



## KAIROS PRISON MINISTRY INTERNATIONAL, INC.

(Kairos Policy by Subject, Alphabetically)

### ADOPTED BOARD MOTIONS: 1986 - 2011

Updated 9.27.11

#### AFFILIATION FEES / AGREEMENT

In lieu of the present 10% affiliation fee, each Kairos district shall pay an affiliation fee in the greater amount of \$10.00 per resident starting a Kairos weekend or 10% of gross income.

Any district in arrears for the period ending December 31 of the previous year shall be without voice or vote at Kairos board meetings until the affiliation fee is paid. New districts shall be exempt from the penalty for the first year after their initial Kairos weekend.

***Adopted by the Kairos Board: 2/3/95; corrected to the above: 8/2/95***

To increase the affiliation fee from \$10 per resident starting a weekend to \$12 or 10% of the district's income, whichever is greater, excluding "in kind only donations."

***Adopted by the Kairos Board: 1/24/97***

Any district not paying their affiliation dues in full by January 15<sup>th</sup> for the preceding year will not be allowed voice or vote for the full incoming year.

***Adopted by the Kairos Board: 7/23/97***

Existing policy be enforced that all Affiliation Fees must be paid to the National Office and the current year Affiliation Agreement must be filed with the National Office for the district to have a vote at the board meetings.

***Adopted by the Kairos Board: 2/4/99***

On a quarterly basis during the term of this Agreement, the State Treasurer shall forward to Kairos the Affiliation Contribution (as defined below). The "Affiliation Contribution" shall be equal to the greater of (1) fifteen dollars (\$15) for each inmate or, in the case of the "Kairos Outside" Program, each guest who completes a Program in the State during the quarter, or (2) ten percent (10%) of all Funds received in the State during such quarter. For purposes of this Agreement, the term "Funds" shall mean all cash donations, the net receipts on goods sold (after deducting the cost of goods sold), fees paid in connection with programs, or other activities, and all receipts from the sale of donated property.

***Adopted by the Kairos Board: 7/26/02 - 2003 Organizational Manual, p. 72***

To modify the definition of the term "funds" regarding the affiliation contribution in the state chapter agreement to read: "For the purpose of this agreement, the term "funds" shall mean all monetary donations, all monetary gifts and contributions received for a specific or "restricted" purpose, gross receipts from fund raisers, and the gross proceeds from the sale of donated equipment or property."

***Approved by the Board of Directors, 2/3/07.***

Motion: That Paragraph 5. (a) of the State Affiliation Agreement be revised to read:

“(a) During the term of this Agreement, the State Treasurer shall forward to the KPMI Office the Affiliation Contribution as defined below. The “Affiliation Contribution” for the first, second and third quarters shall be 10% of all Funds received in the State during the quarter. The “Affiliation Contribution” for the fourth quarter shall be the difference between the greater of (1) fifteen dollars (\$15) for each Kairos Inside resident, each Kairos Torch resident and each Kairos Outside guest that completes a Program in the State during the year, or (2) 10% of all Funds received in the State for the year and the “Affiliation Contributions” paid in the first three quarters of the year. For the purposes ...” (continue the rest of the paragraph as is).

*Approved by the Board of Directors, 8/8/08.*

**#09-07-05 Increase Affiliation Fee**

That the Paragraph 5.(a) of the State Chapter Agreement be amended to read:

(a) During the term of this agreement, the State Treasurer shall forward to the KPMI office the affiliation contribution as defined below: The "affiliation contribution" for the first, second and third quarters shall be 15% of all funds received in the state during the quarter. The "affiliation contribution" for the fourth quarter shall be the difference between the greater of (1) fifteen dollars (\$15) for each Kairos Inside participant, each Kairos Torch participant and each Kairos Outside guest that completes a program in the state during the year, or (2) 15% of all funds received in the state for the year and the "affiliation contributions" paid in the first three quarters of the year. For purposes of this Agreement, the term “Funds” shall mean all monetary donations, all monetary gifts and contributions received for a specific or “restricted” purpose, gross receipts from fund raisers, and the gross proceeds from the sale of donated equipment or property.”

This motion to be effective January 1, 2010.

*Motion passed Summer Conference Board Meeting, July 30, 2009*

**AFTERCARE DEVELOPMENT**

An Aftercare Network Support Team with the proper experience be available to go to the various districts who wish to develop and expand their aftercare networking.

*Adopted by the Kairos Board: 2/5/98*

The Aftercare Committee seeks permission to seek out and offer our volunteer’s experience and expertise in assisting newly developing and existing re-entry facilities. The committee will begin work with the Kairos International Office to coordinate with restorative justice ministries and others, by helping develop data banks of resources for former residents. The committee will work with the National Office to develop an aftercare web page on the Kairos web site as a resource for our various stakeholders. The Kairos newsletter will seek out information on re-entry to better educate our volunteers on available resources. The executive director is authorized to assist in these projects with modest expenses as per his/her best judgment.

*Adopted by the Kairos Board: 7/29/04*

## **BOARD OF DIRECTORS (OFFICERS)**

The Board authorizes the Executive Director to oversee board policy as it applies to the Kairos state chapters and to advise the board of any substantial non-compliance. If a state chairperson refuses to implement the International Board policy, the International Board should replace that person and allow the state to select another chairperson.

*Adopted by the Kairos Board: 7/26/02*

The Chair of standing and major ad hoc committees, along with the Executive Director and Board Chair should meet by teleconference at least four times annually, with two such meetings to be at least one month prior to the Winter and Summer meetings, and that such teleconferences be moderated by the Board Chair or his/her delegate.

*Adopted by the Kairos Board: 1/31/04*

### **Motion: Determining Qualifications for voting at National Business Meetings**

Resolved, that a National Representative duly elected by a District is qualified to vote at National Business Meetings provided that all required financial reports have been filed by the District within sixty days following the close of the preceding quarter.

*Adopted by the Ex Committee: 5/25/04*

The Board of Directors meets by teleconference semiannually, once between each of the winter and summer meetings, to receive a report from the Executive Director, to review Executive Committee actions since the last regular meeting, and to consider new business.

*Adopted by the Kairos Board: 7/29/04*

To increase the salary of the Executive Director by 5% effective February 1, 2006.

*Adopted by the Ex Committee: 2/21/06*

Motion: In the event that a State Chapter's Representative or a Country representative will not be able to attend an international board meeting the State Chapter Chair or the Country Board President with the concurrence of their Executive Committee, may designate in writing to the Kairos Executive Director an alternate Representative to represent the Chapter or Country at a meeting of the International Board. The written designation in the form of a letter or e-mail should be sent at least 15 days before the board meeting.

Rationale:

- 1) There will be occasions when a properly elected state chapter representative or country representative to the Board will not be able to attend a meeting of the Board due to one of life's unanticipated occurrences or another very important event over which the representative has no control.
- 2) Board meetings are very important events in the life of Kairos communities in that they provide an essential opportunity for state chapter representatives and country representatives to better understand the basis for Kairos policy, and also to influence future policy by sharing relevant concerns and experiences. This active involvement in decision making helps foster buy-in as well as better communication back to the state Chapters, Advisory Councils, and Countries.

3) It would be an unfortunate loss of opportunity if an alternate Representative is officially designated by a Kairos State Chapter or Country, is duly registered and present at a Board meeting, but denied the opportunity to have voice and vote for that State Chapter or Country.  
***Passed by the Executive Committee 6/20/06***

***Motion:*** Approval of the updated draft of the Executive Director Evaluation Process (Rev. 2) and accompanying Survey.  
***Adopted by the Executive Committee 1/20/09***

**#09-05-29** To formally adopt the Organizational Structure and Functionality Revisions 6 and 7 and the Transition Plan accompanying them to make our way forward to the 2009 KPMI Summer Conference where the new KPMI By-Laws will be considered and voted upon.

***Motion approved by Board Teleconference via electronic voting May 29, 2009***

**#09-07-01 Executive Director Delegation of Authority - Ministry Materials**  
That the following policy to clarify the By-Laws be approved and implemented. “The Executive Director is directly responsible for developing and maintaining all Kairos materials, including program manuals, program software tools, organizational manual and operating procedures, financial procedures, the KPMI web site, the KPMI newsletter, songbooks, resource development materials, brochures and other ministry products. The Board of Directors will establish the policy for each program and the Executive Director is responsible for developing and approving the program materials to implement the program policy.”

***Motion passed Summer Conference Board Meeting, July 30, 2009***

**Motion #10-9-01 Reimbursement Policy for Board and At Large International Council Members**

**Motion:** that the following policy be adopted by the Board of Directors.

Reimbursement Policy for Board and IC Members

Board and At Large International Council members may request reimbursement from the Executive Director for expenses related to attendance at meetings, conferences and retreats.

***Motion passed at the September 21, 2010 Teleconference***

## **BULK MAILING PERMIT**

Resolved, that our list of officially active affiliate ministries by state, or “sub units,” be made available to the United States Postal Service bulk [sic] Mail Acceptance Office, authorizing listed sub units to use our BULK NON-PROFIT permit.

***Adopted by the Kairos Board: 2/3/00***

## **BYLAWS**

The Bylaws be amended to read as set forth additions in purple/pink/red and deletions in strikethrough. Note - Withdrawn prior to the vote: Article III, Section 8 (w), “*The Executive Director, with permission of the international board president, may present written motions to the international board for consideration in the same manner as committees.*”

***Adopted by the Kairos Board: 1/28/06***

**Kairos Variances**

The Kairos executive committee, mindful of our Blue Manual that guides us in our program, has reviewed our present board policy regarding “ministry/program variances”. There are always a number of issues that arise and we want to share with you the application of our ministry policy as it specifically relates to the granting of ministry/program waivers and /or variances by the Executive Director. It needs to be said that the authority for our ministry resides with our international board. That authority has been delegated by the board in certain circumstances to the Executive Director and the Executive Committee wants to be clear about the process.

Our by-laws provide: (1) “The Executive Director is authorized to waive, temporarily, adherence to the manuals and guidelines in instances where the Executive Director may deem necessary, pending Executive Committee approval for a variance.” (Art VIII Section 8 (i)); (2) “The Executive Director will report to the Board of Directors or the Executive Committee on adherence to the manuals in Kairos states. The Executive Director will be responsible for making recommendations concerning variances to be allowed to such ministries”. (Art VIII Section 8 (j)); (3) “In all cases, Kairos Prison Ministry does not allow variations in the ministry’s program unless specifically approved by the Executive Director in advance. Requests for exceptions should be routed through the Advisory Council to the State Chairperson and finally to the Executive Director”. (Kairos Program Manual 2005 page I-8).

In order to operate efficiently and in accordance with ministry policy set out in the Bylaws, it is clear that there are temporary circumstances that are in need of ad hoc or one time waiver and there are longer term issues that arise and should be resolved by a variance process. Therefore, under the Bylaws:

(1) The Kairos Executive Director has the authority without Board or Executive Committee approval to grant one time, temporary ministry/program waivers (exceptions) which will facilitate a ministry program such as where there is an un-expected occurrence or a one time situation which must be resolved in a prompt and efficient manner. Requests for these ministry/program waivers (exceptions) must be made in writing including confirmation that the State Chairperson has been informed and joins in the request.

(2) Requests for variances (changes) in a ministry program of a more permanent nature should be sent to the Executive Director who will review such request and make a recommendation and referral to the Executive Committee or the international board for final action. Such request should be in writing and made at the direction of and with the knowledge of the state chapter committee.

(3) Requests for a new program or a significant ministry/program change must follow our ministry pilot program requirements.

It is the expectation of the executive committee that the above will clarify how we as an organization resolve the many ministry needs which require special consideration within the structure of our bylaws. The Executive Committee has asked that it be given a periodic report of the waivers and requests for variances.

***Approved by the Kairos Executive Committee on April 26, 2006.***

The Organizational Committee moves that the Bylaws be amended to add a Program Committee as an additional Standing Committee, which shall be responsible for the integration of all Kairos ministry programs consistent with the manuals and policies of KPMII. Membership on the Program Committee shall consist of an equal number of representatives from each ministry program, selected by the Chair of the Program Committee with the advice and consent of the Board President, and are not required to be directors. The Program Committee shall have one sub-committee for each Kairos program (presently, KI, KT and KO); sub-committee chairs are also selected by the Chair of the Program Committee.

***Adopted by the Kairos Board: 7/27/06***

## **CLERGY AND CLERGY QUALIFICATIONS**

Clergy Qualifications:

1. They shall have received formal training by their respective denominations; be officially ordained or licensed, and recognized as clergy in good standing or as members of religious orders; and be actively engaged in (or retired from) full or part time ministry in the church. This would exclude any so called clergy person who has received a certificate from a “diploma mill” or a mail order house, as well as someone who has had “hands laid on them” by local independent congregation and is thereby magically transformed overnight into a minister. Ultimately, the decision as to whether a clergy person is qualified or not is left to the good judgment of the Kairos district (State) committee;
2. Selection of clergy persons to serve as team members should also take into account their ecumenical spirit and outlook. It is critical that every team member approve of the principles and goals of Kairos, and be willing to work cooperatively with other brothers and sisters in the Lord;
3. In the event that qualified clergy as defined above are not available to serve on the weekend, the Kairos district (State) committee may select experienced team members known for their exemplary character and spiritual maturity to fill this role;
4. Other exceptions to any of the criteria or qualifications of clergy persons described herein must be approved by the district (State) committee.

***Adopted by the Kairos Board: 8/9/90***

Male clergy may serve on weekends in women’s prisons under specified conditions:

1. Male clergy may be used only after female clergy have been actively recruited and the usual openings for clergy have not been filled with women;
2. The definition of clergy as outlined in the manual is to be followed (Blue Manual);
3. Clergy should be attired in the clerical clothing appropriate to their denomination;

4. Clergy should always be in a visible mode while counseling (within eyeshot but not ear shot).

***Adopted by the Kairos Board: 7/25/91***

The requirement of a “qualified” chaplain (i.e., one who has attended a street weekend) be dropped as a prerequisite for having a Kairos program at an institution. If the chaplain or religious coordinator at such an institution has not attended a three-1/4 day street weekend, he must attend the entire first Kairos weekend at his institution or observe a Kairos weekend at another institution.

***Adopted by the Kairos Board: 2/3/95***

Kairos Prison Ministry strongly recommends recruiting a clergy person for each family table. Ideally, each table family should have a fully qualified clergy member and EVERY EFFORT should be made to recruit one for each table.

This is a very special role and one that often has great impact on the family as they see a clergy person who is quietly listening with their heart rather than preaching with their tongue. For many participants this is the first time they have experienced a clergy person in an encouraging and caring role.

The Kairos weekend is presented as a same sex non-coed weekend as to all team positions including clergy. This is not intended to slight any denomination, but is our policy out of recognition that in most cases our participants may have been psychologically or physically abused by persons of the opposite sex. Particularly in the case of female participants we have found there may be a profound need to release from unforgiveness male family members who have not been trustworthy.

Recognizing the difficulty in acquiring the ideal number of qualified clergy as stated (one per table family), and keeping in mind the long standing Kairos policy requiring same sex teams serving in institutions, the following may be adopted if after genuine effort sufficient clergy cannot be recruited who would fill the normal qualifications.

A **minimum** of 3 qualified clergy must be recruited for the weekend. Under most circumstances, the weekend should be re-scheduled if three or more clergy can not be recruited to serve. In the circumstance of less than one clergy for each table the team leader has two options: (1) the preferred first option is to assign the clergy to tables and fill in the remaining tables with a person(s) from the community who is considered by the community to be experienced in table dynamics and spiritually mature. (2) The second option is to have a “Clergy Table”, to minister to and provide spiritual counseling and direction for the team during team formation and participants during the weekend. Even if the “clergy table” option is used there should be three team persons at each family table.

In the hopefully rare situation where there are insufficient qualified clergy for each table, team members who may not be qualified as clergy, by definition, but have the following minimum qualifications, may then serve as spiritual directors and fill the vacant clergy position at each “Family” table:

1. Persons from the community who are spiritually mature.
2. Be able to work effectively in an ecumenical setting.

3. All other team qualifications to apply.
4. Are experienced with the table dynamics of the weekend

In the event that a participant requests counseling or spiritual direction from someone of a specific denomination or gender that is not represented at the Clergy Table or at their Family table, every effort should be made through the Institutional Chaplain to provide that at a later date (Not on the weekend). This is an important issue because the Institutional Chaplain is their pastor and needs to be made aware of the sacramental or other spiritual needs of the residents.

Clergy may be used in the chapel to pray for speakers, team members, participants, officers or other institutional persons, however during the weekend their primary purpose is to attend to the spiritual needs of the participants. Ultimately, the decision to use a “clergy table” should be approved by the state chapter committee and used under the guidance of the advisory council.

This policy is effective as of August 1, 2004 and supersedes previous policy as contained in the Purple Manual dated 1998 or the Organizational Manual dated 2003.

*Adopted by the Executive Committee 5/25/04.*

#### **Motion #10-08-01 Amendment to the Clergy Policy**

**Motion:** That the number of clergy for a Kairos Inside weekend be established as a minimum of two (2) when there are four (4) or fewer table families and a minimum of three (3) when there are five (5) or more table families.

Amendment to the Clergy Policy

*Motion was approved at the August 17, 2010 Teleconference*

### **COMMITTEES (GENERAL)**

Each committee shall consist of Board members and will be open to all volunteers; only Board members shall have a vote on what Committee issues will be brought before the National Board.

*Adopted by the Kairos Board: 2/7/02*

#### **Procedure for Presenting Board Motions**

[At its May 7, 2005 meeting, the Executive Committee approved the “Committee System Work Flow Communication Process.” See:

[www.kairosprisonministry.org/clientImages/23761/committeeprocess.pdf](http://www.kairosprisonministry.org/clientImages/23761/committeeprocess.pdf)]

A concern has been raised that it may not be clear to everyone the importance of having issues considered by a relevant committee prior to their being put before the Board for a vote. In order to support implementation of the work flow process adopted last year, and clarify how issues may be brought to the Board for a vote, the Committee passed the following: All motions or potential motions intended for the Kairos International Board must adhere to the committee system work flow communication process adopted by the board on May 7, 2005. A motion may not be brought directly to the Kairos board of directors by anyone other than the committee chairperson to whom the issue has been assigned. In the event of an absence or disability of the committee chairperson the chairperson or the board president may

designate another committee member to present the motion. Exceptions to this policy may only be granted by the board president. This motion does not apply to executive committee meetings. If the board president is absent or disabled he/she or the executive committee may delegate that responsibility to a board vice president.

*Adopted by the Executive Committee: 6/20/06*

In the event that a State Chapter's Representative or a Country representative will not be able to attend an international board meeting the State Chapter Chair or the Country Board President with the concurrence of their Executive Committee, may designate in writing to the Kairos Executive Director an alternate Representative to represent the Chapter or Country at a meeting of the International Board. The written designation in the form of a letter or e-mail should be sent at least 15 days before the board meeting.

*Adopted by the Executive Committee: 6/20/06*

## **COMMITTEE PROCEDURES**

2003 Organizational Manual, Section 3: Committee Procedures.

- (a) Purpose: The purpose of Board Committees is to assist in accomplishing the business of the Board of Directors. Committees are responsible for bringing various aspects of the business of the ministry before the Board for deliberation and final action. Committees, except the executive committee, may not themselves establish Board policy or implement procedures for the ministry without board approval. Committee recommendations requesting board action must be brought initially before the Board in the form of a written motion, which thereafter during deliberations may be amended, modified or otherwise altered by oral motions by voting board members.
- (b) Membership: Each committee shall have a voting membership of between three (3) and thirteen (13) members. Each voting committee member will have one vote and proxy voting is not permitted. Members of each committee, with the exception of the Chairperson, shall be appointed by the committee chairperson. Nominations or suggestions for committee membership may be made by board members to the committee chairperson. The committee chairperson shall inform the Secretary of the Board and the National Office of the names of the committee members. The Secretary of the Board will be responsible to maintain a roster of current committee membership.
- (c) Chair: The President of the Board of Directors shall appoint the chairperson of each Board Committee from the active voting membership of the Board, except for the Chairperson of the nominating committee who shall be the immediate past President of the Board. In the event the immediate past president is unable to serve, the Board President may appoint any present or former board member to Chair the nominating committee.
- (d) Sub-Committees: A committee Chairperson with the Board President's approval may appoint sub-committees of appropriate size and membership to assist the work of the committee.
- (e) Committee Meetings: All committee meetings will be open to all active Kairos volunteers, and, if in the opinion of the committee Chairperson time permits, the

committee may receive information from volunteers present. A decision to bring a matter before the Board for consideration shall be the result of a majority vote of the voting membership of the committee.

***Adopted by the Executive Committee: 2/15/03***

Approve the Committee System Work Flow Communication Process Chart.

***Adopted by the Executive Committee: 2005***

Authorize the Executive Director to suspend a volunteer, an advisory council or ministry program which is detrimental or contrary to the mission statement, policies, procedures or manuals of the Kairos Prison Ministry.

***Adopted by the Executive Committee: 2005***

## **CONFLICT OF INTEREST**

Conflict of Interest Policy

***Adopted by the Executive Committee: 2/17/04***

## **CORRECTIONAL INSTITUTION EMPLOYEES**

Each State Committee [should] consider offering opportunities for correctional employees to attend Kairos weekends in neighboring states.

***Adopted by the Kairos Board: 2/1/01***

## **DEFICIT RECOVERY**

Any quarterly deficit, up to a maximum of \$30,000.00 (thirty thousand dollars) per quarter, is to be allocated to the states based upon the number of institutions being served by that state (including all Kairos Outside programs.) The state would then be asked to voluntarily support Kairos Prison Ministry International by remitting the allocated amount to the International Office within 30 (thirty) days of such allocation. This motion is a temporary solution and will be limited to 24 (twenty four) months, commencing with the first quarter of 2004. The request to the states will be accompanied by a detailed explanation of the reasons for the need, such that each state representative to the Kairos Prison Ministry International Board of Directors may present the request to their state committee. The quarterly deficit determination will be made by the executive director based upon the financial statement for the deficit quarter.

***Adopted by the Kairos Board: 7/29/04***

## **EZRA (WEEKEND PROGRAM SOFTWARE)**

Effective upon release of Ezra, each prospective Kairos team leader for the weekend (short course) must purchase a copy of the Ezra interactive software as part of their AKT training expense. This cost may be paid by the leader, the advisory council or the state chapter. If revisions to the software are made between the time of AKT training and the leader's

weekend, the team leader, by returning his/her older version to the Kairos International Office, may make an exchange for the most current available version at no further expense.

***Adopted by the Kairos Board: 7/29/04***

## **FINANCIAL INITIATIVES**

**Audit Committee** - Each advisory Council or State Chapter be asked to contribute \$60.00 for each weekend (includes all weekends) held in their jurisdiction during the year of 2005 to help pay for the cost of the audit of 2005.

***Adopted by the Executive Committee, 5/7/05***

Donor program needing editing to the Financial Policy and Procedures Manual, and a need to modify and clarify our definition of “Affiliation Fee” and the need to amend certain provisions of the Financial Policy and Procedures Manual based on experience gained in implementing the Kairos policies. Make the proposed changes along with additional, necessary, ongoing edits during implementation.

***Adopted by the Ex Committee: 11/18/07***

**#08-10-04 Motion:** Revise the Financial Policies and Practices Manual as follows:

1. Revise Paragraph II.F.2 to read:

“All Advisory Councils will use the KairosDonor software to manage their financial transactions.”

2. Revise the penultimate sentence in the 3<sup>rd</sup> Paragraph in Section III to read:

“The Advisory Council will use KairosDonor to fulfill its responsibilities under this Policy and Practices document.”

3. Revise the 5<sup>th</sup> Paragraph of Section III to read:

“An Advisory Council will use KairosDonor because of its Donor Management capability and the impact this feature has on increasing the financial support for the local ministry.”

4. In Section IV revise Paragraph c. of the Model 2 Advisory Council Financial Secretary to read:

“Enter data from item a. into KairosDonor, create ...”

5. In Exhibit F revise Paragraph c. of the Job Description of the Model 2 Advisory Council Financial Secretary to read:

“Enter data from item a. into KairosDonor, create ...”

***Adopted by the Executive Committee: 1/20/09***

### **#09-07-04 Reserves Policy**

As the ministry has grown and matured in its financial reporting, it has become clearer that the ministry is a more than \$5 million a year operation. It has also become known that there is a certain amount of "excess blessings" sitting in bank accounts around the country. This has led to the need to create a system that forwards the excess money to the KPMI Foundation for better use within the ministry, particularly the KPMI Office. It is understood that any moneys transferred to the KPMI Foundation by this policy would be "temporarily restricted"

for the use of KPMI only.

*Motion passed Summer Conference Board Meeting, July 30, 2009*

**#08-10-05 Gift Acceptance**

Motion: That the Attached Gift Acceptance Policy be approved and implemented.

*Passed: Executive Committee Teleconference, January 20, 2009*

**#10-02-01 Bank Signature Authorization**

As part of the audit, each bank account will require a signature (approximately 160 bank accounts throughout the country). Brett Beemer asked for a motion for one person to be authorized to sign for each bank account and suggested that the Board Treasurer be the designated signer.

Resolved: the Board has authorized the Board Treasurer, Peter Wilson, or the Chairman of the Board, George Brown, to request and sign for the bank account information for audit purposes.

*Motion to accept the bank account signature authorization was unanimously approved.*

**Passed by the Board February 13, 2010**

Board Secretary, Elizabeth Pritchard, will construct and sign the above resolution.

**Motion: # BOD-2010-07: Waiver of Affiliation Contribution**

Motion: that the following be adopted by the Board of Directors.

The Affiliation Contribution on the money returned to the State Chapters by the KPMI Foundation as the 10% “tithe” on contributions received from the States for the purchase of a building is hereby waived.

Waiver of Affiliation Contribution

**Motion passed January 18, 2011**

**Motion: #BOD-2010-08: Calculation of the Affiliation Contribution**

**Motion:** that the following be adopted by the Board of Directors.

Amend the Financial Policies and Practices Manual as follows:

1. Add to the list of Exhibits in the Table of Contents:

H. Affiliation Contribution Calculation

2. Add Attachment A as Exhibit H.

Calculation of the Affiliation Contribution

**Motion passed January 18, 2011**

**FINANCIAL REPORTING**

Resolved, that a National Representative duly elected by a district (State) is qualified to vote at National Business Meetings provided that all required financial reports have been filed by that district (State) within sixty (60) days following the close of the preceding quarter.

Louisiana contested their vote revocation and made a motion for a one-time exception.

*Adopted by the Board of Directors: 8/8/2008*

*Ex Committee: 5/25/04* (Footnote: For a National Representative to vote at the winter conference the state’s treasurer must have sent the National Office (1) a third quarter P&L

statement (2) a third quarter Balance Sheet, and (3) a check for the third quarter affiliation fees on or before November 30<sup>th</sup>. For the summer board meeting the 60 day date would be May 30<sup>th</sup>).

All states move to either QuickBooks or Quicken so that all states will be using common software by January 1, 2003 and have a State Treasurer for each state.

***Adopted by the Kairos Board: 7/26/02***

To assure compliance with IRS requirements and state chapter agreements, the National Board mandates state committees bring all Advisory Councils into compliance with National's financial and other reporting requirements by:

- a. Requiring the signature of the state treasurer on all bank accounts within the state. If two signatures are required on accounts, any state officer's signature could also be used;
- b. Decertifying Advisory Councils that fail to submit and comply with financial and other reporting requirements to the state treasurer and state committee (States should work with Advisory Councils to get them to compliance, if they still do not comply, then they have the right to decertify);
- c. Requiring the state treasurer to take over financial operations of the Advisory Councils (if the advisory council is not in compliance);
- d. Requiring the state committee to take over the other functions of the Advisory Council.

***Adopted by the Kairos Board: 8/1/03***

Thirty days before each board meeting, the Executive Director will report to the Board states which were not in compliance with the Board's reporting requirements for the financial quarter preceding the quarter of the Board's meeting (i.e., first quarter for the July/August meeting and third quarter for the January/February meeting.)

***Adopted by the Kairos Board: 8/1/03***

If the Executive Director goes 15% over the total budgeted expenses, he must notify the Finance Committee.

***Adopted by the Kairos Board: 2/15/03***

That the Kairos International Board require the State Chapter Committees and Advisory Councils to adhere to the fiscal procedures as presented on pages 81-88 of the 2003 Organizational Manual. Any exceptions may only be granted by the Kairos Executive Director.

***Adopted by the Kairos Board: 7/29/04***

Finance Committee - To adopt the proposed Structure and Responsibilities for the Kairos Prison Ministry International, Inc. Financial Accounting System.

***Adopted by the Kairos Board: 8/4/05***

In order to prepare Kairos Prison Ministry International for future growth opportunities it is important for the ministry to have an annual audit of the financial records on a ministry wide basis. To help prepare the ministry for the audit, and build consistency and accountability

into the financial record keeping at the state level, a motion is hereby made to adopt the document titled, Ministry Financial Policies and Practices, dated 1/20/06.

***Adopted by the Kairos Board: 1/28/06***

Amend the word “Kairos” to “Treasurer” (page 3, under Financial Secretary, section e.)

***Adopted by the Kairos Board: 7/27/06***

Accept the presented State Chapter Agreement with the above amendment.

***Adopted by the Kairos Board: 7/27/06***

## **FOUNDATION**

**Motion: To amend the KPMI Foundation by-laws to provide a change in Article IV Section (1) second sentence to read:**

"Except with respect to the Executive Director, the Treasurer and the Foundation Board Chairperson, corporate officers shall be elected by the affirmative vote of a majority of the board of directors at the annual meeting of the board and shall hold office for a term of one (1) year and until their successors are elected and qualified, unless sooner removed by the board of directors."

This amendment is applicable to the By –Laws of the KPMI Foundation.

***Adopted by the Kairos Board: 1/26/08***

**Motion #10-02-02 Kairos Foundation Board Member**

John Thompson nominated Denny Fryman as the first member of the Foundation Board. Chuck Pollak seconded the motion.

***Motion for Denny Fryman to be a member of the Foundation Board was unanimously approved. Passed by the Board February 13, 2010***

**Motion # 10-10-1 Authority for Advisory Councils, Area Committees or State Chapter Committees to donate to the KPMI Foundation Project Goliath**

**Motion:** that the following be adopted by the Board of Directors:

“The KPMI Board of Directors authorizes the Advisory Councils, Area Committees and State Chapter Committees to contribute to the KPMI Foundation Project Goliath for the purpose of purchasing a building for the KPMI Headquarters staff, and that such donations may be accepted retroactive to the beginning of Project Goliath, which was September 1, 2010.”

Authority for Advisory Councils, Area Committees or State Chapter Committees to donate to the KPMI Foundation Project Goliath

***Motion passed by the Board of Directors October 22, 2010***

## **GENDER**

Excepting Torch, and Kairos Outside presentations, all Kairos volunteers going inside institutions for Kairos activities (except closing ceremonies) must be of the same gender as the residents served by said activity, with an exception for clergy with prior written approval of the Executive Director.

*Adopted by the Kairos Board: 1/28/06*

## **GRANTS & ENDOWMENTS**

The Executive Committee should review any and all grants and endowments in excess of \$ 10,000 to make certain that the terms and conditions related to such grants or endowments are in line with the overall objectives of Kairos.

*Adopted by the Kairos Board: 2/3/90*

Approved the Executive Director to work with the 4M Foundation to help expand the Kairos Prison Ministry using their proposed 50/5 plan.

*Adopted by the Ex Committee: 2005*

**Motion:** That the Gift Acceptance Policy be approved and implemented.

Effort has been made over the past several years to encourage people with a heart for the Kairos Prison Ministry to include KPMI in their will. There has also been effort to increase the level of giving by individual donors. And lastly, a supporting Foundation has been established to raise money for the ministry. All of these factors dictate the establishment of a specific policy relating to the types of gifts KPMI will accept and the conditions under which they will be accepted.

*Adopted by the Executive Committee: 1/20/09*

## **GROUPING PRAYER**

The Holy Spirit Prayer, or prayer of other choice, may be used to introduce talks or on other appropriate occasions, provided that only the Kairos Community prayer be used for grouping.

*Adopted by the Kairos Board: 7/12/93*

## **HORIZON COMMUNITIES**

Resolved, that a corporation be formed to do Horizon ministry, the corporation be a subsidiary of Kairos, Inc., if possible;

That Kairos, Inc. supports the formation of this corporation, the development of its ministry and supports its growth through our continuing ministry.

*Adopted by the Kairos Board: 2/3/00*

That both Kairos and Horizon be encouraged to retain their distinctive identities and objectives, and cooperate where feasible in the good judgment of the Kairos Board. However, in the best interests of the Kairos ministry, Horizon should not be confused with Kairos, and Horizon should immediately and permanently eliminate Kairos from Horizon's name. The board invests authority in the Kairos executive director to follow through on this directive.

*Adopted by the Kairos Board: 7/29/04*

## **INTERDENOMINATIONAL MINISTRY**

Policy Statement on Interdenominational Christian Ministry

*Adopted by the Ex Committee: 3/16/04*

### **#09-06-16 Approved Updated Ecumenical Policy**

#### **Policy Statement on Interdenominational Christian Ministry**

The Kairos Prison Ministry International, Inc. Board of Directors directs all Kairos Inside, Kairos Torch, and Kairos Outside Leaders to provide copies of this policy statement to all team participants prior to participating in a Kairos Inside, Kairos Torch, or Kairos Outside Weekend. Each Kairos Leader should have, and read, the applicable program manual prior to the Kairos Weekend.

It is imperative each team member understands the importance of Kairos as a ministry of the church - a Ministry of the apostle whom Jesus, the Christ has called into community, and sent forth into the environment of the correctional institution and the lives of their relatives and friends. Kairos Prison Ministry is an interdenominational Christian ministry. Kairos is a ministry of persons drawn from a broad range of Christian churches.

It is vital to ensure the ecumenical nature of the Kairos ministry is upheld, and this requires not only that team members come from a variety of denominations, but also that ALL who participate refrain from activities that are practiced by their particular denomination while serving as a Kairos volunteer. Kairos Prison Ministry International is not non-denominational; we are ecumenical.

Kairos Prison Ministry International presents only broad-based, mainstream Christian teachings which we as Christians hold as ‘common ground.’ These teachings are built primarily around Christ’s unconditional love. We all recognize our limitations, acknowledging that with God’s help we can make a difference. We as Kairos volunteers present Christ’s love, understanding, forgiveness and acceptance. We avoid putting down the theological concepts or practices of others, and say everything in the love of Christ. Kairos does not present a Bible study or try to be a final authority on Christian doctrine. As volunteers, Jesus Christ has transformed our lives, and we seek with a servant’s heart to share our experience and faith with inmates and those who come into contact with them. Clergy and lay persons who participate in Kairos must be willing to support and uphold the ecumenical nature of this ministry. In so doing, it is also imperative we do not teach (in our words, writings or actions) against the beliefs or demean any Christian denomination.

There are certain religious practices that are not followed by all denominations or that vary from one denomination to the others, such as baptism, Holy Communion, reciting the rosary, etc. In all cases where participants ask about such practices, they should be encouraged to discuss the matter with the chaplain of their institution or with their own personal priest or minister.

We all are called to lay down private agendas, to die to ourselves, and to serve with all our hearts and minds. *“And now I give you a new commandment; love one another. As I have loved you, so you must love one another. If you have love for one another, then everyone will know you are my disciples.”* (John 13:34-35)

***Originally approved by the Kairos Prison Ministry Executive Committee on 3/16/04.***

***Update approved by KPMI Board Executive Committee on 6/16/09.***

## **INTERNATIONAL**

### **The Pilot Program in the UK**

After discussion, the Committee expressed support for conceptually accepting a 2-year pilot for the purpose of promoting three goals consistent with Kairos policy:

- Building a new Kairos community
- Moving to single gender Kairos programs
- Moving to maximum security institutions

Committee consensus was that specific criteria should be established at this time that will be used for evaluating the program following the 2-year pilot. And, that John Thompson and Steve Gabriel (Long Range Planning Committee) should be involved in developing the evaluation criteria.

Executive Committee that the Committee is generally inclined to support approval of the 2-year pilot, but emphasizing the need for the approval document to clarify the Board's intent that all Kairos activities move toward conforming to policy governing gender limitations.

*Adopted by the Ex Committee: 2/21/06*

**Procedures for International Board Motions:** All motions or potential motions intended for the Kairos International Board must adhere to the committee system work flow communication process adopted by the board on May 7, 2005. A motion may not be brought directly to the Kairos board of directors by anyone other than the committee chairperson to whom the issue has been assigned. In the event of an absence or disability of the committee chairperson the chairperson or the board president may designate another committee member to present the motion. Exceptions to this policy may only be granted by the board president. This motion does not apply to executive committee meetings. If the board president is absent or disabled he/she or the executive committee may delegate that responsibility to a board vice president.

*Passed by the Executive Committee: 6/20/06*

### **Los Hermanos Project**

The international ministry is coming to life. The Los Hermanos Project is a concept coming from our international board representatives during this year's summer conference. Several contributions have recently been made to specific new Kairos ministries.

The emerging concept is for there to be opportunities for specific advisory councils to link up in support of specific mission projects. The councils would do fund raising in support of their chosen mission project.

Presently Kairos has no financial guidelines to assist in managing such projects. The International Committee is working on a process to develop a document designed to provide financial structure for accomplishing these council supported mission projects on a controlled basis. Once completed and approved, this document may be provided to the state committees for use by their advisory councils or churches.

*Adopted by the Executive Committee: 10/17/06*

### **International New Start Guidelines**

Related to Los Hermanos Project above, an International Start-up Committee has been put in

place. This start-up committee is preparing new guidelines. These guidelines are being developed to provide a step-by-step process using a bullet format. It will provide guidance regarding roles and responsibilities of persons designated to work with the international office, and what should be included in the budget of a proposed Kairos ministry in a new country.

That the approach being used in the development of the International New Start Guidelines put in place and will be subject to some additional fine tuning.

***Adopted by the Executive Committee: 10/17/06***

**Guidelines for the Start-Up** of the Kairos Prison Ministry in a New Country as edited and modified.

***Adopted by the Executive Committee: 11/18/06***

### **#09-05-01 Interim Policy on International Affiliate Self-Sufficiency**

International expansion of Kairos is a major goal of the ministry. The following are ministry budgeting guidelines for the KPMI Office and International Affiliates who request start-up support.

For new International Affiliates, KPMI will consider funding start-up costs, if requested. Reasonable cost limits will be agreed upon with the Executive Director, who manages start-up support funds as part of his overall fiscal authority for managing the ministry. The International Start-up Committee provides Board oversight.

The following are expectations for financial self-sufficiency:

First year	Provide up to 100 percent of the costs.
Second year	Provide up to 100 percent of the costs.
Third year	Provide up to 66.6 percent of the second year funding.
Fourth year	Provide up to 33.3 percent of the second year funding.
Fifth year	Expect self-sufficiency.

Funding may be obtained through the KPMI Office budget, the Los Hermanos program, grants from foundations including the KPMI Foundation, or targeted donations from churches or community groups. This interim policy is in effect until December 31, 2009 or until a permanent policy is enacted.”

***Motion approved by Executive Committee at May 19, 2009 teleconference.***

## **KAIROS INSIDE**

The Program Review Committee requests the board to accept the revised manual as the authorized program manual for adult inside Kairos.

***Adopted by the Executive Committee: 5/7/05***

### **Texas “Jail” pilot**

The full Kairos Inside program may be made a permanent program in the Texas State Jail system provided its focus is a prison-entry program where approximately 90% of the candidates are those who will be entering the prison system. This ratio must be maintained and documented weekend-by-weekend.

***Adopted by the Ex Committee: 2/21/06***

Monthly Reunions: The Kairos inside monthly reunion is a gathering of the institution's resident prayer and share groups with Kairos volunteers for the building up and support of the residents' Christian community.

Under Kairos Prison Ministry policy inside monthly reunions are open to all residents who have completed a Kairos short course (weekend), and to their guests within the institution, if permitted by the institution.

It is our desire to be inclusive of Kairos graduates and their guests within the institution, but some reasonable care should be taken so that the guests do not out number the Kairos graduates.

*Adopted by Kairos Executive Committee: 3/21/06*

**Variance for Kairos Inside Program at Wende CF (New York)**

**Motion:** The variance to the Kairos Inside program schedule proposed for use by the Wende Correctional Facility Advisory Council (two weekends per year held on Friday through Sunday and no retreats) is approved. The variance will be reviewed in six months in hopes that improved fiscal conditions in the New York prison system will allow a return to the standard program schedule. In addition, the Wende CF Advisory Council must re-visit the schedule with the prison administration every six months to seek a return to the standard program schedule.

*Adopted by Kairos Executive Committee: 12/16/08*

**09-02-01 Variance for Oklahoma State Chapter – Kairos Inside program Requirement for Attending Retreats (#09-02-01)**

Motion: the following variance is approved for the Kairos Inside program in Oklahoma; those who have not attended a KI Weekend, but have participated in monthly reunions are permitted to attend two-day retreats. Every effort should be made to include these individuals on one of the next two KI Weekends offered. No new non-Kairos graduates should be allowed to attend two-day retreats.”\*

\*It was noted that other states with this same dilemma will also have to submit a motion at the 2009 summer conference for a variance for their state.

*Adopted by the Kairos Board of Directors: 2/7/09*

**Motion #10-07-01 Approval of the Revised Kairos Inside Manual**

**\*The Board of Directors of Kairos Prison Ministry International, Inc. gives its unqualified endorsement of the revised Kairos Inside program manual.**

Approval of Revised Kairos Inside Manual

***The motion carried 13 to 1. Passed by the Board July 29, 2010***

\*John Thompson offered to send a copy of the manual out to the Board for their perusal, once the edits are made but prior to sending out to the Ad Councils.

**KAIROS OUTSIDE**

It was agreed that a volunteer workshop, provided by national, be required for Kairos Outside, just as it is for Kairos. [No record of such a requirement for Kairos volunteers has been found in the materials provided. Is it in the manual?]

***Adopted by the Executive Committee: 5/8/95***

That Kairos Outside is allowed to expand its mission to include women ex-offenders; and that two (2) pilot programs are approved.

***Adopted by the Kairos Board: 8/1/01***

Beginning February 1, 2005, the Kairos Outside Inside program be formally adopted as an additional alternative to the traditional KO Weekend subject to all KO communities adhering to the program content as outlined in the most current Kairos Outside Weekend Manual.

***Adopted by the Executive Committee: 5/7/05***

### **Kairos Outside Pilot Program – Walking in Love Service**

That effective December 1, 2006, the Walking in Love service be adopted as a permanent program alternative for outside community involvement / support.

***Adopted by the Executive Committee: 11/18/06***

### **Walking in Love” KO Activity (#09-02-03)**

Motion: The Board approves the Walking in Love service as a permanent program alternative for the Kairos Outside program. The Walking in Love service must be conducted using the guidelines.

***Adopted by the Kairos Board of Directors: 2/7/09***

That beginning January 1, 2006, Appendix A, ByLaws Article VII, Section 3b (Membership) on page 63 of the 2003 Organizational Manual be amended to include:

1. "The Kairos Outside Community shall have a voting membership consisting of one (1) vote per U.S. state and one (1) vote per country where same has an active Kairos Outside community (active defined as having held their first weekend.)
2. In U.S. States with more than one active community, that state's Kairos Outside Area Committee shall hold the vote. However, where no such community exists, the Kairos Outside International Committee Chairperson may appoint one voting member by rotating between the active communities until such time as that Kairos Outside Area Committee is formed.
3. Voting members must be present during all Committee discussions. Proxy voting is not permitted.
4. It is preferred the voting member be the local Advisory Council or Area Committee Chairperson, but that Chairperson may delegate the responsibility to vote to an active member of their Council or Committee. Notification of the later must be communicated in writing by the local Advisory Council or Area Committee Chairperson to the Kairos Outside International Committee Chairperson not later than 30 days prior to the Winter and Summer conferences. Where timely notification is not received, the given U.S. State or Country shall have no vote."

***Adopted by the Kairos Board: 1/28/06***

## **LEGAL STRUCTURE - REGION / DISTRICT / CHAPTER**

Any new District in the United States shall first register Kairos, Inc. as a foreign corporation to business in the state, and can then form a District Committee and proceed with any Kairos ministry.

***Adopted by the Kairos Board: 2/4/99***

Resolved, that the formula used to establish a Region's Board representation be determined by dividing the number of advisory councils in the region by the total number of advisory councils in the United States, to determine the Region's percentage, and then determine the number of Voting Board Members from the following table:

Up to 6% - 1 Voting Board Member  
More than 6% to 15% - 2 Voting Board Members  
More than 15% to 30% - 3 Voting Board Members  
More than 30 % - 4 Voting Board Members

***Adopted by the Kairos Board: 2/3/00 (see also Board of Directors Minutes, 7/26/02 for change.)***

One legal structure which would be Kairos Inc., with one tax number and one Board that would act as an overseer for the administration of the legal requirements in each of the states that has a Kairos ministry.

***Adopted by the Kairos Board: 7/26/02***

As per the by-law change of 7/26/02, each state and each country will have one vote at the Kairos International board meeting.

***Adopted by the Kairos Executive Committee: 2/15/03***

## **MINISTRY FINANCIAL POLICIES AND PRACTICES MANUAL**

The State Chapter Committee financial policies found at pages 81-88 of the 2003 Organizational Manual have been superseded by the Ministry Financial Policies and Practices Manual adopted at our 2006 Winter Conference.

***Adopted by the Executive Committee: 4/18/06***

Motion: Revise Paragraph II.0.2 of the KPMI Ministry Financial Policies and Practices Manual to read as follows:

Large non-consumable items such as trailers or computer systems that cost less than \$5000 will be expensed at the time of purchase. Items that cost \$5000 or more, and remain under the control of the organizational element purchasing them, will be carried on the State Chapter (or area in Model 3 states) Balance Sheet as a "Fixed Asset". Items of any cost that are purchased and donated to a prison will be considered to have become the property of the prison and will be expensed at the time of purchase. This change is retroactive to January 1, 2008.

***Adopted by the Kairos Board: 10/14/08***

**Motion: BOD-2010-04 Amendment to Sections II.D and II.E of the Financial Policies and Practices Manual**

Motion: that Sections II.D and II.E of the Financial Policies and Practices Manual be amended to read as follows:

D. All Organizational Financial Secretaries will submit required Financial Reports in a timely manner.

1. The State Financial Secretary will submit a quarterly Balance Sheet, Profit & Loss Statement and the QuickBooks Backup or Company File to the International Office within 60 days of the end of the quarter. For the State Representative(s) to the International Council to be in good standing for voting purposes, the financial reports must be submitted no later than 60 days after the end of the quarter. Timely submission of first quarter reports determines good standing for the Summer International Council Meeting. Timely submission of third quarter financial reports determines good standing for the Winter International Council Meeting

2. The Financial Secretary of the Advisory Councils and Area Committees with bank accounts will submit a quarterly Balance Sheet and Profit & Loss Statement to the appropriate higher authority (State Chapter Committee or Area Committee Financial Secretary) within 30 days, but no later than 45 days, of the end of the quarter. Those Advisory Councils or Area Committees that fail to submit financial reports within 90 days of the end of the quarter will be subject to suspension until the appropriate remedy is affected. Those Advisory Councils or Area Committees that fail to submit financial reports within 90 days of the end of the quarter two quarters in a row will be subject to decertification.

3. Every effort will be made to love the offending organizational elements into compliance. When these efforts fail, the monetary assets of the organizational element will revert to the State Chapter Committee Treasurer and the State Chapter Committee will assume control of all other functions of the decertified organizational element until a new Area Committee or Advisory Council can be formed.

E. All Organizational Elements will submit International and State Affiliation Fees and Audit Fees in a timely manner.

1. The State Financial Secretary will submit affiliation fees quarterly to the International Office within 60 days of the end of the quarter. For the State Representative(s) to the International Council to be in good standing for voting purposes, the affiliation fees must be submitted no later than 60 days after the end of the quarter. Timely submission of first quarter fees determines good standing for the Summer International Council Meeting. Timely submission of third quarter fees determines good standing for the Winter International Council Meeting

2. Advisory Councils and Area Committees with bank accounts will submit International and State affiliation fees to the appropriate higher authority within 30 days, but no later than 45 days, of the end of the quarter. Those Advisory Councils or Area Committees that fail to submit fees within 90 days of the end of the quarter will be subject to suspension until the appropriate remedy is affected. Those Advisory Councils or Area Committees that fail to submit fees within 90 days of the end of the quarter two quarters in a row will be subject to decertification.

3. Every effort will be made to love the offending organizational element into compliance. When these efforts fail, the monetary assets of the organizational will revert to the State Chapter Committee Treasurer and the State Chapter Committee will assume control of all other functions of the decertified organizational element until a new Area Committee or Advisory Council can be formed.

4. Audit fees of \$60.00 per weekend conducted in a state are due and payable on a quarterly basis, in the same time frame as the Affiliation Fees outlined in paragraphs 2 and 3 above. These fees may be changed from time to time and are in direct support for the cost of having an audit performed on the entire ministry on an annual basis.

Amendment to Sections II.D and II.E of the Financial Policies and Practices Manual

*Motion approved December 21, 2010*

## **MINISTRY PROPERTY**

The Executive Director of the Corporation, and such other officers as the Executive Director may authorize, is hereby authorized and directed to take any and all action and execute any and all documents necessary to market and sell that certain real property owned by the Corporation located at 713 Allamanda Drive, Indian Lake Estates Unit 5, PB 39, Pg 31, Blk 209, Lot 7 in Polk County (the "Property"). In connection with such activity, the Executive Director, and his designee, is authorized to set sales prices, retain real estate agents, accept offers, execute closing documents, consummate a closing of the sale of the Property, and take any and all other actions generally related to the marketing and sale of real property, all on such terms and conditions as the Executive Director believes to be reasonable, in his discretion.

*Adopted by the Executive Committee: 8/15/06*

### **Motion #10-05-01: Purchase of KPMI Office Building**

**Motion:** To authorize the KPMI Executive Director to make an offer for up to, but not to exceed \$825,000 to purchase the office building located at 406 Lake Howell Rd., Casselberry, FL. The offer to be contingent on the normal real estate inspections and customs of the Orlando area including a contingency giving KPMI 60-90 days to raise the necessary down payment and additional funds of at least \$400,000, and the appropriate financing. The KPMI Executive Director is authorized to offer up to \$10,000 earnest money if necessary. If the financial contingencies are met, the KPMI Executive Director is authorized to execute on behalf of KPMI the necessary contractual documentation to finalize the purchase.

Purchase of KPMI Office Building

*Motion passed at the May 18, 2010 Board Teleconference*

## **MISSION STATEMENT**

**Motion: BOD-2011-03 Revised KPMI Mission Statement** that the revised KPMI Mission Statement be adopted by the Board of Directors:

The mission of the Kairos Prison Ministry is to share the transforming love and forgiveness of Jesus Christ to impact the hearts and lives of incarcerated men, women and youth, as well as their families, to become loving and productive citizens of their communities.

*Approved June 28, 2011*

## **MUSIC & SONGBOOKS**

No song or songbook be used in the Kairos ministry or bear the Kairos logo unless that music be: (a) in the public domain (b) purchased at retail (c) have the consent of use from the copyright holder.

***Adopted by the Kairos Board: 2/7/87***

All songs to be used in Kairos will abide by all copyright laws.

***Adopted by the Kairos Board: 8/10/89***

Forty five days from this date, after each state board has reviewed the attached list of songs and had the opportunity to submit for consideration of inclusion NO MORE THAN FIVE additional songs with composer and publisher noted, AND provided an estimate of the number of songbooks needed by that state over the next three years, the Kairos Prison Ministry Music Committee shall provide the list to an acceptable publisher to initiate the production of a Kairos Songbook 2005. That songbook shall be commercially available to this ministry and this ministry shall bear no responsibility for the licensing and copyright compliance for the songs included therein. No response from any state will signify the acceptance of the song list as printed.

***Adopted by the Kairos Board: 7/29/04***

#### **NAME & TRADEMARK (LOGO)**

Approval of the use of the Kairos logo on items used in fundraising, but only if all profit goes to the ministry.

***Adopted by the Kairos Board: 2/6/88***

Kairos ought never endorse, finance, or lend the Kairos name to any related facility or outside enterprise, lest problems of money, property and prestige divert us from our primary purpose.

***Adopted by the Kairos Board: 2/15/86***

Each state advisory council can use the Kairos trademark provided the state has an annual trademark policy agreement signed and returned to the National Office. Each state must advise the National Office of any unauthorized use of the Kairos trademark. The trademark policy is to be established and maintained by the National Board.

***Adopted by the Kairos Board: 7/26/02***

#### **ORGANIZATIONAL COMMITTEE**

To adopt the State Chapter Operating Procedures

***Adopted by the Executive Committee: 5/7/05***

State Chapter Committee Operating Procedures, originally adopted by the Board at the winter 2005 board meeting, be amended by adding text set forth in red and deleting text marked strikethrough.

***Adopted by the Kairos Board: 1/28/06***

The organizational committee moves that Article IV of the Kairos State Chapter Operating

Procedures (SCOP) to add a section 13 providing for a state program committee as an additional standing committee.

***Adopted by the Kairos Board: 7/27/06***

**Motion: The following changes in the language in SCCOP are approved.**

1. Add the “Financial Secretary” to the list of officers in Article IV, Section 1.
2. Revise the penultimate sentence in Article IV, Section 1 to read, “The Office of Treasurer may be held by the Vice-Chairperson or Secretary Office.
3. Revise the third sentence in Article IV, Section 5 to read, “If the source is other than a 3-Day Weekend Team or Fund Raising Event (e.g. mailed in donation), sends a completed Receipt Log along with the deposit slip and deposit receipt to the Financial Secretary.”
4. Delete the fourth, fifth and sixth sentences and the parenthetical Note from Article IV, Section 5.
5. Delete the last sentence in Article IV, Section 6.
6. Add the following sentences to the end of Article IV, Section 6, “Sends an IRS acceptable acknowledgement letter for all donations that are received, except those received by an Advisory Council for a 3-Day Weekend or Fund Raising event. This letter must contain the phrase, “We acknowledge that no goods or services were rendered in exchange for this donation.” (Note: Another person could perform this activity at the direction of the Financial Secretary.)”
7. Change “Treasurer” to “Financial Secretary” in Article VII, Section 3, item F.
8. Change the address in Article I to 6903 University Blvd, Winter Park FL 32792.

***Adopted by the Kairos Board: 1/26/08***

**Motion to Modify State Chapter Committee Operating Procedure.** The motion changed paragraph 3.F of Article VII to read: “All reports are due at the office of Kairos Prison Ministry International, Inc. by the date specified in the Financial Policies and Procedures.” Motion from the Finance Committee to amend the SCCOP. This revision removed a conflict between SCCOP and the Financial Policies document.

***Adopted by the Kairos Executive Committee: 8/19/08***

**Motion:** That the requirement of the State Chapter Committee Operating Procedures (SCCOP), Article IV, Section 8, which states in part that International Board Representatives must have served as state chapter committee members for at least one (1) year be modified as follows:

"The Chairperson and at least one (1) International Council Representative must, except for new state chapter committees, have served as state chapter committee members for at least one (1) year before the election occurs. Where a state is entitled to two (2) or more representatives to the International Council, the additional representatives need not have served on the state committee."

***Adopted by the Kairos Executive Committee: 8/30/09***

**Advisory Council Operating Procedures:**

The **Advisory Council Operating Procedures** be adopted by the Board of Kairos Prison Ministry International, Inc., superseding all conflicting policies, effective immediately.

Amend the title of Advisory Council Operating Procedures to include "and Area Committee."

Limit existing ACOP document to Kairos Inside only and begin a process of drafting a supplemental document for Kairos Outside and Kairos Torch, or make changes to the existing ACOP document.

***Adopted by the Kairos Board: 1/28/06***

That the Kairos International board adopt the attached Advisory Council Operating Procedures, revised December 18, 2006, to be the advisory council operating procedures applicable to all ministry programs (and superseding all conflicting policies), effective immediately.

***Adopted by the Board of Directors, 2/3/07***

## **ORGANIZATIONAL STRUCTURE**

Review of the KPMI Board actions from the August 6-7, 2008 workshop on Organization Structure Assessment:

(1) Action: document and disseminate the results of the balloting on organization options. Assigned to: staff. Due date: August 17, 2008.

(2a) Action: Expand Ad Hoc Committee on Organization Structure to include participants from all programs and an international affiliate. Assigned to: Committee Chair (Bill Young). Due date: August 30, 2008.

(2b) Action: Prepare new charter for Ad Hoc Committee. Assigned to: Board President (Steve Gabriel). Due date: August 30, 2008.

(3) Action: Prepare a draft Organization Structure Transition Plan for Board consideration. The proposed structure is to be based on Option #4. A guiding principle is that the Board of Directors will be accountable to the Convention of Delegates. Plan to define new Board/Convention of Delegates size and responsibilities, election process and representation details. Committee to be assisted by BoardSource consultant. Assigned to: Ad Hoc Committee (Bill Young, Chair). Due date: December 30, 2008 with progress report in October.

(4) Action: Continue pursuing improvements in Board and Committee processes and procedures. Assigned to: Board President (Steve Gabriel). Due date: Fall, 2008.

Motion made by Steve Gabriel and was seconded by David Miner to move forward with the work on the Organization Structure based on this "way ahead." The floor then opened for discussion.

***Adopted by the Kairos Board: 8/06/08***

**#09-07-06 Amend By-Laws for New Organization Structure**

That the following be approved: “The attached Amended and Restated Kairos Prison Ministry International, Inc. By-Laws are adopted. The By-Laws are effective as of the Winter 2010 Board meeting.”

*Motion passed Summer Conference Board Meeting, July 30, 2009*

**Motion: BOD-2010-02 Operational Line of Authority**

Motion: That the following directive be adopted.

“The Executive Director, as Chief Executive of the corporation, is responsible for operations of the ministry.

To carry out his operational responsibilities, the Executive Director is granted the authority to make decisions, pursue goals, issue directives, and allocate resources to ensure ministry operations objectives are achieved. This authority includes oversight and supervision of the State Chapters, which are the operating units of the ministry.

The Executive Director is also accountable to the Board of Directors for the actions and performance of the State Chapters, including compliance with ministry administrative and program policies and guidance. The chain of command runs from the Board of Directors to the Executive Director to the State Chapters to Advisory Councils. For checks and balances, State Chapter representatives form the majority of the International Council which selects the members of the Board of Directors.

The lines of communications directly link the Executive Director and State Chapters -- direct, frequent and open communications are encouraged. The Executive Director is assigned disciplinary powers stated in the By-Laws and Organization Manual. The Executive Director may direct reports on operational activities and compliance from State Chapters as needed.

The Executive Director may gather information on State Chapter operations through personal visits, staff visits, inputs from the IC Program Evaluation Committee, and self-assessments by the State Chapters as deemed appropriate by the Executive Director.

The relationships described in this Operational Line Authority apply to all ministry elements as part of the State Chapter Agreement. This directive does not apply to International Affiliates.”

Operational Line of Authority

*Motion approved November 16, 2010*

**Motion : BOD-2010-06 Operational Line of Authority Revision**

**Motion:** That the second sentence of the second paragraph of Motion BOD 2010-02 be changed to read as follows:

“The chain of command runs from the Board of Directors to the Executive Director to the State Chapters to Area Committees (where used) to Advisory Councils.”

Operational Line of Authority Revision

*Motion approved December 21, 2010*

**PHOTOGRAPHY**

On several occasions interested persons from the news media, film industry or otherwise have requested to record, film or photograph Kairos live ministry programs in KI, KO or KT.

It has been a longstanding ministry practice to take a team/resident/guest photograph with institutional permission, and after obtaining a signed personal release from each resident/guest for the sole use by team and the residents/guests. These weekend photographs are considered Kairos property (as per the release obtained), and are not to be made available to media or other sources including donors without written permission in advance from the Kairos board or the Kairos executive director.

No Kairos volunteer, advisory council or State Chapter Committee has the authority to otherwise permit or conduct filming, recording or photographing of an actual live KI, KO, KT program including but not limited to weekends, reunions, retreats where residents, graduate residents or guests are present. This policy does not apply to informal gatherings of Kairos volunteers where none of our three programs are being presented. The policy can be accessed on the Kairos website under Kairos Policy.

***Adopted by the Executive Committee: 2/21/06***

To approve the proposed Photo Release Policy. (Approved by the Executive Committee, April 17, 2007.)

***Adopted by the Kairos Board: 2/3/07***

To accept the revised photography policy recommended by the Program Committee.

***Adopted by the Executive Committee: 4.17.07***

## **PROGRAM REVIEW COMMITTEE**

Beginning January 1, 2006, all new ministry start-ups in Kairos, Kairos Torch and Kairos Outside will include minority representation.

***Adopted by the Kairos Board: 8/4/05***

Ministry/Program Variances

***Passed by the Kairos Executive Committee: 4/26/06***

Motion: To change “Observing Leader” to “Advising Leader” in the following three places in the Kairos Inside Excellence Initiative:

[p. 2] In the boxed diagram under “<<3a>>”

[p. 2] In the third line and fifth line up from the bottom

Rationale: This was the original intent of the document.

***Adopted by the Board of Directors, 5/7/08***

## **RECTOR TRAINING**

All individuals serving as rectors of all Kairos sponsored weekends will be required to attend a Rector Training Seminar. Only those excused by the Kairos Executive Director will be exempt from the requirement. This policy will go into effect December 31, 1997.

***Adopted by the Kairos Board: 7/17/96***

## RESOURCE DEVELOPMENT

Reaffirm the fact that we commit ourselves personally to reach all members of Kairos throughout the world to recommit themselves personally in supporting the ministry financially. We would also encourage all of us to talk to our friends about supporting the ministry since this is the most effective means of raising money.

*Adopted by the Kairos Board: 7/26/02*

## STATEMENT OF FAITH

To adopt the **Statement of Faith**.

*Adopted by the Kairos Board: 1/28/06*

## STATE CHAPTER COMMITTEE OPERATING PROCEDURES

### **Motion : BOD-2010-05 Modify State Chapter Committee Operating Procedures**

Motion: That the following be adopted by the Board of Directors. “The changes proposed by the International Council Motions IC-2010-08 and IC-2010-09 to the State Chapter Committee Operating Procedures be incorporated into SCCOP and the revised SCCOP be posted on the KPMI website immediately by the Executive Director.”

Modify State Chapter Committee Operating Procedures

*Motion approved November 16, 2010*

### **Motion: BOD-2010-03 Delegation of Authority -- Administrative Changes to SCCOP and ACOP**

Motion: That the following directive be adopted.

“The Executive Director, as Chief Executive of the corporation, is responsible for carrying out the operational policies of the ministry. To improve the efficiency of ministry operations, the Executive Director is delegated the authority to make administrative and editorial changes to the State Chapter Committee Operating Procedure and the Advisory Council Operating Procedure. Policy changes will only be made by the Board of Directors.”

Delegation of Authority - Administrative Changes to SCCOP and ACOP

*Motion approved November 16, 2010*

### **Motion: BOD 2010-10 Modify SCCOP to Replace Observer Program with Mandatory Excellence Initiative**

“The Board of Directors of Kairos Prison Ministry International approves the following changes to the State Chapter Committee Operating Procedure.

- (1) Delete Article IV, Section 13, “Observer Program.”
- (2) Delete Article V, Section 3, “State Chapter Committee Representative Observers.”

(3) At the end of Article IV, Section 2 (“Chairperson”), add a new paragraph as follows: “The State Chapter Chairperson will ensure that the Excellence Initiative is implemented for each program weekend in accordance with KPMI Board policy defining the Excellence Initiative and the appropriate program manual. The Excellence Initiative (EI) procedure / checklists are objective, fair and balanced reporting systems that will provide feedback for Program Leadership and identify areas for improvement. (Note: The Evaluation/Assessment process in the EI Procedure section varies slightly between the programs. Refer to the appropriate EI procedure / checklists for clarification.)”

**Approved June 28, 2011**

## **SUMMER CONFERENCE**

The by-laws to be followed and that new business be allowed at summer conference.

***Adopted by the Kairos Board: 7/23/97***

Pennsylvania approved as the host state for the 2007 Summer Conference to be held July 3-7, 2007.

***Adopted by the Executive Committee: 2/21/06***

The executive committee recognizes that staff spouses may attend the ministry’s summer conference in the discretion of the executive director as they play a significant role in the marketing and development of the ministry.

***Adopted by the Executive Committee: 12/20/05***

### **#09-02-02 Location for the 2011 Summer Conference**

The Board approves the application of the New Hampshire State Chapter to host the 2011 Summer Conference at Rivier College in Nashua, New Hampshire.

***Passed: Winter Board Meeting, February 7, 2009***

## **TORCH**

That the restriction on starting Torch programs is lifted; That prior to initiating a Torch weekend in a new institution, leaders must attend a Torch Weekend designated by National; That training during team formation is to be led by a trainer designated by National; and, That an Observer designated by National is to attend #1 weekend.

***Adopted by the Kairos Board: 2/1/01***

Each active Kairos State having an active Kairos Torch ministry will have a representative from the Kairos Torch Advisory Council attend two yearly Kairos Torch Program Review Committee meetings that will run concurrently with the national Kairos Board meetings. In those states having more than one Kairos Torch ministry, a Kairos Torch representative will be sent from the State Committee. Each representative will be expected to attend the two national meetings and will have a voice on the national Kairos Torch Program Review Committee. The expense incurred by this representative will be borne by the Kairos Torch Advisory Council or the State Committee if applicable. The Kairos national Torch Program

Review Committee will be responsible for addressing all national Kairos Torch operational concerns and reporting back to the Board.

***Adopted by the Kairos Board: 2/7/02***

The Kairos Torch Program Review Committee representatives from each Kairos state form a national Kairos Torch Program Review Committee, which would meet at the same time as the national Kairos Board.

***Adopted by the Kairos Board: 2/7/02***

Correction to the motion (a): “an Observer designated by National is to attend #1 weekend” was replaced with “the trainer (of the two day training) will be the advising leader on the first weekend.”

***Adopted by the Kairos Board: 2/7/02***

That the Kairos Board adopt a ministry wide policy for Kairos Torch regarding the proper screening of volunteers seeking to work with youthful offenders. This process would include obtaining References, Authorizations and Consent Forms to do background checks on each volunteer:

(1) The Kairos National Office will request an authorized background screening service, to use the authorization form for a background check of the following items:

- A. Social Security and identity confirmation
- B. National criminal file
- C. Sexual offender search
- D. County criminal search
- E. Motor Vehicle Record (where available)

(2) The Advisory Council/State Committee is also required to obtain from each volunteer the following information:

- A. Letter of recommendation from the Volunteer’s pastor/minister
- B. Letter of recommendation from an employer or past employer
- C. Letter of recommendation from another responsible person
- D. Copy of person’s driver license, birth certificate or passport (any one of these)
- E. A signed volunteer application and authorization giving Kairos the authority/permission to obtain a copy, if any, of the volunteer’s arrest and/or criminal records;

(3) The Volunteer Select Authorization and Consent Form and the documents in (2) should be sent to the Kairos National Office so Kairos may obtain the required information to approve or deny the applicant. These materials should be accompanied with a check for \$25.00 made payable to Kairos Prison Ministry.

(4) The failure to provide any of the above requested information may result in a denial of that person’s application.

(5) This policy is effective August 1, 2004, however, previous and/or current Torch volunteers may continue in the ministry, but must comply with the above requirements on or before February 1, 2005.

All information provided to the Kairos Headquarters will be stored in a secured, locked file cabinet. Only authorized personnel will have authority to view information. Findings will

not be provided to any other organization except as required by State or Federal law. Kairos in its discretion may also require fingerprints or other follow up information.

***Adopted by the Kairos Board: 2/7/02***

That on the same gender between participants and students or students and our team members that there would be a 5 year age differential. If it's an opposite gender team member, then it needs to be a 10 year age differential in age, from the oldest possible participant. There would be an exception process that if there was less than the specified age differences that it would require the approval of all three leaders of the weekend, the team leader, observing leader and the advising leader. Once that approval was received, it would need to be approved by the state (Chair) and by national (Executive Director.)

***Adopted by the Kairos Board: 1/31/04***

Torch communities that do not have an on-going weekly or twice monthly mentoring programs should cease having Torch weekends by January 2006 or until the mentoring aspect of the ministry has been implemented.

***Adopted by the Executive Committee: 5/7/05***

To add language ( Father's Fracture ) to the Forgiveness talk on Kairos Torch weekends.

***Approved by the Kairos Board: 7/5/07***

**#09-07-02 Kairos Torch Program Modification - “Revised Father’s Forgiveness”**

That the following modification to the Kairos Torch Program Manual be approved  
“The Kairos Torch Program is amended to add the attached “Father’s Forgiveness” activity to page 136 after the first paragraph’s last sentence replacing the previous version.”

***Motion passed Summer Conference Board Meeting, July 30, 2009***

**#09-07-03 Kairos Torch Program Variation - “Peer-to-Peer Mentoring”**

That the following be approved:

“The Kairos Torch program variation for peer-to-peer mentoring is approved. Within 90 days, the Kairos Torch Sub-Committee and staff will prepare an addendum to the Kairos Torch Program Manual to document the policies and procedures for implementing this variation.”

***Motion passed Summer Conference Board Meeting, July 30, 2009***

## **TRAILER POLICY**

**Motion: Insurance on Kairos Trailers (Trailer Policy)**

It is the policy of the KPMI Board of Directors that proof of liability coverage of \$1 million which would protect KPMI, Inc. as additional insured in the event of an accident is required from all persons towing a Kairos trailer. Proof of liability insurance coverage of \$1 million must be maintained separately on the Kairos trailer in those States where coverage is required on the trailer should the trailer become detached from the towing vehicle.

Any additional premium costs to obtain the required insurance that are born by the owner of the towing vehicle is considered a reimbursable expense of the ministry. This cost is

calculated as the difference between the premium before the additional insurance and the premium after the additional insurance.

This policy is applicable to all Kairos State Chapters, Area Committees, Advisor Councils and volunteers.

This policy is effective immediately upon passage by the KPMI Board of Directors.

***Adopted by the Kairos Board: 1/26/08***

## **TRAINING**

The National Training Committee continue to develop national training on a regional basis.

***Adopted by the Kairos Board: 2/4/99***

## **TRAVEL**

That the executive director is authorized to approve at his/her discretion ministry travel which constitutes a bona fide business purpose for the ministry. The travel expenses must be reasonable and the ministry representative must have a significant role or involvement in the activities. Travel expenses which are consistent with IRS guidelines will be considered reasonable. Travel expenses should be within the board-approved budget or otherwise approved by the Kairos Prison Ministry's executive committee.

***Adopted by the Kairos Executive Committee 12/20/05***

## **URGENT COMMUNICATIONS POLICY**

In the event of a situation involving the public media or a Department of Corrections at the state level or the FBOP that may create a negative image of KPMI, it is the policy of KPMI that all communications must be referred to the Executive Director, his/her authorized spokesperson or the International Board President. Individual matters of a purely local level should be referred to the state chapter chairperson to handle or refer as the situation requires.

This Policy applies to all programs of the ministry, including but not limited to Kairos Inside, Kairos Outside and Kairos Torch in the United States. International Affiliates are urged to implement an appropriate policy for their country.

### **Implementation Procedure**

1. When an urgent or negative situation becomes of interest to the public media or a Department of Corrections at the State level or the FBOP the media representative or DOC professional should be directed to contact the Kairos Executive Director (ED) at the International Office in Winter Park, Fl – 407-629-4948.
2. The ED or the staff member assigned to handle media relations in the absence of the ED or the current International Board President are authorized to respond to such inquiries. This process will eliminate confusion and ensure accuracy and consistency of information.
3. It is important that staff or ministry volunteers provide the ED or in his/her absence the designated spokesperson or the International Board President with regular progress reports so all information is clear and accurate.

4. We will make our best effort to state the ministry's response clearly and directly rather than to answer "no comment". Volunteers should remember not to give "off the record comments". There is no such thing in today's media environment.
5. If we are unsure of an answer, it is our policy simply to advise the interviewer that we will get back to him/her ...and do so quickly!
6. We request that all volunteers always notify their State Chairperson and Kairos Executive Director of any urgent situation or sensitive public relations issue in your area before making a public statement.

***Passed by the Executive Committee 3/20/07.***

### **VENDOR AGREEMENT**

An agreement be prepared for us to use with private vendors that are providing Kairos marked products to Kairos volunteers like a licensing agreement to protect the use of the Kairos name.

***Adopted by the Kairos Board: 7/29/02***

### **VOLUNTEER (TEAM MEMBER) RECRUITING / QUALIFICATION**

That we make our volunteer team member qualification pilot programs permanent, but that states may use them with the permission of the executive director.

***Adopted by the Kairos Board: 1/24/97***

The Volunteer Qualification Program as presented [no record attached] and the Eighth Table Program are approved as qualifying programs for Kairos volunteers.

***Adopted by the Kairos Board: 2/4/99***

The Volunteer Recruitment Video for recruiting minority team members is approved as presented.

***Adopted by the Kairos Board: 2/4/99***

Beginning September 1, 2004 Kairos Inside and Kairos Outside Leaders after exhausting all other sources and training methods may invite up to twenty percent (20%) of their team from persons who do not have fourth day experience, but who do have the support and recommendation of their pastor/minister.

It is required that the advisory council or team leadership thoroughly discuss the contents of the Kairos Program and Kairos Organizational Manuals with the new non-fourth day volunteers to assist them in becoming Kairos team members, and requiring the team leader to assign an experienced volunteer to serve as a mentor using structured guidelines during the team formation and weekend process. This policy will be instituted as a two year pilot program with a report in one year.

***Adopted by the Kairos Board: 7/29/04***

The two-year pilot period is now ending and the Executive Committee needs to determine how it wishes to proceed with this issue. In preparation for the needed decision, 32 survey

forms were sent out to obtain feedback from those experienced in using the 20% rule. Of the 12 – 14 survey forms returned, all had reported positive experiences. Individual board members also spoke in positive terms about their experience with the 20% rule.

In consideration of this, the Committee noted its options which essentially were to: let the pilot expire, extend the pilot, or make the 20% rule permanent. After discussion, the committee passed the following: That the 20% rule authorization and requirements adopted as a 2-year pilot program in 2004 now be made permanent.

***Adopted by the Executive Committee: 6/20/06***

That effective September 1, 2004 Kairos volunteers except those persons selected by their advisory council to be future team leaders who serve on adult inside weekends where we present the three and one half day program (short course) should take at least one weekend off after they have served on three consecutive weekends at any one institution. This policy does not apply to Kairos Torch, Kairos Outside, monthly reunions or two day retreats.

***Adopted by the Kairos Board: 7/29/04***

An electronic presentation be produced explaining Kairos, including structure and order of authority and responsibility, subject to funding.

***Adopted by the Kairos Board: 7/29/04***

The Volunteer Committee be authorized to create a “Mentoring Handbook” similar to the existing “Freedom Guide”, available to all volunteers.

***Adopted by the Kairos Board: 7/29/04***

The Volunteer Committee be authorized to create and maintain Advisory Council Outreach Guidelines.

***Adopted by the Kairos Board: 7/29/04***

## **WRITTEN MATERIAL (PUBLICATIONS)**

All districts are required to use the written materials available through the National Office. These materials include Manuals, Freedom Guides, Grouping Cards, and songbooks. However, districts may use additional songbooks to provide institutional flexibility.

***Adopted by the Kairos Board: 7/17/96***

The mission statement be the second page of every Kairos Manual beginning with future printings.

***Adopted by the Kairos Board: 2/4/99***