

Kairos Prison Ministry International, Inc.

New Start Procedures for Starting a Kairos Ministry in a New Institution



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.

Effective

3/28/12

Guidelines for the Startup of a New Ministry **In a New Institution**

These are the guidelines for the startup of a new Kairos Inside or Kairos Torch ministry in an institution not previously served by a Kairos ministry.

Note: *If this is the first Kairos ministry starting within the State and there is no existing State Chapter Committee, these operating procedures do not apply and you must contact KPMI.*

A. Purpose: The mission of the KPMI is to bring Christ's love and forgiveness to all incarcerated individuals, their families, and those who work with them. This document provides standard guidelines for starting a Kairos ministry.

B. Assumption: A State New Starts Ad-Hoc Committee has been formed under the guidance of the State Chapter Committee for the purpose of guiding those individuals interested in establishing a new ministry.

C. Prerequisites: The Kairos ministry includes the following activities: grouping among the inmates, monthly reunions, retreats, and the Kairos weekend. In a potential new Kairos Torch ministry, due to the age and limited service time of youthful offenders, small faith groups are difficult and may be impractical to accomplish. The focus, especially when considering a new ministry, is often on the Kairos weekend itself. However, the two prerequisites for beginning a new ministry in a new institution are:

1. The formation of small faith groups among the inmates who have completed a weekend in another institution.
2. Reunions supported by volunteers from the Kairos 4th day community.

Until such time as both of these activities are in place, the State Chapter Committee will not approve scheduling a weekend. If, for some reason, there is no Kairos community inside the institution, then every effort will be made to schedule the first weekend. Note: It is assumed that grouping would not apply as a prerequisite to starting a Kairos Torch ministry in a new institution.

D. Process

1. Interest - Usually someone, (the institution Chaplain, Warden or someone from the community) expresses interest in having a Kairos weekend or retreat. Upon receipt of such request by the State Chapter Committee, they will pass the request to the New Starts Committee who will take on the responsibility of initiating the various activities required to implement the new ministry.

2. Recruiting - The New Starts Committee will recruit a Kairos individual, experienced in the particular ministry that is being started, to act as liaison with the institution in question.

3. Establish a New Starts Advisory Council - The New Starts Committee will authorize a New Starts Advisory Council to be formed. This Council will determine if there is sufficient local staffing and support to form a Kairos team to conduct a Kairos weekend at the new institution. Minority representation: All new Advisory Councils are required to have minority (ethnic) representation on the Advisory Council. If the Advisory Council believes it can't meet this requirement, then the new Advisory Council should go to the State Chapter Committee for assistance. If the State Chapter Committee can't resolve the matter, then the State Chapter may seek a variance to this requirement from the Executive Director. Research and support might include:

(a) The State Chapter Outreach Committee

(b) Visits to churches, 4th day communities, Christian communities and individuals who might form the basis of a volunteer community.

(c) Contacting the liaison volunteer to brief him or her on the basic requirements for starting a new ministry. And, ask him or her to verify:

(1) If the Chaplain has requested Kairos in the institution and if the Warden has consented?

(2) If the Chaplain or the Warden has administered a Kairos Inside ministry before and if so, at what institution (s)?

(3) If the residents, assuming there are Kairos residents at the institution, are currently grouping? (Grouping is a prerequisite for establishing the ministry in the institution.)

Note: If the Kairos Inside residents are not grouping, a request should be made of the Chaplain to allow grouping. If the Chaplain allows grouping, then a request should be made for a list of those residents who have attended a Kairos Inside weekend at another institution. The purpose of this list is to invite past Kairos residents to attend a standard Kairos grouping. Please refer to the Program Manual for guidance in managing Prayer and Share Groups. Once the list is provided by the Chaplain, a date and time should be mutually agreed upon by the Chaplain and the Chairperson of the New Starts Advisory Council. Newly formed Kairos Torch Advisory Councils will also refer to the Torch Manual for additional startup guidance.

4. Meet w/Chaplain & Warden - The New Starts Advisory Council Chairperson and the Institutional Liaison will meet with the Chaplain and preferably the Warden to:

(a) Explain the purpose of Kairos – “Long Term Grouping”.

(b) Review the Program Manual and leave a copy with the Chaplain.

(c) Discuss the prerequisites for establishing a Kairos ministry at the institution.

(d) Discuss all types of Kairos meetings and events i.e.; prayer and share groups, reunions, retreats, weekends, Resident Advisory Council meetings, etc.

(e) Discuss possible locations for meetings within the institution.

(f) Set additional working meetings with the Chaplain to negotiate the Institutional Memorandum.

If the Warden requires a separate meeting, the following guidelines are recommended:

(g) Let the Chaplain lead the conversation.

(h) Briefly walk through the weekend and state:

(i) The number of people involved in the **inside** and support teams, to include visitors at closing.

(j) Ask if ex-offenders will be acceptable as team members. If not, ask if this permanent or are they acceptable after a period of time. Also, ask if ex-offenders from other institutions (in state or out of state) are acceptable.

(k) Leave a Program Manual with highlighted areas, particularly the Institutional Memorandum.

(l) Assure the Warden that the team will adhere strictly to the Kairos Program Manual and will not disturb normal unit functions.

(m) Discuss security needs.

If necessary, set up an additional meeting to give the Warden time to review the Program Manual.

5. Institutional Memorandum Signing

(a) The Chairperson of the New Starts Advisory Council, in cooperation with the Chaplain, should set a date for signing.

(b) The State Chapter Committee Chairperson is delegated the authority to sign for KPMI. They do not necessarily need to attend the signing, but must be provided a copy of the final document before the Warden is asked to sign it.

(c) Inform the Chaplain and Warden that they will be informed of the State Chapter Committee's decision and will receive a fully signed copy once the document is signed by the State Chapter Committee Chairperson.

6. Proposal

(a) Preparation of Proposal – This proposal is put together by the New Starts Advisory Council for the purpose of providing justification for scheduling Kairos weekends at the new institution.

(b) Presentation to the State New Starts Committee by the Chairperson of the New Starts Advisory Council. After discussion, the Committee will vote to:

(1) Take the request under advisement - the committee will inform the Advisory Council of a timeline for voting on the proposal.

(2) Vote for acceptance - it will be forwarded to the full body of the Kairos State Chapter Committee for acceptance.

(3) Vote for acceptance with changes - the changes need to be made prior to presentation to the State Chapter Committee.

(4) Vote for non-acceptance - the proposal will die and the cause will be reported in writing to the Chairperson of the New Starts Advisory Council by the Chairperson of the State Chapter Committee.

7. Report to Chaplain and Warden - The verbal report should be made in person by the Chairperson of the New Starts Advisory Council:

(a) If the institution has been accepted for Kairos, set a date for the first weekend and ask for a joint meeting with the Chaplain, the Warden and the Deputy Warden for Security.

(b) If the institution has not been accepted for Kairos tactfully explain the reason for the decision. It is recommended that a State Chapter Committee representative be in attendance at this meeting.

8. Visit with the Deputy Warden for Security - *(This meeting should include the Chaplain and, if possible, the Warden)* The following guidelines are recommended during this meeting:

(a) Provide a Program Manual for the Deputy Warden for Security.

(b) Review all security needs: time schedule, trailer usage, inventory items (consumable and non-consumable, arrivals, departures, runners, etc.

- (c) Discuss food requirements for the weekend.
- (d) Discuss cookie distribution.
- (e) Discuss parking for team members and visitors at closing.
- (f) Survey the area(s) to be used for the weekend.
- (g) Discuss entry point for runners, drivers, etc.
- (h) Discuss setting up a Resident Advisory Council for enhancing grouping.
- (i) Discuss setting up an agape box for producing agape for other institutions.
- (j) Discuss the selection of servants (Kairos is not involved in this process). Stress that favoritism can occur and must be avoided.
- (k) Obtain permission for camera use and mention the need for release forms for pictures.

9. Conduct the Weekend - Structure the weekend in accordance with the guidelines provided in the appropriate Kairos Ministry Program Manual and EZRA.

10. After the Weekend - Meet with the Chaplain, Warden and Deputy Warden for Security to determine if there are any concerns, comments, or changes that will make future weekends even more of a success.

E. Suggested Time line for New Startup Ministry

Weekend Date _____ (estimated)

- 1 Year prior to the weekend

- State Chapter Committee receives request from Institution Chaplain/Warden
- State Chapter Committee Chairperson notifies the State New Starts Committee with new starts information.

- 11 months prior to the weekend

- New Starts Committee meets
- New Starts Committee Representative and New Starts Advisory Council (NSAC) Chairperson selected by State Chapter Committee meet with Chaplain and Warden.

- Determine and/or establish grouping program in institution.
- Sign Institutional Memorandum.
- Determine Institution/State DOC requirements for volunteer clearance.

- 10 months prior to the weekend

- Notify eligible community about starting up of new advisory council and solicit nominations. Set cutoff date. Voting can be by email, phone etc. See KPMI Advisory Council Operating Procedures for guidance.
- Determine ability to field a team from surrounding communities and ability to raise funds to support the ministry. Report results of survey to the State Chapter Committee through the Startups Committee Representative.

- 9 months prior to the weekend

- Advisory Council meetings begin.
- Call meeting of local Kairos and 4th Day communities and select by ballot, a New Startup Advisory Council.
- Choose the Leader of the first two weekends and schedule AKT for both volunteers. Dates and locations are posted on the KPMI web page.
- Obtain KairosDonor software from State Financial Secretary.
- Hold fund raising and recruiting events as necessary.

- 8 months Prior to the weekend

- Advisory Council meeting.
- Hold first Kairos monthly reunion in the new institution. With the Chaplain's help, organize the Kairos graduate community.

- 6 months prior to the weekend

- Advisory Council meeting.
- Locate housing facility for team as required.
- Announce schedule for Kairos weekend team training.
- Leader obtains EZRA and begins the preparations for the weekend using EZRA and the Program Manual Guidelines.

- 3 months Prior to the weekend

- Advisory Council meeting.
- Hold first Kairos Retreat using the guidance in the Program Manual.
- Request any support or training from the State Chapter Committee, i.e. Financial, Coordinator, etc.

- 2 months prior to the weekend

- Remind Chaplain to announce date of Kairos weekend and pass out applications to residents who want to be participants.
- Assign experienced Kairos Volunteers as mentors to new volunteers.

6 weeks prior to the weekend

- Request Coordinators advance from State Chapter Committee Financial Secretary.
- Institutional Liaison arrange pre-weekend visit with prison staff through Chaplain.

Kairos Weekend # 1 in new institution.

2 weeks after the weekend

- New Starts Advisory Council renamed as (institution) Advisory Council.
- Leaders report including the Kairos (Inside or Torch) Excellence Initiative checklist completed and mailed out in accordance with State Chapter Committee directions.