

# ANGEL TREE® QUICKSTART GUIDE



ANGEL TREE®  
A Program of Prison Fellowship®

## PHASE 1 | Preparation and Recruitment

### STEP 1 – PREPARE FOR THE PROGRAM

- Plan for the number of volunteers and amount of time it will take to carry out the responsibilities based on the number of children you signed up to serve.
- Schedule time to familiarize yourself with the materials and tools provided in your kit.

### STEP 2 – RECRUIT YOUR TEAM

Identify the individuals from your church that you feel will enjoy helping you organize and implement your Angel Tree Christmas program. **Screening of your church's or organization's Angel Tree volunteers is highly recommended. Vigilance in volunteer selection helps ensure safety and supports a positive ministry experience for all.**

#### Volunteer job opportunities:

- Contacting families
- Sharing the Gospel
- Prayer team
- Buying gifts
- Wrapping gifts
- Delivering gifts

**\*\*Assignment of children will begin in October.\*\***

### STEP 3 – CONTACT THE CAREGIVERS

Potentially, the most challenging part of Angel Tree Christmas is making contact with caregivers to confirm information and verify/obtain gift requests. Because you will need caregiver approval and will want the most up-to-date information prior to purchasing and delivering gifts, we strongly recommend reaching out as soon as possible.

- **Contact by Mail** using the Gift Request Letter (on Angel Tree Resources CD) or variation.
- **Contact by Phone** using the Phone Interview Script (on Angel Tree Resources CD) or variation.

### STEP 4 – 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**
- **Prepare tracking cards**
- **Set up tree**
- **Collect and store gifts**
- **Wrap gifts**

## GUIDELINES

1. Each child receives a minimum of one gift valued at approximately \$15–\$25.
2. Gifts are delivered on behalf of the prisoner parent.
3. When the gifts are delivered, a Gospel presentation is made.
4. Gifts are typically delivered to children in a couple of ways:
  - Church Christmas party
  - Home deliveries

## QUESTIONS?

#### Contact Angel Tree:

By phone, at **1-800-55-ANGEL (26435)**

By email, at **Angel\_Tree@pfm.org**

Visit the website at **www.angeltree.org** or  
**www.facebook.com/AngelTree**

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## PHASE 2 | Gift Delivery & Evangelism

### 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

#### Church Party Tips

- **Contact families** as soon as you receive your list of Angel Tree families. Make sure you require a quick RSVP.
- While most churches 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 to the party.**
- **Have transportation available** for families unable to make it the church 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.** List the volunteer opportunities available.
- **Keep refreshments or meals simple.**
- **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 and not from Santa Claus.
- **Keep the program upbeat and happy**—not preachy!

### SHARING THE GOSPEL

- **Prepare delivery teams in advance** to share the Gospel with the families. Refer to the Gospel Presentation Card in your resource kit.
- **Each child is to receive a Holy Bible** or other evangelism resource.
- Your task is to use the occasion of gift giving to **“sow the seed”** (Matthew 13:3)

## PHASE 3 | Going Beyond Christmas

**Angel Tree doesn't end with Christmas.** For you and your church, that first Christmas connection can be the beginning of a rewarding, ongoing relationship with these children and their families.

**Continue your Angel Tree ministry throughout the year** and God will use your church to help these children and their families grow in their faith, strengthen their family relationships, and fulfill the purposes that God has for their lives.

#### WAYS TO EXTEND YOUR MINISTRY:

- **Existing Church Ministries** (Vacation Bible School, youth, or adult ministries, etc.)
- **Back-to-School Event**
- **Caregivers' (Moms') Night Out**
- **Letter Writing Club**
- **Prison Visits**
- **Camping**
- **Mentoring**
- **Family Embraced Training Toolkit**

### FEEDBACK

Please submit the following forms located on your Resources CD by **February 1st**:

- **Children Not Served Forms**
- **End of Year Report Form**