

Kairos Excellence Initiative Program

Advisory Council Guidelines

Revision Date: 2/10/2014

This Guideline is intended to help the local Advisory Council understand and fulfill the requirements for the Kairos Excellence Initiative (EI) program as outlined in the Advisory Council Operating Procedures (ACOP), Section 1.F.9.

Purpose: The purpose of the Kairos Excellence Initiative program is to enhance the quality and effectiveness of our Ministry by fostering compliance with program policies defined in the current Program Manual. We believe that the best way to accomplish this is to:

- Ensure that everyone knows what is expected of them using the “Wisdom of Kairos” as found in the current Program Manual;
- Measure our status and progress in complying with the Program Manual (you seldom improve what you do not measure);
- Develop feedback information through a designed system that provides a demonstrable basis for program revisions and improvements;
- Continually work on improvement plans to achieve excellence; and finally,
- Be accountable for the results to our fellow team members and to Kairos Prison Ministry.

Excellence Initiative Documents: There are two documents on the Kairos website, www.mykairos.org (under Downloads) that are needed by the Advisory Council and the Weekend leaders to use the EI effectively. Each Kairos Weekend Program, Kairos Inside, Kairos Outside, and Kairos Torch has the same two documents but tailored to accommodate their programs. The two documents are the EI Checklist and the EI Instructions.

- The EI Checklist is an itemized list that covers the activities for Pre-Weekend activities, Weekend activities, and Post-Weekend Activities.
- The EI Instruction gives the purpose of the EI, an overview of the EI process, and a chart called the Path to Excellence which outlines the flow of the EI Checklist for the weekend evaluation process, the report to the State Chapter Committee representative, and the distribution of reports.

Weekend EI Evaluation: The Advisory Council, including the weekend leadership should be in contact with the State Chapter Committee (SCC) Chair or an SCC Designee (appointed by the SCC Chair) during the evaluation process for a weekend (Hereafter in this document any reference to the SCC Chair should be considered the SCC Area Chair In model three states)

On Line Application: As the Excellence Initiative program evolves into a web based application there are opportunities for the Advisory Council Chair and the Advisory Council itself to become more involved with the administration of the EI weekend process.

- The Advisory Council Chair will have access to the web based application that is referred to as the Kairos EI On-line. (See below on how the Advisory Council Chair gains access to the Kairos EI On-line application.)

- The KEI On-line will allow the Advisory Council Chair to update information about upcoming weekends.
- The Advisory Council Chair will have access to reports concerning their unit. The reports will also show the trends for all units in their state and the national trend for all units. Some of the reports will show these trends for the last six weekends.
- The KEI On-Line program will automatically send emails to the Advisory Council Chair and Weekend Leadership based on the start date of the weekend. One of the emails is sent approximately two months prior to the weekend start date to alert these individuals to begin using the EI Checklist for the weekend. Another email is sent after the weekend that would alert these same individuals that the EI Checklist is due to be reviewed by the SCC Chair or Designee.
- After review by the SCC Chair or Designee the Advisory Council Chair and just concluded weekend leadership will receive a survey report, a facsimile of the EI Checklist, which would include any comments and suggestions for improvements.
- Comments and improvements made on the survey are to be reviewed by the Advisory Council and used as a tool to improve the weekend process for upcoming weekends.

Access to the Kairos EI On-line Application: Access to the Kairos EI-On-line for the Advisory Council Chair is set up by the SCC Chair. When the Advisory Council Chair is granted access privileges to the Kairos EI On-line the application automatically sends an email to the AC Chair that contains a user ID and password. An attachment to that email will contain the Advisory Council Chair User's Guide to the Kairos EI On-line system. This user's guide has the instructions for how to sign on, how to access various reports, and how to update the system with information on upcoming weekends.

NOTE: If the Advisory Council Chair has not received this email and attachment that person needs to contact the SCC Chair and request access privileges to the Kairos EI On-line application.

Kairos EI On-Line Responsibilities: The Advisory Council Chair has the responsibility to keep the weekend information for their unit up to date on the Kairos EI On-line system. It is strongly recommended that information on at least two (2) future weekends be entered on the Kairos EI On-line. At the minimum, all the required data for a weekend should be in the system 6 months prior to the scheduled start date of the weekend. Required data for a weekend is:

- Start date of the weekend
- All the Weekend Leaderships names and contact information (address, phone numbers, and Email)
- Agape Persons name and contact information

When changes occur in the weekend leadership roles the AC Chair must update the info in the Kairos EI On-line.

See the Chart below for an overview of the Kairos EI On-line System

Kairos EI On-line System Flow Chart

