

# Kairos Prison Ministry International

## INSTITUTIONAL MEMORANDUM OF UNDERSTANDING

INSTITUTION NAME: \_\_\_\_\_

INSTITUTION CITY AND STATE: \_\_\_\_\_

KAIROS STATE CHAPTER: \_\_\_\_\_

**PURPOSE:** This document provides general guidelines which will permit Kairos Prison Ministry International (Kairos) to operate effectively within the Correctional Institution (Institution). Kairos uses a detailed Program Manual and extensively trains its volunteers; Kairos will provide one main contact (Institutional Liaison) for communication. Kairos works best when it operates in cooperation with the Institution and with each party treating the other with mutual respect and due regard for common goals.

**GOALS:** Kairos is designed to help those impacted by incarceration learn how to make better choices, to forgive, have better behavior while in prison, and learn to have positive relationships with their families so they will have a better re-entry and to reduce recidivism. All these elements make Kairos a Behavior Modification Program.

Kairos is designed to be delivered in any male or female maximum or medium security prison without any change in format or substantive change in procedure. It has operated since 1976 very successfully in Federal and State Institutions across the nation and internationally with long-term, stable populations.

The components of the Kairos program are:

### 1) **Kairos 3 ½ Day Weekends:**

- a) Kairos will be allowed to conduct a minimum of two 3½-Day short-course program (Weekends) annually. Separate Kairos Weekends may be held in a different unit or yard within the same Institution. Specific dates and number of Weekends will be at the approval of the Warden.
- b) The number of Kairos volunteers needed to conduct a Kairos Weekend is stipulated on page 88 of the Kairos Inside Program Manual. The Kairos volunteers will conduct each Weekend for classes of up to 42 residents (Participants) as long as there are enough Kairos volunteers according to the chart. Each Kairos Weekend must be held in 3 ½ consecutive days; Participants attending the Weekend will be released to the Weekend room location by approximately 4:30 p.m. Thursday; 8:00 a.m. Friday, Saturday, and Sunday mornings, and permitted to remain until approximately 8 p.m. Thursday, Friday, Saturday and approximately 5:00 p.m. Sunday. Whenever possible, the Institution will provide a separate room to be used as a Chapel near the Weekend location.
- c) Kairos will submit a list of all volunteers participating in the Weekend at least 30 days in advance. The Institution will notify Kairos of any volunteers not cleared, or any other change, no later than 10 days prior to the scheduled event. Volunteers will complete necessary DOC and Facility training provided by the Institution.
- d) Where conditions at the Institution permit and sufficient staffing allows, the warden may authorize up to thirty resident Kairos graduates to support each Weekend. They will be allowed time on Thursday afternoon to set-up for the beginning of each Kairos Weekend.

## Kairos Prison Ministry International

- e) The Chaplain will cooperate with Kairos to select Participants for a Weekend. The Chaplain, with input from the Correctional Security Staff, and other staff as needed, will prepare a list of residents for participation in each Weekend. It is suggested that the Chaplain use the Prison Impact Plan criteria in the current Kairos Inside Program Manual (page 41) for residents with leadership potential. We believe our ministry works best when the Participants include both negative resident leaders as well as positive ones. It will positively impact the prison culture if residents have at least two years left until their release.
- f) The Chaplain will provide Kairos a list of Participants and 10 alternates for each Weekend. This list will be provided no later than ten days prior to the scheduled Weekend. The Chaplain at the Institution will notify Kairos as soon as possible of any changes relating to the residents scheduled to participate. The Chaplain at the Institution will also provide each Participant's Department of Corrections number, age and dormitory assignment. This information will be used to facilitate seating.
- g) Each resident attending a Weekend will be allowed to receive written letters in an un-sealed envelope -one from each Kairos Team member and others from people of the Christian community who support Kairos. Each will contain expressions of prayer and spiritual support. These letters will be made available for security inspection no later than Saturday morning of each Weekend. These letters become the property of each resident and as such will be subject to resident property rules and procedures.
- h) The Kairos Volunteer Team also will bring in general letters and posters that are not specifically addressed to individual residents from various outside Christian communities. These items show Christ's love and support from Christian communities and individuals around the world. These will be made available for security inspection. These are for display only and will not become the personal property of any resident. All of these and other posters prepared by the residents during the Weekend course will be removed from the Institution premises by Kairos at the conclusion of the Weekend.
- i) Residents will not be allowed to take any items away from a Kairos activity without prior approval of the Chaplain, Warden or Warden's designee. **Kairos will not bring anything into or out of the Institution without approval from the Warden or Warden's designee, or Chaplain.**
- j) Everything brought into the Institution by Kairos, including all food items, will be packaged in such a manner that it may be easily searched for contraband by security staff. All packaging will be approved in advance by security staff.
- k) Kairos will be permitted to bring in food items (prepared food, meals and snacks, cookies, artificial sweetener, drinks, coffee, etc.), musical instruments & equipment, and other materials on a pre-approved list by the Institution for each Weekend.
- l) The Kairos Volunteer Team will be allowed to eat with Participants during the Weekend. Agreement will be made ahead of time of the logistics of Kairos bringing in the meals or, if meals are not allowed to be brought inside the prison for the Kairos Volunteer Team and Participants, the Kairos Volunteer Team may eat with the Participants in the dining hall (and will be paid for by Kairos if required).

## **Kairos Prison Ministry International**

- m) Where security permits, Participants will be allowed to take cookies to their pods/cells. The Kairos Team may distribute cookies to the Institutional staff as quantity allows and may provide cookies to be distributed to the entire Institution's population as quantity allows.
  - n) If allowed, Kairos wishes to take one group picture of all Participants and Kairos Volunteer team members. Appropriate picture release forms will be collected from the Participants prior to the picture being taken, so opting out is allowed. Kairos may provide each Participant with one copy of this picture.
  - o) Kairos Weekend Closing. A group of people, in addition to the Kairos Volunteers approved for the Weekend, can attend the closing ceremony. They will complete appropriate paperwork. Kairos graduates should be able to attend as well to encourage the new graduates. Closings are held on Sunday afternoon, beginning at approximately 2 p.m. and ending by 4 p.m. Every effort shall be made by Kairos to prevent this group from co-mingling with Participants.
- 2) **Instructional Reunions:** An event, consisting of a 6 to 7-hour block of time called an Instructional Reunion, will be conducted within two weeks after each Weekend or as soon as it can be accommodated in the Institution's schedule. Specific dates will be at the approval of the Warden. This event will be open to those Participants who graduated from the Weekend immediately preceding it. A Kairos Volunteer Team of no more than 25 cleared volunteers will be admitted to conduct the Reunion. Kairos will be permitted to bring in food and beverage items (food, snacks, artificial sweetener, drinks, coffee, etc.), musical instruments & equipment, and other materials on a pre-approved list by the Institution for these events. The Kairos graduates who served on the Weekend may provide support. The Kairos Volunteer Team will be allowed to eat with Participants during the Instructional Reunion. Agreement will be made ahead of time of the logistics of Kairos bringing in the meals or, if meals are not allowed to be brought inside the prison for the Kairos Volunteer team and Participants, the Kairos Volunteer Team meals may eat with the Participants in the dining hall (and will be paid for by Kairos if required).
- 3) **Weekly Prayer and Share:** Residents who have attended a Kairos Weekend will be permitted and encouraged to meet on a weekly basis in small groups for accountability and to continue the positive Kairos influence and create change. Groups should consist of less than eight residents, typically three to five. A small group of Kairos Outside volunteers can be present if required by the Institution (no more than 3 or 4) to oversee and facilitate.
- 4) **Monthly Reunions:** Any Kairos graduate may attend a monthly 2 to 3-hour event, with the number being limited by time, staff and the space available. Non-graduates (up to 50% of the number of graduates in attendance) may also attend if allowed by the Institution. The Reunion day and time will remain the same each month. A group of cleared Kairos volunteers will be permitted to attend these monthly events. Prior to each Monthly Reunion, the Advisory Council's Institutional Liaison will provide a list of those cleared volunteers attending. These Kairos Volunteers will be permitted to bring in musical instruments & equipment, and other materials on a list approved by the Institution. If allowed, this event should be planned by a group of Kairos graduates to learn leadership and organization skills.
- 5) **Semi-Annual 1 or 2-Day Retreats:** A Retreat will be allowed approximately three months after each Weekend (halfway between Kairos Weekends), running approximately 8:00 a.m. to 8:00 p.m. Saturday (and if a Two-Day Retreat also 8:00 a.m. to approximately 4:00 p.m. Sunday.) Specific dates and length will be at the approval of the Warden. A Kairos Team of no more than 25 cleared

## **Kairos Prison Ministry International**

volunteers will be allowed for the retreat. The Kairos volunteers will be permitted to bring in beverage items musical instruments & equipment, and other materials as approved by the Institution and on a pre-approved list. Any resident in the Institution who has graduated from a Kairos Weekend will be permitted to attend, with the number being limited by time, staff and the space available. The Kairos Volunteers will be allowed to eat with Participants during the Retreat. Agreement will be made ahead of time of the logistics of Kairos bringing in the meals or, if meals are not allowed to be brought inside the prison for the Kairos volunteers and Participants, the Kairos Volunteer Team may eat with the Participants in the dining hall (and will be paid for by Kairos if required).

- 6) All Kairos volunteers and Guests commit themselves to the support of the Chaplain as the chief pastor of the Institution and agree to conduct themselves in conformance with the Department of Correction's security regulations and Kairos guidelines for volunteers entering correctional Institutions. Kairos volunteers will be prompt in their obedience to the directions and requests of correctional officers and staff members, keeping always in mind the fact that our first obligation to the Institution is the security of the residents and Institutional professionals. We agree to perform the work of this ministry as detailed in the Kairos manuals and as set forth by the policies established by the Kairos Prison Ministry International Board of Directors. While Kairos will certainly support the Chaplain as the chief pastor of the Institution, it is agreed that Kairos will be permitted to operate its program without change pursuant to its current Kairos Inside Program Manual.
  
- 7) To aid and support the Kairos program, the Department of Corrections will cooperate, when possible, with Kairos with statistical data concerning recidivism of those residents who have participated in Kairos and the annual resident adjustment rate within the Institution beginning with the year(s) preceding introduction of the Kairos program. Kairos and the Department of Corrections may use this information to measure the impact of the program on the Institution. This information will be coordinated through the Department of Corrections Central Office and will be supplied in response to specific requests and as approved by Institutional regulations.

---

Warden/State Officer

---

Date

---

Kairos Advisory Council Chair

---

Date

---

Kairos State Chapter Committee

---

Date

---

Kairos Prison Ministry International, Inc.

---

Date