

Kairos Advisory Council New Start-Up Kit



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

All documents are found on MyKairos.org.

Spiritual underpinnings are foundational to our success within the ministry. We believe that Christ is the head of this ministry. It is His, and 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 Mission, Vision, Core Values, and Statement of Faith would be the first step to starting an Advisory Council.

Start Date	Finish Date	Task Complete	Description
1. / /	/ /	<input type="checkbox"/>	Notify the State Chapter Committee (SCC) in your state in writing that you are interested in starting a Kairos program. Also, establish communication with the International Office Program Coordinator for that prospective program. Contact the Kairos International Office to advise them of New Start-up (1-407-629-4948). III. New Start-Up, of the Advisory Council Operating Procedures (ACOP)
2. / /	/ /	<input type="checkbox"/>	Recruit a New Start-up Advisory Council made up of volunteers to fulfill the required positions for the prospective program which must be approved by the SSC (<i>Required new start positions are Chair, Vice Chair, Secretary, Treasurer, Kairos Donor or Financial Secretary and State Representative</i>). No person may serve on more than one Advisory Council at a time. The composition and responsibilities of the New Start-up Advisory Council is found in the ACOP, II. C. Advisory Council Positions, Duties and Responsibilities . *All new Advisory Councils are required to have minority (ethnic) representation. The ACOP document is found on the Kairos Website. Each Advisory Council member should have a working knowledge of the ACOP. http://mykairos.org/docs/ac/acop.pdf (Kairos Torch only) A background screening <u>must</u> be completed by anyone serving on the Advisory Council and approved through Kairos Prison Ministry International before they are eligible to serve. http://mykairos.org/docs/kt/clearance_packet.pdf
3. / /	/ /	<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, but no later than the end of the second Weekend or 2 years, whichever occurs first (ACOP II. C. Advisory Council Positions, Duties and Responsibilities). The Advisory Council is responsible to the Kairos State Chapter Committee 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 be in a cooperative partnership with the State Chapter Committee and Kairos Prison Ministry International for the fulfillment of this "Affiliation Agreement" as part of the Kairos Prison Ministry mission. Collaboration with the SCC and Kairos office regarding leader and date selection, training arrangements, team recruiting, fundraising, team formation, Weekend presentation and follow-up reporting is essential.
4. / /	/ /	<input type="checkbox"/>	Sign a "Memorandum of Understanding" (Kairos Inside and Kairos Torch) with the correctional facility in which you are proposing to begin a Kairos program prior to setting a date for the first Program/Weekend in accordance with the appropriate program manual. 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.) "Memorandum of Understanding" must be signed by the Kairos International Office and be on file at the International Office.

5.	/ /	/ /	<input type="checkbox"/>	Order KairosDonor and utilize for fundraising, tracking donors, and donations. Ensure the person holding the Donor Coordinator position is trained in using KairosDonor (via webinar). NOTE: A KairosDonor order triggers the Advisory Council being treated as new and all systems will be updated to include. The name of the Advisory Council will be assigned based on the naming system at the Kairos office. Ensure that Financial Policy and Procedures (FPP) are followed for all income, expenses, and reporting. (FPP is found in mykairos.org)
6.	/ /	/ /	<input type="checkbox"/>	New Start Advisory Councils must recruit enough volunteers to have adequate team members for the first Program/Weekend. See appropriate program manual for team size and positions needed. Call Kairos Prison Ministry International for a "Media" disc to support recruiting efforts. More recruiting ideas are available at www.mykairos.org . (Kairos Torch only) Schedule a Kairos Torch 101 information meeting through the Youth International Office Program Coordinator.
7.	/ /	/ /	<input type="checkbox"/>	Set date for the first Program/Weekend and select the first Weekend Leader(s) & Observing Leader(s). Submit Weekend date and proposed leader(s) to the State Chapter Committee for approval. Contact the Kairos Office or appropriate International Office Program Coordinator regarding your #1 Weekend and post Weekend on the Kairos Website (www.mykairos.org/register.html). Select an Advanced Kairos Training (AKT) location and date from the Kairos Kalendar to send at least two people for the appropriate program training 12-24 months prior to the #1 Weekend. Follow the leadership track as per the program manual. A background screening <u>must</u> be completed by anyone serving in the Kairos Torch program and approved through Kairos office before they are eligible to serve.
8.	/ /	/ /	<input type="checkbox"/>	If potential leaders have not previously participated on a Kairos Weekend, the Leader(s) and Observing Leader(s) are sent to observe the presentation of a Kairos Weekend designated by the International Office Program Coordinator. The observers work with the prospective International Office Program Coordinator/designee during the Program/Weekend to give them "the big picture" of the ministry. This applies if potential leaders have not previously participated in a Weekend (Advisory Council Chair can't serve as Weekend Leader while Chair).
9.	/ /	/ /	<input type="checkbox"/>	Weekend Leaders are required to attend an Advanced Kairos Training (AKT) within 12-24 months prior to their upcoming Weekend. Leader must order and use Ezra to prepare for the Weekend upon completion of the appropriate AKT. (Observing Leaders for Kairos Inside and Kairos Outside are also required to attend AKT prior to serving in the observing position).
10.	/ /	/ /	<input type="checkbox"/>	Purchase from Kairos International all items necessary for the presentation of the Program/Weekend and the continuing ministry program. Order form on website (www.mykairos.org).
11.	/ /	/ /	<input type="checkbox"/>	(Kairos Torch only) Creation Presentation: Coordinate with Kairos Office for inserting Participants' pictures in the Creation DVD or PowerPoint – if allowed by the institution.
12.	/ /	/ /	<input type="checkbox"/>	The leader must lead the team thru 34-40 hours of training, according to the appropriate program manual. Ezra will help walk through the training, and scheduling, spiritual unity of the team, preparation of roles and rehearsal of roles.

13. / /	/ /	<input type="checkbox"/>	Adequate funds must be raised to provide for sending at least two people to observe a Weekend (if applicable), sending at least two people to an AKT and the cost of the first Kairos Weekend. Ongoing funding is then necessary.
14. / /	/ /	<input type="checkbox"/>	Kairos Prison Ministry International will send an International Office Program Coordinator or designee to provide 8-12 hours of training during the team formation meetings. The designee will be assigned, by the International Office Program Coordinator. The International Office Program Coordinator or designee will be the Advising Leader for the first Weekend at community's expense.

NOTES:

The Kairos International Office will work in concert with the State Chapter Committee and the New Start-up Advisory Council to ensure the best possible product is delivered to the Program/Weekend Participants. Our goal is for Christ to make a difference in the Participants' lives through ministry excellence.