



## Encourager Pen Pal Program

PO Box 2335, Harrisonburg, VA 22801  
(540) 433-5658 | [info@kingswayoutreach.org](mailto:info@kingswayoutreach.org)

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### ENCOURAGER GUIDELINES

The purpose of the pen pal ministry is to share your faith and to be a friend. We want our invitation to share in this outreach to be a blessing and not a problem. We are all members of God's family and whatever you do reflects on all of us. For that reason, any breach of the following rules could result in our asking you to resign from the Encourager ministry. Please help us maintain a program of integrity by following the rules we have listed.

#### LETTERS

Don't put your return address on your letters. Use our return address...  
Kingsway Prison & Family Outreach, P.O. Box 2335, Harrisonburg, VA 22801  
Use only your first name.

- Don't give the inmate your telephone number or home address.
- Don't send pictures or any computer-generated materials.
- Don't send packages, books, magazines, checks or money.
- Use only a single sheet of paper when composing a letter for the inmate.
- Don't put tape or stickers on envelopes when sending mail.
- A word of caution a male/female inmate can easily become infatuated with a man/woman they have never met, even a married person. Therefore, we prefer women to write women and men to write men.
- If in doubt, DON'T.

These guidelines must be followed. These guidelines may seem unnecessary but they serve a very important purpose.

#### VISITS

If you are currently corresponding with an inmate you are not allowed to visit them according to Virginia Department of Correctional Centers regulations.

#### LEGAL AGREEMENTS AND MONEY

Don't become involved or counsel inmates concerning their cases. Don't become personally involved concerning family disputes or problems. This includes writing letters to parole boards or attorneys. Never send money for financial support, legal fees, and sign or cosign a loan, process money orders or become involved in any financial or business venture. When they come up for parole, they need an address. DO NOT give them your address to use.

#### ENDING A CORRESPONDENCE

If any correspondence takes a wrong direction, you are free to end it. Notify us, if you have any questions or concerns Kingsway Prison & Family Outreach, P.O. Box 2335, Harrisonburg, VA, 22801. We will give you another name if you so desire.



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### MAIL CALL

To many inmates, mail call is a lonely time, reminding them, they are forgotten. Your letters change that. Two out of three inmates are re-arrested within 3 years of their release. Statistics show sustained contact reduces the likelihood of repeat offenses. Introducing the life changing power of Jesus Christ can help, where government spending cannot.

### UNDERSTANDING A PRISONER'S NEEDS

In order to write meaningful, effective letters that will help your inmate, you must understand mms or her needs and feelings. Many inmates feel;

- **LONELY.** Isolated from family, friends, the outside world, time drags. Try to write regularly and reply promptly.
- **USELESS.** Incarceration devastates their self worth. Build up their talents and good qualities. Don't dwell on past crimes or preach. Become an encouraging friend, and a little praise goes a long way in building self-worth.
- **BITTER.** Inmates may harbor bitterness against those in authority, those who testified against them, and/or society. Encourage proper attitudes by helping them see authority as good and necessary. If they feel they have been dealt with unjustly, help them see the importance of forgiveness.
- **AIMLESS.** Life in prison is different from life in society. They may have difficulty adjusting to the present or planning for the future.
- **SUSPICIOUS.** They've grown up believing that nothing comes free and have never had positive relationships. They may suspect your motives. In time, your sincerity and Christ's love will shine through.

Kingsway Prison & Family Outreach is totally supported by donations. We ask you to donate as the Lord leads. Donations may be sent anytime during the year to address listed below.

Kingsway Prison & Family Outreach  
P.O. BOX 2335  
Harrisonburg, VA 22801  
Phone: (540) 433-5658  
Fax: (540) 574-0195  
E-mail: [info@kingswayoutreach.org](mailto:info@kingswayoutreach.org)



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### **New DOC Regulations for INMATE MAIL**

Copied from the Virginia Department of Corrections Website

The Department of Corrections encourages inmate correspondence that is directed to socially useful goals. Inmates shall be allowed to correspond with families, friends, attorneys, courts and other public officials and organizations so long as such correspondence is in compliance with the Department of Corrections procedures and does not pose a threat to the security of the facility, violate any state or federal law, or violate any U.S. Postal Service regulation.

In accordance with United States Postal Regulations, all incoming inmate general correspondence may be opened, searched and may be read by authorized staff.

On April 17, 2017, the Virginia Department of Corrections will implement additional mailroom security measures aimed at detecting and eliminating contraband in DOC facilities. In institutions classified as Security Level 2 and above, all incoming general offender correspondence items will be photocopied, and only the photocopies will be delivered to the offender.

The original envelope and all enclosed contents will be shredded in the institutional mailroom once they are photocopied. In addition, for each mailing, a maximum of three 8 1/2 X 11 inch photocopy pages, front and back, will be delivered to the offender.

Inmates may not receive cash, personal checks, postage stamps or prepaid postage envelopes/postcards through incoming mail. The Department will assume no responsibility for these items mailed to inmates. Approved checks (certified/cashier's checks; Government checks; refund checks from businesses) and money orders shall be removed from incoming mail and credited to the inmate's account.

Incoming Priority or Express general correspondence is discouraged, however if urgency of a circumstance requires this, the inmate must receive prior written approval from the Warden/Superintendent or designee.

Unauthorized incoming correspondence shall be returned to the post office unopened. If opened, the unauthorized correspondence will be returned directly to the sender if known, with a written explanation for disapproval.

Incoming inmate general mail should be addressed as follows:

Inmate's full name

Inmate's state identification number (7 digits)

Name of Facility or Institution

Address and Zip Code



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**Encourager's Questionnaire** *(Please Print) (Return to Kingsway)* Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Name (required) \_\_\_\_\_ | \_\_\_\_\_ (Check One) Male \_\_\_\_ Female \_\_\_\_

Address (required) \_\_\_\_\_

City, State, and Zip \_\_\_\_\_

Telephone: (optional) \_\_\_\_\_ Email: (required) \_\_\_\_\_

Birth date (required) \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Married (optional) Y \_\_\_\_ N \_\_\_\_

Please share a little of your relationship with the Lord: (required)

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Do you know Jesus Christ as the Lord of your life? (required)

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Do you have any special talents or hobbies that you would like to share?

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Do you write or read a foreign language? If yes, which one(s)? \_\_\_\_\_

Would you prefer to write to an inmate on death row or an inmate in the general population: \_\_\_\_\_

Do you have any other preferences? \_\_\_\_\_

How many inmates would you like to write to? (required) \_\_\_\_\_

In signing this, I agree to abide by the rules of this ministry, and I verify that I am 18 years or older.

Signed: \_\_\_\_\_ Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

10/07/2021