

Angel Tree Mentoring *Quickstart* Guide

The information contained within this unit provides the necessary instructions for implementing a successful Angel Tree[®] Mentoring ministry. The Angel Tree Church Coordinators and all the members of the Angel Tree Leadership Team are encouraged to become familiar with these contents and to use them while developing a mentoring ministry.

The topics covered in this unit include:

- What Is Angel Tree Mentoring?
- Angel Tree Mentoring Materials
- Angel Tree Mentoring Guidelines
- What Prison Fellowship Can Provide
- Seven Steps to Success

What Is Angel Tree Mentoring?

Angel Tree Mentoring is a ministry of the local church that develops Christ-centered relationships between children of prisoners and caring Christian adult volunteers who have been approved by the leadership of that church.

When your church agrees to participate in Angel Tree Mentoring you will receive (if you haven't already) training as an Angel Tree Mentoring Church Coordinator/Leadership Team member, which includes training on how to develop the ministry in your church and how to train your mentors. Prison Fellowship will come alongside your church to provide access to the names of children, connection to other mentoring resources, Christ-centered Coordinator/Leadership and Mentor training, and ongoing support and tools to help you oversee your Angel Tree Mentoring ministry. You will also receive an Angel Tree Mentoring Support Kit that will provide you with all the necessary materials and tools to help you start, develop, and maintain your Angel Tree Mentoring ministry.

As your church begins its Angel Tree Mentoring ministry, you'll begin by recruiting a team of volunteers that includes mentors as well as those you may need to help with other important aspects of the ministry, such as screening, administration, prayer, etc. You'll screen your mentors and then gather them together for Mentor training. Once you have committed and trained Angel Tree Mentors, you'll match each of them with a child and his or her caregiver, and warmly hand off the relationship to the mentor and child.

Your mentors commit to develop a Christ-centered friendship with the child, spend consistent time with the child for at least one year, and report regularly to the Angel Tree Mentoring Church Coordinator/Leadership Team as to how the relationship is going and how the child is growing.

Creating a community of care within the church for the mentors to share with and care for one another is a key to the success of the program. As God continues to work in the lives of the children and the mentors, hold a celebration church service so the church leadership and congregation can learn about what God is doing and get involved if they desire.

Angel Tree Mentoring gives your church an opportunity to share Christ's love as you prayerfully meet physical, emotional, and spiritual needs of the children of prisoners all year long. Angel Tree Mentoring is a highly rewarding program that can change the life of a child as well as the life of your church. We hope your church will take this opportunity to fulfill a biblical call to minister to the "least of these."

Angel Tree Mentoring Materials

The Angel Tree Mentoring Support Kit that you have (or will be receiving) introduces you to the life-changing opportunity of Angel Tree Mentoring, and assists you in starting this ministry at your church.

This Church Coordinator/Leadership Guide describes the step-by-step process for developing a successful Angel Tree Mentoring ministry in your church. In the back are several sections that provide you with a variety of tools and sample forms you may need to develop and oversee the program.

You will also find a Kit Content Card in your Mentoring Support Kit listing all its items and their purpose.

To order additional materials, simply use the **Mentoring Fax Back Reorder Form** located in the *Leadership Tools* section of this Coordinator Guide. Photocopy and complete the form and fax it to the number indicated on the form. Your additional materials will be shipped to you, free of charge, within 48 hours. You may also call (800) 55-ANGEL to reorder materials.

The Mentoring Support Kit also includes an **Angel Tree Mentoring Support Tools CD** that contains in PDF format all of the forms and tools found in the Church Coordinator/Leadership Guide so you can customize them and make copies as needed. In Acrobat Reader, using the Text Select Tool, highlight the portion of the document you wish to customize. Copy it and then paste it into a Microsoft Word document to make changes. **Note:** Formatting might be lost in the transfer from PDF to Word document. You will also find on this CD the Mentor Guide, including a PowerPoint presentation to help you train your mentors.

You may also go to our website, www.angeltree.org, and download our most updated mentoring materials, including all forms found on the CD, for your use.

Angel Tree Mentoring Guidelines

The details of how Angel Tree Mentoring works may vary considerably from one local church to another. The size and resources of the local church, the size of the mentoring ministry it plans, and the resources available in the community are all important determining factors. You should feel free to customize Angel Tree Mentoring in a manner that is appropriate for your church.

The following are the essential elements of an Angel Tree Mentoring ministry:

1. **Church Ownership (Completed Church Sponsor Form)** - Prison Fellowship is anchored in the belief that the Church is the biblically ordained body to minister to the children of prisoners. Each Angel Tree Mentoring church must complete and sign a Church Sponsor Form and turn it into your local Prison Fellowship office.
2. **Church Leadership** - The Pastor/church leadership validates that the church's Angel Tree (AT) Mentoring ministry is aligned with the overall ministry and mission of the church. The Pastor/church leadership also provides the spiritual leadership and operational support to the Angel Tree Mentoring Coordinator/Leadership Team so that they can appropriately oversee and lead this program. The church leads the mentoring program even if partnering organizations come alongside to assist the church in some of the elements of their ministry.
3. **Christian (church-approved) Mentors** - The mentors for this ministry will be caring Christian adults that have been approved by the leadership of a church that is sponsoring the Angel Tree Mentoring ministry. Christ is the focus of the lives of these mentors, and they are free to show and share the life-changing Gospel of Jesus Christ with the children.
4. **Christ-Centered Training** - Church Coordinator/Leadership Training provides guidance in how to develop and lead a Christ-centered mentor ministry in your church. Mentor training equips your mentors to develop Christ-centered relationships with Angel Tree children. Prison Fellowship, the church, or another partnering organization may provide the Christ-centered training to the mentors.
5. **Periodic Church Reports** – Each Angel Tree Mentoring church will identify those children that are actively being mentored in their ministry and provide that information to Prison Fellowship on a quarterly basis.
6. **Parent/Guardian Permission** – The church will contact the caregiver of each child to receive written permission to mentor their child.

*Please refer to your copy of the **Church Sponsor Form** towards the front of your Coordinator/Leadership Guide for a detailed understanding of Angel Tree Mentoring guidelines.

To encourage the best outcomes for the children we recommend that mentors be:

- **One-on-one** – A relationship between an Angel Tree child and a caring Christian adult.
- **Consistent** – Weekly in-person meetings, or if necessary, contact by phone, e-mail, or postcard.
- **Committed** – Sustaining a one-year commitment to the relationship.

What Prison Fellowship Can Provide

As you go through the Seven Steps to Success for you mentoring program on the following pages, you will see different functions that need to be fulfilled. Prison Fellowship can provide only some of the elements needed for a mentoring program. The church will need to fulfill the remaining functions, perhaps in partnership with one or more organizations in your community. We would love to come alongside your church and help provide a ministry solution to where God is calling your church to minister.

Prison Fellowship's functions are best remembered by the acrostic **ACTS**:

Access – Incarcerated parents authorize Prison Fellowship to provide the names and addresses of their children to Angel Tree-sponsoring churches.

Connection – Through our relationships, website, publications, and events, we provide connections to sponsoring churches and organizations so that together we can share best practices, challenges, and mutual support.

Training – Prison Fellowship conducts Angel Tree Mentoring Church Coordinator/Leadership Training and provides Mentor Training materials for use by church leaders or, if necessary, will conduct the initial Angel Tree Mentor Training on behalf of the church.

Support – The Angel Tree Mentoring website and local Prison Fellowship offices offer a wide range of tools to help a church sponsor build its program from scratch or expand an existing program. The tools can help with mentor recruitment, screening and training, needs assessment, promotion, administration, record keeping, and other program development and operational tasks. The church is free to use any of the tools offered, but is under no obligation to do so.

Seven Steps to Success

- Step 1 – Attend Church Coordinator/Leadership Training
- Step 2 – Sign up for Angel Tree Mentoring
- Step 3 – Recruit and Screen Volunteers
- Step 4 – Contact Caregivers
- Step 5 – Train Qualified Volunteers
- Step 6 – Make a Match
- Step 7 – Supervise, Celebrate, and Report the Ministry

We suggest that you take the following steps in developing and managing a mentor ministry in your church. Feel free to customize them to your church's needs. If there are other partnering organizations involved in helping you develop a mentor ministry, some of the following steps and items may be fulfilled by that partnering organization.

Step 1: Attend Church Coordinator/Leadership Training

- a. At this point in the process, you are either receiving this guide at our Coordinator/Leadership Training or you've come across this Coordinator/Leadership Guide in another way. If you have not attended *Angel Tree Mentoring Church Coordinator/Leadership Training*, it is very important that you sign up for and attend one of these training sessions before moving on with the process. Please contact your local Prison Fellowship office to find out when and where the next Coordinator Training is being held in your area.
- b. Planning begins with your pastor or other church leadership. A successful experience with Angel Tree Mentoring begins with their informed, enthusiastic support. It's very important that the mission/vision of this ministry lines up with the heart and mission of your church. If you need some help communicating the need and vision of this ministry to your pastor or other leaders, you can have them attend either one of our *Angel Tree Mentoring Awareness Presentations* or the Coordinator/Leadership Training with you. Please contact your local Prison Fellowship office to find out when and where the next Awareness or Training Presentation is being held in your area. You will also find a copy of the slides for the Angel Tree Mentoring Awareness Presentation in the *Ministry Resources* section of your Coordinator/Leadership Guide. The actual Angel Tree Mentoring Awareness PowerPoint presentation can be found on the Angel Tree Mentoring Support Tool CD.

- c. Our Church Coordinator/Leadership Training is designed for those volunteers and members of the church staff who will oversee and lead the Angel Tree Mentoring ministry. Pastors are welcome to attend to get a better feel for the ministry and what it involves. At this training, Coordinators/Leadership Teams will learn how to develop and lead their church's Angel Tree Mentoring ministry, and how to train their volunteers to be mentors. Prison Fellowship will be available for your initial Mentor Training, but will ask the Coordinator/Leadership Team to be a part of the process so they can learn and grow and eventually take ownership of delivering the mentor training.

Step 2: Sign Up for Angel Tree Mentoring

- a. At the Angel Tree Mentoring Coordinator/Leadership Training, pastors and coordinators will be given a **Church Sponsor Form** to complete and sign during the training or to send or fax to your local Prison Fellowship office at a later date. An authorized representative from your church (pastor, board member, trustee, etc.) must sign the Church Sponsor Form on behalf of your church.
- b. The Church Sponsor Form has a section for you to identify any other partnering mentor organizations that are helping you with your program. This form asks you to estimate how many children your church will serve through Angel Tree Mentoring. Remember that only a percentage of the volunteers who are interested in mentoring will actually fill out an application, make it through the screening process, and sign a commitment form to mentor a child. A good estimate is that about 50 percent of those that fill out an interest form will turn out to become committed mentors.
- c. If you already serve specific children for Christmas and/or Camping, Prison Fellowship will look at assigning your church the same children for Mentoring.
- d. The Church Sponsor Form must be completed by every church that is planning on conducting mentoring programs utilizing the Angel Tree name and/or using Angel Tree Mentoring materials/resources to develop and manage their mentor ministry, and/or receiving the names and contact information of Angel Tree children.
- e. The church sponsor form identifies the duties and responsibilities of both the church and Prison Fellowship in this partnership. Please see the Church Sponsor Form and the section of this guide entitled Angel Tree Mentoring Guidelines for a clear understanding as to what it means to become an Angel Tree Mentoring Sponsor Church.
- f. The Vision Statement for Angel Tree Mentoring is that *“the children of prisoners are in a consistent relationship with a caring Christian adult.”* Although they are not required, the following three characteristics are recommended to encourage the best outcomes for the children. They may not all be feasible in your church.
 1. **One-on-one** – A one-on-one relationship
 2. **Consistent** – Contact at least once a week
 3. **Committed** – A one-year commitment.
- g. Once your local Prison Fellowship office has received a completed and signed Church Sponsor Form, you will be sent a **Mentoring Church Support Kit** containing the following:
 1. Kit Content Card
 2. Additional *Church Coordinator/Leadership Guide*

3. ***Angel Tree Mentoring Quickstart video*** containing information about the Seven Steps to Success and highlighting additional information from the Church Coordinator/Leadership Training.
4. Posters
5. Bulletin inserts
6. Angel Tree Mentoring Program Overview (Promotional video: 3-minute or 7-minute version)
7. ***Mentor Guide*** – You will receive one mentor guide in your kit that will allow you to make copies. You can also use the fax re-order form to request more Mentor guides. The Mentor guide is also included on your ***Angel Tree Mentoring Support Tools CD***, and you can print out as many copies as you need. Your fourth choice is to download the most updated Mentor Guide off the website, www.angeltree.org, and make copies.
8. Package of 10 *Mentor Quick Tips pamphlets*
9. Package of 10 *Caregiver postcards* to let them know about the Angel Tree Mentoring opportunity for their child.
10. ***Angel Tree Mentoring Support Tools CD*** including Mentor Guides, PowerPoint presentations, and all the other tools, forms, and resources that you have in your Coordinator/Leadership guide.

You will find our most updated resources and materials on our website at www.angeltree.org.

- h. Once your local PF office has received a completed Church Sponsor Form, the staff at PF will assign the appropriate number of Angel Tree children to your church and forward the information to you.

Step 3: Recruit and Screen Volunteers

- a. Once you have received your Angel Tree Mentoring Support Kit, Coordinators/Leadership Teams should begin to use available materials to recruit volunteers as mentors, leadership team members, prayer team, etc.
- b. Hold an Angel Tree Mentoring Sunday to recruit volunteers to participate in the ministry as well as create awareness and excitement in your church for the Angel Tree Mentoring ministry overall.
 1. On this Sunday, as a part of your church worship service, have the pastor/coordinator give a pulpit announcement drawing the congregation's attention to the Angel Tree Mentoring ministry. You can use the **Awareness Presentation**, provided on the Angel Tree Support Tool CD, to direct the congregation's hearts to the needs in their community, to the problem that is before us, and to how caring Christian adults that come alongside a child in a mentoring relationship can have a significant impact on the future of that child.
 2. Include an announcement and the **bulletin inserts** in your bulletin that week (and maybe the week or two following) to draw the attention of the congregation and call them to action.
 3. Show the **Angel Tree Mentoring promotional video** during or after the pulpit announcement.
 4. Be sure to include in your announcement that there are many ways to be a part of this ministry, not just as a mentor (prayer, leadership team, administration, etc.).
 5. If your presentation time is limited, plan to hold an introductory and informative meeting after the service or at a later date in another meeting room in your church. At this informative meeting you can share more in depth about the program and the different opportunities available.
 6. Encourage the congregation to fill out the perforated card included in their bulletin insert and turn it in to the Angel Tree Mentoring Church Coordinator or Leadership Team in the lobby area of your church or some other appropriate area.
 7. In the lobby area of your church, creatively set up and have available a table with information about the Angel Tree Mentoring program that the potential volunteers can take with them (bulletin inserts can serve as an informative brochure as well). Have people at the table who can receive the perforated interest cards from interested church members, answer questions, and give out flyers announcing and inviting them to the Angel Tree Mentoring informative meeting taking place. Also have **Volunteer Applications** available at the table to give church members who are interested but will not be able to make the informative meeting.

8. To make your lobby and table more creative and engaging, post pictures of Angel Tree children along with the Angel Tree Mentoring posters that are available in your support kit. Maybe have a TV/VCR playing the Angel Tree Mentoring promotional video at the table. Let your creative juices flow to make this day special and to help the people of your church understand the importance of this ministry.
- c. At your informative meeting, give volunteers the opportunity to fill out or take home an **Angel Tree Mentoring Volunteer Application**. Provide an avenue at the church during the week or on weekends where the volunteers can send or bring in their completed applications. On the application, the volunteers will have the opportunity to list what role in the ministry they are interested in.
- d. Once you begin receiving applications, you can begin screening the volunteers, especially those who are interested in being a mentor. You will find some suggested screening guidelines as we move forward in the process, and some more detailed suggested screening guidelines are located in the *Working with Mentors* section of your Coordinator/Leadership Guide. However, we recommend that your church refer to the United States Department of Justice for their guidelines and advice on establishing a policy that provides the appropriate level of screening based on specific situations. The DOJ's guidelines recommend a decision-making model rather than a list of screening practices. We also recommend that your church seek its own legal counsel to understand and develop the appropriate screening policies and procedures for your church's mentor program.
- e. Begin the screening process by reviewing the application to see if any information jumps out at you as a cause for concern or automatically disqualifies that individual from serving as a mentor.
- f. Once you've reviewed the application, submit the person's background check form to the organization that you have selected to conduct your background checks. We also encourage you to check each volunteer's driving record and have him or her fingerprinted as a potential mentor. Please see the *Working with Mentors* section of your Coordinator/Leadership Guide and our Angel Tree website for other resources and organizations that will help you with your fingerprinting, screening, etc.
- g. As you are waiting for background checks to be completed, move forward by checking each applicant's personal and professional references. You will find a **Reference Contact Form** in the *Working with Mentors* section that may help you with this.
- h. Once the applicant has positively passed through the background and reference check, it is important for the Coordinator/Leadership Team to have a personal interview with the potential mentor. Use this interview to get clarity on any questions or concerns raised in the application, background check, or reference check.

Take this interview time to emphasize the vision of this ministry and their role as a mentor, go over guidelines, and confirm the position the volunteers are interested in.

- i. If the volunteer qualifies as a mentor, we recommend the mentor complete and sign a **Mentor Commitment Form** by which he or she commits to mentor a child to abide by your church's guidelines as a mentor.

Step 4: Contact Caregivers

- a. It's never too early to begin talking with the caregivers of your Angel Tree children about the Angel Tree Mentoring program and opportunity for the children. You may even want to introduce the possibility of a mentoring relationship when you deliver gifts at Christmas or during their summer camp experience.
- b. Once Prison Fellowship has provided your church with the specific children you are going to match with mentors, make contact with their caregivers by mail or phone. Some churches send an introductory postcard (found in your **Mentoring Support Kit**) and then follow up by telephone with caregivers who do not respond. Others use the mail only to contact families that could not be reached by telephone. When calling or writing caregivers, make sure to give your church name and the phone number so they can contact you if they move or their phone number changes.
- c. Contact the Caregiver in Person – Hold an Information Open House inviting the caregivers to come hear about the program and view the Angel Tree Mentoring video. They will be given an opportunity at the Open House to complete and sign the Parent/Guardian Permission Form.
- d. Contact by Phone – This method gets information more quickly than by mail. You may need to place the call several times before you make contact and get a firm commitment. Have at hand any information to answer questions. Follow the sample **Phone Interview Script and Tips** included at the *Leadership Tools* section of this guide.
 1. Unless you can guarantee that a mentor is available, make it clear that you are calling at this time only to see if the caregiver is interested, and that you will call back to confirm whether there is a mentor available for the child to be matched.
 2. If the caregiver is interested, the closing “ask” of the phone call should be: “I’ll be happy to send you a letter with all the mentoring details, and a **Parent/Guardian Permission Form** for each child. Please complete the form and return them to us by (date).” You may want to send the Angel Tree Mentoring promotional video if the family has a VCR. You may also want to use the **Sample Letter of Interest** located in the *Leadership Tools* section of this guide.

- e. Contact by Mail – Mail contact gives the caregiver a chance to think about the possibility of a mentor without feeling the pressure of talking to a stranger over the phone. Your Mentoring Support Kit contains Mentoring **Caregiver Postcards**, where you fill in your church's contact information before mailing. The postcard is designed with a return portion that can be filled out and mailed back to the church. Other tips include:
 - 1. Use the church address or a P.O. Box return address on all mail.
 - 2. Be sure to place a stamp on the return portion of the card, making it easy for the caregiver to sign and send it back.
 - 3. Clearly mark the return deadline in the space provided on the Mentoring Postcard.
 - 4. For caregivers who do not respond within 14 days, send a second postcard or contact them by phone call.
- f. When a caregiver sends back an interested response, send him or her a letter including the **Parent/Guardian Permission Form**. Once the caregiver has sent in the completed and signed form, that child is now eligible to be matched with a mentor.
- g. After the caregiver has completed and turned in the Parent/Guardian Permission Form, call the caregiver to answer a few questions in regard to the child's interests and lifestyle (use the **Child Profile Questionnaire** found under *Working with Mentors*). When it comes time to make a match, you will use the answers to these questions along with the mentor's 10-F assessment to help you prayerfully make a match.

Step 5: Train Qualified Volunteers

- a. Once you have screened your potential mentors, organize a Mentor Training session for all your qualified mentors (Prison Fellowship will be available to lead the initial training with you so you can learn and grow into the role of delivering these Mentor Training sessions on your own).
- b. At the Mentor Training, mentors will learn how to be a mentor with a Christ-Centered approach to the children of prisoners. The mentors will receive a **Mentor Guide** and an **Angel Tree Mentoring Quick Tips pamphlet** as a part of their training. The mentor training will touch on building relationships with the caregiver/parent and child, problem solving, using our 10-F assessment tool, and many other important areas. In addition, at the church's mentor orientation, the Church Coordinator will need to conduct a session on the administrative responsibilities of the mentors. The mentors should leave this session with a thorough understanding of all of the policies and procedures associated with mentoring as determined by the church leadership.
- c. At the Mentor Training, mentors will have the opportunity to complete and sign a **Mentor Commitment Form** if they did not already sign it at the personal interview. The mentor commits to mentor the child of a prisoner and to abide by the church's guidelines as a mentor.

- d. As you are screening and training your mentors, you also want to be in contact with the other volunteers that were interested in other positions in the Angel Tree Mentoring ministry (prayer team, administrative, team leader, etc.). They are going to have an integral role in making this ministry a success. You may want to invite these volunteers to the Mentor training as well so they can get a good feel for the ministry and what is actually going to go on in the relationships. You could also have a brief section of this training where you cover these other positions of the ministry.

Step 6: Make a Match

- a. Once you have trained mentors (they have attended Mentor training and you have their **Mentor Commitment Forms** on file) and have eligible Angel Tree children (**Parent/Guardian Permission Form** on file), you are ready to make the match. In making the match, use the 10-F profile of the mentor and the information about the child from the caregiver interview (**Child Profile Questionnaire**), and cover your decision in prayer. Remember, it is suggested that matches be made only between a child and an adult of the same sex.
- b. Have your Angel Tree Mentoring prayer team commit this very important piece of the puzzle (the matching) to prayer.
- c. Once the matches are made, send a letter to each child/caregiver letting them know who the child's mentor will be, and to each mentor informing who his/her child will be. In the letter, also inform both the child/caregiver and the mentor about the upcoming Introduction Event. Make sure the Introduction Event is scheduled to take place soon after the letters are received (about a week). In the letter to the mentor, encourage the mentor to give the caregiver a call during the week before the Introduction Event to introduce him/herself.
- d. At this Introduction Event, the caregiver and child will have the opportunity to meet the mentor and vice versa in a neutral non-threatening environment. This event helps break the ice a bit because there is structure to the event and other people involved in the same process. At this event, simply allow time for the caregiver/child to meet their mentor and have a time to talk and eat together, maybe do a few fun and creative things that allow them to get to know one another a bit, and then take the opportunity to go over guidelines and expectations for each person involved in the program.
- e. If the mentor or child/caregiver is unable to attend the Introduction Event, the Coordinator/Leadership Team can set up a personal meeting with the caregiver/child and mentor to warmly hand off the relationship and go over any guidelines and expectations. If the Coordinator/Leadership Team is unable to meet, they may touch base with the caregiver/child and mentor on the phone separately, giving the responsibility to the mentor to initiate the relationship and going over guidelines and expectations with the caregiver and child.

- f. After the Introduction Event, the mentor is responsible for setting up the first meeting with the caregiver to go over the **10-F Assessment Part A** and discuss specifics (meeting time, place, communication, expectations, etc.) with the caregiver and child.
- g. After the 10-F assessment Part A is completed and turned in to the Church Coordinator, the mentor begins meeting with the child weekly.
- h. After about two or three weeks, the mentor completes the **10-F assessment Part B** with the child and turns a copy in to the Church Coordinator to keep on file.
- i. Mentors are encouraged to do a variety of activities with their child. They can go to concerts, sports events, the amusement park, and the swimming pool. They can fly kites, build model airplanes, take a karate class together, have a Bible study, go out to eat, do a community service project. Most importantly, they should get to know one another by watching, talking, and listening.
- j. Remember, the mentor is not expected to be the child's savior, therapist, surrogate parent, or peer pal. The mentor is meant to be a friend, a coach, a confidant, and a role model.

Step 7: Supervise, Celebrate, and Report the Ministry

- a. After the matches are made, the 10-F assessment is complete and the relationships have begun, the supervision, management, and oversight of the ministry/relationships begin.
- b. A key to the success of the Angel Tree Mentoring ministry is the creation of a community of care for your mentors within your church. We encourage you to organize a monthly Mentor meeting where all the mentors in the church come together for vision casting, prayer, storytelling, sharing, encouragement, and instruction.
- c. These meetings give the opportunity for you to refocus the mentors on why they are doing what they are doing (vision casting). It gives them an opportunity to share difficult and inspiring stories that will nudge other mentors along. It gives the Leadership Team the opportunity to share helpful hints or instruction on how to be a better mentor or deal with difficult scenarios. It gives the mentors an opportunity to pray with and for one another and for their children. It gives the mentors an opportunity to encourage one another and celebrate what God is doing together. They need to be reminded that they are not in this alone.
- d. The Leadership Team is also encouraged to host special events as a church where the mentors and their mentees can come together for fellowship and fun as a group.
- e. Each quarter, your Church Coordinator or team leader will need to receive a **10-F Child Quarterly Scorecard** from each mentor sharing the progress of the child and the relationship.

- f. Each quarter, your Church Coordinator will receive a **Quarterly Church Reporting Form** from your local Prison Fellowship office that includes the names of each of the children assigned to your church's Angel Tree Mentoring program. You will be required to simply mark those specific children who are actively in a mentoring relationship for that quarter. When you have completed the form, send it off by mail using the envelope that has been provided. A sample of the **Quarterly Church Reporting Form** is found in the *Working with Mentors Tools* section of this guide.
- g. Your local Prison Fellowship staff may contact you periodically for additional anecdotal information so we can more fully appreciate what the Lord is doing through this ministry. In addition, they will seek out your suggestions for enhancing and improving the experience of the child, the caregiver family, the mentor, and the church.
- h. This final step prepares the way for future success and effectiveness in reaching children of prisoners through mentoring in your church. As the Church Coordinator/Leadership Team, you will see firsthand the good work done by this ministry. You will hear about and witness the life-changing impact that these relationships have had on both the child and the volunteer. Make sure to set up a time where you can personally share with your pastor/church board about the miracles that God is doing in the lives of those involved.
- i. Maybe not every quarter, but once or twice a year, simply share these life-changing stories with your church congregation. Have a time for mentors and their children to give testimony about what God has done in their lives through this ministry. Let everyone in the church be a part of the miracles that God is doing in the lives of these children through mentoring.
- j. As you celebrate the ministry and God's work, provide an opportunity to recruit more volunteers and mentors. Because Angel Tree Mentoring is a year-round ministry, other people in your congregation may feel led to get involved because they are excited about all that God is doing. You will want to provide an avenue for interested individuals to get more information or take action to get involved. Maybe have some Angel Tree Mentoring brochures available; schedule another informative meeting in the near future where they can find out more about Angel Tree Mentoring. Maybe have some Volunteer Applications available for them to take home and complete.

