



Advanced Kairos Training Coordinator's Guide

Commonly Used Terms

- **Host State** - State hosting Advanced Kairos Training (AKT)
- **Participant** - Volunteer attending Advanced Kairos Training either in or out of their local state.
- **Weekend Leader** - Person(s) being trained to lead a Kairos Weekend
- **Observing Leader** - Person being trained to lead a Kairos Weekend in the next cycle
- **Class Size** - 30 participants maximum per class (may have more than one class per program)

An Advanced Kairos Training Coordinator is 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.

Advanced Kairos Training Coordinators will work with the Kairos Program Coordinators to schedule Advanced Kairos Training each year. This coordination will include planning the proposed dates and locations for Kairos Inside, Kairos Outside, Kairos Torch, and the maximum capacity of attendees 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 Program Coordinators will give final approval of the scheduled training.

Advanced Kairos Training Requirements

All Advanced Kairos Trainings are essentially free for all attendees. However, paying the expenses of an attendee is borne by the state sending volunteers to AKT training in or out of the local state.

- a) This means that all Advisory Councils or State Chapter Committees should budget 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.
- b) 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.
- c) All registrations will be entered through www.kairosmessenger.org/AKTregister link which coordinates the registration, approval, and final list aspects of the AKT.

Advanced Kairos Training Coordinators will be responsible for identifying training requirements in coordination with the Kairos Program Coordinators. Site selection is an important part of the requirements. Here are the things you will want to consider when selecting a site for your Advanced Kairos Training:

- 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 program.
- c) **Lodging for participants.** Make sure that you have enough lodging to accommodate all the participants who will be attending the entire training. Remember to consider

that a few people will request single rooms, and you will need to have rooms for both male and female attendees.

- d) **Food requirements.** Consider whether there are dining facilities on-site and whether meals are included in the quoted rate. (Please provide meals from at least Saturday breakfast to Sunday breakfast. Friday dinner is optional but recommended. AKT concludes at noon on Sunday, and people leave immediately after the training, so it is not necessary to provide a meal.) Some venues will not allow you to bring in food, and some include three meals with room charges and are inflexible, so make sure to ask the appropriate questions.
 - i. **Note:** There needs to be a separate space close to the classroom where you can provide snacks for each group. This is necessary because the programs/classrooms are all on different schedules and will take breaks at separate times.
- e) **What is the cost of lodging per person?** You will need to provide the cost for 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 the meeting room?**
- g) **What is the cost for meals if not included with the accommodation?**
- h) **What is the amount of tax if not tax-exempt?**
- i) **What is the cost of miscellaneous supplies and snacks?**

Figure Participants' Cost

To reduce training costs for the hosting state, all Advanced Kairos Trainings for Kairos Outside will be scheduled alongside a Kairos Inside AKT. All Kairos Torch AKTs 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 hosting a single Kairos Inside AKT is 20.

b. The minimum number of participants for hosting 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.

Trainer Assignments

The Program Coordinators for each program will assign two qualified trainers per class, per program, to conduct the training. The host state pays for trainers' lodging. Kairos Prison Ministry International pays for airfare (or mileage) and other costs associated with their travel. The Advanced Kairos Training Coordinator ensures the trainers have transportation to and from the venue (if flying), hotel, and meals. In addition to the two qualified trainers per class, the Program Coordinators from time to time may send a person to observe Advanced Kairos Training. Kairos is responsible for paying all costs associated with individuals who are sent by a Program Coordinator to observe Advanced Kairos Training.

Down Payment for Facility

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

host state.

Posting on MyKairos.org

After all the information regarding the training for each program has been posted in Kairos Messenger by Kairos Prison Ministry International, Kairos Prison Ministry International will post all information on the Kairos website at <https://mykairos.org/kalendar.html>.

Roster

In Kairos Messenger, the Advanced Kairos Training registration section contains each applicant's complete registration information. At any time after someone has registered,

Advanced Kairos Training Coordinators can print an individual's registration information, print the complete roster information, and attach a copy of the roster of registered persons (and assigned trainers) to any email sent through Kairos Messenger.

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

The cutoff date for registering for an Advanced Kairos Training event is at noon, two Fridays prior to the Friday that the Advanced Kairos Training starts.

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 Advanced Kairos Training.

Under no circumstances is a volunteer to pay for their own Advanced Kairos Training (no matter what leadership position they hold in their local state). It is possible for a state to reimburse a participant for their travel expenses and other incidentals associated with attending an Advanced Kairos Training. Each sending state's Financial Secretary will approve the expense for attending Advanced Kairos Training in Kairos Messenger when the individual registers, and Kairos Prison Ministry International will bill the sending state for the cost of each attendee.

Final Steps

During the AKT, the Coordinator tracks the attendance of each participant each day. Within 48 hours of the completion of the training, they will enter into Kairos Messenger the attendance by person. They will then mark that the event has been completed and record the completion date. This triggers the final activity by Kairos Prison Ministry International for the training. Please review the attendance list and the costs that any attendees will be charged if they cancelled after the registration deadline before selecting the "Completed" button. The people who have completed the training are okay, but those who cancelled will be charged if their cancellation date is after the registration cutoff date.

Schedule

Training should start on Friday evening at 6:00 p.m. If you provide dinner on Friday, it should start no later than 5:00 p.m. Make sure that attendees are told what time dinner starts and what time training will start so that they arrive in plenty of time.

Training on Saturday and Sunday should start at 8:00 a.m., so please plan breakfast accordingly.

Lunch on Saturday can be at noon or 12:30 p.m. The trainers can be flexible. Lunch should last no longer than one hour.

Dinner on Saturday should start at 5:00 or 5:30 p.m. Trainers can be flexible. It should last only one hour. There will no longer be a presentation by the three programs at dinner.

The Trainers plan for the training to be completed by 9:00 p.m. Friday and Saturday night and by noon on Sunday.

Please ensure that all participants understand that they should not schedule their return flights before 2:00 p.m. on Sunday afternoon.

Miscellaneous (In Case You Are Asked)

An order for EZRA rests solely with each participant after designation as the next Weekend Leader and after the Weekend before theirs is closed out, and after attending AKT. ***(Weekend Leaders do not automatically receive EZRA after completing Advanced Kairos Training.)***

Advisory Councils or State Chapter Committees should budget 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 wants or needs to attend.

Advisory Councils or State Chapter Committees should encourage their volunteers (who may have been used to paying out of their own pocket previously to a host state) to make donations to the local Advisory Council instead, to help build the budget and allow for more volunteers to attend Advanced Kairos Training.

Supplies provided for each program

Advanced Kairos Training Coordinators will provide the supplies listed below for each program. If you have any questions regarding the supply list for any program, please reach out to the Program Coordinator for the program.

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 Kairos Messenger).
Projector suitable for connecting to a laptop computer, Projector Screen, and computer speakers.	Extension cords, 3-pronged adapter, and power strips.
Sound system. (optional)	Snacks – variety
Pen and highlighter for each participant	One AKT Training Workbook and Certificate for each participant (both from KPMI).
Post-It Notes (3" x 3") – 2 pads for each table.	One 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.	One pack 3-hole notebook filler paper (added to the participant's Advanced Kairos Training Workbook).
Pen and 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.
Kleenex box for each table.	Kairos songbooks (2 per table).

Kairos Torch Supply List

Name tag for each participant and each Trainer.	One 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.	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.	Four pieces of white poster paper.
Small package construction paper.	Four rolls of scotch tape.
Four packages of permanent-colored markers.	Paper cups (3 per table).
Four pairs of scissors.	Twenty-five large balloons (easy blow up)
Three large garbage bags	One box of Kleenex tissue
A large box (approx. 24" x 24" x 24") covered in white paper with 2-inch-wide slot cut in the top of the 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, one per participant (order from KPMI or online supply order).
One clear bowl.	Participant Roster

Final Correspondence

Roster – During the AKT, the Coordinator tracks attendance of each participant for each day. Within 48 hours of the completion of the training, Advanced Kairos Training Coordinators will enter into KairosMessenger the attendance for everyone, individually. They will then enter event completed and the date. This triggers the completion and final activity by Kairos for the training.

Ezra – Those attending Advanced Kairos Training – (Kairos Inside or Kairos Outside) as designated future Weekend Leaders will receive individual registered copies of Ezra when the Kairos International Office receives payment for Ezra. The responsibility for submitting and order for EZRA rests solely with each participant after designation as the next Weekend Leader.

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 Dormitory	
Food	(If not included with Room)	
Kairos Fee	\$60 per participant	\$60
Food & lodging for trainers & local coordinators (divided by # of Participants)	Usually, \$15-20 per participant	
Conference Room Fee (divided by # of Participants)		
Totals		
Commuter Fee	All charges per person (total) minus lodging	