

2014

Kairos New Start-Up Kit



Kairos Prison Ministry International, Inc.

7/9/2014

There is a detailed process for starting a Kairos Community as defined in the Advisory Council Operating Procedures and briefly outlined in this document below.

All documents are found on MyKairos.org

Spiritual focus is foundational to our success within the ministry. We believe that Christ is the head of this ministry. We serve as His hands, feet, and heart to show the love of Jesus Christ. From that perspective, grace will flow for the success of the ministry. A review of our Core Values document would be the first step to starting an Advisory Council. Those can be found on Mykairos.org in the search window.

Start Date	Finish Date	Task Complete	Description
/ /	/ /	<input type="checkbox"/>	Notify in writing the State Chapter Committee (SCC) in your state that you are "interested" in starting a Kairos program. Also, they will help you establish communication with the Program Coordinator for that prospective program. Contact the Kairos International Office (1-407-629-4948) to advise them. Advisory Council Operating Procedures (ACOP) Pg. 4
/ /	/ /	<input type="checkbox"/>	Recruit a New Start-up Advisory Council made up of volunteers to fulfill the required positions for the prospective program (approved by the SCC). The composition and responsibilities of the New Start-up Advisory Council are found in the (ACOP). *All new Advisory Councils are required to have minority (ethnic) representation. Each Advisory Council must seek approval of State Chapter Committee. State Chapter Committee then contacts Program Coordinator at National Office. Each Advisory member should have a working knowledge of the ACOP document. http://mykairos.org/docs/ac/acop.pdf
/ /	/ /	<input type="checkbox"/>	Select a chair for the New Start-up Advisory Council. The Chair and New Start-up Advisory Council will oversee the process until a formal Advisory Council is elected after the first Program Weekend (ACOP pg. 18). The Advisory Council is responsible to the SCC for adherence to the Program Manual and all policies and procedures of Kairos. The Advisory Council must sign an "Affiliation Agreement" with the SCC. The members of the Advisory Council commit in this agreement to cooperative partnership for the fulfillment of the affiliation agreement as part of the Kairos Ministry Mission. The Advisory Council will give special attention to reporting each Weekend prior, getting Weekend Leaders trained, recruiting, fundraising, and follow-up reporting
/ /	/ /	<input type="checkbox"/>	Sign a "Memorandum of Understanding" (MOU), with the facility in which you are proposing to begin a Kairos Program. Do this prior to setting a date for the first Weekend. All signatures for the MOU must be obtained to be considered valid. The MOU can be found on the mykairos.org search. The completed agreement must contain permission for the appropriate Continuing Ministry programs (i.e. Prayer and Share, Mentoring, Reunions and One or Two Day Retreats). MOU must be signed by Kairos International Office and be on record.
/ /	/ /	<input type="checkbox"/>	Set a date for the first Program Weekend and select the first Leader(s) and Observing Leader(s) for the Weekend. Submit the weekend date and proposed Leaders(s) to the SCC for approval. Contact the Kairos International Office regarding your #1 Weekend and post to mykairos.org/register.html to post the Weekend on the Kairos website. Select an Advanced Kairos Training (AKT) location and date from the Kairos Kalendar to send at least two people for the appropriate program 12-24 months prior to the #1 Weekend.
/ /	/ /	<input type="checkbox"/>	Order KairosDonor and assign use for fundraising, tracking donors, and donations. Ensure the person holding the Donor Coordination position is trained in KairosDonor (via webinar). Contact Kairos International Office for details. Ensure that Financial Policy and Procedures (FPP) are followed for all income and expenses, and reporting. (FPP found in mykairos.org search window)

/ /	/ /	<input type="checkbox"/>	Leader(s) and Observing Leader(s) are sent to observe the presentation of a Kairos Weekend designated by the Kairos Program Coordinator. The observers to work with the prospective Program Coordinator/designee during the Program Weekend to give them “the big picture” of the ministry. Applies if potential leaders have not previously participated in a Weekend.
/ /	/ /	<input type="checkbox"/>	All Leaders are required to attend an “Advanced Kairos Training” within 12-24 months prior to starting team formation meetings for their upcoming weekend. Leader must order and use Ezra to prepare for the Weekend upon completion of the appropriate AKT.
/ /	/ /	<input type="checkbox"/>	Obtain Kairos Program Manuals for each team member by calling the Kairos International office to order.
/ /	/ /	<input type="checkbox"/>	Purchase from Kairos International all items necessary to the presentation of the Program and the Continuing Ministry Program. Order form on the website.
/ /	/ /	<input type="checkbox"/>	(Kairos Torch Only) Recruit volunteers and schedule a Kairos Torch 101 information meeting through the Youth Programs Coordinator.
/ /	/ /	<input type="checkbox"/>	(Kairos Torch Only) Creation Presentation (Co-ordinate with Kairos National for insertion of the pictures or participants – if allowed). May be DVD or PowerPoint.
/ /	/ /	<input type="checkbox"/>	New Start Advisory Council to recruit enough volunteers to have adequate team members for the first Program Weekend. See Program Manual for team size and positions needed. Call Kairos Prison Ministry International Office for “Media” disc for recruiting efforts. Also, find recruiting ideas at mykairos.org
/ /	/ /	<input type="checkbox"/>	The Leader must provide 34-40 hours of training for the team, according to the appropriate Program Manual.
/ /	/ /	<input type="checkbox"/>	Adequate funds must be raised to provide for: Sending at least two people to observe a Weekend; Sending at least two people to an Advanced Kairos Training; and the cost of the first Kairos Weekend.
/ /	/ /	<input type="checkbox"/>	Kairos International will send, at community expense, a National Staff member or designee to provide 8-12 hours of training during the Team Formation Meetings. The Designee will be assigned, by the Program Coordinator. Someone from the National Staff or a designee will be the Advisory Leader for the first weekend.
<p>The Kairos International Office will work in concert with the State Chapter Committee and the New Start-up Advisory Council to insure the best possible product is delivered to the Program Participants. Our goal is for Christ to make a difference in the Participants’ lives through Ministry Excellence.</p>			