



# State Chapter Committee

## Chair Orientation Guide

**January 2024**

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## **Introduction**

The State Chair role is very important in Kairos as the leader of the State Chapter Committee. Each State Chair reports to the CEO and is responsible for carrying out the operations of the ministry as defined by the policies, procedures, program manuals, and operational direction of the ministry.

This orientation guide is to help the State Chair in understanding the key items they need to ensure the State Chapter Committee is addressing. Its purpose is as an overview and guide and should not be viewed as an exhaustive listing or to replace other documents.

### **I. State Chapter Committee Chair Overview**

The State Chair is the chief servant of Kairos for the state. Your role is to ensure the state is operating with excellence by following the policies and guidelines, using the tools provided, and providing leadership to the state.

Your most important role is to be a Christian leader who operates based on biblical standards, with a focus on the ministry that serves to share the transforming love and forgiveness of Jesus Christ with those impacted by incarceration. (Mission) As a Christian ministry, we never compromise our Christian standards and operate according to the Bible. (Statement of Faith)

All volunteers in Kairos should have access to the Kairos Mission, Vision, Core Values and Statement of Faith and be reminded of them often. The Mission describes what we do each day. The Vision is what it looks like in the future if we accomplished our mission. The Core Values guide our behaviors and actions. The Statement of Faith is the foundation of what we believe as a Christian ministry.

The State Chair shall preside at all meetings of the State Chapter Committee and the Executive Committee. They are to ensure the appropriate direction is given to the state, so the ministry of Kairos is taking place properly. See the State Chapter Committee Operating Procedures for positions, elections, and other guidelines.

The State Chair, nor any other volunteer, can legally bind the ministry. The CEO is the official signatory of the ministry per the bylaws.

The State Chair should not try to do the work by themselves but ensure they are using the entire State Chapter Committee and enabling people to do their roles and use their gifting.

The State Chair should ensure they are hearing the concerns, issues and opportunities from the Advisory Councils and volunteers. Sharing these with the CEO as applicable so we always have input from the field.

## II. Structure of Kairos

All the Kairos structure is based on teams working together in Christian unity this includes Board of Directors, International Council, State Chapter Committee, Advisory Councils, and Weekend Teams.

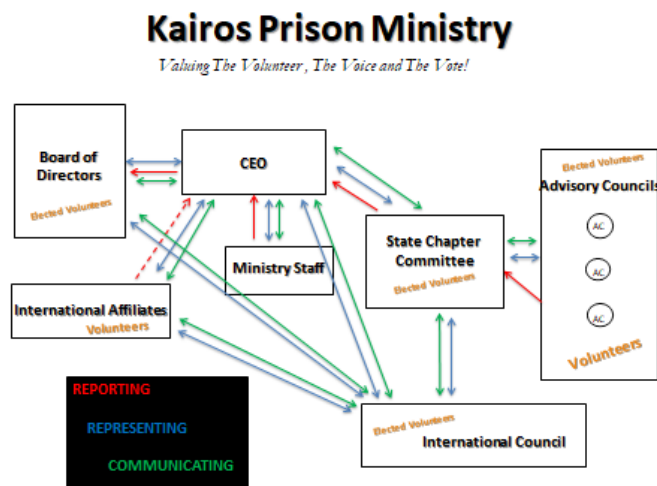
The CEO has the general supervision of the affairs of Kairos Prison Ministry International. To carry out the operational responsibilities, the CEO is granted the authority to make decisions, pursue goals, issue directives, strategically direct and allocate resources to ensure ministry operations objectives are achieved. This authority includes oversight and supervision of the State Chapter Committees, which are the operating units of the ministry.

The CEO is responsible to the Board of Directors for the actions and performance of the State Chapter Committees, including compliance with ministry administrative, and program policies and guidance.

The reporting structure runs from the Board of Directors to the Chief Executive Officer to the State Chapter Committees to Advisory Councils and vice versa. Each level should be sharing opportunities and issues to their higher reporting structure so we can continue to improve and address items. For checks and balance, the State Chapter Committee elects the International Council which selects the members of the Board of Directors.

The staff reports to the CEO. The international affiliates report to the CEO as per an Affiliation Agreement and operate within their own legal structure nationally.

The PowerPoint slide and notes to walk through the structure are at <http://mykairos.org/downloads.html>



Other documents as reference to understand roles of each team and person:

- Bylaws: Board and CEO roles; Board roles are also on <http://mykairos.org/downloads.html>
- State Chapter Committee Operating Procedures: roles of each state position

<http://mykairos.org/docs/scc/sccop.pdf>

- Financial positions in State and Advisory Council roles  
[http://mykairos.org/docs/kpmi/fpp\\_job\\_descriptions.pdf](http://mykairos.org/docs/kpmi/fpp_job_descriptions.pdf)
- Advisory Council Operating Procedures <http://mykairos.org/docs/ac/acop.pdf>
- International Council Operating Procedures <http://mykairos.org/docs/kpmi/icop.pdf>

### **III. State Structure**

The State structure is defined in the State Chapter Committee Operating Procedures. Make sure you reference this document regularly. Use your teams and structure wisely to not do all the work yourself.

- a. Executive Committee is led by the State Chair and includes the State Chair, Vice Chair, Secretary, Financial Secretary, Treasurer, and International Council Representatives. Use this team for decisions and directions in between State meetings. Ensure each are doing their function fully and reporting.
- b. State Chapter Committee Subcommittees. Some subcommittees are required, and they help keep focus on certain topics or to utilize expertise to accomplish the work. These committees focus on key topics that are critical to success such as fundraising, recruitment, agape, programs and website use.
- c. The State Chair can establish other subcommittees as needed to accomplish specific work for the State.
- d. Each Advisory Council Chair should attend the meetings and report for the Advisory Council. They also are the voting representatives for the Advisory Council on the State Chapter Committee. They provide feedback to the State and take items back to the Advisory Council.

### **IV. Annually required actions by the State Chapter Committee as led by State Chair**

- a. Manage and lead the State Chapter Committee, meetings, and direction
  - i. Ensure State meetings are held (at least 4) and have an agenda. In person meetings are important. All persons should attend all meetings with at least ½ in person. The State may use Zoom as necessary.
  - ii. Minutes of State meetings taken and distributed
  - iii. Appropriate persons in attendance
  - iv. Review State and Advisory Council financial reports
  - v. Invite the Advisory Council Chairs to the meetings as members of the State Committee, hear their opportunities, issues, and challenges and work to help address those items.
  - vi. Focus on recruitment and retention of volunteers
- b. Hold regular conference calls with Executive Committee
- c. Address issues and concerns within the state including disciplinary actions

- d. Ensure Volunteers and Clergy are qualified to serve in Kairos
- e. Covenant Agreement is signed and sent to International Office
- f. Ensure policies followed and appropriate person is handling the work
  - i. Code of Conduct <http://mykairos.org/docs/policy/conduct.pdf>
  - ii. Financial Policy and Practices <http://mykairos.org/docs/kpmi/fpp.pdf>
  - iii. Interdenominational, Diversity and Spiritual Unity Policy  
<http://mykairos.org/docs/policy/ecumenical.pdf>
  - iv. Photo Policy <http://mykairos.org/docs/policy/photo.pdf>
  - v. Conflict of Interest Policy <http://mykairos.org/docs/policy/coi.pdf>
  - vi. Trailer Insurance Policy <http://mykairos.org/docs/policy/trailers.pdf>
  - vii. Program Manuals
- g. Other items to ensure take place by appropriate persons
  - i. Regularly communicate with the Advisory Council Chairs to help/support/advise
  - ii. Weekend Leaders are approved by the SCC
  - iii. Weekend Leaders and Observing Leaders attend AKT timely
  - iv. Background screening for Kairos Torch submissions timely
  - v. Advisory Councils are fully using KairosDonor for donations, ensuring end of year statement goes out, and fundraising is taking place
  - vi. Excellence Initiative reporting and review takes place
  - vii. Supplies are ordered through the International Headquarter
  - viii. Weekends are reported on the Kairos Kalendar
  - ix. Elections occur by December 1 and reported December 31st into KairosMessenger
  - x. Weekend Leader reports reviewed
  - xi. Scheduling Advisory Council Training
  - xii. New Advisory Councils set up well and per guidelines. KairosDonor order initiates the setup of a New Advisory Council
  - xiii. Visit Advisory Council meetings as can
  - xiv. Attend closings for programs as can
  - xv. Memorandum of Understanding with each prison or youth facility
  - xvi. Ensure full program is operating with emphasis on Continuing Ministry
  - xvii. Ensure Executive Committee/State and Advisory Councils are mentoring next leaders and keeping potential leadership list for various roles.

## **V. Tools that are required to be used by the Advisory Council and/or State**

- a. KairosMessenger for elections, rosters, and report access (more items to come)
- b. KairosDonor for donation tracking and reporting to donors
  - i. Can use for fundraising also
- c. EZRA by every Weekend Leader and pass the data to the next person
- d. Excellence Initiative
- e. Financial systems

## **VI. Tools available on MyKairos.org**

- a. MyKairos.org has all policies, operating procedures, documents, order forms, best practices, and other support items for volunteers
- b. Promotional videos, PSAs, and brochures are on MyKairos.org to use
- c. Pull up banners can be ordered with form on MyKairos.org
- d. Ideas for fundraising
- e. Ideas for recruitment and tools to use
- f. Testimonies and endorsements
- g. Letterhead and business card formats
- h. Style guide for promotion of Kairos
- i. Web style guide for website administrators

## **VII. Items to make sure report to CEO**

- a. Issues arising or addressing with volunteers, Advisory Council, Department of Corrections, or Department of Juvenile Justice
- b. Notify CEO of any disciplinary issues or suspension situations
- c. One-time variances submitted by Advisory Council to State Chair for review and submission to CEO
- d. Information as requested on behalf of the CEO for reporting
- e. Review of Advisory Council list for accuracy – twice per year
- f. New ministry opportunities
- g. Annual report at year end
  - i. State information
  - ii. Institutional activity report for Kairos Inside and Kairos Torch including institutions, number of Weekends, and Continuing Ministry
  - iii. Institutional activity for next year including who visited or contacted to introduce Kairos – plans to grow
  - iv. Kairos Outside report of locations, number of Weekends, and Continuing Ministry
  - v. Kairos Outside list of growth areas for the future
  - vi. Brief summary of key events for the year (issues and successes)
  - vii. Your name
- h. Short Annual Plan by SCC at the beginning of the year which includes – See State Chapter Committee Operating Procedures – Addendum for details
  - i. Spiritual Health focus
  - ii. Recruitment
  - iii. Funding
  - iv. Needs of current ministry including Continuing Ministry
  - v. Growth of new ministry/new starts
  - vi. Leadership development

## **VIII. Interaction with the CEO and required meetings**

- a. Monthly call, 4<sup>th</sup> Tuesday of each month at 9:00 pm Eastern time for 1 hour
- b. Annual Conference, State Chair face to face meeting all day Thursday and ½ day Friday of the Conference dates.
- c. Emails with interaction as needed to entire State Chair group by CEO
- d. Call or email at any time when need to talk. Office: 407-629-4948; Cell 919-270-2871; email [evelyn@kpmi.org](mailto:evelyn@kpmi.org)
- e. Invite to meetings or speaking opportunities

## **IX. Other relationships**

- a. Ensure the state has a good working relationship with the State Department of Corrections
- b. Ensure the state has a good working relationship with the Department of Juvenile Justice
- c. Ensure work with other 4<sup>th</sup> day ministries
- d. Ensure work with denominational and non-denominational church leaders in state

## **X. Contact List**

- To request a conference call line or Zoom video: [conferencecall@mykairos.org](mailto:conferencecall@mykairos.org)
- Financial Policy and Procedures: [Kris@kpmi.org](mailto:Kris@kpmi.org) or [Evelyn@kpmi.org](mailto:Evelyn@kpmi.org)
- Variances: [Evelyn@kpmi.org](mailto:Evelyn@kpmi.org)
- Trailer insurance: [Kimberly@kpmi.org](mailto:Kimberly@kpmi.org)
- Certificates of Additional Insured for facilities: [Kimberly@kpmi.org](mailto:Kimberly@kpmi.org)
- Grants or Foundations: [Evelyn@kpmi.org](mailto:Evelyn@kpmi.org)
- KairosMessenger: [Andy@kpmi.org](mailto:Andy@kpmi.org)
- Issues with transferring EZRA data: [Andy@kpmi.org](mailto:Andy@kpmi.org)
- KairosDonor questions George Brown: [gb3mjb@att.net](mailto:gb3mjb@att.net)
- Program question – [Kevin@kpmi.org](mailto:Kevin@kpmi.org) for Kairos Torch; [Craig@kpmi.org](mailto:Craig@kpmi.org) for Kairos Inside Men and Women; [Tina@kpmi.org](mailto:Tina@kpmi.org) for Kairos Outside
- Advisory Council Training scheduling (forms are myKairos.org): [Monika@kpmi.org](mailto:Monika@kpmi.org)
- Supply ordering: [order@kpmi.org](mailto:order@kpmi.org)
- Website or Domain Name & registration: [marketing@kpmi.org](mailto:marketing@kpmi.org)

Consider setting up standard Gmail accounts for officers so these accounts can be transferred at the end of terms, while not using personal emails. Example. XXStateChair @gmail.com

If in doubt simply call the office and you will be directed to the right person 407-629-4948.