KairosMessenger

State Chapter Election Training

Presented by Andy Perry



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Objectives

In this training you will learn:

- The composition of the State Chapter Committee
- Qualification of members
- How nominations are handled
- Terms of Service
- Removal from membership
- How to enter the elections into KairosMessenger
- How to send out logins and job descriptions
- How to maintain the elections throughout the year



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State Chapter Committee Composition

Two groups make up the committee

1. Advisory Council Representatives (voting members)
    - Reports activity, issues and input to the State from Advisory Council
    - Reports activity, direction, and information from State to Advisory Council
    - Communication and voting provide formal input into activity of State and Kairos
2. At-large Members
    - Officers (voting members) – elected annually
    - Subcommittee members (only some are voting) – appointed and approved
    - Represent the whole State not Advisory Council

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State Chapter Committee Composition

Every effort should be made to have representation from multiple Christian denominations and have race diversity on the State Chapter Committee.



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State Chapter Officers - Executive Committee

- State Chair (votes only in case of a tie)
- Vice Chair
- Secretary
- Financial Secretary – may serve without being a current volunteer
- Treasurer
- ~~International Council Representative~~ - NEW – no longer a role
- Volunteer Recruitment – NEW – part of Executive Committee mandatory role
- Voting members cannot hold another Kairos role
- **Exception**: Secretary and Treasurer may be held by one person until the second role is filled

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State Chapter Subcommittees

- Fundraising (voting)
- Agape (voting)
- Website Development (non-voting)
- Clergy Recruitment/Training (optional, non-voting)
- Advisory Council Coordination (optional, non-voting)



State Chapter Subcommittees

- Programs Chair is the voting position; individual program chairs are not (Kairos Inside, Outside, and Torch)
  - The Programs Chair votes on behalf of the three program chairs
- Program Chair rotates annually among programs offered in the state
- State Chair Appoints all subcommittee chairs
- State Chapter Committee Approves them



Qualification of Members

- Must be an active Kairos volunteer
  - Served on a Kairos team within the past **three years** and/or active in Continuing Ministry
- Must be Christian active in a church community
- Adheres to Kairos Core Values, Statement of Faith, Mission, and Vision
- Kairos encourages members to be active in a Christian accountability group
- It is recommended that leaders have had their own 4th day experience
- Note: State Chair and Advisory Council Chair should not be immediate family
  - Immediate family members include husband, wife, son, son-in-law, daughter, daughter-in-law, father, father-in-law, mother, mother-in-law, brother, brother-in-law, sister, sister-in-law, grandparent, grandchild, aunt, uncle, cousin, nice or nephew

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Nominating Committee For State Officers

- In August of each year, the State Chair selects a nominating committee
- Use at least 3 members—preferably outgoing members
- Actively seek volunteers willing to be nominated for a **Specific Role**
  - **Use KairosMail to communicate with Advisory Council leaders and volunteers**
- More than one nominee per role is preferred
  - Ensures there is an election between 2 or more nominees

Note: If a person is not doing their job well, they should not be nominated to continue in the position

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Nominations and Election Deadlines

- The Nominating Committee Submits nominees (for each position) to State Chapter Committee at least 30 days before election
- Additional nominations from the State Chapter Committee are not allowed
- Election should be done through KairosMail
- Hold the election by December 1
- Enter results in KairosMessenger **NO LATER THAN** December 31

Campaigning for an office is not appropriate. If there is more than one candidate for a position, allow each candidate 3 minutes to positively share about themselves.

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State Chapter Committee – Subcommittee Members

- State Chair nominates members for designated subcommittee roles
- Full State Chapter Committee approves them
  - This procedure applies to subcommittee members only; officers are elected

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Term of Service

- Officers are elected annually
- They serve one year or until their successors take office
- Officers may come from outside the current committee if they meet volunteer qualifications
- State Chair eligibility has additional requirements
  - Must have served on the State Chapter Committee for at least one year during the past three years
  - **Exception:** new State Chapter Committees
- All offices begin January 1

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Term of Service

- Officers may be re-elected to the same or different position for up to nine (9) consecutive years
- No one can serve more than nine (9) years without rotating off for a 3-year period
- The State Chair may not serve more than five (5) consecutive years in that office
- Term of Service does not apply to non-voting positions
  - These roles should be used to develop future leaders
  - If using Assistants (non-voting) in financial positions they hold a one-year term and may be appointed for up to 3 years
    - They can move to State Financial positions if elected

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Vacancies and Removal from Membership

Vacancies

- Any officer vacancies shall be filled by the Executive Committee
- The State Chapter Committee approves temporary or acting officers as may be necessary during the absence of the regular officers

Removal from Membership

- Removal for cause requires a two-thirds vote from voting members
- Voting members with three unexcused absences from regular meetings in a calendar year shall automatically be considered to have resigned
- Vacancies shall be filled by a majority vote at the next meeting
- Non-voting members are expected to attend state meetings
- The State Chair can remove appointed non-voting members for any reason

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Meetings

- Should hold at least four meetings per year
- It is expected that all persons attend all four meetings
- At least one-half of the meeting must be in-person
- At times, additional teleconferences or Zoom meetings may be necessary
- Special meetings may be called by the State Chair or by one-third of the State Chapter Committee
- Written or electronic notice of regular meetings shall be given to each member at least thirty days prior
- Notice of special meetings shall be called by the State Chair as needed

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Covenant Agreement

- A State Chapter Covenant Agreement must be signed annually by all members
- Any new members must sign the Joinder Agreement, and these shall be sent to the National office by January 1st of each year or as new members join



Kairos Prison Ministry International, Inc.

COVENANT AGREEMENT

BETWEEN KAIROS PRISON MINISTRY INTERNATIONAL, INC. (KAIROS) AND THE _____ STATE CHAPTER COMMITTEE, FOR YEAR: _____

This Covenant Agreement is a dynamic document subject to revisions and amendments, and is subordinate to the provisions of various KAIROS policy and procedural documents.

The members of the State Chapter Committee commit to a cooperative partnership for the fulfillment of this Covenant Agreement as part of the KAIROS mission, policies and programs.

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State Secretary: Responsibilities

- Keeps minutes of all meetings of the State Chapter Committee and Executive Committee
- Disseminates the minutes of the meeting to the State Chapter Committee within 15 days after the meeting
- All minutes shall be made available upon request to the Advisory Council members or the International office
- Minutes must identify members who were present and absent
- Hold elections by December 1st and enter results into KairosMessenger by December 31st

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State Secretary: Responsibilities

- Reports election list to the International office following elections each year and with each change throughout the year
  - Use the “Where We Serve” page on www.MyKairos.org





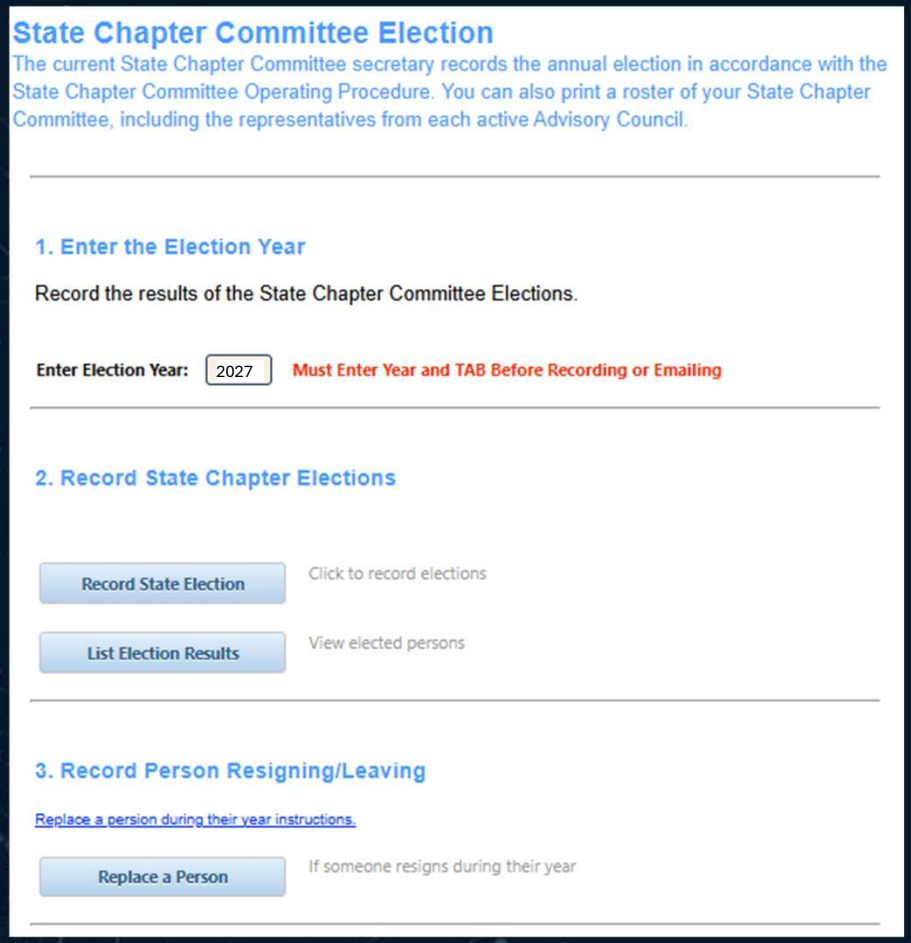
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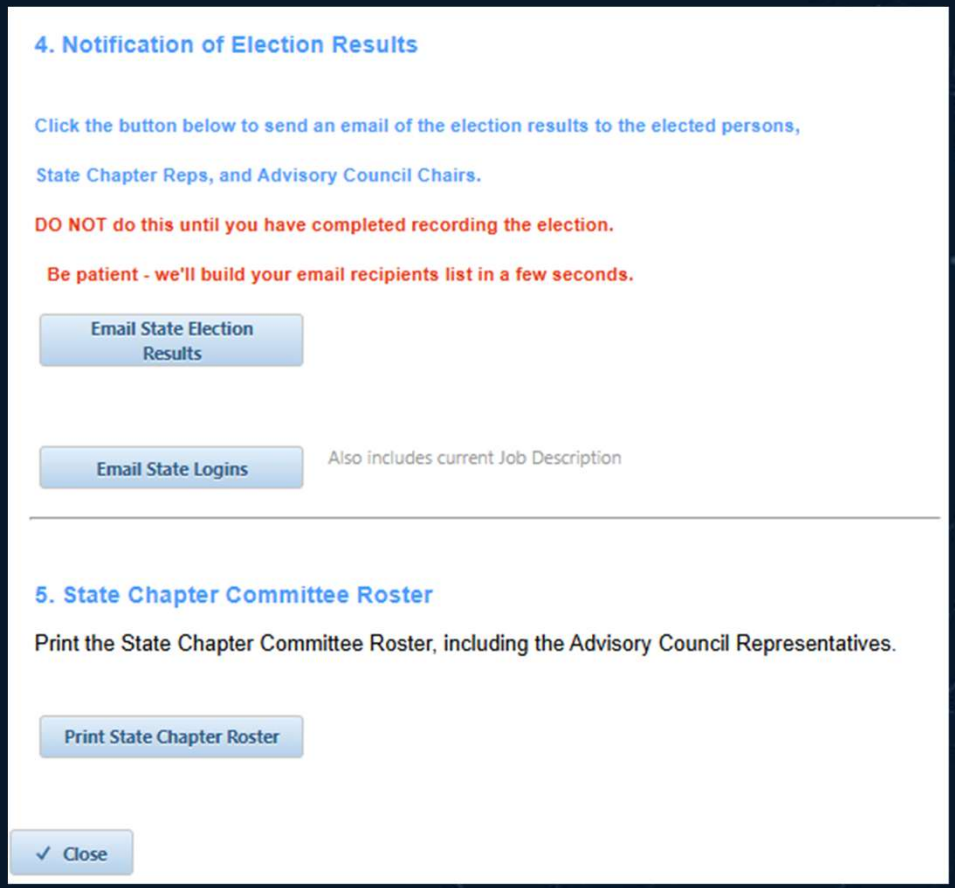
State Secretary: Responsibilities

- Ensures the composition of the State Chapter Committee conforms to these procedures
- Shall alert the State Chapter Committee whenever members should be added or replaced
- Ensures ALL Weekends are reported through MyKairos.org by the Advisory Council Secretaries
- Should help the State Chapter Committee to ensure all Advisory Councils are entering their information properly

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KairosMessenger - Election Management Screen





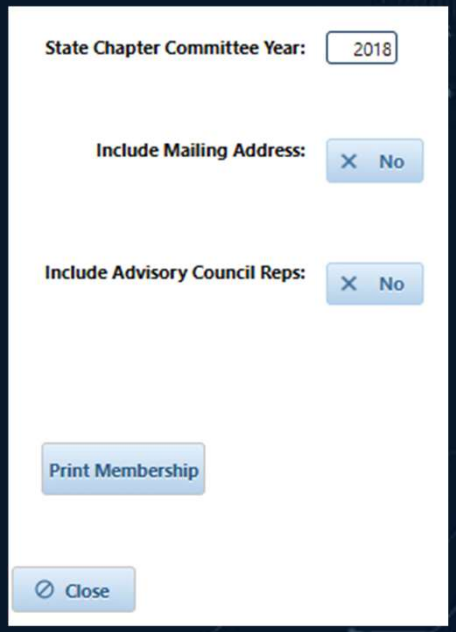
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Determining Term Eligibility

- Your state may have maintained a spreadsheet of who is serving (you should) or
- Review the State Chapter Committee rosters for the past 9 years
- Go to the Election Management Screen

  Organization>Elections>State Chapter

1. Scroll down to the bottom under 5. State Chapter Committee Roster and select [Print State Chapter Roster]
2. Enter the Year you want to pull
   - Leave both buttons to show NO
3. [Print Membership]

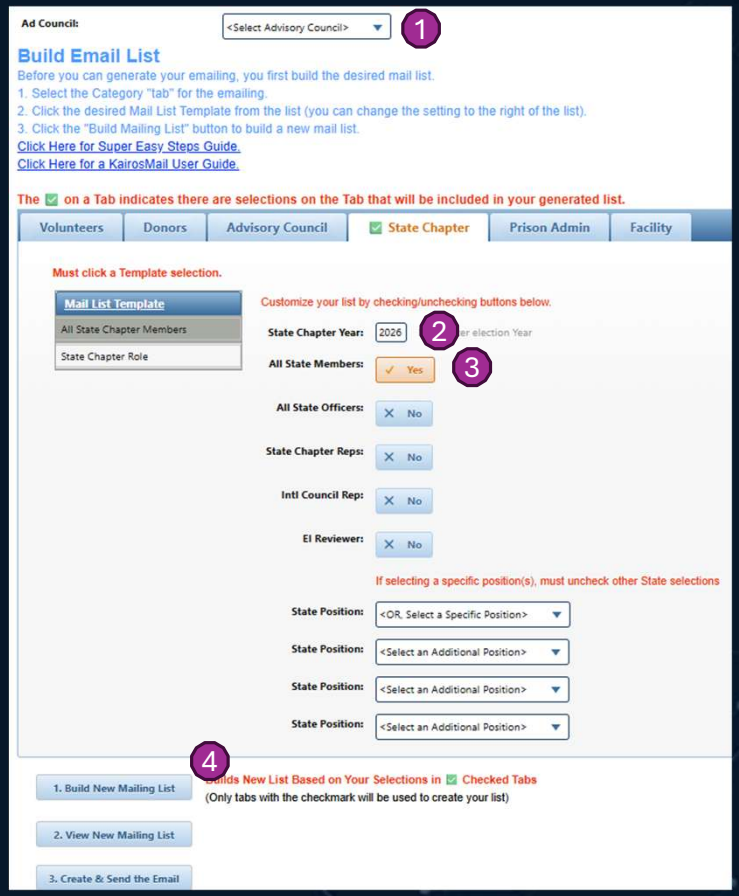


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Election Vote: Build the Mailing List

Email tab>Create Email List

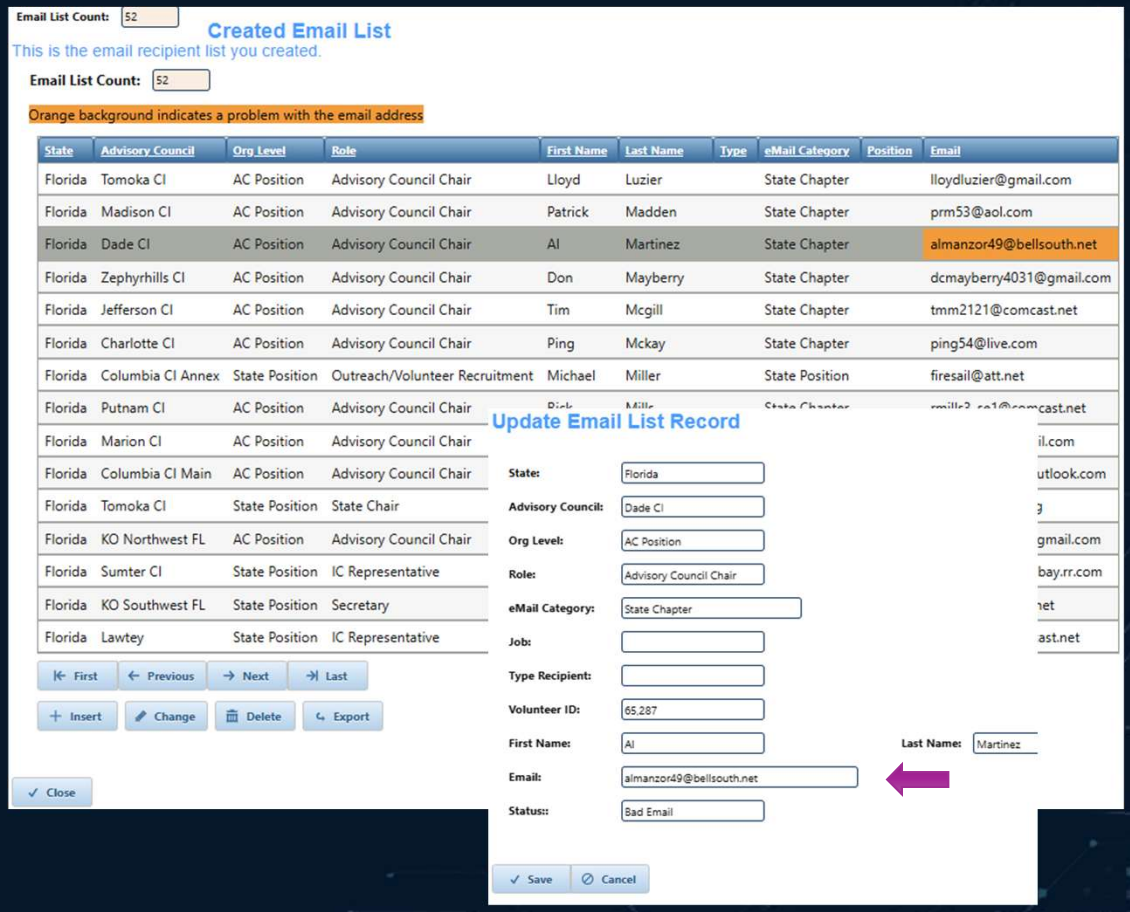
1. Leave Ad Council blank
2. Enter current year
3. Select All State Members
4. Select 1. Build Mailing List



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Election Vote: Build the Mailing List

- Select 2. View Mailing List
- Look at Email List Count
- Fix Bad Emails (Highlighted in Orange)
  - Have Advisory Council Secretary or Data Coordinator fix them and rerun OR
  - Change them manually (fixes them only for this email list)
- Close when done

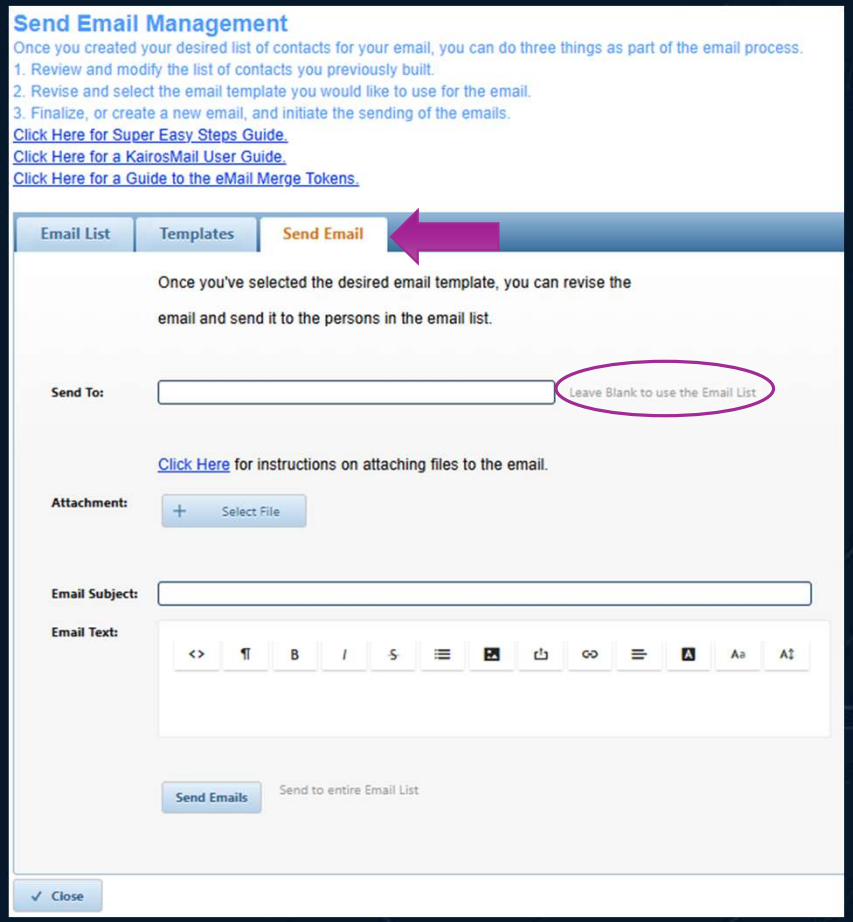


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Election Vote: Compose and Send

- Select 3. Create & Send Email
- Switch to the [Send Email] tab
- Compose Email - list each nominee, grouped by role
  - Be sure to add a respond by date
- Send Email
- Tally responses (comes to your personal email)

HINT: Compose email in Word then copy and paste when ready



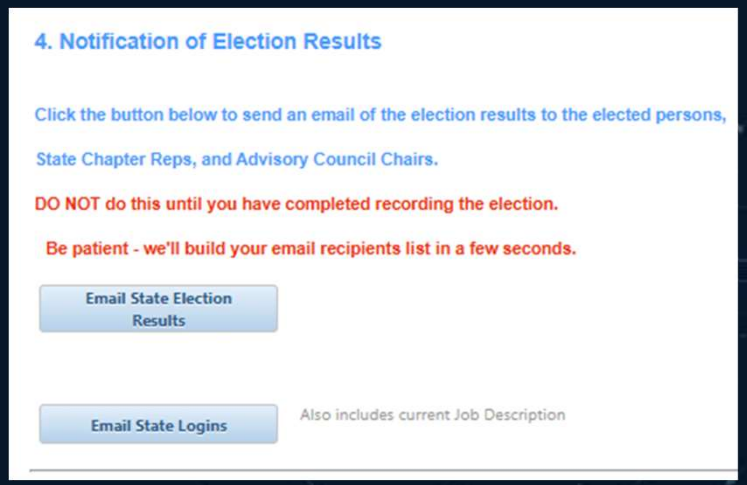
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Election Reminders

Organization → Elections → State Chapter

- Enter elections using the year they take office
- Fall elections take office January 1 of the following year
- You must Email State logins
- Prior-year logins deactivate January 31
- Use January as a mentoring month



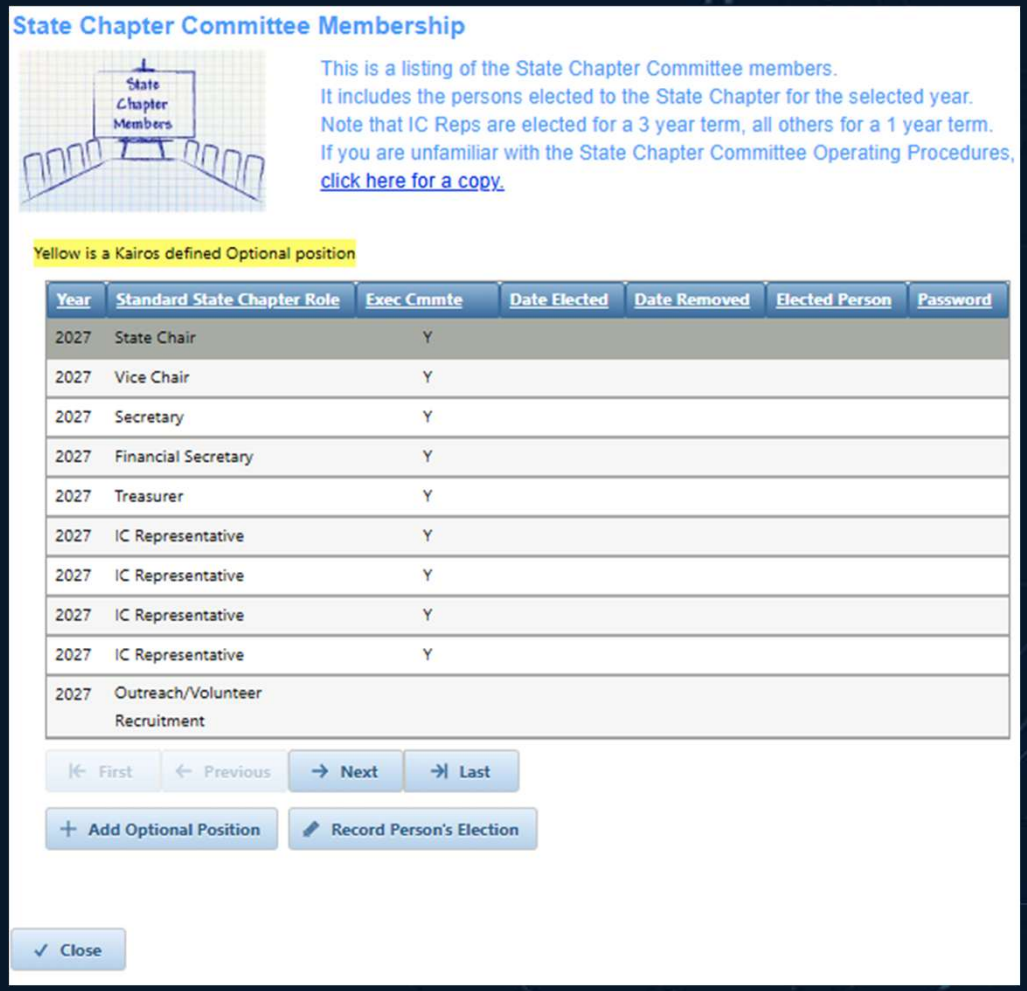


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Enter Elections



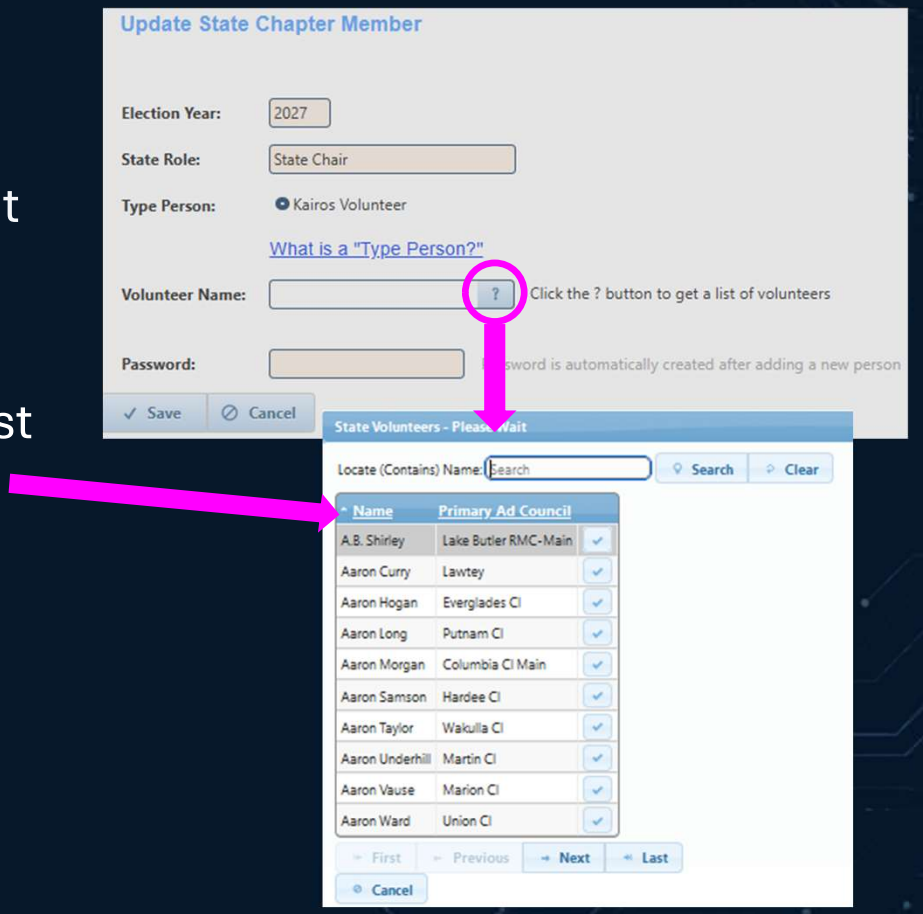
- Once you've tallied the vote you can enter the elections
- Ensure you are using the correct election year
- Double click the row of any position or single click to highlight row and select [Record Person's Election]



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Enter Elections

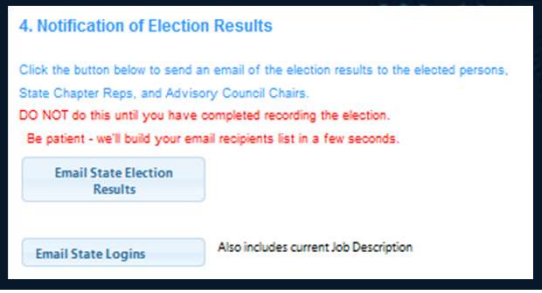
- Select the ? beside Volunteer Name field
  - This brings up the list of names to select from
- Click on column heading in list to bring up search box, type only first few letters of first name and click search
- Select ☑ next to the name of the person
- Select the [Save]
- Add optional positions



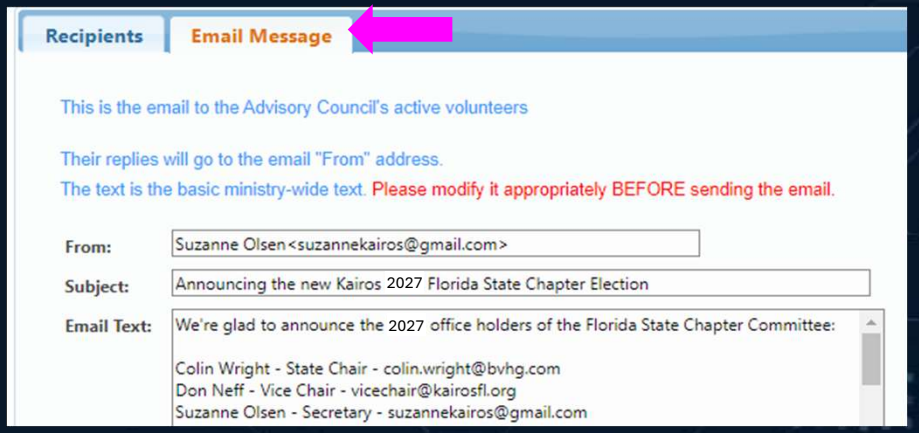
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Send Election Notification

- Email State election result to elected/appointed members (Section 4)
  - List is created for you based on elections entered
  - International office is included
  - Switch to Email Message tab. Message is created for you based on elections entered
  - Scroll to the bottom and select [Send Election Emails]





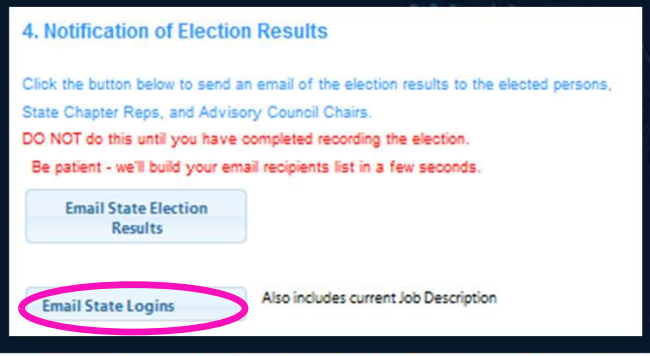


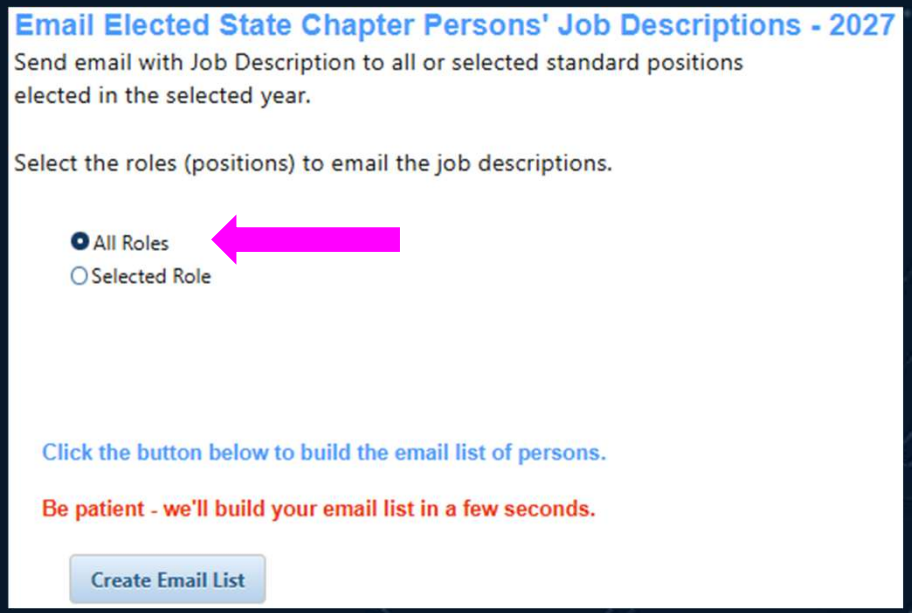
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Send Logins and Job Descriptions

- Email State Logins (To Elected/Appointed members)
- Select All Roles
- Select [Create Email List]

Note: Optional and non-voting roles do not get access to KairosMessenger



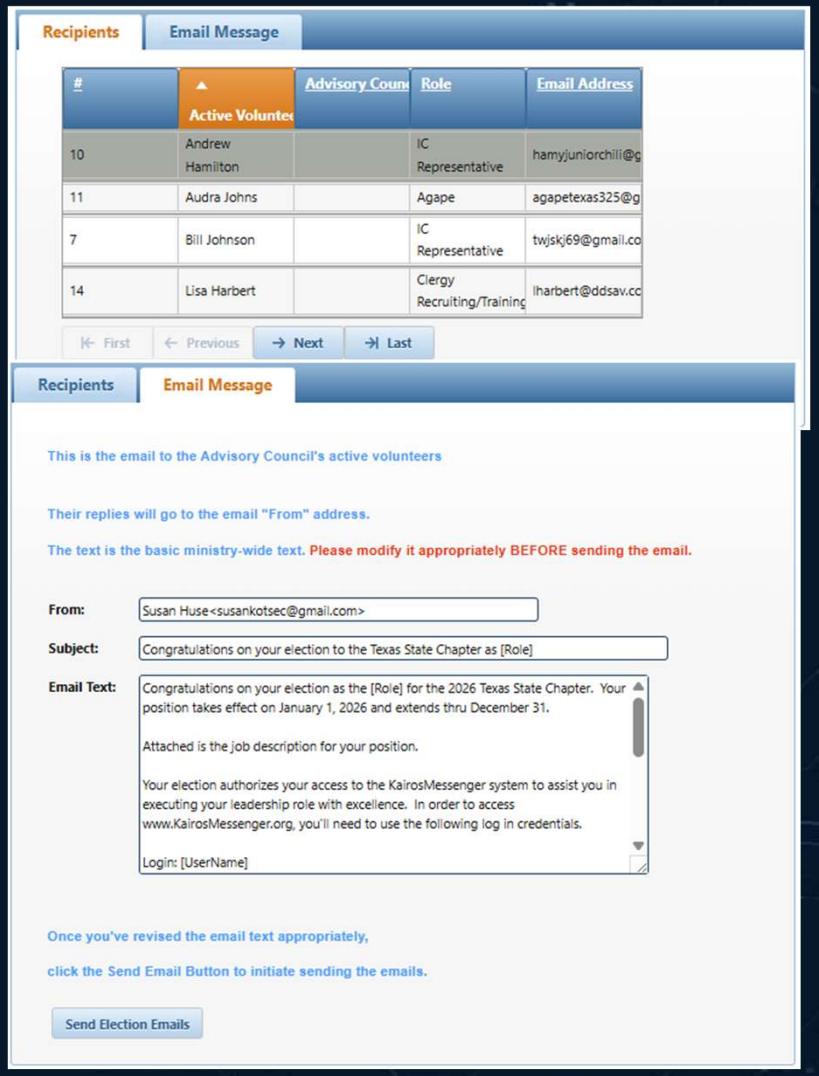


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Review the personalized login email

- List is created for you based on elections entered
- Switch to Email Message tab
- Message is created for you based on elections entered
- Scroll to the bottom and select [Send Election Emails]
- **NOTE:** Do not make changes. It will send personalized email with logins and job descriptions to each person

Images are based on 2026 elections. IC Representative will no longer show be an option



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Maintaining Elections - Replace a Person Who Resigns

- If a person resigns before completing the year, use the [Replace a Person] button in Section 3.
- Follow instructions, enter the current year the person was serving and resigned from
- Select the person from the list and enter the date they resigned
- Select the [Next] button







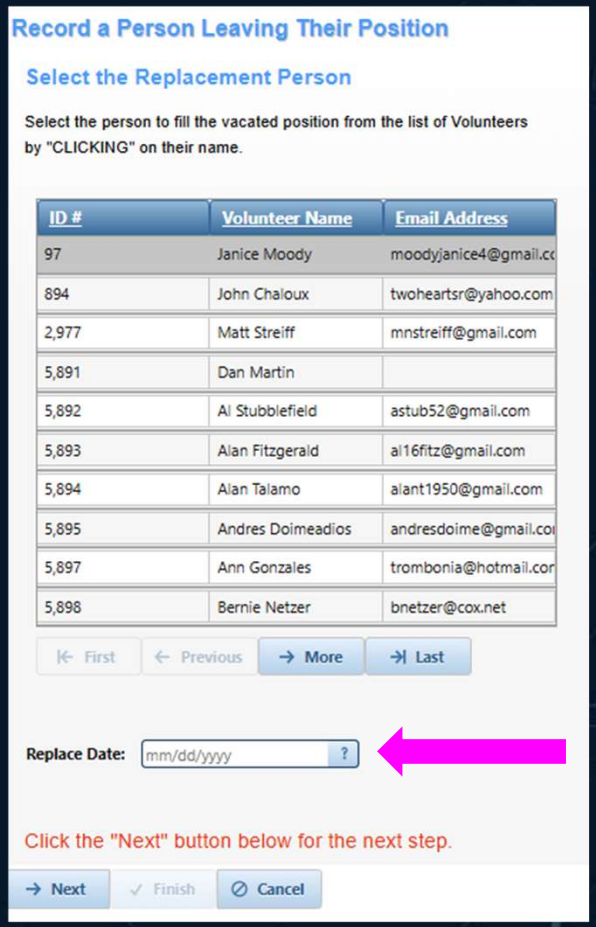
This should not be used to enter the election at the beginning of the year

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Maintaining Elections - Replace a Person Who Resigns

- If replacing the person, a list will come up
- Click the column heading to bring up a search box and enter the first few letters of the first name
- Select person and add Replace Date below the grid
- Select [Next]
- Ready to implement select [Finish]
- The system will send the login and job description automatically

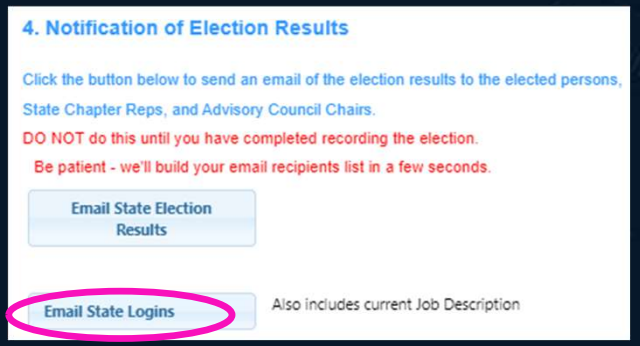
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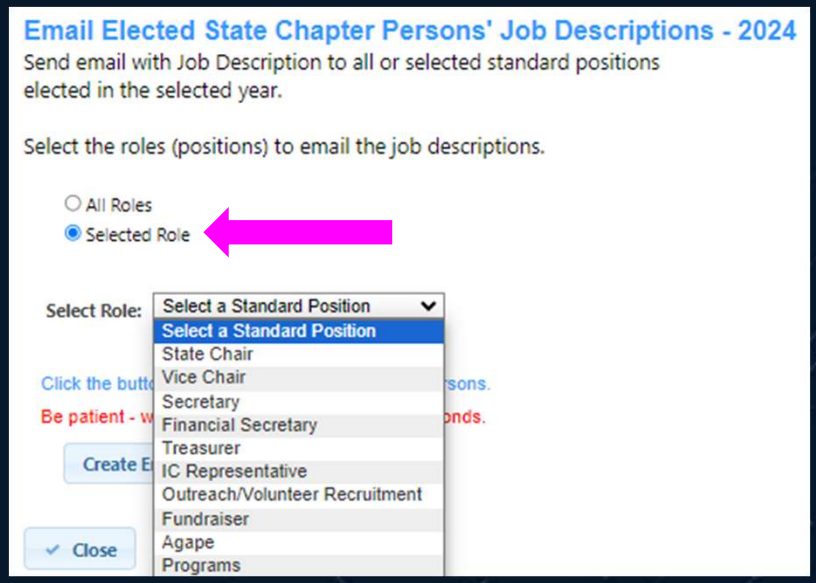


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Maintaining Elections – Send Lost or Forgotten Login

- If a person forgets their login the Secretary re-sends it through the system
- Go to Section 4 and select [Email State Logins]
- Use Selected Role to get the dropdown of positions
- Select the [Create Email List] Button

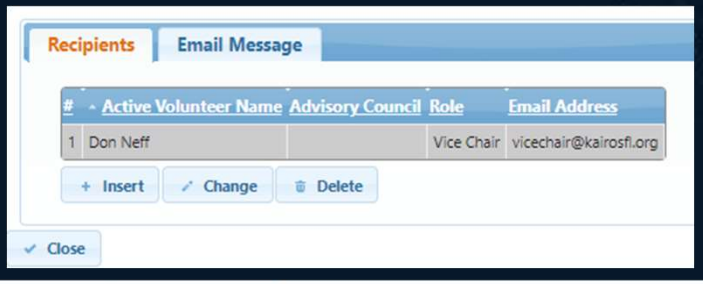


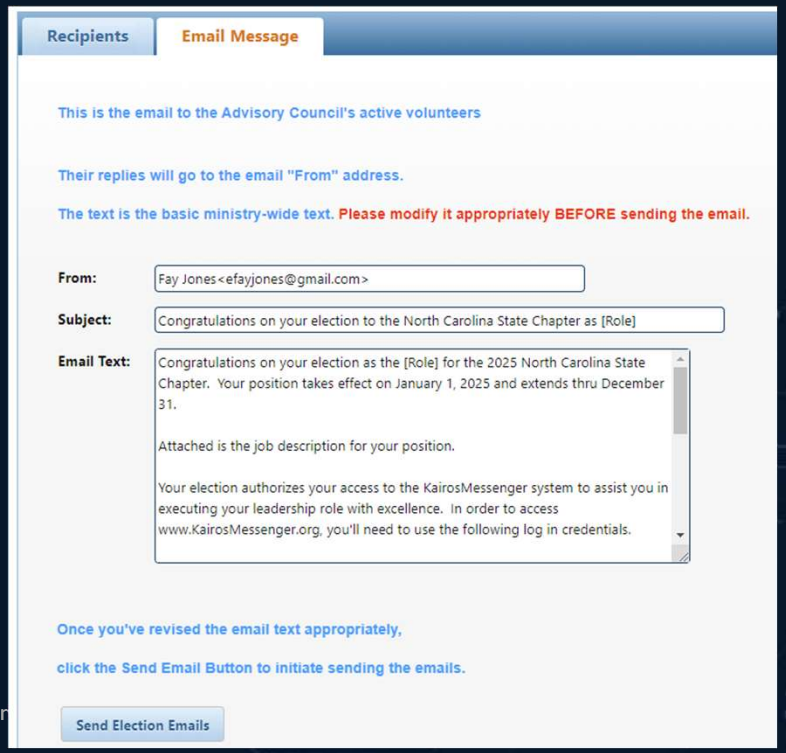


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Maintaining Elections – Send Lost or Forgotten Login

- The recipient list is created from the selected role
- The email list is created for just the one person selected
- The email is created for you and includes the login and job description
- Do not alter system-generated login fields
- Select the [Send Election Emails] button





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Questions

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