

Kairos of Texas - Hutchins Letter Writing Guide

Every Brother in White gets a hand-written letter from each volunteer (inside team and outside support team). These are distributed to the Brothers on Saturday and are a tangible form of Agape (Christ-like love). **Final guidance on names and to seal or do not seal the envelope will be given Friday evening at the Team Meeting**

The key to writing your 42 letters is to pray first, then offer encouragement, counsel, a bible verse or two that is pertinent and a closing. Using your daily devotional as a foundation and expand from there is a good start. However you write your letters, remember this; many prisoners receive no visitors, receive no mail and had upbringings sad enough to bring tears to your eyes. Listen, Listen, Love, Love is the Kairos motto, so if your letters exemplify this and the principles Jesus taught us you will be well rewarded by your time and efforts being well received and appreciated. Tears, emotions, reflection and hope are the results these grown men show us when the letters are opened.

The letter opening process is like this. The team and all men in white are in the Chapel for meditation readings. Then the Weekend Leader, Observing Leader and one Clergy go back to the Community Room as the servants have set up the tables with all the letters in bags and placed where each participant sits. Then the participants are asked to return to the Community Room from the Chapel and take their seats. The weekend leader introduces them to their letters and 20 to 30 minutes is allowed for them to open some and read. During this time the volunteers in the Chapel are singing songs in a low tone as a respectful background to this emotional experience.

Yes, your letters matter and what you write is significantly important.

This is a time-consuming experience, writing these letters. As you will see and feel, your time was well spent.

Requirements:

- 42 Handwritten Letters are required by all volunteers -Inside & Support Team. If you submit fewer, they will be discarded.
- Hutchins staff will read all letters. Anything not adhering to these rules will be discarded.
- No perfume - No arts and crafts stuff like paint, glitter, glue, stickers, etc. (envelope or letter)
- Letters are due Friday night. When we get back to the Church, we will give you the final BIW names to put on the letters and envelopes; and then we will put them in the containers.

The Paper:

- White paper (or yellow paper if using legal pad or note pad)
- Paper may be with or without lines.
- No artwork on the paper

- Legal pad, note pad, and copier paper are all fine.
- Paper size is up to you, but it should fit easily into the envelope.

The Ink:

- Blue or black ink - Black ink is preferred since black is always black. There are different shades of blue.
- Use the same color ink (preferably same type of pen) for addressing the letters and envelopes as was used in writing the letters.

The Content:

- Pray before writing letters.
- Do not use phrases such as "I Love You", and do not close the letter with "Love, xxxx" - this has sexual overtones. But it is ok to say "God Loves You" or all of Us Here Love You".
- Leave the opening salutation blank ("Dear xxxx) until you get the final Participant list, (Friday night's meeting).
- Maybe tell them you're glad they're there. Maybe use an inspirational Bible verse and talk about it. Maybe use your devotional from that day or from one you find online. The idea is to encourage them and feel the agape love.
- If you are an ex-offender, do not include your TDCJ number
- No drawings or artwork

The Envelope:

- Do not address or seal the envelope in any way until you get the final BIW list and Friday's guidance