy—not preachy!
• Let the families know that each household is eligible to request a FREE Adventure Bible.

SHARING THE GOSPEL

• Prepare delivery teams in advance to share the Gospel with the families. Gospel Presentation Cards, a useful aid to help volunteers share the free gift of Jesus Christ, are available by request by calling 800.55.ANGEL (26435).
• Each child is to receive an age-appropriate Bible or other evangelism resource.
• If a family is not open to receiving the Gospel, don’t force it. “Sow the seed” by being gracious and nonjudgmental, and offer to pray with families if the opportunity arises.

WAYS TO EXTEND YOUR MINISTRY:

• Existing Church Ministries (Vacation Bible School, children’s ministry, youth group, or adult ministries, etc.)
• Back-to-School Event
• Caregivers’ (Moms’) Night Out
• Letter Writing Club
• Helping kids visit their parent in Prison
• Angel Tree Camping
• Mentoring
• Family Embraced Training Toolkit

The Family Embraced Toolkit is a great resource for finding ways to reach out effectively to the Angel Tree Families you meet at Christmas.

FEEDBACK

Please submit the following forms located online by Feb. 1:
• Children Not Served Forms
• End of Year Report Form