



SEA MISSION INC.(Prisoner With a Mission)

1735 KIPLING AVE, P.O.BOX 10056, ETOBICOKE, ON. M9R 4E2
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Phone : 647 – 218 - 9499 Ontario Corporation as a Charity 1762337
Canadian Registered Charity BN 81142 8614 RR 0001

VOLUNTEERS GUIDELINES

It is our hope that you will see yourself first and foremost as ambassadors of Christ to the prisoners with whom you correspond. This doesn't mean that you always need to be writing about religious things. We hope, however, that from time to time you inquire about your penpal's faith and religious practices.

You are encouraged to share your faith and how God is working in your life and how he may have helped you in the past. We expect you to do all you can to strengthen your own faith. Daily prayer and or reflection on the Scriptures are highly recommended. We urge you to include your pen pal in your prayers mindful that he/she may have burdens and obstacles we can hardly imagine.

THE MATCHING PROCESS

We require that you read these guidelines and fill out the application form. Upon receipt of your application, your name is matched with an inmate from an institution in the Diocese of Lansing. You will receive a letter from us with your prisoner pen pal's name and prison address.

You can start by writing the first letter. Your correspondent is told that he has been given a penpal who will be writing soon. Your first name only is given to the inmate. Before inmates are allowed to write, we require them to read and sign guidelines which ask them to pray daily and to commit to conducting their correspondence as a Christian friend.

Please advise our office at the first indication of inappropriate behaviour on the part of the inmate. At the present time, all of the inmates in the Prisoner PenPal Program are male.

FORWARDING LETTERS

Never use your own address as a return address.

Instead arrange for a P.O. Box, coordinate with your church to use their address, or use our address at the **1735 KIPLING AVE, P.O.BOX 10056, ETOBICOKE, ON. M9R4E2**. If you use our address, we periodically read the prisoner's letters to ensure that the content is appropriate and safe before forwarding the prisoner's letter on to you. When the prisoner writes back he sends the letter to our address and he never sees your address. We closely monitor each penpal relationship that is mailed through our office.

NO CHRIST! NO PURPOSE! = SADNESS and PAINFUL
KNOW CHRIST! KNOW PURPOSE! = HAPPINESS and JOYFUL

Remember to use your FIRST NAME or NICKNAME only on the envelope and in the letter. If you write through a PO box, your Church address we do not see the prisoner's letters, so they will not be opened and read by us. However, we will contact you from time to time to see how the letter writing is going.

PROTESTANT

We invite prisoners of Protestant faiths to write in our ministry, and our volunteers can be of Protestant faith.

VISITS & PHONE CALLS

We do not allow you to visit your prisoner penpal, or to receive phone calls from your prisoner. Do not give a prisoner your phone number. This ministry is meant to reach out to prisoners through letters only.

LEGAL ADVICE OR COUNSEL

We advise penpals never to become involved in the legal matters of their prisoner's case. This includes writing letters to parole boards or attorneys. State from the beginning that this is a Christian friendship and all other matters must be taken to a lawyer or case worker.

FINANCIAL ASSISTANCE

Most prisoners are poor and sometimes request money from their penpal. Small donations of money are allowed on a per case basis after first consulting with the SEA MISSION INC. Prisoners are only allowed to **receive money orders** and they must be processed through the SEA MISSION INC. Never sign or co-sign a loan for a prisoner or become involved in any financial or business venture.

PHOTOS

Your prisoner penpal will be eager to see what you look like and we do allow them to have a picture of you. If you are a woman, it would be best to send a picture of yourself with your family or a group shot with you in it. Prisoners especially benefit from family pictures. Inmates seek family ties and the love of Christ shared through letters and photos sent from a family context can open hearts to the Gospel.

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INSTITUTIONAL MAIL

There are strict rules regarding what a prisoner can receive through the mail in the prisons. Prisoners are not allowed to receive cash, packages, books, food and clothing from the outside. Greeting cards must be of a single thickness of paper without layers or stickers. Never put stickers on your letter or envelope. Do not send laminated prayer cards, laminated book marks or Polaroid photos.

Prisoners are only allowed to order books and clothing through an approved vendor that the prison designates. You are allowed to help them buy books through the approved vendor. Contact the Restorative Justice Ministry or the prison mail room to find out about the approved vendors before you send anything into the prison other than a simple letter or card. If you mail your prisoner an item that the prison designates as inappropriate, the prisoner must pay to have it sent back to you or the prison will destroy it. You can cause your prisoner undue hardship by not following the mailing rules of the prison.

A WORD OF CAUTION

Many prisoners are lonely and can easily become romantically involved with a female penpal. We discourage romantic involvement on the part of the prisoner and our penpals. We do not want any of our penpals to be burdened with this kind of behaviour and we will intervene to end the pen pal relationship if this happens.

PARENTAL PERMISSION

We recommend our penpals to be at least 18 years of age. If under 21, we ask that a parent or guardian sign the application form indicating they are aware that their son/daughter will be writing to a prisoner.

ENDING A PEN PAL RELATIONSHIP

You are free to end the penpal relationship with your prisoner at any time. **Please notify the prisoner and the SEA MISSION INC of the termination and offer an explanation.** We closely monitor the letter writing of each penpal relationship and it's important for us to know when it has ended.

CAREFUL CONSIDERATION

As you can see from these guidelines, correspondence with an inmate is a ministry that should be undertaken only after careful, prayerful consideration and requires continuing care and mature discernment. Nevertheless, our experience indicates that volunteers who follow these guidelines and who seek spiritual counsel as appropriate during the pen pal relationship will be richly rewarded with the knowledge that they have made a positive impact for the God's Kingdom.

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DO'S & DON'TS FOR PENPALS

DO:

1. Write at least once a month.
2. Use your first name (or Nickname) only on the envelope and in the letter. Include the **prisoner's number** after his name on the envelope.
3. The prison will reject the letter and send it back if the prisoner's number is not on the envelope.
4. Use the our SEA MISSION INC. address, a PO Box or your church address as a return address.
5. Encourage your prisoner to take responsibility for the harm they have caused to their victim.
6. Be aware that your prisoner may have emotional ups and downs. You can provide some emotional stability. Depression is common among prisoners and they sometimes stop writing for a while.
7. Be aware of con games and notify us if you feel manipulated in any way.
8. If your prisoner penpal is of the opposite sex, be prepared for romantic flirting.
9. Respond to need as your prisoner presents it to you, without projecting your own assumptions into your prisoners situation.
10. Small donations of money in the form of a money order are allowed, after first contacting the SEA MISSION INC.

DON'T:

1. Out of respect for the prisoner, do not ask what their crime is. If he volunteers the information, know that he is doing so out of deep trust for you.
2. Don't give legal advice regarding your prisoners case.
3. Don't agree to visit your prisoner.
4. Don't give your prisoner your phone number.
5. Don't sign loans or pay an inmate legal fees.
6. Don't send photos except for a group shot.
7. Don't give your prisoner other names and addresses to write to.

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SEA MISSION INC.

A Ministry of PenPal for Prisoner

1735 Kipling Ave. PO Box 10056. Etobicoke. ON. M9R 4E2. Canada

* Please after filled up only this application form(Include below form) Send to us by mail *
* You must be at least 21 years old to participate *

Personal Information

Mr. / Mrs. / Ms. / Dr. / Pastor

First Name:

Last Name:

Date of Birth: (MM/DD/YYYY)

NickName:

Marital Status:

Highest Education attained:

Career/Occupation:

Primary Language & second Language:

Address:

City:

Province:

Postal code:

Phone: (Home):

(Business):

(Cell):

E-mail Address:

I would like to correspond with (1 / 2 / 3) prisoners.

Church Information

Church Name:

Pastor Name:

Personal ID Number:

(Driver License or SIN or Health Card)

Church Denomination:

Church Address:

Church City:

Province:

Postal code:

Phone(Business):

(Fax):

I have accepted Jesus Christ as my personal Savior. (YES / NO)

I have assurance of going heaven. (YES / NO)

Date:

Signature:

* REASONS FOR WANTING TO BE A PEN PAL *

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The return address you will use is:

SEA MISSION INC Address: _____
Own your PO Box: _____
Church: _____

We recommend our penpals to at least 18 years of age. If under 21, we ask that a parent or guardian sign this application form indicating they are aware that their son/daughter will be writing to a prisoner. Sign below if you have carefully read our guidelines, do's & don'ts, and can endorse our philosophy wholeheartedly.

Applicant Signature:

Parent/Guardian Signature (if under 21):

Please e-mail the application to: seaprisonmission@gmail.com

Or

mail to:

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