



CID-LCMS
 Prison/Jail Ministry
 "Visiting Christ in Prison"

in association with



Prison Ministry Materials Reimbursement Voucher

Any Central Illinois District congregation or individual member of a CID church may apply for total or partial reimbursement of the cost of religious materials that the church or individual will deliver to a correctional center or jail in central Illinois. There is a reimbursement limit of \$400.00 per voucher.

Who is requesting reimbursement? _____

Address: _____

Phone Number: _____

E-mail Address: _____

If you are an individual making this request, of which congregation are you a member?

Name and location of church: _____

Date: _____

What is the name and city of the facility to which you are giving the materials?

List the materials you are giving the facility (continue on back if necessary):

Amount requested in reimbursement: \$ _____ Signature: _____

Attach receipts and, if possible, an e-mail or letter from the facility granting permission for such materials.

Office use only:

Approval Date _____ Prison Ministry Coordinator Signature: _____

Voucher Guidelines

Any CID congregation, CID pastor, or member of a CID congregation may apply to Central Illinois District Prison Ministry for reimbursement, up to \$400 per voucher, for the cost of approved religious materials the applicant provides to a correctional center or jail in central Illinois. These reimbursements are funded by a generous gift from central Illinois LWML.

CID Prison Ministry does not order or stockpile religious materials. It reimburses individuals and congregations for approved materials that they purchase and provide to a central Illinois correctional center or jail.

1. Before You Purchase Materials

Referring to CID Prison Ministry's "Approved Materials" list (attached), decide which materials you want to provide. Contact the proper authorities at the facility for their approval *before* you purchase large quantities of material. Perhaps you will provide the authorities sample copies of the materials for their inspection and approval. Otherwise, give them as much specific information as you can about the materials. Ask the authorities to put their approval in writing in a simple memo or e-mail message from a facility official. Save this memo or e-mail so later you can submit a copy of it along with your reimbursement voucher.

2. Purchase Your Materials

After you have received approval from the facility, order the materials, then bring or send them to the facility. *Save your purchase receipts*. Remember that reimbursements are limited to a maximum of \$400 per voucher.

3. Apply for Reimbursement from CID Prison Ministry

Fill out the "Prison Ministry Materials Reimbursement Voucher" completely. You may submit it via U.S. mail or email:

Mail: Attach to the completed voucher your purchase receipt(s) and a copy of the written approval from the correctional facility/jail. Mail these to Rev. Rodney Blomquist, 717 Glacier Dr., Taylorville, IL 62568.

Email: Scan the completed voucher, purchase receipt(s), and the written approval from the correctional facility/jail. Attach them to an e-mail message which you send to prisonministry@cidlcms.org

Important Notes

All reimbursements are subject to availability of funds. Individuals and congregations may submit more than one reimbursement voucher (\$400 limit each). Depending on available funds, priority for reimbursements will be placed on the *first* voucher submitted by any congregation or individual. We would like to fund as many first reimbursement requests (vouchers) as possible *before* funding any second requests.

CID Prison Ministry reserves the right to decline to reimburse for materials that do not appear on the "Approved Materials" list.

Please submit vouchers in a timely manner (i.e., not for materials purchased a couple of years ago). You can help us by sending your voucher as soon as possible. In any case, voucher requests for expenses incurred during 2022 must be *received* by Dec. 15, 2022. Voucher requests for expenses incurred during 2023 must be *received* by Dec. 15, 2023.

Questions? Telephone CID Prison Ministry Coordinator Rev. Rodney Blomquist at (217) 825-6160 or e-mail him at prisonministry@cidlcms.org

Approved Materials (*English & Spanish*)

- Bibles [*Include version (translation) and publisher*]
 - [*Avoid hardback copies of Bible or any other reading materials since many of the facilities will refuse them or have the covers removed.*]
- Luther's Small Catechism
- Luther's Large Catechism
- *Christ in the Cellblock* – Study and Leader's guide [*Check with Jon Hohgreffe <jhohgreffe@gmail.com> to see if he has copies available. Created by the Task Force for Prison Ministry, Indiana District, LCMS*]
- LWML Mustard Seeds
- Lutheran Hour Prison Ministry Bible Studies – e.g.:
 - “*The Journey Home*” Bible Study and Leaders guide.
 - “*Regrets, Reality, Restored.*” DVD with discussion guide
 - The “*Connect*” series, “*Victim, Validated, Victorious,*” “*Love . . . and Not Forgotten,*” and other “*Project Connect*” titles.
- *LifeLight* Bible Studies from Concordia Publishing House
- Concordia Publishing House Bible Studies & Informational Booklets
 - “*A Simple Explanation of Christianity*”
 - *Lutheranism 101* and any of the selected chapters studies
 - Hymnals: *The Lutheran Hymnal, Lutheran Worship, Lutheran Service Book*
- “Freed in Christ” Bible Study - Participant Guide
- “Freed in Christ” Bible Study - Leader Guide
- Large-print Bibles, with 16-pt. type, are available at no cost from the Lutheran Braille Workers. Mailing is also at no charge.
- Women's Devotions: “*Journeys with Jesus*” – Janice Fricke CPH ISBN-13: 978 1-934265-25-3
- *Lent and Easter Devotions “Journey with Jesus”* – E. James Rivett CPH ISBN-10: 1-934265-24-1

Before you order materials in quantity, present the facility with a list of the items you intend to purchase, if not samples of the actual materials. Do not order materials in quantity until you receive approval from the facility.