

Kairos Prison Ministry International



Annual Affiliation Agreement

Kairos Prison Ministry _____ and _____
State Advisory Council
Date: _____

The purpose of this document is to formally establish the basic agreement that each Advisory Council and Kairos Prison Ministry of this state must have to provide continuity for the Kairos Program in affiliation with Kairos Prison Ministry International, Inc., a Not-For-Profit 501(c)(3) Florida Corporation. This establishes the Internal Revenue Service (IRS) authorization for the ministry to receive contributions and faithfully use the funds in an appropriate manner. To ensure continuity of this program, the agreement will be updated annually by each Advisory Council effective after leadership assignments. Upon signing this agreement both the Advisory Council and State agree to the following:

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 lead, 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 servant hood 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.

The Advisory Council provides the leadership for a specific local Kairos program. The Kairos Board of Directors sets the policy and methods for the ministry. The Executive Director is responsible for all operations of the ministry. The State Chapter Committees report to the Executive Director. The State Chapter Committee implements the policies and methods through the Advisory Councils. The Advisory Council members are expected to understand the policies, programs and operating procedures of Kairos Prison Ministry International. The local community is authorized to implement the ministry programs and policies as written. No Advisory Council has the authority to disregard or change the policies, programs and operating procedures.

The Advisory Council is a body of volunteers in a local Kairos community who serve in leadership roles for the benefit of the health and direction of the ministry. Each volunteer works in unity to conduct the Kairos ministry programs as a local Kairos community. The Advisory Council ministers with sure and certain knowledge of God's call for unity and uniformity within this ministry as well as the necessity for spiritual unity among all brothers and sisters ministering together in Kairos.

The Advisory Council will administer the ministry by utilizing the name, logo, and current Program Manual, EZRA, Advisory Council Operation Procedures (ACOP), Financial Policies and Procedures (FPP), and other materials as developed and copyrighted by Kairos Prison Ministry International, Inc.

The Advisory Council also agrees to faithfully adhere to Kairos manuals, rules regulations, policies, and procedures as detailed above. It is also understood that these materials may be modified by appropriate decisions of the governing board of KPMI.

The State Chapter Committee will be the liaison between the International Organization and all Advisory Councils in this state. The State Chapter Committee will provide any additional materials and techniques as they become available.

The Institutional Memorandum of Understanding is critical to operating an approved Kairos Inside Program. As a result, the Advisory Council must provide a copy of the signed Institutional Memorandum of Understanding to the State within 60 days of the assignment of a new Warden for the Facility and the State will provide support, if requested, in obtaining these agreements.

The Kairos Inside Advisory Council will normally conduct annually, two (2) Kairos Three-Day Short Courses in Christianity; an Instructional session after each Three-Day; two (2) Two (or) One-Day Retreats; and Monthly Reunions in the institution where the AC is conducting the ministry. Each Kairos Inside Advisory Council must also insure that volunteers are available to support Prayer and Share at each Unit. The Kairos Outside Advisory Councils will normally conduct one (2) Weekends annually and quarterly Reunions when possible. Kairos Torch will work towards holding two Weekends annually in addition to the Mentoring Program.

Upon signing this agreement the Advisory Council will ensure that the State Volunteer Master List is updated within 30 days of any change to the data, that all Weekend Leaders have a Spiritual Resume submitted to the State and that all Weekend Leaders have formal AKT training up to two years but no less than six months prior to being the observing leader of a Weekend.

Upon signing this agreement, the Advisory Council must select a representative to the State Chapter Committee. When meetings for the State Chapter Committee are conducted, it is imperative that each Advisory Council be represented to ensure effective communications between the Advisory Councils and the State. If the Advisory Council State Representative is not able to attend the quarterly State Chapter Committee meetings and participate in the monthly conference calls, the Advisory Council Chair should insure that an alternate is present to represent the Advisory Council.

Upon signing this agreement the Advisory Council must provide the State Chapter with Quarterly Financial Reports along with Annual Budgets, due at the last quarterly meeting (Fall)

of the State Chapter, preceding the budgeted year. This task is critical to maintaining the ability of the Ministry in applying for grants and to maintain our 501(c)(3) status. In addition, a copy of the Leader's report, Observation Report, and Excellence Initiative checklist must be submitted for each Three-Day Weekend held within two weeks of its conclusion. These reports will be used for collecting data, writing grants, and improving the ministry.

Upon signing this agreement the Advisory Council accepts the obligation to participate, with other established Advisory Council in the state, in the financial support of the State Chapter Committee and the International Office. The Annual Affiliation Contribution will be paid quarterly. For the purposes of the paragraph, "funds" shall mean all donations, all monetary gifts and contributions received for any purpose, gross receipts from fundraisers, and gross receipts from the sale of any donated equipment or property. (Note: The Affiliation Voucher Report generated by Kairos Donor software calculates the Affiliation Contribution for each quarter according to this policy.) Upon signing this agreement the State Chapter Committee will act as liaison to the State Department of Corrections.

It is understood and agreed that if the Advisory Council, at some time in the future makes a decision to disassociate itself from Kairos, the Advisory Council specifically agrees that the successor organization shall simultaneously discontinue all use of the name, logo, manuals, techniques and distinctive terminology of Kairos, returning to the State all Kairos manuals and materials as well as all material bearing copies of the Kairos logo.

It is understood that variances to the above agreement may be required due to unique requirements or conditions. If a variance is required, it must be submitted to the State with adequate justification for consideration. The State Chair will then forward to the Executive Director for a decision.

AGREED:

Kairos Prison Ministry State Chair: _____

Kairos Prison Ministry Advisory Council Chair: _____

Advisory Council Members signatures:

Vice Chair: _____

State Chapter Representative: _____

Secretary: _____

Donor Coordinator/Financial Secretary: _____

Treasurer: _____

Institutional Liaison: _____

Outreach/Recruiting Coordinator: _____

Fundraising/Sponsor Coordinator: _____

Agape Coordinator: _____

Clergy/Spiritual Director: _____

Continuing Ministry Coordinator: _____

Data Coordinator: _____

Communications Coordinator: _____