

**PRAYER FOR PRISONERS INTERNATIONAL  
CHURCH COORDINATOR JOB DESCRIPTION  
FOR CHRISTMAS CARD PROJECT**

COORDINATOR SHOULD BE IN CONTACT WITH PFPI TO GO OVER GUIDELINES SO HE/SHE CAN ANSWER QUESTIONS VOLUNTEERS MIGHT HAVE. CLEAR GUIDELINES WILL BE PROVIDED FOR VOLUNTEERS.

**VOLUNTEERS FURNISH CARDS, STAMPS, CHRISTIAN TRACTS IF DESIRED** AND A BIT OF TIME AND PRAYER. PFPI WILL FURNISH PRISONERS' NAMES ON ADDRESS LABELS, PFPI RETURN ADDRESS LABELS, PRAYER FORMS, POCKET CALENDAR CARDS AND GUIDELINES FOR COORDINATOR TO GIVE TO VOLUNTEERS. IF ANY VOLUNTEER IS AFRAID TO SIGN THEIR FIRST NAME, PLEASE DO NOT ALLOW THEM TO PARTICIPATE.

1. MAKE ANNOUNCEMENTS IN CHURCH AND IN BULLETINS ABOUT PROJECT.
2. RECRUIT VOLUNTEERS TO SEND CARDS TO PRISONERS. Use Sign-up Sheets Asking for Volunteer Names and Number of Cards they Wish to Send. Get the Number to PFPI Card Administrator To Request Prisoner Address Labels.
3. GIVE EACH VOLUNTEER A CODE NUMBER WHICH WILL FOLLOW THE CHURCH CODE LETTERS (XYZ-1, XYZ-2, XYZ-3) (CHURCH CODE WILL BE ASSIGNED BY PFPI CHRISTMAS CARD ADMINISTRATOR)
4. **KEEP RECORDS OF THE VOLUNTEERS' NAMES, CONTACT INFORMATION AND CODE NUMBERS**
5. WHEN YOU RECEIVE YOUR PACKET FROM PFPI, DISTRIBUTE LABELS AND OTHER MATERIALS TO EACH VOLUNTEER. VOLUNTEERS SEND CARDS DIRECTLY TO PRISONERS USING THE ADDRESS LABELS SUPPLIED and the PFPI return address labels.
6. BE AVAILABLE BY PHONE OR E-MAIL TO ANSWER VOLUNTEER QUESTIONS.
7. HOSTING A Christmas "CARD PARTY" is the best way to oversee the mailings.
8. AFTER CHRISTMAS, YOU WILL RECEIVE PRISONER RESPONSES. YOU DISTRIBUTE THOSE RESPONSES TO VOLUNTEERS.

**PRAYER FOR PRISONERS INTERNATIONAL  
CHURCH COORDINATOR JOB DESCRIPTION  
FOR CHRISTMAS CARD PROJECT**

**REMEMBER: ALL NON-PAPER ITEMS ON CARDS WILL CAUSE THEM TO BE RETURNED TO PFPI AS CONTRABAND**

**REMEMBER: ABSOLUTELY NO STICKERS, GLUE, GLITTER OR CARDS WITH FOIL LINED ENVELOPES AND UNLESS OTHERWISE NOTED, CHILDREN CANNOT WRITE IN CARDS**