



## MINISTRY DO'S & DON'TS:

- ◆ DO Use only “Encouraging Word,” PO Box 371444, Denver, CO 80237 as your return address.
- ◆ DO Use your first name only, e.g. Ms. Debbie, Ms. Dottie, Mr. Bill
- ◆ DO put the inmate’s ID # on each envelope, along with the correctional facility.
- ◆ DO NOT USE stickers, labels of any kind, staples, glue or glitter. No slick photos or anything scented. Use plain paper and plain envelopes. Encouraging Word produces greeting cards that are in compliance with these restrictions.
- ◆ DO NOT mail Bibles, devotionals, or other books. The ministry will do that as a gift from YOU.
- ◆ DO NOT ask why the person is in prison. As trust develops they may divulge that information, but it should not matter to us. However, it would be helpful to find out when their release is anticipated so you have an idea of the length of your ministry.
- ◆ DO ask early on about their walk with Jesus, their baptism experience, etc., so you know if you are ministering to a “baby Christian” or someone well on their way to spiritual maturity. Ask if they are involved in a Bible study and their critique of it. Ask them of any spiritual struggles, Bible questions, or prayer requests.
- ◆ DO NOT indicate your specific address, spouses name or other personal identification. This is to avoid any possibility of identity theft. Although you may trust your pen-pal, others may happen upon your correspondence. Again, remember it’s not about you!
- ◆ DO NOT send money, money orders, stamps, or self-addressed stamped envelopes. We are a spiritual support, NOT FINANCIAL HELP.
- ◆ DO NOT send blank postcards, blank journals or blank writing paper. The Department of Corrections does not allow it.
- ◆ DO NOT make calls or forward anything to anyone at the urging of an inmate. This includes another inmate or attorney. You are not an intermediary and there may be a legal reason why they are not allowed to connect with specific people.
- ◆ DO be gracious and accept your “Insider’s” grammar, spelling, or hand writing ability.
- ◆ DO encourage your “Insider” to minister to others.
- ◆ DO expect a response within the average turn-around of about 2.5 weeks.