



# Advanced Kairos Training Coordinator's Guide

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An AKT Coordinator should be someone chosen by the State Chapter Committee to serve in this role. Ideally there should be a Coordinator and an Assistant Coordinator. An AKT Coordinator cannot serve as the State Chair or hold the position of State Financial Secretary or State Treasurer.

## 1. Advanced Kairos Training Requirements

Advanced Kairos Training Coordinators will be responsible for identifying requirements of an AKT in coordination with the Kairos Program Coordinators. This includes the proposed dates and locations for Kairos Inside, Kairos Outside, Kairos Torch AKT and the maximum capacity for each class. Training sessions should be scheduled a minimum of 12 months and a maximum of 24 months in advance of the training date. The appropriate Program Coordinator will give final approval of the scheduled training.

Site selection is an important part of the requirements. Here are the things you will want to consider if selecting a site:

- a. Is the date you want available?
- b. Comfortable Conference Room(s). If the Advanced Kairos Training is a combined Kairos Inside, Kairos Outside and/or Kairos Torch, make sure there are adequately sized separate conference rooms for each.
- c. Lodging for participants. Consider the number of people that request single rooms and both male and female rooms.
- d. Food requirements. Are there dining facilities on site and included in rate? (Please provide at least Saturday breakfast to Sunday breakfast, but you may do Friday dinner. AKT is done by noon on Sunday and people leave so this meal is not necessary.) Some venues will not allow you to bring in food and some include 3 meals with room charge and are inflexible, so make sure to ask those questions.  
*Note: There needs to be a place to have separate snack areas for each classroom because they are all on separate schedules.*
- e. What is the cost of lodging per person, Single Occupancy, Double Occupancy with another attendee or Double Occupancy with a friend/spouse who is not attending the AKT (rare but does happen)?
- f. What is the cost of meeting room?
- g. What is the cost for meals?
- h. What is the amount of tax if not tax exempt?
- i. What is the cost of miscellaneous supplies and snacks?

## 2. Advanced Kairos Training Coordinator's Responsibilities

- a. Finding dates.
- b. Finding lodging.
- c. Finding and reserving the event venue (*See Section 4 for details on site selection*). Reservations should be finalized 10-12 months before the Advanced Kairos Training. Contracting with the event venue, if necessary, including payment of any upfront costs to be paid by the host State Treasurer.
- d. Arranging meals.
- e. Figuring cost of the training and logistics. (*Use the chart in Section 7 to figure the cost per trainee*) It is strongly recommended that the Advanced Kairos Training Coordinator procure the general lodging for all attendees to facilitate room sharing and obtain the best possible negotiated pricing for rooms. Experience has shown that when collective housing is not secured, the actual cost per attendee becomes higher.
- f. Entering a facility record in KairosMessenger (only done once for each facility).

- g. Setting up facility event for each date and each program in KairosMessenger (i.e., one for Kairos Inside AKT and one for Kairos Outside AKT). (The directions are in KairosMessenger). This is done each time an AKT is scheduled.
- h. Coordinators will get an email with each AKT registration. The Coordinator reviews registrations for accuracy and to ensure ability to accommodate the request fully. The Coordinator then approves the registration. The next step is for the appropriate Financial Secretary to approve the expenditure for that person to attend AKT. After that is completed, the registration will be marked approved and the attendee will get an email stating that they have been approved.
- i. Review emails from KairosMessenger to determine if classes are filling. Note: the system will email the Program Coordinator and AKT Coordinator to know when each training is at 75% capacity. The Program Coordinator is emailed when 100% capacity.
- j. Coordinate lodging with venue, which includes room assignments (do not forget the trainers as they will not have a registration coming through KairosMessenger).
- k. Communicating with all registrants and trainers as needed. Note: each registrant, once approved for payment and registered, is automatically sent confirmation which includes date, location, map, travel, etc. It also states to bring your program manual.
- l. Arranging all local transportation requirements (e.g., travel to and from airports for attendees and trainers).
- m. Receive AKT Training Workbooks and Certificates from KPMI and take to venue.

### 3. Advanced Kairos Training Coordinator’s Supply List

You will provide the supplies:

#### Kairos Inside Supply List

Name tags for everyone.	Chairs and tables, square or round, to accommodate attendees (enough to not crowd them), plus one table for the trainers.
2-3 pitchers and bowls to be used for the Hand Washing Commissioning service	hand towels for drying hands during Commissioning service on Sunday (can be paper towels so not to 'share a towel').
Podium	Roster with name, address, phone, email to be given to each participant (can be printed from KairosMessenger).
Projector suitable for connecting to a laptop computer, Projector Screen, and computer speakers.	Extension cords, 3-pronged adapter, and power strips.
Sound system. (optional)	Table snacks – variety
Easel and newsprint (Flip chart) pad with black markers.	One AKT Training Workbook and Certificate for each participant (both from KPMI).
Pen and highlighter for each participant.	Musicians (invite participants to bring instruments in addition to local musician).
Post-It Notes (3” x 3”) – 2 pads for each table.	1 pack 3-hole notebook filler paper (in case someone needs more for notetaking).
Ice chest filled with ice, bottled water & soft drinks.	Kairos Song Books – 2-3 for each table (optional).

## Kairos Outside Supply List

Name tag for each participant and each Trainer. Note: The larger the name, the better for the Trainers to see.	1 Training workbook for each participant (Coordinate with Kairos International Office).
Chairs & tables, square or round, to accommodate 5-6 people (no more than 5-6 people per table), plus one table for the trainers.	Roster with name, address, phone, email to be given to each participant on Sunday.
Podium	Table snacks – variety.
LCD Projector suitable for connecting to a laptop computer, projector screen, computer speakers .	Ice chest filled with ice, bottled water & soft drinks.
Sound system (optional), microphone.	1 pack 3-hole notebook filler paper (added to the participant's Advanced Kairos Training Workbook).
Pen for each participant.	Musicians (invite participants to bring instruments in addition to local musician).
Highlighter for each participant.	Extension cords, 3-pronged adapter, and power strips.
Post-It Notes (3" x 3") – 2 pads for each table.	Boom box for music cassettes. (optional)
Pair of "powered" computer speakers.	Index cards.
Flip chart or dry erase board.	Dark grease board markers.
Kleenex box for each table.	Kairos songbooks (2 per table).

## Kairos Torch Supply List

Name tag for each participant and each Trainer.	1 roll of blue painter's tape or masking tape.
Chairs & tables accommodate 5-6 people, plus one table for the trainers.	Training workbook for each participant (coordinate with International Office).
Podium	Roster w names, address, phone #, email to be given to each participant on Sunday.
Projector suitable for connecting to a laptop computer, projector screen and speakers.	Table snacks.
Sound System.	Ice chest filled with ice, bottled water & soft drinks.
Easel or Flip chart pad w black markers.	Musicians (invite participants to bring instruments in addition to local musician).
Pen for each participant.	Extension cords, 3-pronged adapter, and power strips.
Post-It-Notes (3x3) – 2 pads per table.	4 pieces of white poster paper.
Small package construction paper.	4 rolls of scotch tape.
4 packages of permanent-colored markers.	Paper cups (3 per table).
4 pair of scissors.	25 large balloons (easy blow up)
3 large garbage bags	1 box of Kleenex tissue
A large box (approx. 24" x 24" x 24") covered in white paper with 2-inch-wide slot cut in top of box.	Mask for each volunteer and trainer (order these from KAIROS International Office or online supply order).
Rice paper (order from KPMI, one piece for each participant).	Torch crosses, 1 per participant (order from KPMI or online supply order).
1 clear bowl.	

### **4. Figure Participants Cost**

To reduce training cost for the hosting state, all AKT for Kairos Outside will be scheduled alongside a Kairos Inside AKT. All Kairos Torch AKT's will be scheduled in conjunction with both Kairos Inside and Kairos Outside. This allows the ministry to reduce the minimum number of participants required to hold the Advanced Kairos Trainings.

- a. The minimum number of participants for a hosting a single Kairos Inside AKT is 20
- b. The minimum number of participants for hosting a Kairos Inside and Kairos Outside Training is 32
- c. The minimum number of participants for hosting Kairos Inside, Kairos Outside and Kairos Torch is 45

When computing the cost per participant please refer to the chart below:

Item	Cost	Charge to Attendee
Lodging	Double Occupancy – w/attendee Double Occupancy – w/friend Single Occupancy	
Food	(If not included with Room)	
Kairos Fee	\$60 per participant	\$60
Food & lodging for trainers & local coordinators (Divided by # of Participants)		
Conference Room Fee (divided by # of Participants)		
<b>Totals</b>		
Commuter Fee	This total minus Lodging	

**5. Trainer Assignment**

Kairos will assign two qualified trainers per class, per program to conduct the training. The host state pays for trainers’ lodging. KPMI pays for airfare (or mileage) and other costs associated travel. The AKT Coordinator ensures the trainers have transport to/from venue(if flying), hotel, and food.

**6. Down Payment for Facility**

Obtain down payment for Advanced Kairos Training site thru host State Financial Secretary or pay with personal credit card and get reimbursed from the host state.

**7. Posting on mykairos.org**

After the AKT Coordinator has entered in the Facility event for each date and program into KairosMessenger, KPMI will post all information on the Kairos website at <https://mykairos.org/kalendar.html>.

**8. Roster**

KairosMessenger AKT registration contains each applicant's complete registration information. You can at any time print an individual’s registration information, complete roster information, and can attach a copy of the roster of registered persons (and assigned trainers) to any email you send through KairosMessenger.

Please use roster to assign roommates and rooms. A few days before the weekend email rooming roster to the contact person at lodging site.

The cutoff date for registering for an AKT is at noon two Fridays prior to the Friday that the AKT starts.

## **9. Financial – How Participant AKT fees are paid (Policy)**

All Advanced Kairos Trainings are essentially free to all attendees. However, paying the expenses of an attendee is borne by the state/Advisory Council sending volunteers to AKT training.

Under no circumstances is a volunteer to pay for their own Advanced Kairos Training (no matter their leadership position held in their local state). It is possible for a state to reimburse a Participant for their travel expense and other incidentals in attending an Advanced Kairos Training. Each sending state will approve the expense in KairosMessenger when the individual registers and Kairos will bill the sending state for the cost for each attendee.

## **10. Final Steps**

During the AKT, the Coordinator tracks attendance of each participant for each day. Within 48 hours of the completion of the training, they will enter into KairosMessenger the attendance by person. They will then enter event completed and date. This triggers the completion and final activity by Kairos for the training. Please review the attendance list before “Completed” button. The people that have completed are ok, but the people who cancelled will be charged if the cancellation date is after the registration cut off date. Check the costs that each will be charged to make sure it is correct.

## **11. Schedule**

- a. Training should start on Friday evening by 6:30. If you provide dinner on Friday, it should start no later than 5:30. Tell attendees to arrive in plenty of time.
- b. Training on Saturday and Sunday should start at 8 or 8:30; plan breakfast accordingly. Lunch on Saturday can be at noon or 12:30. The trainers can be flexible. Lunch should last no longer than one hour.
- c. Dinner on Saturday should start at 5:00 or 5:30. Trainers can be flexible. It should last for only one hour. There will no longer be a presentation by the 3 Programs at dinner.
- d. Trainers plan for the training to be complete by 9 pm Friday and Saturday night and by noon on Sunday.

## **12. Miscellaneous (in case you are asked)**

- a. An order for EZRA rests solely with each participant after designation as the next Weekend Leader and after attending AKT. (It does not automatically happen.)
- b. Advisory Councils or State Chapter Committees should be budgeting for any Advanced Kairos Training expenses deemed necessary for their future Weekend Leaders and Observing Leaders or other attendees that the Advisory Council or State Chapter Committee need to attend.
- c. Advisory Councils or State Chapter Committees should encourage its volunteers (who may have been used to paying out of their own pocket previously to a Host State) to make their donations to the local Advisory Council instead, to help build the budget and allow for more volunteers to attend trainings.