



PEN PAL APPLICATION AND POLICIES

Please return information to:

Brent Hoiosen
PFC Pen Pal Ministry
PO Box 1530
Woodinville WA 98072-1530



Dear Friend,

Praise the Lord for your decision to become involved in the Prisoners for Christ Outreach Ministries as a Pen Pal! I am confident that the Lord will pour out His blessings on you for your faithful commitment to serve in His Ministry. Please complete the attached four page application and return it to my attention as soon as possible. Then I will match you with your Pen Pal.

Start praying now for your future Pen Pals. It may take more than one try to find inmates who truly want someone to disciple them in their walk with Jesus. Inmates have signed up to have a Pen Pal, but sometimes the momentary influence of a powerful worship service was their motivation, and not true desire to mature in Christ.

Your first letter to your Pen Pal should be a brief introduction of yourself and your desire to be their friend and to write to them about your mutual interest, the Lord Jesus Christ. If they don't write to you in about three weeks, send another short note asking if they received your first letter. If that letter is not answered, let it go and contact me for another inmate.

I have also attached the Code of Conduct. These are carefully prepared guidelines to which you **MUST** adhere. The most common infractions are items #4, and #16. Thank you for your care in this area.

Most of the prisons have rules against stickers so if you feel inclined to "decorate" your envelope, I suggest rubber stamps with a verse or something inspirational. Also, sending cards is just fine. Sometimes I choose cards with something on the front that will make a good cell decoration. Maybe try one with a verse or a beautiful picture. Any of these ideas are optional.

I want to thank you for your willingness to be a faithful servant of our Lord in the jails and prisons. I look forward to hearing how God is using you as well as blessing you in this ministry. May the Lord continue to bless you. Please feel free to call if you have any questions or comments. My number is 425-483-4151 ext. #210.

Yours In Christ,

Brent Hoiosen

Brent Hoiosen, Manager
PFC Pen Pal Ministry

GENERAL INFORMATION

Full Name:		Email address:
Mailing Address:		
City:	State:	Zip:
Cell Phone:	Business Phone:	Home Phone:
Birth Date:	<u>Referred By Or Team Leader:</u>	

CHRISTIAN EXPERIENCE

1. What church are you now attending? _____
Denomination: _____
Are you a member? Yes No If no, Please explain.
Do you attend regularly: Yes No If no, Please explain.
How long have you been a member: _____ If less than two years, list previous church:
Date of conversion: _____
Give approx. date of your baptism (immersion): _____

2. Have you made a personal acceptance of Jesus Christ as Lord and Savior? Yes No

3. Do you know for sure that if you died tonight you would definitely go to heaven? Yes No

4. What do you think would get you into God's Heaven?

5. Are you currently serving in your church? If so, how?

6. How is your current walk with the Lord?

7. If you are married, how does your spouse feel about your participation as Pen Pal?

8. Why do you feel God is calling you to this type of Prison Ministry?

STATEMENT OF FAITH

- ◆ That there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. *Mat 3:16-17; 1 Pet 1:1-2; Isa 48:16*
- ◆ The Bible is the inspired, inerrant, infallible, authoritative word of God. *II Tim. 3:16-17*
- ◆ Man is by nature a sinner from birth. *Ps. 51:5; Rom 3:23; Rom 5:12-13*
- ◆ Jesus Christ was virgin born, sinless, died on the cross for the sins of the world, was buried, raised from the dead on the third day and is coming again. *Matt. 1:18-21; Heb. 4:15; 1 Cor. 15:1-4; John 14:3-4*
- ◆ Salvation is a free gift, bestowed by God's grace and received by faith. *Eph 2:8-9*
- ◆ A believer's salvation is secured by Christ alone. *John 10:27-28; Acts 4:12*
- ◆ Immersion in water of a professed believer is the biblical baptism and such baptism is symbolic of Christ's death, burial, and resurrection. *Rom. 6:1-4; Acts 8:36-39*
- ◆ The church is the bride of Christ and the body of Christ. *1 Cor. 12; Eph. 5:25-33; Col 1:18*
- ◆ The local church is governed by Godly men known as elders or bishops. *Titus 1:5-9; 1 Tim 3:1; 1 Tim 5:17; Acts 20:28*
- ◆ The purpose of the church on earth is to fulfill the last command of Jesus. *Matt. 28:18-20*
- ◆ Christians are endowed with spiritual gifts which enable them to minister in the church. *Eph. 4:11ff*
- ◆ The Holy Spirit, whom every believer receives at conversion leads and guides us. *Eph. 1:13-14; Rom 8:14*
- ◆ In the present ministry of the Holy Spirit by whose indwelling, the Christian is enabled to live a godly life and in the spiritual unity of believers in our Lord Jesus. *Gal 5:22-25; 1 Cor 6:19; Rom 15:5; Eph 4:3*

I have read, I understand, and I am in accord with the Prisoners for Christ Statement of Faith.

I have read the Prisoners for Christ Statement of Faith and disagree with some of it.
(Please explain the areas that you disagree with on a separate sheet of paper.)

Date: _____

Signature: _____

Print: _____



As a Pen Pal Volunteer for Prisoners for Christ I agree to:

1. Abide by the rules and guidelines as set forth by the administration of Prisoners for Christ.
2. Report any violations of any rules and guidelines, problems, or concerns to the administration of Prisoners for Christ.
3. Be in prayer for the volunteers of this ministry, for the needs of this ministry, and for the wisdom and discernment for the leadership of Prisoners for Christ.
4. I understand that men write to men and women write to women except where a husband and wife team are partnering in the Pen Pal Ministry together and writing a joint letter, signed by both. No single, divorced, or widowed women will be allowed write to men.
5. To hold the administration or any person associated with Prisoners for Christ harmless for any physical or emotional harm due to the carrying out of these duties or responsibilities.
6. I have read the above, understand the above, and agree to follow this agreement. _____ **(initial)**
7. I have read the Code of Conduct and agree to follow them. _____ **(initial)**
8. I understand that I am making a one year commitment to Prisoners for Christ as a Pen Pal Volunteer. _____ **(initial)**

Don't forget to initial items #6, 7, 8.

Signature

Date

Print Name

Date

Please Return to:
Brent Hoiosen
PFC Pen Pal Ministry
PO Box 1530
Woodinville WA 98072-1530

CODE OF CONDUCT

PEN PAL LETTER WRITING MINISTRY

(Keep the following two pages for your records)

Corresponding with an inmate can be a very effective means of sharing Christ with an unsaved individual, or building them up in the faith. Some of our volunteers like to try and follow-up through the mail with certain inmates who are transferred to other institutions. These are some guidelines that MUST be observed in this type of ministry outreach.

1. Write short letters in the beginning to determine which inmates are going to be faithful in writing back to you. Don't write any more than two letters to an inmate without receiving a response. If you haven't received a letter from an inmate after the second letter, contact your church coordinator about a replacement. Remember that inmates do move around quite a bit and their mail may not follow them. Don't get discouraged, continue on.
2. Men write to men and women to women except in the case of a husband and wife team in which both are signing the letters.
3. Follow all of the institution's rules and regulations concerning inmate mail. For example, know that mail will be opened and checked for contraband.
4. Everything is considered contraband. **DO NOT** send anything to a prisoner including your picture. That includes Bibles, Bible tracts, pencils, paper clips, cassettes, addresses, phone numbers, or business cards. If an inmate has an unmet need, refer him to the Chaplain of that institution regarding that need.
5. **DO NOT** make contact with a prisoner's family, friends, attorney, or parole officer. Again, if there is a need, have him refer that need to the Chaplain. The Chaplain is our God ordained authority figure.
6. You should sign your letters with your first name and only the first three letters of your last name. The inmate should be instructed to address his letter in the following manner:

Ex: John Smith

John Smi

C/O Prisoners For Christ - (PP)*

*PP=Pen Pal

Church's Address

Church's City/State/Zip

7. Each active participant in this program will have an individual folder which needs to be checked at least once a week. This is a must for participation in this program.

8. **DO NOT USE A HOME ADDRESS, as a return address.** Do not give out addresses of volunteers to inmates. Remember to use your church's address on the upper left corner of the envelope.
9. When in doubt about anything, check with your volunteer Pen Pal Coordinator.
10. Remember your mission is to share Jesus Christ. Many of the inmates are lonely people, and it is easy for them to respond to Christian kindness in the wrong way. If your intentions are made clear from the start, you will be able to avoid misunderstandings.
11. Do not let yourself be drawn into the negative aspects of a person's life. Encourage them to let their "jail time" be used by God to help them grow spiritually.
12. Upon receiving a letter, read through it for general understanding, then read it a second time for directions from the Holy Spirit.
13. Pray for discernment and guidance for each letter as you are about to answer. Pray for the individual, for their needs, and that he may have personal relationship with Jesus Christ.
14. Do not let an inmate play on your sympathy, good intentions, or sense of guilt. You are the one directing the content of the correspondence.
15. Do not send money, stamps, *your picture* or any other gift to any inmate. Sometimes, inmates see the Pen Pal Program as a means to obtain gifts from volunteers. This is unacceptable and should always be communicated in a loving fashion. Example: "I'm sorry that I cannot send you my picture. The guidelines of the Pen Pal Program that I am involved with does not allow me to do that."
16. Keep your word, know the rules and regulations as it relates to the limitations of your ministry. Do not promise things that you may not be able to follow through on. (Example, if an inmate makes a request, and you are unsure of the rules and regulations bearing on the nature of that request, do not make any commitment before first finding out what you are allowed, or not allowed to do in such a situation).
17. Avoid denominational doctrine unless it is to answer specific questions.
18. Do not ask about the reason for the person's incarceration. Let him volunteer that information.
19. As a volunteer, periodically review your call to this ministry with an open mind. There is a maturity process that entails "**mountain top and valley experience**" that can result in a workable reality of obedient service.
20. Inmates are often released in the late hour of the evening. Do not volunteer to pick them up or take them to your home. ***Meeting with inmates after they're released is beyond the scope of the Pen Pal Program and is not permitted.*** Instruct them on available missions. Pray for them.
21. Stick with it!!!
22. Constantly pray for the discernment of the Holy Spirit.
23. Above all--BE A FRIEND!



Pastor's Consent Form

As Pastor:

1. I acknowledge that members of this church will be receiving inmate's mail at our church address.
2. Our church will provide a central pick-up point that is accessible on Sundays for volunteers to pickup their mail.
3. Our church in conjunction with Prisoners for Christ Outreach Ministries will identify a Pen Pal Coordinator for this program.
4. Our church will provide someone on staff to periodically review the program with the Church Pen Pal Coordinator.
5. I have read and understand the attached Code of Conduct for our Pen Pal volunteers.

Pastor's signature

Printed name

Date

Church Name

Phone number

Address

City/State/Zip

(This page is to be used only if your church does not have an established Pen Pal team with PFC)