

Kairos Prison Ministry International, Inc.

# New Start Summary for Starting a Kairos Ministry in a New State



**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.**

10/11/11

My intention here is to be helpful in a positive way. But, I do have a concern that we are not all “on the same page” as to our new state process or what is expected. In the past (and we are still recovering from it) KPMI allowed new states to come on board without much emphasis on process or structure. We were content the new community was doing weekends. At this point in our development, we can longer do business that way. So, please review the procedures below. Please contact Brett Beemer or George Brown if you have any questions about process or accounting issues, and me or one of our coordinators about program issues. Both are important, but they are different responsibilities.

- 1) A new state usually gets started by an inquiry from a DOC person or a volunteer who has moved into a new state;
- 2) The first thing the ED needs to do is to become comfortable with the person who will be our official representative; I do not feel comfortable accepting someone as our representative for a new state if I haven’t met them and learned about their gifts (some people are good at meeting with chaplains, wardens & recruiting a state team - others are not);
- 3) When a person has been accepted by the ED to open KPMI in a new state, that person needs to put together his/her leadership team. That team should be diverse denominationally, racially, etc.;
- 4) It’s important to say that your new state governance structure needs to be in place before your program begins. We need to start each new state on a strong foundation; stay in frequent contact with the ED so the appropriate governance and accounting training can be arranged - see paragraph # 7 & # 8;
- 5) A state Chapter Agreement needs to be signed by the leadership team (you are not official until that is completed and sent to the ED);
- 6) When the agreement has been signed you now can begin to establish KPMI in your state as a program and with a business identity; that requires the International office to register itself with the new state’s secretary of state and appoint a registered agent; we also must determine your state’s requirements regarding sales tax and the solicitation of donations;
- 7) Before a new state can open a bank account you must contact Brett Beemer, our CFO, and/or our national treasurer, who at this time is Peter Wilson and request a KairosDonor; as part of you state leadership you will need a financial secretary and a treasurer. The KPMI financial policies and practices are downloadable from our website. These include a chart of accounts and the requirement to use QuickBooks;
- 8) Brett Beemer and George Brown (our field rep on accounting & financial matters) are available to review the financial and accounting requirements of the ministry. Once these are understood & you are comfortable with QuickBooks and KairosDonor you may open a bank account and begin receiving donations;

- 9) The program aspects should be discussed with the appropriate program coordinator or the ED;
- 10) It will be necessary to arrange trainings as needed: These might include Advanced Kairos Training (AKT), Advisory Council Training (ACT), Red Manual Training, Financial Policy and Practices Training, KairosDonor Training;
- 11) As these steps progress, the leadership team will be in contact with the institution and our program coordinators (or in the case of KO with our Women's coordinator, Jo Chapman). This will lead to the signing of an Institutional Agreement. Once that is done plans can begin for a # 1 weekend. We recommend the first team leader attend an AKT about 12-18 months in advance and within about 6 months request a copy of Kairos Ezra intended to help them manage their team. The team again needs to reflect the diversity which gives our ministry spiritual strength; RECRUIT RECRUIT!!
- 12) You will need to establish a bank account of about \$5,000-\$6,000 to meet you first year obligations.

This is only a summary. If you have any questions, please ask!!!!

In Christ,

john

John A. Thompson Jr.  
Executive Director  
Kairos Prison Ministry International  
6903 University Blvd.  
Winter Park, FL 32792  
(o) 407-629-4948  
(f) 407-629-2668