



KAIROSMESSENGER

Election Training For The Advisory Council Secretary



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1

Housekeeping Items

- My Name Is Andy Perry I Am The Support Person For KairosMessenger
- Please Remain Muted Until The Presentation Is Done
- Please Hold Your Questions Until The End Of The Presentation
- This Presentation Will Be About An Hour And A Half
- You Can Download The Handout From Your Chat Window



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2

In This Training You Will Learn How To:



Clean Up Volunteer Records to Ensure A Smooth Election



Understand the Election Eligibility Report to Determine Vacancies



Use KairosMessenger to Request Nominations and Votes for Nominees



Enter Elections Into KairosMessenger



Print the Roster

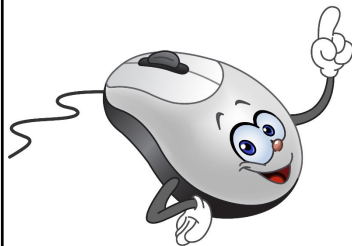


Send Emails to the Community to Inform them of Elected Members



Send Emails to Elected Members With Job Descriptions and Logins

3



Get Prepared

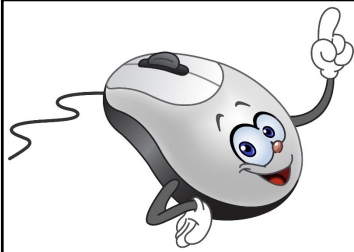
Clean Data
Makes for a
Smooth
Election

- Ensure last Weekend's Leader Report is Uploaded
[KairosMessenger>Program>Weekends>Weekend History](#)
- **UPDATE:** "Active" Status Will Change to 3 Years Effective January 1, 2026



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Get Prepared

Reporting Tool for Quick Clean Up

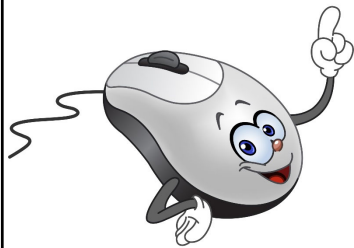
Use the “Missing Info” Report to organize a data clean up effort

- Print the report and work it as a group
- Only the Secretary and Data Coordinator can make changes in KairosMessenger to volunteer records



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Get Prepared

Volunteers>Volunteer List

Reporting Tool for Quick Clean Up

ALL Active Inactive Entry List Prospect **Missing Info**

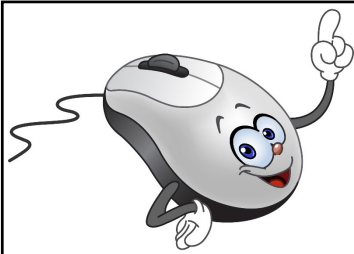
Advisory Council is displayed in blue if the person primarily serves at a different location.

Last Name	Volunteer Name	Primary State	Advisory Council	New Start Council	Primary Ministry	Email Address	List Name
A'Hearn	Christine A'Hearn	Texas	KD Corpus Christi		KD	christinearesendiz@hotmail.com	Christine
Aadson	Renee Aadson	Indiana	KD Central IN	KD Central IN	KD	readson@gmail.com	Renee
Aaker	Terry Aaker	California	Tehachapi	Tehachapi	KI	taaker1@verizon.net	Terry
Aakoi	Cletus Aakoi	Texas	Polunsky		KI	lwilfinfishstrong@gmail.com	Cletus
Aaron	Mary Aaron	Alabama	KD North AL		KD	No Email	Mary
Aarons	Anthony Aarons	Florida	Lake CI		KI	franthonny@bishopsnoore.org	Anthony
Abad	Rosemary Abad	Georgia	Whitworth Detention		KI	abad.rosemary@att.net	Rosemary
Abagon-Juanir	Ariene Abagon-Juanir	California	KD Southern CA		KD	aabagon@yahoo.com	Ariene
Abankwa	Andrew Abankwa	Maryland	MD CI - Jessup		KI	andrewabankwa@gmail.com	Andrew
Abarshi	Bala Abarshi	Maryland	Jessup CI - JCI		KI	babarshi@gmail.com	Bala



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Get Prepared

Volunteers > Volunteer List

Reporting Tool
for Quick
Clean Up

ALL Active Inactive Entry List Prospect **Missing Info**

Bad/Missing Contact Information

A Volunteer's contact information is VERY important. Missing or bad information can result in duplicate or missing volunteers.

By selecting the kind of contact information for you to review below, you can then print the "Missing/Bad Info" to identify the entries needing cleanup.

Note that an email flagged as "Bad" means the email is being rejected - most likely because the email account is closed or there is an error in the address.

Select the entries you want to include:

Bad/Missing Email:

Bad/Missing Cell Phone:

Bad/Missing Home Phone:

Bad/Missing Home Address:

Missing Demographics:

Not Interested/Not Serving:

Exclude the following:

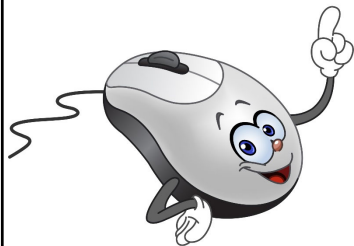
Not Interested/Not Serving:

[Print Missing/Bad Info](#)



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Get Prepared

Identify
Missing and
Incorrect
Information

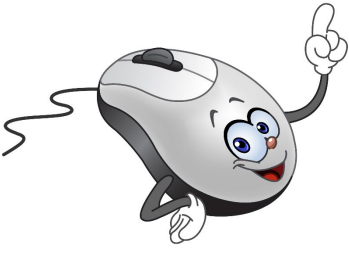
Requested Items for Print

- Bad/Missing Email
- Missing Cell Phone
- Missing Home Address
- Missing Demographics

KairosMessenger
Bad/Missing Contact Information
9/03/2025
4

Advisory Council	Volunteer Name	Bad Email	No Cell	No Home Phone	No Address	Demographics	Email Address		Cell Phone
							Home Address	Bad Email Address	Home Phone
Allred	Chip Bulin			Y			cb3324@verizon.net		214-908-3928
							1309 Windsor Way		214-708-3566
							Rowlett, TX 75088		
Allred	Shondra Bullard	Y	Y	Y	Y	Y			
Allred	Matt Burle	Y	Y	Y	Y	Y			
Allred	Shay Burns	Y	Y				shayburns@gmail.com		682-367-2903
							9636 Barksdale Drive		
							Keller, TX 76450		
Allred	Jerry Cabluck	Y	Y	Y			jcabluck@swbell.net		682-556-2411
							3628 McCart St		
							Fw, TX 79110		
Allred	Julie Carter	Y	Y	Y			j_lccarter@sbcglobal.net		
Allred	Edward Castillo	Y					ecastillo213@outlook.com		817-676-4506
							1837 Westcrest		817-676-4506
							Arlington, TX 76013		
Allred	Moe Catano	Y	Y	Y					940-257-5997
							1525 Trigo Lane #702		
							Wichita Falls, TX 76306		
Allred	Frank Cedillo	Y	Y	Y	Y		francejr1@att.net		

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Get Prepared

Requested Items for Print

- ✓ Bad/Missing Email
- ✓ Missing Cell Phone
- ✓ Missing Home Address
- ✓ Missing Demographics

KairosMessenger
Bad/Missing Contact Information

9/09/2025
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Advisory Council	Volunteer Name	Bad Email	No Cell	No Home Phone	No Address	Demographics	Email Address	Bad Email Address	Cell Phone
							Home Address		Home Phone
Allred	Rafael Zelaya	Y	Y	Y	Y	Y			

Summary:

No Bad Emails:	126
No Missing Emails:	59
No Cell Phone:	103
No Home Phone:	40
No Home Address:	40
Missing Demographics:	165
No Contact/Not Serving:	427
Total Volunteers:	427

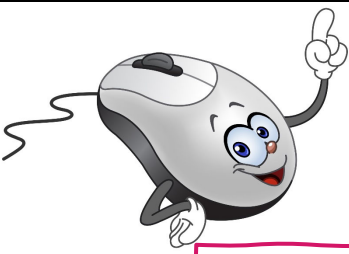
Statistics are only available for the items you requested to be printed.

- There Are 9 Entries Per Page (# Pages X 9 = Number of Records to Fix)
- Give A Few Pages To Recruits To Contact and Get Updates
- Then Secretary Or Data Coordinator Updates In KairosMessenger



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Get Prepared

Green background indicates that the person is an "Active" volunteer

Yellow background indicates that the person is deceased

Red background indicates that the person should not be contacted


Orange background indicates a problem with the email address

Click "column heading" to sort on that column and search for records matching the search entry

Click any column heading to sort

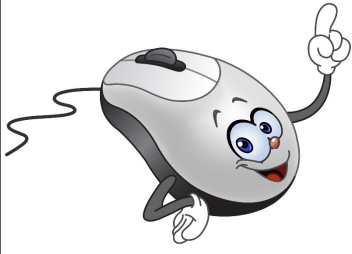
Last Name	Volunteer Name	Primary State	Advisory Council	New Start Council	Primary Ministry	Email Address	First Name
Burin	Chip Burin	Texas	Allred	KI		cb3324@verizon.net	Chip
Bull	Bob Bull	Texas	Allred	KI		bobbull@redoumc.org	Bob
Bullard	Shondra Bullard	Texas	Allred	KI			Shondra
Burle	Matt Burle	Texas	Allred	KI			Matt
Burns	Raymond Burns	Texas	Allred	KI		Raymondburns_1969@yahoo.com	Raymond
Burns	Shay Burns	Texas	Allred	KI		shayburns@gmail.com	Shay
Burns	Remi Burns	Texas	ODaniel	KI		remiburns@yahoo.com	Remi
Burt	Shane Burt	Texas	Allred	KI		shaneburt@wadeinspectorties.com	Shane
Burt	Shane Burt	Texas	Allred	Lindsay	KI	shaneburt.1977@gmail.com	Shane
Bush	Raymond Bush	Texas	Allred	KI		Solar_ray2004@yahoo.com	Raymond

- Double Click Row Or Select Row And Click [Change] Button
- Do Not Delete Record Information, You May Be Deleting Important History**



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Get Prepared

Update Volunteer Records

Update Volunteer Record
Chip Bulin - 86367

Name/Contact
Personal
Ministry
Training
Restrictions
Weekends/Courses
Continuing Ministry

Last Name:

First Name: (Do NOT use Titles in First Name)

Suffix:

Salutation:

Not Serving: This person is no longer serving

Comments:

Address 1: Bad Home Address:

Address 2:


City: State: Zip:

Cell Phone: Bad Cell Phone #:

Home Phone: Bad Home Phone #:

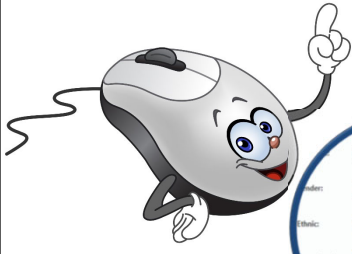
Email: Bad Email Address:

- Mark Not Serving If The Person Doesn't Do Weekends Anymore
- Uncheck Bad Contact Fields If You Are Updating Them



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Get Prepared

Update Volunteer Records

Update Volunteer Record
Chip Bulin - 86367

Name/Contact
Personal
Ministry
Training
Restrictions
Weekends/Courses
Continuing Ministry

Personal | Ministry

Gender: Male Female Unknown

Ethnic: Caucasian African American Asian

Denomination: Methodist Baptist Presbyterian Catholic Episcopal

Last Name:

First Name: (Do NOT use Titles in First Name)

Suffix:

Salutation:


Not Serving: This person is no longer serving

Comments:

Address 1: Bad Home Address:

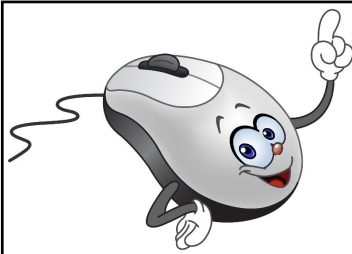
Address 2:

- Multiple Tabs Organize Information
- Contact Information Is Most Important
- Demographic Information Needs To Be Completed In The Personal Tab



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Get Prepared

Dealing with Duplicate Records

Green background indicates that the person is an "Active" volunteer Yellow background indicates that the person is deceased
 Red background indicates that the person should not be contacted Orange background indicates a problem with the email address

Click "column heading" to sort on that column and search for records matching the search entry

ALL	Active	Inactive	Entry List	Prospect	Missing Info		
Advisory Council is displayed in blue if the person primarily serves at a different location.							
Locate (Position) Last Name Search							
Last Name	Volunteer Name	Primary State	Advisory Council	New Start Council	Primary Ministry	Email Address	First Name
Borf	Joe Don Borf	Texas	Allred		KI	joeborf1@gmail.com	Joe Don
Borf	Rene Borf	Texas	Allred		KI	rn99@sbogjoba.net	Rene
Borf	Scott Borf	Texas	ODaniel		KI	scottborf@gmail.com	Scotty
Borf	Scott Borf	Texas	Allred		KI	scottborf@gmail.com	Scott
Boyes	Debbie Boyes	Texas	Allred		KI	Ocleo11@aol.com	Debbie
Brady	Nikki Brady	Texas	Allred		KI	jadejina2012@gmail.com	Nikki
Braem	Bill Braem	Texas	Allred		KI	vaibraem@msn.com	Bill
Brandley	Joseph Brandley	Texas	Allred		KI	jbrandley@umcfc.com	Joseph
Brannon	Lonnie Brannon	Texas	Allred		KI		Lonnie
Briggs	Frank Briggs	Texas	Allred		KI		Frank

- Duplicate Records: Ensure All The Contact Information Matches
- We Run A Monthly Merge Program



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Advisory Council Facts

- "Active" Community Members Nominate And Elect Members
- New Start Positions Are Appointed For The First 2 Years
 - Members May Be Added Throughout The Year
- 13 Required Positions (Voting & KairosMessenger Access)
- May Have Optional Positions (Non-voting)



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Advisory Council Facts

- Elections Held Annually Includes New Starts
- Members Elected To 3-year Term
- Members Elected To Seat On Advisory Council Not A Specific Position
- **Qualification To Be Elected:** Must Have Served On A Team And/OR Have Been Active In The Continuing Ministry
- See The Advisory Council Operating Procedures For Additional Qualifications



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Advisory Council Facts

- Members May Be Re-elected For A 2nd And 3rd Consecutive 3-year Term (9 Years)
- Chair Requires 1 Year On Advisory Council Before Serving
- Chair Can Only Serve 5 Consecutive Years



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Advisory Council Facts

- Elected Members Vote On Positions
- Positions Are For A 1 Year
- Each Year Someone Can Hold A Different Position



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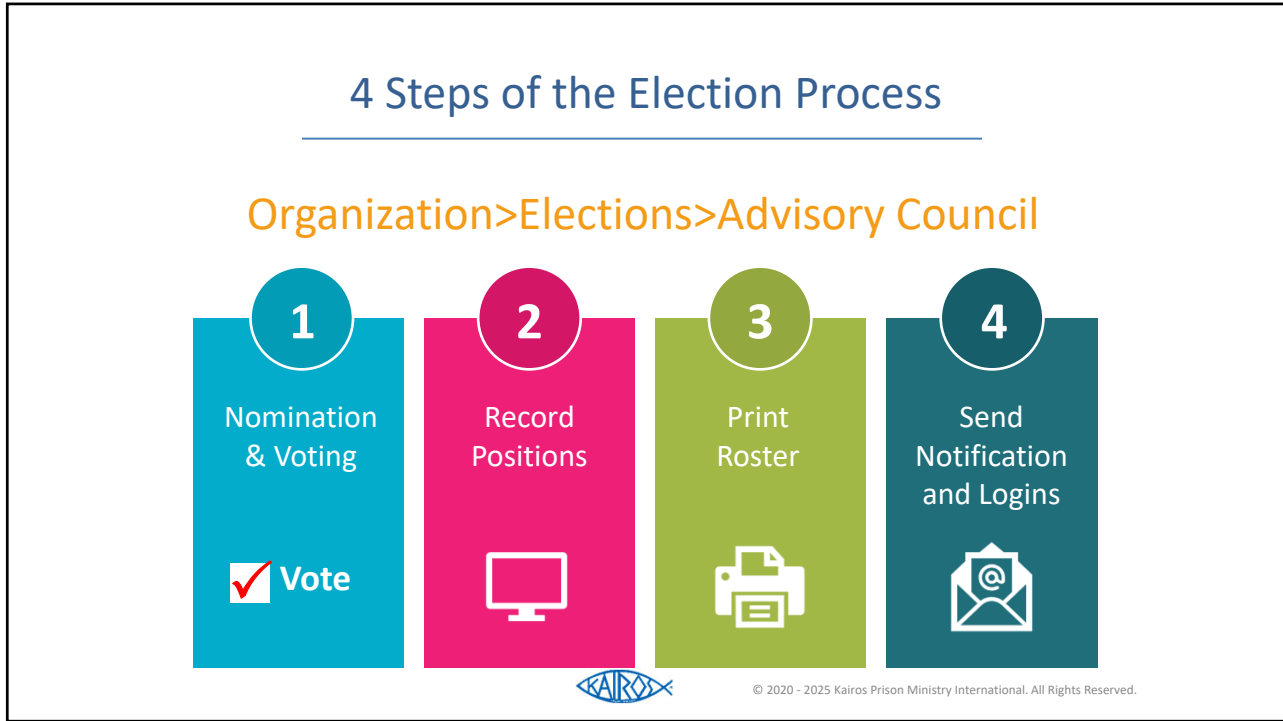
Advisory Council Facts

- Elections Must Be Completed By December 1st
- Elections Must Be Entered Into KairosMessenger By December 31st
- All Prior Year Logins Are Cancelled January 31st
- See The Advisory Council Operating Procedures For All Election Guidelines



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Election Management Screen

Record and Review Annual Advisory Council Elections
The current Advisory Council secretary can track, communicate, and record annual elections to the Advisory Council positions. You can also print a roster of your Advisory Council's members and positions.

What's Different? Recording Elections is simpler now, click to see what's different

Enter Election Year: Must Enter Year and TAB Before Recording or Emailing

1. Nominations and Voting for Advisory Council Membership
Send Email request for nominations to the Advisory Council and then to vote for the Nominees.

[Print Election History](#) Print History of Elections

[Email Nomination Request](#)

[Email Election Vote](#)

2. Record Position Elections
Record the position election results.

[Record Elections](#) Click to process elections of Standard Positions

[List Election Results](#) View Elected Persons

3. Record Person Resigning/Leaving
Replace a person during their year instructions

[Replace a Person](#) someone resigns during their year

4. Notification of Elections
Send email notification of the elections AND any changes in elections.

[Email Election Results to Volunteers](#)

[Email Advisory Council Logins](#) Also includes Current Job Description

5. Advisory Council Roster
After you have recorded the elections, you can create a report of your Advisory Council members and roles

[Advisory Council Roster](#) Click to print Roster of Advisory Council

MAINTENANCE ONLY
If someone resigns during the year – DO NOT USE TO ENTER ELECTIONS.

ELECTION & MAINTENANCE
Send username and password

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1

Nomination & Voting

Elections must be completed by December 1st

Elections must be entered into KairosMessenger by December 31st

Vote

Election Eligibility Report

Record and Review Annual Advisory Council Elections

The current Advisory Council secretary can track, communicate, and record annual elections to the Advisory Council positions. You can also print a roster of your Advisory Council's members and positions.

What's Different? Recording Elections is simpler now, click to see what's different

1

Enter Election Year: Must Enter Year and TAB Before Recording or Emailing

1. Nominations and Voting for Advisory Council Membership

Send Email request for nominations to the Advisory Council and then to vote for the Nominees.

2

Print Election History Print History of Elections

Email Nomination Request

Email Election Vote

3

Select Report Option

Current Eligibility
 Total History

Print Election History

1. Enter The Election Year (2026)
2. Select The [Print Election History] Button
3. On The Next Screen Select [Current Eligibility] And Then [Print Election History] Button

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1

Nomination & Voting

Elections must be completed by December 1st

Elections must be entered into KairosMessenger by December 31st

Vote

Election Eligibility Report

- Determine Number Of Seats Vacant
- Identify End Of Term Members
- Term Expires Is End Of 3-year Term
- Eligible For Re-election Is No If They Are Still Serving A 3-year Term

Name	Elected Role	Years Elected to this Role	Total Years
Brandon Hirachata	Continuing Ministry Coordinator		2025
		Term Expires 12/31/2027	Total Consecutive Years: 1
		Eligible for Re-election? No	Total Years on Advisory Council: 1
Dave Allred	KairosDonor Coord/Fin Secy	2018 2019 2020 2021 2022 2023 2024 2025	
		Term Expires 12/31/2026	Total Consecutive Years: 8
		Eligible for Re-election? No	Total Years on Advisory Council: 8
Doug Marchand	Vice Chair		2025
		Term Expires 12/31/2027	Total Consecutive Years: 1
		Eligible for Re-election? No	Total Years on Advisory Council: 1
Eddie Peacemaker	Advisory Council Chair		2024 2025
	Fundraising/Sponsorship Coordi	2022	
	Institutional Liaison	2023	
	Vice Chair	2024	
		Term Expires 12/31/2027	Total Consecutive Years: 4
		Eligible for Re-election? No	Total Years on Advisory Council: 4
Rich Crouch	Continuing Ministry Coordinator		2023 2024
	Secretary		2024 2025
		Term Expires 12/31/2025	Total Consecutive Years: 3
		Eligible for Re-election? Yes	Total Years on Advisory Council: 3

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1

Nomination & Voting

Elections must be completed by December 1st

Elections must be entered into KairosMessenger by December 31st

Vote

Request Nominations

1. Nominations and Voting for Advisory Council Membership

Send Email request for nominations to the Advisory Council and then to vote for the Nominees.

Print Election History Print History of Elections

Email Nomination Request

Email Election Vote

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1

Nomination & Voting

Elections must be completed by December 1st

Elections must be entered into KairosMessenger by December 31st

Vote

Request Nominations

Advisory Council Election Emailing - 2026
Request Nominations for 2026

[Click Here for tutorial on Election Emailings](#)

The "Recipients" tab lists the persons to receive an email.

The "Email Message" tab contains the email text and the button to initiate the sending of the emails.

#	Active Volunteer	Advisory_Council	Role	Email_Address
81	Adriana Serrano	Alfred		AMSGD2016@gmail.com
82	Alvaro Silva	Alfred		alvarosilva@vericel.com
72	Amado Tamez	Alfred		Amadotamez@gmail.com
56	Amy Walker	Alfred		AJWALKER1996@gmail.com
83	Angelica Delgado	Alfred		delgado_angelica@hotmail.com
2	Ariela Hurst	Alfred		ahurst57@gmail.com
109	Armando Perez	CDaniel		bummingperez@gmail.com
31	Aruna Nathu	Alfred		arn024@yahoo.com
51	Ashley Christ	Alfred		ashley.vesey3051@gmail.com
3	Ava Pearson-Hansford	Alfred		super1va@gmail.com

Recipients

Email Message

This is the email to the Advisory Council's active volunteers asking them to send their nominations for the upcoming Advisory Council election.

Their replies will go to the email "From" address.

The text is the basic ministry-wide text. **Please modify it appropriately BEFORE sending the email.**

From: Rich Crouch <rcrouch07@sigsgob.net>

Subject: Requesting your nominations for the Alfred Advisory Council

Email Text: The Advisory Council is reaching out to our active volunteers to ask for your recommendations for nominees to be considered for election to a 3 year term starting in 2026.

There are () seats up for election, so would you please reply back with your recommendations for nominees, including yourself, to fill these seats? Please ask about their assignments to serve and reply with their nomination. Please provide their contact information. The blank spots need nominations.

1.-Person Name

Once you've revised the email text appropriately, click the Send Email Button to initiate sending the emails.

Send Election Emails

- Automatic Email List Creation of Active Members
- Update and Send Email
 - Number of Seats Vacant And Cutoff Date (7-10 days)

Email Responses Come Back To Your Email


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1

Nomination
& Voting

Elections must be
completed by
December 1st

Elections must be
entered into
KairosMessenger
by December 31st

 **Vote**

Request Nominations

Things Not To Do In The Email Message:

Active local Kairos community members are eligible to vote to elect the AC members. Community members are considered "active" if they are active in their church community, have served on a Kairos team within the past 2 year(s) and/or have been active in the continuing ministry during the past 2 years. Kairos encourages members to be active in a Christian accountability group.

The time is now to nominate for the 2025 [redacted] Advisory Council position .

The following positions are open:

- Kairos Donor Coordinator
- Recruiting Coordinator
- Continuing Ministry Coordinator
- Communications Coordinator .

The following positions have completed their 3 year term and would like to be reinstated:

- [redacted] - Treasurer
- [redacted] - Fundraising Coordinator
- [redacted] - Recruiting Coordinator

The [redacted] Advisory Council is reaching out to our active volunteers to ask for your recommendations for nominees to be considered for election to a 3 year term starting January 1, 2025. We hold 8-10 meetings per year via Zoom lasting approximately one hour per meeting.

There are 9 of 13 seats up for election this year. The following AC members have completed a three(3) year term and are nominated for an additional three(3) year term:

1- [redacted]

2- [redacted]

The following AC members have completed a resigned position term and are nominated for a three(3) year term:

3- [redacted]

4- [redacted]

5- [redacted]

There are four remaining seats to be filled with the following nominations:

6- [redacted] (Agreed to one year as Institution Liaison) 7- [redacted] (Considering) 8-OPEN 9-OPEN

As you can see we still need a few more nominations to fill out the 13 roles on the Advisory Council. You are allowed to nominate yourself if you are interested in filling a role.


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1

Nomination
& Voting

Elections must be
completed by
December 1st

Elections must be
entered into
KairosMessenger
by December 31st

 **Vote**

Request Vote

1. Nominations and Voting for Advisory Council Membership


Send Email request for nominations to the Advisory Council and then to vote for the Nominees.

Print Election History

Print History of Elections

Email Nomination Request

Email Election Vote



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1

Nomination & Voting

Elections must be completed by December 1st

Elections must be entered into KairosMessenger by December 31st

Vote

Request Vote

Advisory Council Election Emailing - 2026
Request Nominations for 2026
[Click Here](#) for tutorial on Election Emailings

The "Recipients" tab list's the persons to receive an email.
The "Email Message" tab contains the email text and the button to initiate the sending of the emails.

Email Message

#	Active Volunteers	Advisory Comm	Role	Email Address
81	Adriana Serrano	Allred		MASCZONE@gmail.com
82	Alvaro Silva	Allred		alvarosilva@veric.com
72	Amado Tamez	Allred		Amadotamez@gmail.com
56	Amy Walker	Allred		AJWALKER1996@gmail.com
83	Angelica Deagiero	Allred		de_aguero@hotmail.com
2	Anita Hurst	Allred		ahurst57@gmail.com
109	Armando Perez	ODaniel		burningoneself@gmail.com
31	Aruna Nathu	Allred		asn034@yahoo.com
51	Ashley Christ	Allred		ashleywesley3051@gmail.com
3	Ava Pearson-Hanford	Allred		syperlie@gmail.com

First Previous Next Last
Insert Change Delete

- Automatic Email List Creation Of Active Members

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1

Nomination & Voting

Elections must be completed by December 1st

Elections must be entered into KairosMessenger by December 31st

Vote

Request Vote

Email Message

This is the email to the Advisory Council's active volunteers asking them to send in their vote for the identified nominees.
 Their replies will go to the email "From" address.
 The text is the basic ministry-wide text. **Please modify it appropriately BEFORE sending the email.**

From: Rich Crouch <rcouch07@bcgobal.net>

Subject: Requesting your vote for the 2026 Allred Advisory Council Election

Email Text: We have accumulated the nominees recommended by the active volunteers, and are now soliciting your vote for your preferred (.) persons from the list of nominees below. This election is for membership on the Advisory Council for a 3 year term which will become effective on January 1.

The nominees are (in alphabetical order):

- 1-Person Name
- 2-Person Name
- 3-Person Name

Once you've revised the email text appropriately, click the Send Email Button to initiate sending the emails.

Send Election Emails

- Update And Send Email
 - Number Of People To Vote For
 - List Of Nominees (Nothing Else E.G. Currently Serving, Wants To Serve Again, Very Active, Wants To Be Secretary, Etc.)
 - Include Members Who Completed 3-year Term That Want To Run Again
 - Cutoff Date (7-10 Days)
 - Email Responses Come Back To Your Email

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Nomination & Voting

Elections must be completed by December 1st

Elections must be entered into KairosMessenger by December 31st

Vote

Request Vote

Things Not To Do In The Email Message:

My email was wrong in Kairos Messenger. PLEASE RESPOND AGAIN WITH YOUR VOTES. MAKE SURE YOU RESPOND TO [REDACTED]

The nominees are (in alphabetical order):

- 1- [REDACTED]
- 2- [REDACTED] (i)
- 3- [REDACTED]
- 4- [REDACTED] (i)
- 5- [REDACTED] (i)
- 6- [REDACTED] (i)
- 7- [REDACTED]
- 8- [REDACTED] (i)
- 9- [REDACTED] (i)

(i) = Incumbent

The nominees are (in alphabetical order):

- 1- [REDACTED] (extend term for 3 years)
- 2- [REDACTED]
- 3- [REDACTED]
- 4- [REDACTED]

Hope everyone is enjoying the blessed weather of recent days! I also hope that you will lift the following nominations in prayer as we vote on the 2025 Advisory Council [REDACTED]

- [REDACTED] - Chair
- [REDACTED] - Vice Chair
- [REDACTED] - Financial Secretary
- [REDACTED] - Treasurer
- [REDACTED] - Communications
- [REDACTED] - Agape
- [REDACTED] - Continuing Education

29

1

Nomination & Voting

Elections must be completed by December 1st

Elections must be entered into KairosMessenger by December 31st

Vote

Nominations and Voting for Advisory Council Membership

Once Election Is Complete All Advisory Council Members (13) For the Upcoming Year Vote on Positions

- Done In Meeting - Must Be Done Before December 1st
- Term For Position is 1 Year
- Great Time to Get the Annual Affiliation Agreement Signed

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15

1

Nomination & Voting

Elections must be completed by December 1st

Elections must be entered into KairosMessenger by December 31st

Vote

Optional Positions

- Appointed By the Chair
- Non-voting
- Term is 1 Year
- Cannot Serve More Than 3 Years
- Does Not Count Towards Elected Terms of Service

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1

Nomination & Voting

Elections must be completed by December 1st

Elections must be entered into KairosMessenger by December 31st

Vote

Newly Formed Advisory Council (New Start)

- Officer Positions Must Be Filled at Start-up (More May Be Filled)
- Officers are Chair, Vice Chair, Secretary, Treasurer, and KairosDonor (Or Financial Secretary)
- New Start Must Establish Positions With Varying Terms to Create the Rotation By the Third Year
- Vice Chair Serves As Continuing Ministry Coordinator and Institutional Liaison Until Position is Filled
- New Start Has Two Years to Grow Into Having Full Standard Voting Positions
- Advisory Council Members Don't Need to Have Kairos Experience (It is Recommended Some Do)

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1

Nomination
& Voting

Elections must be completed by December 1st

Elections must be entered into KairosMessenger by December 31st

Vote

Continuing Ministry Only

- Special Status Must Be Approved By CEO
- If New Start - Follow The New Start Section
- Must Keep A Small Advisory Council In Place:
 - At Least The Positions Of Chair, Vice Chair (Optional), Secretary, KairosDonor Coordinator, Treasurer, Institutional Liaison And Continuing Ministry Coordinator
- If Existing Need 2 Persons Identified – Chair And Institutional Liaison/Continuing Ministry Coordinator (Notify KPMI each December to enter Election)

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2

Record Positions

Record Position Elections

Record and Review Annual Advisory Council Elections
The current Advisory Council secretary can track, communicate, and record annual elections to the Advisory Council positions. You can also print a roster of your Advisory Council's members and positions.

What's Different? Recording Elections is simpler now, click to see what's different.

Enter Election Year: Must Enter Year and TAB Before Recording or Emailing

1. Nominations and Voting for Advisory Council Membership
Send Email request for nominations to the Advisory Council and then to vote for the Nominees.

Print Election History Print History of Elections

Email Nomination Request

Email Election Vote

2. Record Position Elections
Record the position election results.

Record Elections Click to process elections of Standard Positions

List Election Results View Elected Persons

Must enter year for button to be available

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2

Record Positions

Record Position Elections

Green highlighted Role is a Required position.

Year	Advisory Council Role	Elected Person	Date Removed	Date Installed	ACT Date	Agreement Date	Password
2026	Advisory Council Chair						
2026	Vice Chair						
2026	Secretary						
2026	KairosDonor Coord/Fin Secy						
2026	Treasurer						
2026	Institutional Liaison						
2026	Outreach/Recruiting Coordinator						
2026	Fundraising/Sponsorship Coordinator						
2026	Agape Coordinator						
2026	Clergy/Spiritual Director						
2026	Continuing Ministry Coordinator						
2026	Data Coordinator						
2026	Communications Coordinator						

+ Add Optional Role
Record Person's Election

- Double Click Position's Row Or Highlight It And Click The [Record Person's Election] Button
- [Add Optional Role] For Nonstandard Positions (Non-Voting)

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2

Record Positions

Record Position Elections

Update Advisory Council Elected Positions

This Role:

Elected Person: ? Click the ? button to get a list of volunteers

Agreement Date: ? Date of the signing of the Annual Agreement

Password: Password automatically created after you SAVE the record

✓ Save ✗ Cancel

Select Elected Person

Click the "Checkmark" button to select the person.

You can search for a name by clicking the "Name" column heading.

Locate (Position) Name:

Volunteer ID	Name	Select
86,364	Aaron Joslin	✓
127,775	Adam Maxwell	✓
29,891	Ade Faminu	✓
127,776	Adriana Serrano	✓
32,780	Alan Rogers	✓
127,777	Alvaro Silva	✓
121,036	Almado Tamez	✓
105,383	Amanda Birch	✓
105,384	Amy Walker	✓
55,072	Andie Ashbaugh	✓
29,998	Andrew Besty	✓
55,073	Angel Guzman	✓
127,778	Angelica Deaguero	✓
29,893	Anita Hurst	✓
121,037	Annette Camp	✓
29,999	Anthony Jackson	✓
107,511	Armando Perez	✓
30,000	Art Littenen	✓
55,074	Arturo Sandoval	✓
30,001	Aruna Nathu	✓

⏪ First
⏪ Previous
Next ⏩
Last ⏩

✗ Cancel

- Click The "?" Button To Get List Of Volunteers
- Select Member From List By Clicking ✓ Button
- Agreement Date = Affiliation Agreement

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2

Record Positions

2

Record Position Elections

Green highlighted Role is a Required position.

Year	Advisory Council Role	Elected Person	Date Removed	Date Installed	ACT Date	Agreement Date	Password
2026	Advisory Council Chair	Eddie Peacemaker				2/07/2025	
2026	Vice Chair	Doug Marchand				2/07/2025	
2026	Secretary	Rich Crouch					
2026	KairosDonor Coord/Fin Secy	Dave Allred				2/07/2025	
2026	Treasurer	Mike Stumbaugh				2/07/2025	
2026	Institutional Liaison	Tom Venhaus				2/07/2025	
2026	Outreach/Recruiting Coordinator	John Sweeney				2/07/2025	
2026	Fundraising/Sponsorship Coordinator	Charles Berry				2/07/2025	
2026	Agape Coordinator	Randy Greenway				2/07/2025	
2026	Clergy/Spiritual Director	Gary Redwine				2/07/2025	
2026	Continuing Ministry Coordinator	Brandon Hirachata				2/07/2025	
2026	Data Coordinator	Mike Springer				2/07/2025	
2026	Communications Coordinator	Mark Conley				2/07/2025	

+ Add Optional Role
Record Person's Election

- Continue Until All Roles Are Filled

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2

Record Positions

2

Record Position Elections

WARNING!

You have asked to add a non-standard role. While you can do that, be aware that ONLY persons elected to a "Standard" role will have authorization to access KairosMessenger

Do you want to continue to ADD a Non-Standard role?

No-Cancel Adding Non-Standard Role
Yes-I'm Adding a Non-Standard Role

Remember, no optional roles have access to KairosMessenger.

This Role: Enter a Custom Role, OR:

Optional Role: <Select Optional Role> Select a "standard" Optional Role

Elected Person: ? Click the ? button to get a list of volunteers

Agreement Date: ? Date of the signing of the Annual Agreement

✓ Save
⌂ Cancel

Weekend Leader

- Advising Leader for Weekend
- Observing Leader for Weekend
- Other Approved Future Leader
- Representative from Other Program
- Support Team Coordinator

- Add Any Optional Roles (e.g Leader, Observing Leader, Inventory Coordinator)

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3

Print Roster

Print Roster

5. Advisory Council Roster

After you have recorded the elections, you can create a report of your Advisory Council members and roles

Advisory Council Roster
Click to print Roster of Advisory Council

1

Selected Year:

Print Election History
Print History of Elections

Print Advisory Council Roster
List of Roles and Elected Persons

Print State Chapter
State Chapter Committee

- Enter The Election Year
- [Print Advisory Council Roster]

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3

Print Roster

Print Roster

Advisory Council Members & Roles

State: Texas Advisory Council: Allred

9/03/2025

1

** Appointed to a partial term

Year	Role	Elected Person Email Address	Bad Email Address	Phone
2025	Advisory Council Chair	Eddie Peacemaker 71edsel@gmail.com		
2025	Vice Chair	Doug Marchand doug99@live.com		
2025	Secretary	Rich Crouch crouch07@sbcglobal.net		
2025	KairosDonor Coord/Fin Secy	Dave Allred dave.allred@reagan.com		
2025	Treasurer	Mike Stumbaugh mstumbaugh@sbcglobal.net		
2025	Institutional Liaison	Tom Venhaus tomvenhaus66@yahoo.com		

This Will Show The Correct Year

- Go to Volunteer Record - Fix Bad Emails Or They Won't Get Their Login, Job Description, Any Other Emails
- Ensure Cell Phone Number is Listed

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4

Send Notification and Login

Notification of Elections

4. Notification of Elections

Send email notification of the elections AND any changes in elections.

1 Email Election Results to Volunteers

Email Advisory Council Logins Also includes Current Job Description

2

#	Active Volunteer	Advisory Council	Role	Email Address
81	Adriana Serrano	Allred		MASCCONE@grsa
82	Alvaro Silva	Allred		alvarosilva@veric
72	Amado Tamez	Allred		Amadotamez@gm
56	Amy Walker	Allred		AZWALKER1996@
83	Angelica Deagiero	Allred		de_aguero@hdm
2	Anita Hurst	Allred		ahurst57@gmail.co
109	Armando Perez	O'Daniel		burningonesw@ig
31	Anuna Nathu	Allred		asn034@yahoo.co
51	Ashley Christ	Allred		ashleywesley3251
3	Ava Pearson-Hanford	Allred		syperie@gmail.co

3

Recipients | **Email Message**

This is the email to the Advisory Council's active volunteers

Their replies will go to the email "From" address.

The text is the basic ministry-wide text. **Please modify it appropriately BEFORE sending the email.**

From:

Subject:

Email Text:

Once you've revised the email text appropriately, click the **Send Email Button** to initiate sending the emails.

Send Election Emails

This Will Show The Correct Year

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4

Send Notification and Login

Email Logins

4. Notification of Elections

Send email notification of the elections AND any changes in elections.

1 Email Election Results to Volunteers

Email Advisory Council Logins Also includes Current Job Description

2

Email Elected Persons' Job Descriptions - 2026

Send email with Job Description to all or selected standard positions elected in the selected year.

Select the roles (positions) to email the job descriptions.

All Roles
 Selected Role

All Roles Or (Everyone) Selected Role (One Person – Dropdown List Appears)

Optional Positions are not notified via automatic email. Reach out to them individually as appropriate.

Create Email List

- Email Logins and Job Descriptions to Elected Members (Standard Positions)
- ✓ Both Automatic Email List Creation
- ✓ Both Automatic Population Of Login and Attaches Job Description

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21

4

Send Notification and Login

Email Login

4. Notification of Elections

Send email notification of the elections AND any changes in elections.

1 Email Election Results to Volunteers

2 Email Advisory Council Logins includes Current Job Description

3

Recipients | **Email Message**

This is the email to the Advisory Council's active volunteers

Their replies will go to the email "From" address.

The text is the basic ministry-wide text. Please modify it appropriately BEFORE sending the email.

From:

Subject:

Email Text:

Congratulations on your election as the [Role] for the 2025 Allred Advisory Council. Your position takes effect on January 1, 2025 and extends thru December 31.

 Attached is the job description for your position.

 Your election authorizes your access to the KairosMessenger system to assist you in executing your leadership role with excellence. In order to access www.KairosMessenger.org, you'll need to use the following log in credentials.

 Login: [UserName]

Once you've revised the email text appropriately, click the Send Email Button to initiate sending the emails.

Send Election Emails

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Maintenance: Replace Someone Who Resigns

3. Record Person Resigning/Leaving

[Replace a person during their year instructions.](#)

1 Replace a Person If someone resigns during their year

Record a Person Leaving Their Position

Instructions

This and the following screens will guide you through the simple steps to record a person resigning from a "Position" on the Advisory Council and if you already have someone selected to replace the person in the vacated "Position," you can select that person from the list of Active volunteers in your Advisory Council's community.

First, enter the election year that the person is vacating.

Election Year: Enter Year and press TAB key

Click the "Next" button below to begin the process.

→ Next
Finish
Cancel

- The Process Will Guide You Step-By-Step
- Make Sure You Select the Correct Election Year (e.g 2025)
- Do Not Use This To Enter Your Elections

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22

Maintenance: Replace Someone Who Resigns

3 Record a Person Leaving Their Position
Identify the Person Who Is Leaving a Position
 Select the person that is resigning their position from the list of current Advisory Council members by "CLICKING" on their name in the following list.

Role #	Advisory Council Position	Elected Person
1.00	Advisory Council Chair	Eddie Peacemaker
2.00	Vice Chair	Doug Marchand
4.00	Secretary	Rich Crouch
5.00	KairosDonor Coord/Fin Secy	Dave Allred
6.00	Treasurer	Mike Stumbaugh
7.00	Institutional Liaison	Tom Vermaus
8.00	Outreach/Recruiting Coordinator	John Sweeney
9.00	Fundraising/Sponsorship Coordinator	Charles Berry
10.00	Alpine Coordinator	Randy Greenway
11.00	Clergy/Spiritual Director	Gary Redwine
12.00	Continuing Ministry Coordinator	Brandon Hirachata
13.00	Data Coordinator	Mike Springer
14.00	Communications Coordinator	Mark Conroy
40.00	Vice Chair	Doug Marchand

Enter the date that the position was vacated.
 Date Vacated: Must enter a date

Click the "Next" button below for the next step.

4 Record a Person Leaving Their Position
Do You Have a Person to Fill the Vacated Position?
 Has the Advisory Council already selected a replacement person to fill the vacated position? If so, you'll be able to select that person in the next step.

Replacement Selected:

Click the "Next" button below for the next step.

Select Person/Role →

Enter Date Vacated →

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Maintenance: Replace Someone Who Resigns

5 Select the Replacement Person
 Select the person to fill the vacated position from the list of Volunteers by "CLICKING" on their name.

ID #	Volunteer Name	Email Address
24552	Jerry Abraham	jabraham67@gmail.com
29891	Ade Faminu	adeboyegafaminu@ya
29893	Anita Hurst	ahurst57@gmail.com
29894	Ava Pearson-Hansford	sygert1e@gmail.com
29895	B.B. Stumbaugh	bbstumbaugh@sbcgob
29896	Barry Hanson	barryhanson247@yahoc
29897	Becky Stumbaugh	BeckyStumbaugh@yahoc
29898	Benny Paredes	benny.paredes@yahoo.
29899	Beverly Springer	springbev@juno.com
29900	Bill Gann	gardenguy21@gmail.c

Replace Date:

Click the "Next" button below for the next step.

6 Ready to Implement
 You have entered the information needed to record that the position is being vacated, and if you supplied the name of the replacement, that will be recorded, too.

Click the "Finish" button below to record your changes.

Select Person/Role →

Enter Date Appointed →

7 Record a Person Leaving Their Position
Congratulations!
 You have completed the recording of the person who vacated the position early.

The replacement person has been set up with their authorization to access KairosMessenger and an email has been sent to them with their Job Description and their log in password.

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Maintenance: Providing Logins

1. From Election Management Screen Select The Correct Election Year
2. Under [Section 4 Notification of Elections](#) Select [Email Advisory Council Logins] Button

Record and Review Annual Advisory Council Elections
The current Advisory Council secretary can track, communicate, and record annual elections to the Advisory Council positions. You can also print a roster of your Advisory Council's members and positions.


[What's Different?](#) Recording Elections is simpler now, click to see what's different.

Enter Election Year: Must Enter Year and TAB Before Recording or Emailing

4. Notification of Elections
Send email notification of the elections AND any changes in elections.

[Email Election Results to Volunteers](#)

2 [Email Advisory Council Logins](#) Also includes Current Job Description



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Maintenance: Providing Logins

3. Select Notification To Single Role Which Brings Up The Select Role Dropdown
4. From The Dropdown Select The Role Of The Person

Email Elected Persons' Job Descriptions - 2025
Send email with Job Description to all or selected standard positions elected in the selected year.

Select the roles (positions) to email the job descriptions.

3 All Roles
 Selected Role

Select Role: **4**

Optional Positions are not notified via automatic email.
 Reach out to them individually as appropriate.

[Create Email List](#)

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Maintenance: Providing Logins

5. System Automatically Creates Recipient Based On Role And The Email Message. Ensure Email Address Is Included
6. Switch To The Email Message Tab
7. Send The Email (No Need To Add Information)

5

#	Active Volunte	Advisory_Coun	Role	Email Address
1	Eddie Peacemaker	Allred	Advisory Council Chair	71edse@gmail.co

+ Insert Change Delete

Click here to Change the highlighted record

6

Recipients Email Message

This is the email to the Advisory Council's active volunteers

Their replies will go to the email "From" address.

The text is the basic ministry-wide text. **Please modify it appropriately BEFORE sending the email.**

From: Rich Crouch<crouch07@sbglobal.net>

Subject: Congratulations on your election as [Role]

Email Text: Congratulations on your election as the [Role] for the 2025 Allred Advisory Council. Your position takes effect on January 1, 2025 and extends thru December 31. Attached is the job description for your position. Your election authorizes your access to the KairosMessenger system to assist you in executing your leadership role with excellence. In order to access www.KairosMessenger.org, you'll need to use the following log in credentials. Login: [UserName]

Once you've revised the email text appropriately, click the Send Email Button to initiate sending the emails.

Send Election Emails 7

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Learn More

Advisory Council Operating Procedure (ACOP): <http://www.mykairos.org/docs/ac/acop.pdf>

Election Tutorials: <http://www.mykairos.org/Election.html>

Secretary Training Tutorials: <http://www.mykairos.org/Training.html>

Kairos Ezra Information: <https://kairosezra.com/>

KairosMessenger: www.kairosmessenger.org

Kairos Excellence Initiative: <https://www.kairosei.com/>

KairosMessenger Support email: kairosmessenger@mykairos.org

Each website has a written and video tutorial on every step.

Elections must be completed by December 1st

Elections must be entered into KairosMessenger by December 31st



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Questions



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