

# Kairos Prison Ministry International, Inc.



## Code of Conduct

Laying out the expectations and guiding principles for appropriate behavior as we serve in Kairos Prison Ministry International, Inc.

Kairos, as ambassadors for Christ to those impacted by incarceration, requires the highest standards of ethical and biblical conduct from every person serving in the ministry.

*"His master replied, 'Well done, good and faithful servant! You have been faithful with a few things; I will put you in charge of many things. Come and share your master's happiness!'"*  
*Matthew 25:21*

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## **Introduction**

Kairos Prison Ministry International is made up of thousands of volunteers. Accomplishing our Vision and Mission, while operating by our Core Values and Statement of Faith, is essential to the ministry. These documents are our overall guide for the ministry.

## **Vision, Mission, Core Values and Statement of Faith**

### **VISION**

A community spiritually freed from the effects of imprisonment reaching all impacted by incarceration, through the love, hope and faith found in Jesus Christ.

### **MISSION**

The mission of Kairos Prison Ministry is to share the transforming love and forgiveness of Jesus Christ to impact the hearts and lives of incarcerated men, women and youth, as well as their families, to become loving and productive citizens of their communities.

### **CORE VALUES**

Kairos Prison Ministry Core Values guide our behavior and actions as a board, staff, and volunteers:

#### **Lay led, Christ centered Ministry**

We are Christians who believe in the Holy Trinity and honor and live the teachings of the Bible and our Lord and Savior, Jesus Christ. We conduct the ministry while inviting all to attend as Guests or Participants in Weekends and program-specific follow-on activities to build Christian community.

#### **Empowerment while Building Accountability**

While we empower the local volunteers to conduct the ministry, we are accountable to excellence and performance at the highest standards and authority of the ministry. We empower Guests or Participants to be accountable for their lives and be transformed by Jesus Christ.

#### **Continuing Ministry Model to Build Community**

We believe in the importance of enabling relationships to build community, thus our model includes the Weekend experience, followed by Guests or Participants gathering regularly for accountability, support and prayer. The full complement of the well-defined returning model is necessary for the community to prosper.

#### **Trustworthy**

We believe that we must be honest and truthful in our personal conduct as we represent the ministry consistently and with integrity. We are obedient to God in everything we do and obedient to the guidelines of the Kairos ministry programs.

#### **Respect and Love**

We believe in respecting each person with dignity while modeling Christ love. We practice 'Listen, Listen, Love, Love.'

#### **Stewardship**

We believe that we must be good stewards of our ministry's programs, funds and resources, as well as our personal time, talent and treasures.

## **STATEMENT OF FAITH**

The people of Kairos are called by God to share the love of Christ with those impacted by incarceration. Kairos encourages believers from a variety of Christian traditions to be volunteers in this Christ-filled ministry.

Kairos programs offer to prison residents, their families, and those who work with them the opportunity to receive God's forgiveness through faith in Jesus Christ, and to grow in their faith and servanthood in Christian community. We stand on the common ground of the following elements of faith:

### **We in Kairos believe:**

- *The Bible is God's authoritative and inspired word for our faith and our lives.*
- *In the Trinity of the Father, Son and Holy Spirit.*
- *In the deity, death and resurrection of Jesus Christ.*
- *Friendship with God is a free gift, for God so loved the world that He gave His one and only son so that whoever believes in Him shall not perish but have eternal life.*
- *The love of Jesus Christ motivates His followers to provide food for the hungry, drink to the thirsty, welcome to the stranger, clothes for the naked and visits to the sick and those in prison.*
- *In sharing the love and forgiveness of Jesus Christ with all incarcerated individuals, their families and to those who work with them inside and outside the correctional institution.*

## **Expectations**

Kairos staff and volunteers at all levels, as individuals and collectively in their respective teams or roles, must be committed to the Vision, Mission, Core Values, and Statement of Faith of Kairos as listed above.

By following the Code of Conduct in practice and implementation, the reputation and integrity of the ministry will be protected. It is expected each person serving in Kairos recognizes the ethical and biblical aspects of their service and strives to give proper attention to the Christian values and biblical standards that must determine their actions and decisions. Each person must also understand the implications of actions or decisions today, the impact for the future and for the entirety of Kairos.

We all are called to lay down private agendas as we serve as a body for Jesus Christ to conduct Kairos Prison Ministry. (*"And now I give you a new commandment; love one another. As I have loved you, so you must love one another. If you have love for one another, then everyone will know you are my disciples."* John 13: 45-35)

The participants/guests, their families, and the staff of the correctional institutions have the right to expect Kairos Prison Ministry to be conducted at the highest standards and with excellence. Other volunteers, staff and the Board also has the right to expect the ministry to be conducted at the highest standards and with excellence.

The Board of Directors, staff, and volunteers will work together in humility and faithfulness serving to share the transforming love and forgiveness of Jesus Christ to those impacted by incarceration according to the approach of Kairos. Kairos occupies a position of trust with those we serve and the correctional institutions, therefore we will work to preserve and enhance the trust and the integrity of the ministry.

Kairos openly discloses our policies, program manuals, procedures and expectations for all who volunteer for the ministry. It is our expectation each person will willingly follow these directional documents to enable the ministry to operate with excellence. Ultimately it is up to Kairos staff and volunteers individually to recognize the ethical dimension of their service and to give proper attention to the Christian values and biblical standards that should determine their actions and decisions.

When an individual is unable in good conscience to follow Kairos guidelines, that person should consider moving out of Kairos and look to serve elsewhere. Service in Kairos is a privilege, not a right and requires a servant's heart. As our Core Values state we empower volunteers to conduct the ministry locally but with it comes accountability.

## **Nature of the Ministry**

Kairos is a ministry made up of Christians (as defined in Statement of Faith) from various denominations and churches. Christians must belong to or be affiliated with Christian denominations or churches that agree with Kairos Statement of Faith as the core doctrine of Christianity. For example, the beliefs of groups such as Jehovah's Witness, Unification Church, Christian Science, and Church of Latter-Day Saints are not compatible with the Kairos Statement of Faith.

All volunteers at all levels when serving in Kairos should follow the Policy Statement on Interdenominational, Diversity and Spiritual Unity.

In line with the Interdenominational, Diversity and Spiritual Unity, any differences in doctrine, practice, or belief within the Christian body should be left outside of the Kairos environment.

The volunteer body and each team should be developed with denominational diversity. At the same time, focusing on the common ground as Christians, the staff and volunteers must present themselves, on teams and as a community, in a cohesive and unified manner.

Kairos has a rich history in 4<sup>th</sup> day movements, where volunteers are drawn from Cursillo, Tres Dias, Via de Cristo, Episcopal Cursillo, Presbyterian Cursillo, and Walk to Emmaus. Working positively with these local 4<sup>th</sup> day communities (as well as others) is highly encouraged. It is recommended that leaders have their own 4<sup>th</sup> day experience through one of the various 4<sup>th</sup> day ministries.

Kairos program motto is "Listen, Listen, Love, Love". Listening and loving on the part of the Kairos volunteer, during all ministry programs, will release participants and guests from their prisons of fear, mistrust, and rejection. They may then engage in a listening and loving relationship with God and others.

## **Compliance and Accountability**

Voluntary compliance with Kairos policies strengthens the credibility and reputation of the ministry. Each program of the ministry must be conducted consistently across each community and by the program manual. In this way the Board of Directors, CEO, and all volunteers can vouch for the nature of any program to participants, families, Department of Correction staff, donors, and anyone encountering the ministry of Kairos. Volunteers must adhere to the policies and procedures of Kairos.

Kairos makes available to all Kairos volunteers the program manuals to be used in delivery of the program. These manuals must be used by each person representing Kairos. The manuals are registered copyrighted property of Kairos Prison Ministry International and should be protected as such.

Under the authority of the Board of Directors, new policies may be developed and adopted. All volunteers should be aware of and must follow all policies and procedures.

Security and training guidelines for correctional institutions must be available and followed by the team and each individual without exception. Failure to comply with correctional security guidelines will result in immediate suspension from Kairos.

Correctional facilities and States have their own rules and regulations that will apply to Kairos volunteers. Each Kairos community will obtain copies of these rules and regulations where available and inform their communities of these to ensure compliance.

Each volunteer must take responsibility for their actions and decisions, follow reporting guidelines to facilitate the effective resolution of problems, and ensure they do not exceed the authority of their position within Kairos Prison Ministry.

Each Kairos volunteer and staff person should see compliance and accountability with rules, regulations, policy and procedures as part of Christian service to be followed with a spirit of joy and obedience as we serve our Lord.

## **Governance and Legal Compliance**

The affairs of the Kairos Prison Ministry International, Inc. are governed by its Board of Directors. The Board of Directors defines the policies and overall direction of Kairos, including governing procedures, financial and fiduciary practices to ensure the ministry is following the applicable state and federal laws, the Articles of Incorporation, and the Bylaws.

The Chief Executive Officer, as the Executive Director of the ministry, is responsible for the operations of the ministry.

Kairos will operate and comply with state and federal laws and regulations as a 501(c)(3) registered non-profit entity.

Kairos Prison Ministry International Inc. is one entity that operates in multiple states. The local teams, Advisory Councils (Areas), and States do not have the right or authority to change the standards or policies of the ministry. It is expected that all volunteers will abide by the governance of the legal entity of Kairos Prison Ministry International.

## **Financial Compliance**

The financial affairs of Kairos Prison Ministry will be managed to the highest level of integrity, transparency, and accountability with diligent regard to laws and IRS regulations. ECFA standards are a basic guideline of ensuring compliance with financial requirements in a biblical manner and will be followed.

Proper systems of accounting and reporting will be in place at all levels of the ministry consistent with Kairos Financial Policies and Practices.

Failure to adhere to the Financial Policies and Practices will lead to corrective actions toward individuals, Advisory Councils, or States to ensure Kairos is conducting its financial affairs properly at all times.

## **Conflict of Interest**

The Board of Directors, volunteers and staff must be aware of, disclose and properly handle any opportunity for a conflict of interest as stated in the Conflict of Interest Policy. Conflict of interest arises when a person participates in a decision about a matter which may benefit or be seen to benefit that person because of their direct or indirect monetary or financial interests in that matter.

## **Intellectual Property**

Intellectual Property generated by Kairos Prison Ministry International or any individual or group representing Kairos remains the property of Kairos Prison Ministry International, Inc. The Kairos brand(s) including the Kairos logo, Kairos Outside logo, and the Kairos Torch logo are registered and must be used according to the Kairos Style Guide.

All funds, programs, manuals, brochures, and materials representing Kairos Prison Ministry are the property of Kairos Prison Ministry International, Inc.

## **Program Evaluation**

Kairos regularly reviews program effectiveness and ministry operations. Kairos is committed to improving the programs and organizational effectiveness, training, and positive impact to those impacted by incarceration. Various tools, including but not limited to EZRA, Excellence Initiative, and various reports, are utilized to monitor potential changes within the ministry or training needs of the volunteers serving within the ministry.

Volunteers may recommend changes through the appropriate channels which will review and make changes as warranted. Requests for program changes may be submitted to the appropriate Program Coordinator or the CEO. Official changes to the program manuals require various levels of approval which could include the CEO, International Council, and Board of Directors.

Variations for running the programs in any way other than as stated in the current approved program manual may only be granted by the CEO.

## **Confidentiality and Trust**

Volunteers and staff must respect and maintain the confidentiality of information gained, including, but not limited to, all computer software and files, Kairos ministry documents, Kairos program manual, and donor information. The use of Kairos volunteer or staff emails, addresses or phone numbers for purposes outside of Kairos is not allowed.

Volunteers and staff must respect and maintain the confidentiality of the participant/guest during Kairos ministry events. Exceptions may occur when disclosure of information is required by law, or if written permission to use the information is obtained, or if public domain information.

Kairos and the volunteers have a legal obligation to report certain activities or criminal offenses to the appropriate authorities. In the case of an inmate or their family disclosing a crime of which there has been no conviction, a report should be made as per the laws of that jurisdiction. Volunteers must also follow the Prison Rape Elimination Act (PREA), along with the State laws, State Department of Corrections rules and regulations on disclosure.

Use of information about any person or group of people is prohibited unless written permission is obtained. This includes using information, photos, etc. in publications for church, newsletters, social media, websites, publications, promotional material, and voice recordings. If written permission is granted to use the persons' name, photo, video, or pertinent details connected to the person, in publications this must be on file at the International Headquarters.

If the person is incarcerated, the Department of Corrections must approve in writing use of photos, videos, and other materials in addition to the individuals written permission.

General sharing of the impact of Kairos on a persons' life, on a prison, on a family, or on society and using information as general descriptions is permitted for purposes of raising funds and for recruiting purposes on the local level.

Photos and video use must be per the Kairos Photo Policy.

## **Standards for Public Comment**

It is expected that the local volunteers and the States representing Kairos will be conducting presentations, providing brochures, and using websites to promote Kairos for raising funds, recruitment of volunteers and general positive promotion of Kairos to churches and in various public venues.

A volunteer must understand their comments may be taken as officially representing Kairos. Any formal presentation regarding Kairos to a national organization should be undertaken with the permission of the CEO.

Any public responses to the media or inquiries from media should be directed to the CEO as the official spokesperson of Kairos. Any negative comments by the public or media should not be responded to by the local volunteers or body, but immediately brought to the attention of the CEO.

Filming of Kairos events or ministry must be preapproved by the CEO.

No volunteer or group of volunteers may sign petitions, join demonstrations, challenge the federal, state or local laws, take political positions, or advocate for a person(s) or the incarcerated using the name of Kairos or on behalf of Kairos.

## **Standards of Personal Behavior**

Volunteers and staff must be conscious of their role in Kairos and the fact they represent the ministry as well as serve as an example of Jesus Christ. While serving in any Kairos event, program, or meeting they must:

- Comply with direction and authority of the local authority of leaders within Kairos, and correctional institution staff as applicable,
- Treat participants/guests with respect, showing no favoritism,
- Avoid inappropriate language including jokes, cursing, or crude comments,
- Avoid inappropriate body language or gestures; taking care when using descriptions,
- Dress appropriately,
- Ensure all Kairos events are alcohol free. This applies as long as the volunteers or guests are gathered together. Once the Kairos event has ended and the community is no longer gathered together, the volunteer is free to make their own choices in relation to alcohol as long as not connected to Kairos in any way. (E.g. nametags, shirts, hats, events, funds, etc.)

Volunteers and staff should be beyond reproach with regard to written or verbal communications, remarks, touching or inappropriate actions at any time they are representing Kairos.



The volunteers are to follow the correctional institutions policies on specific behaviors in the prison.

Volunteers will not provide gifts to inmates directly or indirectly including funds. Knowledge of the State and/or Correctional Facility rules is very important as the volunteer can be dismissed and the inmate punished for inappropriate behavior. Volunteers never give or receive gifts from a participant/guest.

Volunteers are to ensure they practice appropriate relationships with participants and guests. Any special relationship must be disclosed to the Chaplain and local Kairos authority. This is most likely to happen with letters, asking for special help or funds, release of residents, or when residents' families become involved in Kairos. For the safety of the ministry, if there is any doubt, the institutional authority must be made aware and approve, as well as, the approach be in line with Kairos program rules.

Kairos Torch volunteers must undergo and pass a background screening. Special review of the volunteers working with youth is mandatory.

Kairos volunteers and staff are expected to treat one another with respect and in love.

## **Standards of Acceptable Behavior**

Kairos Prison Ministry Statement of Faith represents what we believe, while our approach is one of sharing God's love. All volunteers and staff for Kairos must agree, believe in, and follow the Kairos Statement of Faith to serve in the ministry (See Statement of Faith).

The purpose of this section is not to exclude people but to exclude behaviors and discussions about topics that create division that are outside the purpose of Kairos ministry. The objective is to provide guidance to volunteer leaders for handling situations as they occur. We encourage Kairos volunteers to stay focused on our programs' purpose and in conducting the program for obtaining positive impact on the participants and guests.

Kairos is comprised of Christians drawn from various Christian churches and denominations on the basis of essential doctrines as found in our Statement of Faith. We serve focusing on the common ground of Christians that create unity among our body and not on the theological issues that divide or cause arguments. We conduct the ministry while inviting all to attend as Guests or Participants.

Kairos Prison Ministry, as a group of Christians, strives to operate daily as humble servants. *(Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves, not looking to your own interests but each of you to the interests of the others. Philippians 2:3-7)*

There are behaviors sometimes tolerated in society, whether legal or illegal, that do not reflect biblical standards. Kairos Prison Ministry staff and volunteers are expected to adhere to Biblical moral and sexual standards as they serve. Adherence to Biblical moral standards is expected of Kairos Prison Ministry staff and volunteers who participate as representatives of Kairos Prison Ministry. This Code of Conduct does not apply to incarcerated persons who are participating in the Kairos event.

While it is not practical to specifically list each biblical moral and sexual truth, Kairos does desire to make clear that Kairos staff and volunteers do not discuss or promote with those we serve in ministry such topics as abusive, immoral, destructive, or addictive behaviors, such as drugs, alcohol, gambling, pornography, adultery, sexual activity, sex outside of marriage, marriage to more than one person, etc. Kairos uses sex assigned at birth for volunteers and for Kairos Outside Guests, in accordance with biblical teaching such as Mark 10:6-9 *"But at the beginning of creation God made them male and female. For this reason a man will leave his father and mother and be united to his wife, and the two will become one flesh."*

Kairos believes in the Bible as God's authoritative and inspired Word for our faith and our lives as set forth in the Statement of Faith. Scripture is the authoritative and inspired Word upon which decisions are made. It is not ours to judge one another ("*There is only one Lawgiver and Judge, the one who is able to save and destroy. But you who are you to judge your neighbor?*" James 4:12) as we are all sinners ("*for all have sinned and fall short of the glory of God.*" Romans 3:23). We do expect our staff and volunteers, as followers of Jesus Christ, to change our behavior and improve our walk with our Lord daily. Therefore, we do not condone any volunteer or staff to openly represent their sins or bad behaviors to others as appropriate. ("*You were taught, with regard to your former way of life, to put off your old self, which is being corrupted by its deceitful desires; to be made new in the attitude of your minds; and to put on the new self, created to be like God in true righteousness and holiness.*" Ephesians 4:22-24).

During our ministry with guests/participants, our talks, table discussions, and personal discussions should not be representing inappropriate behavior or condoning behaviors that are contradictory to biblical principles, Kairos policies, and/or the correctional facility policies, such as, "I am addicted to pornography and keep doing it as I see no harm and think it is okay." Instead, we look for behavior such as, "I was addicted to pornography and while it is a battle each day by the grace of God I am winning this battle." All inappropriate behavior or sinful nature should be characterized as our striving to overcome and not one of promoting as appropriate behavior. ("*Or do you not know that wrongdoers will not inherit the kingdom of God? Do not be deceived: Neither the sexually immoral nor idolaters nor adulterers nor men who have sex with men nor thieves nor the greedy nor drunkards nor slanderers nor swindlers will inherit the kingdom of God. And that is what some of you were. But you were washed, you were sanctified, you were justified in the name of the Lord Jesus Christ and by the Spirit of our God.*" 1 Corinthians 6:9-11)

## **Standards of Acceptable Volunteer Behavior in Correctional Facilities**

Kairos Prison Ministry enters a correctional institution at the invitation of the institution and the endorsement of the Chaplain or Warden or appropriate delegate. Proper institutional relationships are essential between the ministry and the institution at the operational level, and between the ministry and the Department of Corrections at the policy level.

To ensure proper relations and understanding with the Correctional Institution, a memorandum of understanding will be agreed upon by Kairos and the institution. In special circumstances, the Kairos CEO or designee can work through different arrangements with the institution.

When information or special permission concerning participants/residents is required by Kairos teams, request must be made by an authorized team member to the Chaplain or a designated person who has authority to respond appropriately at the institution.

Kairos volunteer and teams while inside the correctional facility will follow all directives given by Correctional Staff without question even if this involves inconvenience, perceived injustice, or curtailing of an activity.

Kairos has a responsibility to follow the institutional rules and regulations of the Correctional Institutions we serve. These Institutions are concerned with security and personal interaction of inmates. One aspect of this is inmate sexual behavior which is prohibited as interaction among inmates. Kairos can in no way be seen as condoning behavior that is prohibited by the Correctional Institutions. Our example should be pointing them to Jesus Christ and His love.

Kairos volunteers must be trained by the Department of Corrections (as required by each state or correctional facility) on The Prison Rape Elimination Act(PREA) and fully follow the zero tolerance standards established in relation to promotion of sexual behavior in Correctional Facilities.

## Reporting Breaches of Conduct

All staff and volunteers have a responsibility to report conduct that places at risk other staff or volunteers, program participants/guests, or Kairos ministry itself. Each individual has a responsibility to ensure that standards of behavior and practices that are inconsistent with this Code of Conduct are neither covered up nor tolerated. Appropriate biblical approaches should be undertaken when identifying potential issues or reporting potential violations.

The Policy of Suspected Misconduct, Dishonesty, Fraud and Whistleblower Protection should be followed. *(“In everything set them an example by doing what is good. In your teaching show integrity, seriousness and soundness of speech that cannot be condemned, so that those who oppose you may be ashamed because they have nothing bad to say about us.” Titus 2:7-8)*

## Standards for Corrective Actions

Any person focused on promoting behavior contradictory to the correctional facility, the policies of Kairos, or the teaching of the Bible, should not be serving as Kairos volunteers or staff. In addition, persons focused on a personal agenda or whose words or actions create division in the body, or create an incident or issue in the correctional facility may be removed by the appropriate body in the ministry.

Kairos always reserves the right to decide which volunteers may serve on teams or otherwise represent the ministry. Suspension from Kairos represents suspension from all Kairos activity for the designated time frame.

Kairos will approach dispute resolution as described in Matthew 18: 15-20.

The Weekend Leader should not include persons on the team who are divisive and can lead to division or issues in the body which is formed to serve others. By avoiding at the formation of the team and not inviting these persons the division is eliminated. The removal of team members who are creating division or issues is the responsibility of the Weekend Leader for that specific Weekend. They should consult with the Advisory Council and/or State Chair as needed.

The Advisory Council, and/or State Chapter Committee have the responsibility to temporarily (up to one year suspension) remove a person who is continually creating division or not following the policies of Kairos Prison Ministry International. The process is:

- For behavior issues, the leaders approach the person and ask for behavior modification by the person and gain agreement to address the concern. This is a reprimand, with assurance from the volunteer that the inappropriate conduct will not happen again.
- If the issue or new issues arise with the same person, the appropriate body decides course of action to correct the situation.
- The person is always provided the issue and details of the issue, and is provided the option to address the body and share their information before final decisions are made.
- Two-thirds vote by the appropriate body is necessary to take specific actions of temporary suspension. If the vote is for permanent suspension, the matter must be forwarded to the CEO.
- Documentation must be sent to the State Chair and the International Headquarters.
- If the correctional facility needs to be informed of an action, the appropriate person should do so with care of sharing only the details necessary to ensure notification.

The Kairos Board of Directors and/or CEO has the responsibility to temporarily or permanently remove a person who is continually creating division, breaking the law, or habitually disregarding the policies of Kairos Prison Ministry International. The process is:

- Review of documentation and minutes of meetings as appropriate.
- Discussions held by the CEO with the appropriate persons including the party in question if needed.
- Final decision taken by CEO and reported to the appropriate persons including the Board of Directors. The Board of Directors in extreme cases or high risk situations may be the deciding body.
- Notification to the person, the local body, the State, and if appropriate the correctional institution will take place.

At the end of the defined temporary suspension, the volunteer may re-enter the ministry with full rights of participation.

For situations where the ministry is placed at risk or where criminal behavior is involved, the CEO can take immediate action to suspend or permanently remove a volunteer. These situations may include, jeopardizing the security of a correctional institution or of another person, dishonest actions, arrests, actions or statements contrary to the Mission, Core Values, Policies and manuals of Kairos Prison Ministry, or actions or statements that can substantially hinder or are detrimental or contrary to the work of Kairos Prison Ministry.

Appeals for temporary or permanent suspension are taken by the suspended person to the State Chair and the CEO. The CEO is the deciding person in appeals.

If the correctional institution requests removal of a volunteer or has removed a volunteer, that request will be honored by Kairos and should be reported to the State Chapter Committee and the CEO. Determination of involvement outside of the correctional institution will be determined by the State Chapter Committee and the CEO.

As these situations occur, the persons involved must work in line with our Listen, Listen, Love, Love approach and with biblical standards.

*"I am the vine; you are the branches. If you remain in me and I in you, you will bear much fruit; apart from me you can do nothing." John 15:5*