



State Chapter Committee

Chair Orientation Guide

January 2026

Table of Contents

	Introduction	3
I.	State Chapter Committee Chair Overview	3
II.	Structure of Kairos	4
III.	State Structure	5
IV.	Annually required actions by State Chapter Committee as led by State Chair	5
V.	Tools that are required to be used by Advisory Council and State	7
VI.	Tools available on MyKairos.org	7
VII.	Items to make sure report to CEO	7
VIII.	Interaction with the CEO and required meetings	8
IX.	Other relationships	8
X.	Contact List	8

Introduction

The State Chair role is very important in Kairos as the leader of the State Chapter Committee. Each State Chair reports to the CEO and is responsible for carrying out the operations of the ministry as defined by the policies, procedures, program manuals, and operational direction of the ministry.

This orientation guide is to help the State Chair in understanding the key items they need to ensure the State Chapter Committee is addressing. Its purpose is as an overview and guide and should not be viewed as an exhaustive listing or to replace other documents.

I. State Chapter Committee Chair Overview

The State Chair is the chief servant of Kairos for the state. Your role is to ensure the state is operating with excellence by following the policies and guidelines, using the tools provided, and providing leadership to the state.

Your most important role is to be a Christian leader who operates based on biblical standards, with a focus on the ministry that serves to share the transforming love and forgiveness of Jesus Christ with those impacted by incarceration. (Mission) As a Christian ministry, we never compromise our Christian standards and operate according to the Bible. (Statement of Faith)

All volunteers in Kairos should have access to the Kairos Mission, Vision, Core Values and Statement of Faith and be reminded of them often. The Mission describes what we do each day. Vision is what it looks like in the future if we accomplish our mission. Core Values guide our behaviors and actions. The Statement of Faith is the foundation of what we believe as a Christian ministry.

The State Chair shall preside at all meetings of the State Chapter Committee and the Executive Committee. They are to ensure the appropriate direction is given to the state, so the ministry of Kairos is taking place properly. See the State Chapter Committee Operating Procedures for positions, elections, and other guidelines.

The State Chair, nor any other volunteer, can legally bind the ministry. The CEO is the official signatory of the ministry per the bylaws.

The State Chair should not try to do the work by themselves but ensure they are using the Executive Committee between meetings and the entire State Chapter Committee and enabling people to do their roles and use their gifting.

The State Chair should ensure they are hearing the concerns, issues and opportunities from the Advisory Councils and volunteers. Sharing these with the CEO as applicable so we always have input from the field.

II. Structure of Kairos

All Kairos structure is based on teams working together in Christian unity this includes Board of Directors, International Council, State Chapter Committee, Advisory Councils, and Weekend Teams.

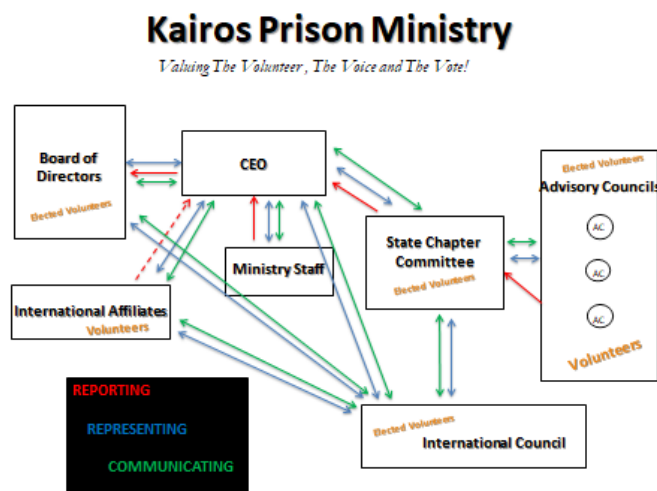
The CEO has the general supervision of the affairs of Kairos Prison Ministry International. To carry out the operational responsibilities, the CEO is granted the authority to make decisions, pursue goals, issue directives, strategically direct and allocate resources to ensure ministry operations objectives are achieved. This authority includes oversight and supervision of the State Chapter Committees and International operations, which are the operating units of the ministry.

The CEO is responsible to the Board of Directors for the actions and performance of the State Chapter Committees, including compliance with ministry administrative duties, and program policies and guidance.

The reporting structure runs from the Board of Directors to the Chief Executive Officer to the State Chapter Committees to Advisory Councils and vice versa. Each level should be sharing opportunities and issues to their higher reporting structure so we can continue to improve and address items.

The staff reports to the CEO. The international affiliates report to the CEO as per an Affiliation Agreement and operate within their own legal structure nationally.

The PowerPoint slide and notes to walk through the structure are at <http://mykairos.org/downloads.html>



Other documents as reference to understand roles of each team and person:

- Bylaws: Board and CEO roles; Board roles are also on <http://mykairos.org/downloads.html>
- State Chapter Committee Operating Procedures: roles of each state position <http://mykairos.org/docs/scc/sccop.pdf>

- Financial positions in State and Advisory Council roles
http://mykairos.org/docs/kpmi/fpp_job_descriptions.pdf
- Advisory Council Operating Procedures <http://mykairos.org/docs/ac/acop.pdf>
- International Council Operating Procedures <http://mykairos.org/docs/kpmi/icop.pdf>

III. State Structure

The State structure is defined in the State Chapter Committee Operating Procedures. Make sure you reference this document regularly. Use your teams and structure wisely to not do all the work yourself.

- Executive Committee is led by the State Chair and includes the State Chair, Vice Chair, Secretary, Financial Secretary, Treasurer, and International Council Representatives. Use this team for decisions and directions in between State meetings. Ensure each is doing their function fully and reporting.
- State Chapter Committee Subcommittees. Some subcommittees are required, and they help keep focus on certain topics or to utilize expertise to accomplish the work. These committees focus on key topics that are critical to success such as fundraising, recruitment, agape, programs and website use.
- The State Chair can establish other subcommittees as needed to accomplish specific work for the State.
- Each Advisory Council Chair should attend the meetings and report for the Advisory Council. They also are the voting representatives for the Advisory Council on the State Chapter Committee. They provide feedback to the State and take items back to the Advisory Council.

IV. Annually required actions by the State Chapter Committee as led by State Chair

- Manage and lead the State Chapter Committee, meetings, and direction.
 - PRAY, PRAY, PRAY!
 - Ensure State meetings (at least 4) are held and have an agenda. In person meetings are important and required. All persons should attend all meetings with at least ½ in person. The State may use Zoom for the ½ not in person.
 - Minutes of State meetings taken and distributed.
 - Appropriate people in attendance.
 - Review of State and Advisory Council financial reports.
 - Invite and ensure attendance of the Advisory Council Chairs at meetings as members of the State Committee, hear their opportunities, issues, and challenges and work to help address those items.
 - Focus on recruitment and retention of volunteers. Have Recruitment champion!
- Hold regular conference calls with Executive Committee. (zoom is fine)
- Address issues and concerns within the state including disciplinary actions.

- d. Ensure Volunteers and Clergy are Christians and are qualified to serve in Kairos. They must have a team application filled out and signed.
- e. Covenant Agreement is signed and sent to International Office.
- f. Ensure policies are followed and appropriate person is handling the work.
 - i. Code of Conduct <http://mykairos.org/docs/policy/conduct.pdf>
 - ii. Financial Policy and Practices <http://mykairos.org/docs/kpmi/fpp.pdf>
 - iii. Interdenominational, Diversity and Spiritual Unity Policy
<http://mykairos.org/docs/policy/ecumenical.pdf>
 - iv. Photo Policy <http://mykairos.org/docs/policy/photo.pdf>
 - v. Conflict of Interest Policy <http://mykairos.org/docs/policy/coi.pdf>
 - vi. Trailer Insurance Policy <http://mykairos.org/docs/policy/trailers.pdf>
 - vii. Program Manuals for the three programs.
- g. Other items to ensure take place by appropriate people.
 - i. Regularly communicate with the Advisory Council Chairs to help/support/advise.
 - ii. Qualified Weekend Leaders are approved by the State Chapter Committee.
 - iii. Weekend Leaders and Observing Leaders attend AKT timely.
 - iv. Background screening for Kairos Torch submissions timely.
 - v. Advisory Councils are fully using KairosDonor for donations, ensuring end of year statement goes out, and fundraising is taking place.
 - vi. Excellence Initiative reporting and review takes place.
 - vii. Supplies are ordered through the International Headquarter. Crosses can only be Kairos crosses.
 - viii. Weekends are reported on the Kairos Kalendar and kept up to date as changes are needed.
 - ix. Elections occur by December 1 and are reported by December 31st into KairosMessenger.
 - x. Weekend Leader reports reviewed, along with Excellence Initiative reports, to see improvements needed.
 - xi. Scheduling Advisory Council Training.
 - xii. New Advisory Councils are set up well and per guidelines. KairosDonor order initiates the setup of a New Advisory Council.
 - xiii. Visit Advisory Council meetings as feasible.
 - xiv. Attend closings for programs as feasible.
 - xv. Memorandum of Understanding with each prison or youth facility.
 - xvi. Ensure full program is operating with emphasis on Continuing Ministry.
 - xvii. Ensure Executive Committee/State and Advisory Councils are mentoring next leaders and keeping potential leadership list for various roles.
 - xviii. Ensure have a Web person to add content to the one website for the state and help Advisory Councils add information for their location to the state website. (note hosting, domain, and structure provided by Kairos office)

V. Tools that are required to be used by the Advisory Council and/or State

- a. KairosMessenger for elections, rosters, volunteer information, and report access.
- b. KairosDonor for donation tracking and reporting to donors.
 - i. System should be used for fundraising by asking previous donors to give again as Weekend occur.
- c. EZRA used by every Weekend Leader and the leaders report and final steps completed after the Weekend.
- d. Excellence Initiative.
- e. Financial systems.

VI. Tools available on MyKairos.org

- a. MyKairos.org has all policies, operating procedures, documents, order forms, best practices, and other support items for volunteers.
- b. Promotional videos, PSAs, and brochures are on MyKairos.org to use.
- c. Pull up banners can be ordered on MyKairos.org.
- d. Ideas for fundraising.
- e. Ideas for recruitment and tools to use.
- f. Testimonies and endorsements.
- g. Letterhead and business card formats.
- h. Style guide for promotion of Kairos.
- i. Web style guide for website administrators.

VII. Items to make sure report to CEO

- a. Issues arising or addressing with volunteers, Advisory Council, Department of Corrections, or Department of Juvenile Justice.
- b. Notify CEO of any disciplinary issues or suspension situations.
- c. One-time variances submitted by Advisory Council to State Chair for review and submission to CEO.
- d. Information as requested on behalf of the CEO for reporting.
- e. Review of Advisory Council list for accuracy – twice per year.
- f. New ministry opportunities.
- g. Annual report at year end.
 - i. State information.
 - ii. Institutional activity report for Kairos Inside and Kairos Torch including institutions, number of Weekends, and Continuing Ministry.
 - iii. Institutional activity for next year including who visited or contacted to introduce Kairos – plans to grow.
 - iv. Kairos Outside report of locations, number of Weekends, and Continuing Ministry.
 - v. Kairos Outside list of growth areas for the future.

- vi. Brief summary of key events for the year (issues and successes).
- vii. Your name.
- h. Short Annual Plan by SCC at the beginning of the year which includes – See State Chapter Committee Operating Procedures – Addendum for details.
 - i. Spiritual Health focus.
 - ii. Recruitment.
 - iii. Funding.
 - iv. Needs of current ministry including Continuing Ministry.
 - v. Growth of new ministry/new starts.
 - vi. Leadership development.

VIII. Interaction with the CEO and required meetings

- a. Monthly call, 4th Tuesday of each month at 9:00 pm Eastern time for 1 hour
- b. Annual Conference, State Chair face to face meeting - evening of Wednesday and all day Thursday of the Conference dates.
- c. Emails with interaction as needed to entire State Chair group by CEO.
- d. Call or email at any time when need to talk. Office: 407-629-4948; Cell 919-270-2871; email evelyn@kpmi.org
- e. Invite to meetings or speaking opportunities.

IX. Other relationships

- a. Ensure the state has a good working relationship with the State Department of Corrections, working with Federal prisons in your state.
- b. Ensure the state has a good working relationship with the Department of Juvenile Justice.
- c. Ensure work with other 4th day ministries.
- d. Ensure work with denominational and non-denominational church leaders in state.
- e. Opportunities with churches, and other groups for recruiting.

X. Contact List

- To request a conference call line or Zoom video: conferencecall@mykairos.org
- Financial Policy and Procedures: Kris@kpmi.org
- Variances: Evelyn@kpmi.org
- Trailer insurance and Penske truck: Jaime@kpmi.org
- Certificates of Additional Insured for facilities: Kimberly@kpmi.org
- Grants or Foundations: Jaime@kpmi.org
- KairosMessenger: Andy@kpmi.org
- Issues with transferring EZRA data: Andy@kpmi.org
- KairosDonor questions George Brown: gb3mjb@att.net
- Program question – Kevin@kpmi.org for Kairos Torch; John@kpmi.org for Kairos Inside Men; Gina@kpmi.org for Kairos Inside Women; Tina@kpmi.org for Kairos

Outside.

- Advisory Council Training scheduling (forms are myKairos.org): Monika@kpmi.org
- Supply ordering: order@kpmi.org
- Website or Domain Name & registration: marketing@kpmi.org

Consider setting up standard Gmail accounts for officers so these accounts can be transferred at the end of terms, while not using personal emails. Example. XXStateChair @gmail.com

If in doubt simply call the office and you will be directed to the right person 407-629-4948.