



State Chapter Committee

Chair  
Orientation Guide

January 2017

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# Introduction

Congratulations, you are the new or continuing State Chapter Committee Chair.

Now what? Hopefully this Orientation Guide will help you get comfortable with your new responsibilities in the shortest amount of time. Because you can serve a maximum of three 1-year terms, it is important to hit the ground running and this is the intent of this Orientation Guide.

DISCLAIMER: This Orientation Guide does not contain any new guidance but is compiled from the various Kairos directives concerning the duties and responsibilities of the State Chapter Committee Chair. It may contain specific responsibilities of other key personnel on your State Chapter Committee but has been included in this Orientation Guide to make you aware of certain responsibilities that affect the State Chapter Committee leadership. It does not have everything you need in it.

***Kairos Wisdom** - This guide contains some lessons learned from current and previous State Chapter Committee Chairs. In those cases this Kairos Wisdom will be italicized for clarity.*

This document is intended to be modified and kept current as policy and procedures change.

Please review the Kairos Mission, Vision, Core Values and Statement of Faith documents.

## **I. Glossary of Terms and Abbreviations**

We do not encourage the use of abbreviations as can be confusing to new volunteers, however there are some which are common language at Kairos.

SCCOP - State Chapter Committee Operating Procedures

ACOP - Advisory Council Operating Procedures

FPP – Kairos Prison Ministry Financial Policy and Practices

ICOP – International Council Operating Procedures

It is expected that every State Chair read and have a basic understanding of each of the above documents and that each member of the State Chapter Committee have a copy. These documents are available on [mykairos.org](http://mykairos.org) under the Documents for Downloading tab.

BOD or Board - Board of Directors (this refers to the Kairos Board of Directors). There is only one board in Kairos.

IC - International Council

SCC - State Chapter Committee (There is no such level of governance called the State board, State Council, or Advisory Council board)

AC - Advisory Council

## **II. The State Chapter Committee Chair 101**

The State Chair shall be the chief servant of the ministry within the state. The State Chair should ensure the state is reporting properly to the International office, managing funds properly and handling finances, operating in a healthy manner spiritually, financially, and operationally, and operating the programs by the manual(s). The State Chair should know and ensure all volunteers know and have access to the Kairos Mission, Vision, Core Values, and Statement of Faith.

The Chair shall preside at all meetings of the State Chapter Committee. The State Chair is not an executive officer and cannot legally bind the ministry, but shall otherwise have the power to appoint, from time to time, such committees as the Chair may, in his/her sole discretion, deem necessary or appropriate to assist him/her in the conduct of the affairs of the Ministry. The State Chair shall remain an At-Large member of the State Chapter Committee for one (1) year following the end of their year(s) in office.

The State Chapter is under the oversight and supervision of the Chief Executive Officer (CEO) of Kairos Prison Ministry International, Inc. This supervision and oversight includes a direct reporting line from the State Chapter Committee Chair to the CEO.

***Kairos Wisdom - Additional Duties and Responsibilities of the State Chapter Committee Chair:***

*Sign Institutional Memorandum of Understanding for new starts or on-going ministry as needed and forward to the International Office for signature. It is recommended that Advisory Councils use the change in leadership of an institution to at least review or renegotiate the memorandum, especially if it will result in a memorandum more closely conforming to Kairos Prison Ministry guidelines. It's a great vehicle to have everyone re-orient themselves (we all know that programs may get "off-track from time to time). Some examples are food issues and cookie distribution. Please also consider the possibility that re-opening negotiations using the Institutional Memorandum of Understanding may lead to further restrictions.*

### **III. Executive Committee**

A. The Nominating Committee that nominated you to be the State Chapter Committee Chair is also tasked with selecting the nominees for the officers which become the Executive Committee. The election may be held at the last State Chapter Committee meeting of each calendar year but should occur prior to December 1 and reported to the International Office.

B. The Chair, Vice Chair, Secretary, Financial Secretary, Treasurer, and International Council Representatives shall constitute the Executive Committee. The principal officers are Chair, Vice Chair, IC Representative(s), Secretary, Financial Secretary, and Treasurer as elected. The Chair of the SCC shall be the Chair of the Executive Committee.

C. The Executive Committee shall make a full report of its actions to the State Chapter Committee at the next meeting of the State Chapter Committee.

### **IV. State Chapter Committee Subcommittees**

The SCCOP mandates that some subcommittees shall be established and others may be established. What is specific to those subcommittees is that the State Chapter Committee Chair appoints the Chairs and the SCC approves.

### **V. International Council**

The purpose of the International Council is defined in the International Council Operating Procedures. The role in the State Chapter Committee is in the SCCOP. Please review these documents.

### **VI. Meetings**

Regular meetings of the State Chapter Committee may be held at such times and places as determined by the SCC or State Chair, but not less than four (4) times during each calendar year. At times, electronic teleconferences may be necessary. Special meetings may be called by the State Chair or by one-third (1/3) of the SCC. Written or electronic notice of regular meetings of

the SCC shall be given to each member at least thirty (30) days prior to the meeting. Such notice shall give the date, time, place, and purpose of the meeting. Notice of such special meeting shall be attempted with all members who can be reached.

Be sure to open and close every meeting with prayer. Insert a short devotion into every meeting.

***Kairos Wisdom*** - You should also be responsible for the agenda. Solicit ideas for guest speakers, informative breakout sessions during the meetings and opportunities for the State Chapter Committee representatives to provide feedback to you on any issues they may have. Solicit additional items for the agenda from State Chapter representatives as needed. Those agenda items should include reports from Advisory Councils, consideration and approval of Weekend Leaders, and a spiritual devotional at the beginning of the meeting.

***Kairos Wisdom*** - Provide snacks and lunch. If you have a donation basket available to defray the costs be sure to report the income and expenses.

***Kairos Wisdom*** - The rules of the meeting vary in formality depending upon how your State Chapter Committee handles. Roberts Rules of Order may or may not be applied in all cases but are recommended.

***Kairos Wisdom*** - In some cases, it may be advantageous to have State Chapter Committee meetings every other month either by conference call or in person.

#### A. Meeting Agenda Items -

1. Provide financial reports at the State Chapter Committee meetings, and whenever requested by the State Executive Committee. Provide for all Advisory Councils also. (Kairos Financial Policies and Practices, Financial Secretary Job Description)

2. The Financial Secretary has the responsibility to prepare an Annual Budget (by Advisory Council and for the state) for submission to the State Chapter Committee for approval for the next year and to provide to Kairos office by December 1 for consolidation. (Kairos Financial Policies and Practices, Financial Secretary Job Description)

***Kairos Wisdom*** - Advisory Council meetings. Attend as many of them as you can, especially those Advisory Councils that may be struggling. It might just be the encouragement that they need to get better organized. Use the IC reps or others in the SCC to help the Advisory Councils. Review their Excellence Initiative and financial reports with the Chair.

## VII. Teleconference Procedures

***Kairos Wisdom*** - Teleconferences are a great way to have regular contact with your Executive Committee and are provided as a free service by Kairos. Make it a point to have monthly teleconferences with your executive committee. This

*allows the core leadership the opportunity to get to know each other, deal with concerns on a timely basis, prepare for upcoming chapter meetings, plan for training, etc. In order to schedule a teleconference, send an e-mail request to Ann Kreller (ann@kpmi.org) at the Kairos Office and tell her the date, time, and purpose of your teleconference. She will set it up and return a document to you something like the sample below.*

**Directions for**

All parties dial in to: XXX-XXX-XXXX, then follow voice commands.

Conference Room: XXXXXXXXXXX then #

Organization Pin for the chair of the call: XXXXXXX then #

**Please let the vocal prompt finish speaking prior to entering your passcode.**

When the chair enters their pin number, the conference is joined and when the chair hangs up, the conference call is concluded.

***Kairos Wisdom - Teleconference Tips -***

- 1. Once everyone gets on the conference, ask everybody to mute their phones to reduce the level of background noise and unmute when they need to speak. If you electronically record the conference call, make sure all the participants are aware that they are being recorded.*
- 2. Cell phones are notoriously unreliable and cause feedback often. Chairs should seriously consider using a landline to connect to the conference call. If your cell phone disconnects, the teleconference call is ended. If a participant disconnects, then they can always redial in to the teleconference call.*
- 3. One big disadvantage of teleconference calls is recognizing who is speaking. Ask your participants to identify themselves **CLEARLY** when speaking. This is most helpful when creating minutes of teleconference calls. Please make sure your participants understand that many will not recognize a voice or even tie a first name to a particular person, no matter how long they have served in Kairos.*
- 4. Distribute an agenda. If your conference call is a one-off meeting to discuss a specific subject, you may not need an agenda. But if you are running a regularly scheduled call, it's helpful to have an agenda.*
- 5. Don't assume someone's not on the call just because you didn't hear their name. You can't count on knowing who's on the call. Don't say something assuming that Joe isn't on, because Joe might have announced himself before you came on or might have dialed-in late and decided against announcing himself and breaking the flow of conversation. In some cases, you may want to have a*

*roll call (i.e., Executive Committee meeting or when dealing with issues).*

*6. Voting - Voting on a conference call can be troublesome if there are more than 2 or 3 people on the call. One effective technique is voting by "unanimous consent." One phrase heard on conference calls is "Does anyone have an objection to \_\_\_\_\_. Hearing no objections, the motion passes." That way those that might disagree with what is up for a vote can be heard. Simple voice votes are highly ineffective. The other option, although time consuming, is polling each person on the call.*

*7. Close with a summary of action items.*

*8. Follow up by email with minutes.*

*9. Consider using a teleconference option for some State Chapter Committee Meetings if the distance that member has to travel to attend make attendance a hardship.*

## **VIII. CEO State Chair Conference Calls**

The State Chair Conference call is held on the 4<sup>th</sup> Tuesday of every month at 9:00 Eastern Time. The CEO will send out information concerning the conference call sometime in the week prior to the conference call.

## **IX. Financial Management Responsibilities**

A. Bank Statements - The State Chapter Committee Chair reviews the monthly bank reconciliation statement provided by the Financial Secretary. These are required to be submitted to Kairos monthly with reconciliation of financials. (Ministry Financial Policies and Practices, Financial Secretary Job Description).

B. Financial Reporting - The State Financial Secretary will submit monthly financials for the purposes of Balance Sheet, Profit & Loss Statement and the QuickBooks backup of the company file to the International Headquarters within 30 days of the end of the month. Those State Chapter Committees that fail to submit financial reports within 30 days of the end of the month will be subject to corrective action up to, but not limited to, fines or suspension until the appropriate reports are correctly submitted. Those State Chapter Committees that fail to submit financial reports within 60 days of the end of the month for two quarters in a row will be subject to corrective action up to, but not limited to, decertification. Also ensure the invoices are paid timely. (Kairos Financial Policies and Practices)

*Kairos Wisdom - Ask your Financial Secretary to send you these reports in conjunction with sending them to Kairos office. This will provide a level of accountability with your Financial Secretary that may circumvent any of the penalties or sanctions described above. Ask for a Financial update at every meeting.*



## X. Information Management/Continuity/Data Collection

*Kairos Wisdom - Between the time you get elected and the time you begin your term of office, there are several things you can do to enable yourself to hit the ground running. Depending upon the previous State Chapter Committee Chair, most if not all of the information can be obtained from the outgoing State Chair.*

A. State Chapter Committee Contact List - The Secretary shall maintain a current roster of the State Chapter Committee membership, including each member's name, address, phone number, date of appointment to the State Chapter Committee, record of attendance at State Chapter Committee meetings, type and term of membership, religious affiliation, and, if an officer, date of election and term of office.

***Kairos Wisdom** - Ask them for that roster and if they haven't done it, ask them to complete one before you take office. You can then begin to build an e-mail contact file in your computer to electronically communicate with your State Chapter Committee. This list will need to be updated regularly as new people are elected from the Advisory Councils and the terms of service expire for others.*

*B. Advisory Council Chairs Contact List- The 2<sup>nd</sup> group you will want to communicate regularly with are the Advisory Council Chairs. This list will become particularly useful for the actions required by the Kairos Excellence Initiative.*

*C. Executive Committee Contact List - As the Executive Committee is finalized, start building that contact file as well. Much of this information should already be known, but if not, now is a time to start chasing it down.*

*D. Continuity Book/Folder - If the previous State Chapter Committee Chair is organized, they may have a continuity book/folder. Ask them for it before the first State Chapter Committee meeting. If they don't have one, now is a good time to start one. As a minimum you should know the information within the documents and include paper copies of:*

- 1. This document, State Chapter Committee Chair Orientation Guide*
- 2. Kairos Mission, Vision, Core Values and Statement of Faith*
- 3. State Chapter Committee Operating Procedures (SCCOP).*
- 4. Advisory Council Operating Procedures. (ACOP)*
- 5. Covenant Agreement with Kairos*
- 6. Financial Policy and Practices*
- 7. Style Guide*
- 8. Code of Conduct*
- 9. International Council Operating Procedures (ICOP)*
- 10. Your contact lists*

11. Minutes of previous State Chapter Committee meetings
12. A list of all Advisory Councils and their current status
13. Weekend dates and approved Weekend leaders
14. A list of institutions where Kairos is being presented
15. Memo of Understanding with institutions
16. Previous years finances for the state and Advisory Councils

*Always remember these documents are updated the first of each year, be sure to have the latest version at all times. Found on [mykairos.org](http://mykairos.org)*

*E. If your State Chapter Committee has a website, now is also a good time to determine whether or not the information it contains is current and the logos used are proper. Extra emphasis on branding, proper use of logos (color and style), mission, and vision is necessary. Be making a list of updates for your State Chapter Committee to consider at the first State Chapter Committee meeting of your term. One website per state is best to increase traffic. The website should have a page for each Advisory Council. Domain names should be registered by the International Office.*

*F. Others will benefit from knowing that you are soon to be the next State Chapter Committee Chair for your State. Those include:*

*1. Kairos Staff - You can e-mail Ann Kreller your contact information and ask her to disseminate it to the staff.*

*2. Kairos CEO - Introduce yourself as per the Bylaws you report to the CEO. You will deal directly with the CEO on a regular basis. Start off on the right foot.*

*3. Adjacent State Chapter Committee Chairs - Start getting to know some of your fellow State Chapter Committee Chairs. The ones in adjoining states are a good place to start.*

*G. Program Manuals - You probably already have a Program Manual for the ministry program where you serve. If your State has any of the other program elements (Kairos Inside, Kairos Outside and Kairos Torch) ask for a manual from the ministry elements where you don't serve. Questions will arise about these programs and the most current Program Manual will be a valuable tool.*

*Kairos Wisdom - Don't rely on your computer to store this information without a backup. Be prepared to back up your Kairos information on a regular basis. Backup devices are VERY inexpensive and can be a lifesaver in the event of a system failure. Another way of avoiding the backup issue and also providing continuity for your replacement is to setup a free e-mail account (using Gmail, or Hotmail). An example already in use is [TN.Kairos@gmail.com](mailto:TN.Kairos@gmail.com). All the e-mails*

*sent to this account are stored unless you delete them, you can create folders for organization and when your term ends, you turn over the login and password to the incoming State Chapter Committee Chair and they have access to all the historical Kairos communications for your state. Chances are there will also be an established address book for State Chair contacts.*

## **XI. Involvement in Kairos Weekends**

- A. Handling Variances - Kairos does not allow variations in the ministry's program as described in the Program Manual unless specifically approved by the CEO in advance. Requests for exceptions must be routed through the State Chapter Committee Chair and State Chapter Committee, and finally to the CEO for approval.

***Kairos Wisdom*** - Variations to the Kairos Method and policies described in the Program Manual are not authorized without the express approval by the CEO. Requests for variations should be reviewed by the State Chapter Committee, who, if approved, would then contact the CEO with the Request.

*Some examples of these variances are allowing a person to lead a 2<sup>nd</sup> weekend due to extremely unusual circumstances, significant variations in the schedule, etc.*

- B. Weekend Leaders - State Chapter Committees are tasked with approving Weekend Leader nominations. Be sure they receive timely Advanced Kairos training (at least 12 months in advance of the Weekend and no longer than 24 months) and use EZRA. The Observing Leader should also attend AKT prior to being Observing Leader.

***Kairos Wisdom*** - How does your State do this? Be deliberate in approving Weekend Leaders and formalize the process to whatever extent is necessary in your state. Some states have a nomination form that the Advisory Council completes and submits. It is a great opportunity for State Chairs to provide some latest information and words of encouragement to the future Weekend Leader.

*Include in this process a process that Advisory Councils/Weekend Leader tell the State Chapter Committee Chair who the leadership for a given weekend is and their contact information. This will come in particularly handy when completing the Kairos Excellence Initiative Checklist for the appropriate program element.*

### **C. Clergy**

1. State Chapter Committees must determine under their State law which ordained or licensed religious persons actually qualify to have privileged communications with an inmate. In some states, there may not be a privilege or there may only be a partial privilege, so please don't assume; verify.

2. Using a “clergy table” as opposed to seating a clergy member at each table on Kairos Inside Weekends. The decision to use a “clergy table” (on a Kairos Inside) rests with the State Chapter Committee and is used under the guidance of the Advisory Council. (Kairos Inside Program Manual) Kairos Torch weekends are only required to have 1 or 2 clergy members on a Weekend. (Kairos Torch Program Manual) Kairos Outside requires 2 clergy for the Weekend. (Kairos Outside Program Manual)

3. Clergy or not Clergy (Christian only) - The decision as to whether an individual is a lay or clergy person is left to the good judgment of the State Chapter Committee; however, to be labeled as a clergy on a Kairos event, the person must meet these criteria of the program.

a. The criteria have been standardized for the three programs for clergy requirements. The person must meet the three-step analysis to be considered Kairos clergy.

1. Any Kairos clergy:

- a) Should have received formal training from their Christian denomination or church authority (by this we usually mean seminary or Bible College), or
- b) Be ordained by their Christian denomination or church authority, or be licensed by their state as clergy, or
- c) Be recognized as clergy in good standing by a Christian religions order (usually refers to a community of priest, nuns, monks), or
- d) Be actively engaged in or retired from ministry by a recognized Christian church authority,

And

2. Be able to work effectively in an ecumenical or interdenominational Christian setting,

And

3. Qualify under their state law as being covered by the privileged communication statutes.

Everyone else is considered a lay person. No exceptions can be made to these criteria. A clergy cannot lead a Weekend or the continuing ministry aspects.

4. The State Chapter Committee and its Advisory Councils within that state should have a list of those persons who can be referred to as Kairos clergy. The list may be substantial because almost every person ordained by one of the commonly recognized denominations will qualify.

***Kairos Wisdom*** - Attend as many closings as you can and encourage your Executive Committee to do likewise. This helps you stay connected to the local Kairos communities in your State. Don't show up without notice. Each institution may have different entry requirements.

## XII. Reporting Requirements

A. Weekend Leader Reports - Weekend Leaders are required to submit a report (normally from EZRA) to you at the close of a Kairos Weekend. All three programs use EZRA in 2016. (EZRA Software reminders)

***Kairos Wisdom - What do you do with it? First, read it.***

*Weekend Leader reports can give you additional information on how a particular weekend was organized and conducted, including team size vs. number of participants, ecumenical and racial balance, and information concerning how effectively EZRA is being utilized by Weekend Leaders in a particular community. This information can both supplement and verify the information you receive through your Excellence Initiative interviews. Some questions that the Weekend Leader Report may answer are:*

*Are weekend Leaders completing all the contact information for their team in EZRA? This is particularly helpful for the next Weekend Leader as they begin to recruit.*

*EZRA usage can be evaluated by looking at the percentages at the bottom of the 1<sup>st</sup> page of the report.*

B. State Chapter Covenant Agreement and Joinder - Newly elected or appointed members of the State Chapter Committee must, within 30 days of election or appointment execute a Joinder to this Covenant Agreement in the form attached to the State Chapter Covenant Agreement, and to deliver all such executed Joinders to the Kairos national office promptly upon execution. (State Chapter Operating Procedures)

***Kairos Wisdom - The State Chapter Covenant Agreement is located on the Kairos Volunteer site under documents for downloads. The Joinder Agreement that needs to be signed is an exhibit (attachment) to that document.***

*Review the State Chapter Covenant Agreement at your first State Chapter Committee meeting and then the State Chapter Committee members sign the State Chapter Covenant Agreement and Joinder.*

*The State Chapter Covenant Agreement and Joinder is sent to Kairos for their records.*

*Attach a copy to the permanent record of your State Chapter Committee Meeting minutes when the State Chapter Covenant Agreement and Joinder is signed.*

C. Excellence Initiative Process and Reporting - The State Chapter Chair will ensure that the Excellence Initiative is implemented for each program Weekend in accordance with Kairos Board policy defining the Excellence Initiative and the appropriate program manual. The

Excellence Initiative (EI) Surveys are objective, fair and balanced reporting systems that will provide feedback for Program Leadership and identify areas for improvement.

***Kairos Wisdom*** – *The Kairos Excellence Initiative Interview Questions are located on the Kairos Volunteer website (www.mykairos.org) under the heading Downloads.*

***Kairos Wisdom*** - *encourage the Weekend Leader to distribute the Questions to each team member so that the entire team is aware of the standards and the instrument that will be used to aid in program excellence.*

- Using the Questions, the current State Chair or his/her SCC designee will call on the Weekend Advising Leader (Kairos Inside and Kairos Torch), or the Weekend Observer (Kairos Outside) to interview him/her using the Kairos Excellence Initiative Questions.

***Kairos Wisdom*** - *You or your designee will ask Excellence Initiative questions only of the Advising Leader then have a discussion with the Weekend Leader, Advising Leader and Observing Leader afterwards and go over the checklist. Have a conference call with the Weekend Leader, Advising Leader and Observing Leader afterwards and go over the checklist.*

2. As the interview progresses, the State Chair or designee will take note of whether each question on the Excellence Survey was satisfactorily completed: (“Yes” or “No”). (Respective Kairos Excellence Initiative Instructions)

3. The State Chair or designee then will compile the results into an overall assessment, review shortfalls and identify potential improvements for the next Weekend. On completion of the EI assessment by the state chair or designee a copy of the EI report will be sent to everyone listed on the Excellence Initiative Instructions **Path to Excellence**.

The respective Kairos Program Ministry Coordinator will use the results to improve training methods, as well as initiate improvements for the manual, under supervision of the Kairos CEO and, if necessary, the related committees with Kairos Program oversight authority. (Respective Kairos Excellence Initiative Instructions)

4. If the State Chair’s or designee’s assessments are not objective or are not perceived by the recipients as being given in love and Christian charity, great harm can be done to the Ministry. While the State Chair or his/her designee should never be afraid to identify shortcomings or potential improvements, it is also the State Chair’s responsibility to provide the feedback in the manner appropriate to the recipient and the overall objectives of the ministry. Prayer, love of the Ministry, openness and honesty, and obedience are all important factors in the success of the State Chair’s feedback, even when delegating the task to a designee, but the State Chair bears the responsibility for the manner in which the feedback is provided. When providing feedback and assessments, the State Chair should be guided by the motto: “*Is it true? Is it necessary to say? Does it glorify God?*” (Respective Kairos Excellence Initiative Instructions)

***Kairos Wisdom*** - When selecting a designee, please consider their temperament, their communications skills and their understanding of the Kairos Method, Model and Procedures. A good candidate can have a positive influence on an Advisory Council's acceptance of the Kairos Excellence Initiative and an inappropriate choice can have the exact opposite effect. A designee should be working in the same ministry program as those he/she are evaluating i.e.: Inside for Inside, Torch for Torch and Outside for Outside.

***Kairos Wisdom*** - The Program Excellence Committee has provided a **Guideline for A Successful Weekend Evaluation** and that information is located in Attachment 3.

D. Annual State Chapter Committee Report - At the close of each fiscal year, the Chair (in office for that year) shall cause to be prepared a full and correct statement of the affairs of the Ministry including the following:

1. State Chapter Committee membership
2. Institutional activity report (past year) for Kairos Inside and Kairos Torch
3. Institutional activity report (coming year) for Kairos Inside and Kairos Torch
4. Kairos Outside report
5. Report on institutions having only Retreats and Reunions
6. Brief summary of key events for the year

A sample report is included in Attachment 1.

Verify that the State Financial Secretary will submit a Profit & Loss Statement, Balance Sheet and final affiliation fee payment and a QuickBooks backup of the company file for that calendar year. All reports are due at the office of Kairos Prison Ministry International, Inc. by the date specified in the Financial Policies and Practices Manual. (FPP)

### **XIII. Elections**

On or about August of each year, a Nominating committee, numbering at least three (3) persons (and preferably outgoing members) selected by the Chair, shall actively publish and seek volunteers from the state's Kairos programs who are willing to be nominated for election as an officer for the coming year for a specific position. More than one nominee per position is preferable, so that there may be an actual election between 2 or more nominees for each position.

The Nominating Committee shall publish the names of all nominees to the SCC at least thirty (30) days prior to the election. Additional nominations from the floor of the SCC are allowed.

The election shall be held AND reported to Kairos no later than December 1<sup>st</sup> of each calendar year.

***Kairos Wisdom*** - Simply put, you have been elected for a 1 year term. You may be re-elected for a 2<sup>nd</sup> and 3<sup>rd</sup> 1-year term. Then your service continues on the State Chapter Committee for 1 year as the Past Chair. You may not serve multiple times after the 3 years as State Chair.

#### **XIV. Kairos Disciplinary Process**

Consistent with Kairos operational policies, the responsibility and authority for discipline of volunteers are primarily delegated by the Kairos Board of Directors to the CEO to the State Chapter Committees. The disciplinary action that can be applied to a Kairos volunteer is to suspend or prohibit their participation in ministry activities. The complete Disciplinary Process is outlined in Kairos Prison Ministry Code of Conduct. The SCC can temporarily suspend volunteers or appeal to the CEO for permanent removal. The CEO can suspend or remove full Advisory Councils or States for improper conduct or failure to follow the policies and programs of Kairos.

A cause for removal of the State Chair by 2/3 majority vote of the SCC may include, but is not limited to, (1) conduct which is dishonest, or (2) conduct that jeopardizes security at an institution, or (3) actions or statements that are contrary to the mission statement and manuals of Kairos Prison Ministry International, Inc., or (4) actions or statements that substantially hinder or are detrimental or contrary to the work of the Kairos Prison Ministry International, Inc. and others engaged therein.

#### **XV. Trailer Insurance**

Any trailers that have been purchased with Kairos funds and are titled in the Kairos Corporate name are required to be adequately insured. The State Chapter must first determine under their respective state law whether the towing vehicle's insurance covers the trailer and second whether there is independent liability on the owner of the trailer if the trailer becomes separated from the towing vehicle.

Once these determinations are made, the State Chapter Committee needs to document the existence, type and amount of liability coverage that exists on the towing vehicle by obtaining a copy of the insurance declaration page of the owner of the towing vehicle. The SCC also needs to document the same information existing on the trailer in the event it becomes separated from the towing vehicle.

It is the policy of the Board of Directors that proof of liability insurance is in the amount of \$1 million to protect Kairos Prison Ministry International, Inc. in the event of an accident. This policy is applicable to all Kairos State Chapter Committees, Advisory Councils and volunteers.

**NOTE:** This is an abbreviated statement of policy. Adopted by The Board of Directors January 26, 2008

#### **XVI. Additional Kairos Wisdom**

*Kairos Wisdom - Regular contact and an effective working relationship with your State Department of Corrections senior leadership and chaplaincy staff can be*



*very beneficial to your efforts to foster and grow Kairos within your state. Consider inviting the Department of Corrections senior leadership and chaplaincy staff to your State Chapter Committee meetings on a regular basis (potentially annually).*

*Some Ideas to foster that relationship ... provide quarterly or semi-annual activity updates, make sure they are on the mailing list for the newsletter.*

***Kairos Wisdom –Conference attendance.*** *International Council Representatives are the only members from each state that have a mandate to attend the annual conferences. The State Chairs need to attend! Every effort should be made; however, to fund travel for your International Council Ministry Coordination Committee representatives (Inside, Outside and Torch) as well as the State Chair. There is a wealth of information presented at these conferences that can serve to educate those in your state serving in those key positions.*

## **Attachment 1**

### **Sample State Chapter Committee Chair's Annual Report**

#### **Kairos of (State), Chair Report (YEAR)**

**A. State Chapter Committee membership** (Include a current roster of the State Chapter Committee membership, including each member's name, address, phone number, date of appointment to the State Chapter Committee, record of attendance at State Chapter Committee meetings, type and term of membership, religious affiliation, and, if an officer, date of election and term of office.) NOTE: This is the same roster that the Secretary is required to maintain.

**B. Institutional Activity Report (for Kairos Inside and Kairos Torch)**

1. List institution and number of Weekends held
2. List institutions visited or contacted to introduce Kairos

**C. Institutional activity report (Next Year)**

**D. Kairos Outside report**

1. List Kairos Outside communities and number of Weekends
2. List any areas where there is interest in additional Kairos Outside communities

**E. List institutions having only Retreats and Reunions**

**F. Brief summary of key events for the year**

Submitted by:

(State Chapter Committee Chair's Name)

(Name of State Chapter Committee)

(Date)

## Attachment 2 (Sample)

**KAIROS PRISON MINISTRY INTERNATIONAL INC., (State)  
NOMINATION FORM FOR KAIROS WEEKEND LEADERS  
To be completed by the Advisory Council**

The \_\_\_\_\_ Advisory Council nominates;

Nominee's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Street Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Occupation: \_\_\_\_\_ Work/Office Phone # : \_\_\_\_\_

Denomination: \_\_\_\_\_ Worships At: \_\_\_\_\_

Kairos Experience: \_\_\_\_\_

Interviewed by the Advisory Council on: \_\_\_\_\_

Council Member's Comments: \_\_\_\_\_

Kairos Talks Given: \_\_\_\_\_

Nominee's Attendance Record at past Team Building Meetings? \_\_\_\_\_ %

**I have been briefed on the requirements for being a Weekend Leader, including Advanced Kairos Training (AKT) and the Planning Guide for Leaders and will comply with those requirements.**

\_\_\_\_\_  
Signature of Nominee

Served (or will serve) as Observing Leader: on Kairos \_\_\_\_\_ Date: \_\_\_\_\_

If approved will serve as Leader of Kairos \_\_\_\_\_ Date: \_\_\_\_\_

Advisory Council Chair: \_\_\_\_\_ / \_\_\_\_\_  
Signature Date

Action By (State) Committee: Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

State Chair: \_\_\_\_\_ / \_\_\_\_\_  
Signature Date

## **Attachment 3**

### **Kairos Excellence Initiative State Chapter Guideline For A Successful Weekend Evaluation**

The State Chapter Committee Operating Procedures (SCCOP) directs the State Committee Chair to insure that the Excellence Initiative is implemented for each program weekend. The State Chair or a person designated by the State Chair will conduct the evaluation for each program Weekend.

There are three things the interviewer should have prior to the interview when conducting a Kairos Program Excellence Initiative (EI) evaluation.

1. The applicable Program Excellence Initiative Instruction document Kairos Excellence Initiative Directions (Kairos website)
2. The applicable Kairos program manual
3. If possible have the Weekend Leaders report in hand before the interview, if not, have a copy of the appropriate Excellence Initiative Interview Questions, which are on the Kairos website.

In order to get the interviewee comfortable and also find out how knowledgeable the individual is with the EI program it is suggested that you lead off with the following questions.

1. Are they familiar with the purpose of the Excellence Initiative? Refer to the EI instruction documents for the applicable Kairos program.
2. Are they familiar with where the documents are located?  
Kairos website or local website with links to documents on Kairos website
3. Has the individual used the EI PDF form before?
4. Purpose as stated in the EI Instruction document
  - A. This process is not a 'report card' on the success of the weekend.
  - B. Overview - program manual provides the basic understanding for implementing the program
  - C. It is a path to excellence for the program (Emphasize path to excellence)
  - D. The program manual is our gold standard. However, local prison rules or emergencies may "require decisions for deviations to be completed by wise leaders".
  - E. The EI survey helps us to objectively measure where we are and on what we are able to improve.
  - F. Each question that has a yes or no response also has an area for comments.
  - G. Each question that has a "no" response needs to have comments for clarification.
8. The State Chair or designee then will compile results into an overall assessment, review shortfalls, and identify potential improvements for the next Weekend.