

## **IMPORTANT - READ FIRST!**

### **ANGEL TREE OUTREACH TEAM INSTRUCTIONS (2021)**

---

#### **We are so glad God called you to lead an Angel Tree Outreach Team!**

This year will operate much like last year, where Outreach Teams will take ownership over contacting, purchasing, and delivering gifts to their assigned Angel family. We will however be hosting an Open House event on Saturday, Dec. 11, from 2-5pm at the church. We encourage you to invite your Angel family to attend this event to pick up their gifts, enjoy special treats, photo opportunities, a bounce house and warm food to-go!

Your Outreach Team can be made up of a single-family unit, an extended family unit, a group of friends, or even a bible study group or life group! The person listed as the **Primary Contact** when you signed up is the team leader- responsible for assigning roles and reporting information back to me so I can best support you! ***\*\*This person will also receive an email to access the NEW Angel Tree app which is where you will report updates to me.***

#### **Everything you need is in the enclosed kit or the Angel Tree App, including:**

- ANGEL TREE CONTACT INFO (A copy can be found in your Kit and in the App)
- TEXT MSG. // PHONE SCRIPT
- ANGEL GIFT LABELS
- GREEN PAPER PLATE TAG w/ RED RIBBON
- GIANT CLEAR BAGS TO HOLD FAMILY GIFTS
- NEW PRISON FELLOWSHIP ANGEL TREE CAMP INFORMATION

**STEP 1 (CONTACT) :** Make contact as soon as possible with your Angel family utilizing the **TEXT MSG. // PHONE SCRIPT** provided in this kit. Please read through the script first and use it as a guide during your calls. It will also tell you what information you need to add to the Angel Tree App and when. If you are unable to access the App, please share your updates with me via email at [sjrauschenbach@gmail.com](mailto:sjrauschenbach@gmail.com).

**STEP 2 (SELECT & BUY):** Purchase gifts for your Angel children. ***This year we are asking that you spend roughly \$40-50 per child.*** (This might mean one child gets one larger, more expensive item and another gets several smaller, less expensive items - that is OK! We are trusting you to discuss with the Caregiver what is best for each child.) After wrapping the items, use the enclosed Angel Gift Labels to stick to each individual gift and include the family's assigned code, the Angel child's first and last name, AND the message from the incarcerated parent. ***Remember: these gifts are from the incarcerated parent, not us. We are helping to create a loving bridge between child and incarcerated parent.*** (**ANGEL GIFT LABELS** have been provided in your kit.) Place all your family's gifts into the provided **CLEAR BAG** and tie it up with the **GREEN PAPER PLATE TAG and RED RIBBON**. (You will find these items in your kit.)

**STEP 3 (PREP & DELIVERY):** Contact your family via phone (and text) the week after Thanksgiving to provide details on our Gift Pick-Up Open House on Saturday, Dec. 11. See the **TEXT MSG. // PHONE SCRIPT** for details, including what you need to add to the Angel Tree App. If your family doesn't think they will be able to stop by and pick up their gifts during the Open House, we can deliver them to their home. We would love it if you would make this delivery since you already have an established relationship with the family; however, if you are unable or uncomfortable, please let us know and we can arrange delivery by one of our Delivery Volunteers. Please mark this in the App or email me at [sjrauschenbach@gmail.com](mailto:sjrauschenbach@gmail.com).

\*\*Throughout this process, don't hesitate to email, text, or call me with questions or concerns! We know this experience will be different and we expect some bugs - but we trust God's incredible provision as we stretch ourselves to serve these amazing kids and their families.

I will be praying alongside many others that God will use this mission to bring the hope and healing of Jesus into the lives of every family we serve. AND that your family and group will be blessed by the experience!

**Stephanie Rauschenbach**

**Email: [sjrauschenbach@gmail.com](mailto:sjrauschenbach@gmail.com)**

**Call or Text: (614) 701.1714**