



Advanced Kairos Training Coordinator's Orientation Guide

Effective: 4.25.16

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
- **Ezra**- A software tool for Weekend Leaders
- **Class Size**- 30 participants maximum per class (may have more than one class per program)

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

- a) This means that all Advisory Councils (AC) or State Chapter Committees (SCC) should be budgeting for any Advanced Kairos Training expenses deemed necessary for their future Weekend Leaders or other attendees that the AC or SCC wants 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 its local Advisory Council instead, to help build the budget and allow for more volunteers to attend trainings.

1. Advanced Kairos Training Requirements -

Regional and/or State Advanced Kairos Training Coordinators will be responsible for identifying training requirements. This includes the proposed dates and locations of training sessions for Kairos Inside, Kairos Outside, Kairos Torch and the maximum capacity for each class. Training sessions should be scheduled a minimum of 12 months and a maximum of 24 months of the training date in advance. The appropriate Program Coordinator of the three programs will give final approval of the scheduled training. AKT Coordinators will provide Kairos with:

- a. Proposed Dates / Training Location
- b. Cost of the training and logistics. (*Use the chart in Section 7 to figure the cost per trainee*)
 - **Note:** It is strongly recommended that the Advanced Kairos Training Coordinator procure the general lodging for all of the attendees in order to facilitate room sharing, and obtain the best possible negotiated pricing for rooms. Experience has shown that when collective housing is not secured, the actual cost per attendee becomes higher.
- c. Name, address, telephone numbers, and email address of the contact person making the arrangements for the training.

2. Advanced Kairos Training Coordinator's Responsibilities -

- a. Identifying and reserving the event venue (*See Section 4 for details on site selection*). Reservations should be finalized 10-12 months before the Advanced Kairos Training.
- b. Contracting with the event venue, if necessary, including payment of any upfront costs to be paid by the state treasurer.
- c. Identifying and coordinate lodging, food, and providing supplies for the event. Contact the trainers and determine if they have any unique supply requirements.
- d. Receiving and processing reservations for the event.
- e. Providing all registrants with a confirmation of their registration, to include directions to the training site and all other administrative details. **Inform all participants to bring their Program Manual (and for Kairos Torch their Mentors Guide). No Program Manuals will be provided at the training site.**
- f. Arranging all local transportation requirements (e.g., travel to and from airports).
- g. Registration is not complete until payment is received with the registration form. **That means if the check is not received by the cutoff date of 2 Fridays prior to the Training 4**

p.m. EST, they cannot attend the weekend. Absolutely no monies are to be accepted at the AKT Training.

3. Site Selection -

When selecting a site for an Advanced Kairos Training, are you using a site previously used or a new site?

- a. If selecting a new Advanced Kairos Training site, first consideration is to use church campgrounds or church conference centers. Here are the things you will want to consider if selecting a new site:

- (1) Is the date you want available?
- (2) Comfortable Conference Room(s) per class (may be multiple classes). If the Advanced Kairos Training is a combined Kairos Inside, Kairos Outside and/or Kairos Torch, make sure there are an adequate number of separate conference rooms.
- (3) Accommodations for participants for the combined Advanced Kairos Trainings (consider number of people that request single rooms and both male and female rooms).
- (4) Dining facilities (adequate for participants) on site and included in rate (Saturday breakfast to Sunday breakfast). If you provide sandwiches and chips, instead of the venue for Friday supper and Sunday lunch, you may reduce the cost. Some venues will not allow you to bring in food and some places include 3 meals with room charge and will not change that.
Note: *There needs to be a place to have separate snack areas for each class room because they are all on separate schedules. The separate snack area will assure adequate snacks for everyone.*
- (5) What is the cost of lodging per person, Single Occupancy and Double Occupancy?
- (6) What is the cost of meeting room?
- (7) What is the cost for meals?
- (8) What is the amount of tax if not tax exempt?

4. Advanced Kairos Training Coordinator's Minimum Supplies List –

Note these are the supplies for each conference room when AKT's are combined (i.e., Kairos Inside, Kairos Outside and Kairos Torch). You will provide the supplies notated for each training.

Kairos Inside Supply List

Name tags with holes punched and string to hang around the neck. Extra's for lost tags, misspelled names. Print first name large and last name below in small letters. Use heavy black marker on white name tags.	Chairs and tables, square or round, to accommodate 5-6 people (no more than 5-6 people per table), plus one table for the trainers.
2-3 pitchers and bowls to be used for the Hand Washing Commissioning	One roll of Blue Painter's tape or masking tape
Podium	Pair of "powered" computer speakers
Projector suitable for connecting to a laptop computer, Projector Screen and speakers.	8-12 small "hand towels" for drying during hand washing (or 4-6 large towels)
Sound system (optional)	Kairos Song Books – 2-3 for each table
Easel and newsprint (Flip chart) pad with black markers.	Roster with name, address, phone, email to be given to each participant on Sunday
Pen for each participant	Extension cords, 3-pronged adapter and power strips
Highlighter for each participant	Table snacks – variety
Post-It Notes (3" x 3") – 2 pads for each table	One Training Workbook for each participant (coordinate with Kairos International Office)
Ice chest filled with ice, bottle water & soft drinks	One Good News Bible (with Old and New Testament)
1 pack 3-hole notebook filler paper (added to the participant's Advanced Kairos Training (AKT) Workbook)	Musicians (invite participants to bring instruments in addition to local musician)

Kairos Outside Supply List

Name tag for each participant and each Trainer. Note: The larger the name, the better for the Trainers to see. Alternative: "Tent names" in front of each attendee	1 Training workbook for each participant (Coordinate w 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 and carrying cart	Ice chest filled with ice, bottle water & soft drinks
Sound system (optional), microphone	1 pack 3-hole notebook filler paper (added to the participant's Advanced Kairos Training Workbook)
Pen for each participant	Musicians (invite participants to bring instruments in addition to local musician)
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
Flip chart or dry erase board	Dark grease board markers
Kleenex box for each table	Kairos songbooks (2 per table)

Kairos Torch Supply List

Name tag for each participant and each Trainer.	1 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 w 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.	Table snacks
Sound System	Ice chest filled with ice, bottle 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	4 pieces of white poster paper
Small package construction paper	4 rolls of scotch tape
4 packages of permanent colored markers	Paper cups (3 per table)
4 pair of scissors	25 large balloons (easy blow up)
3 large garbage bags	1 box of Kleenex tissue
A large box (approx.. 24" x 24" x 24") covered in white paper with 2 inch wide slot cut in top of box	Mask for each volunteer and trainer (order these from KAIROS International Office or online supply order)
Rice paper (order from KAIROS International Office or online supply order, one piece for each participant)	Torch crosses, 1 per participant (order from KAIROS International Office or online supply order)
1 clear bowl	

5. Advanced Kairos Training Event Venue Provided Supplies-

- a. 4 minimum meals (Breakfast, Lunch and Dinner on Saturday, Breakfast on Sunday). You may provide additional meals/snack on Friday evening/Sunday lunch, but this will add to your expenses.
- b. Coffee/Tea/Ice Water
- c. Drink glasses

6. Figure Participants Cost -

To reduce training cost for the hosting state, all Advanced Kairos Trainings (AKT) for Kairos Outside will be scheduled alongside a Kairos Inside AKT. All Kairos Torch AKT's 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 a hosting a single Kairos Inside AKT is 20
- b. The minimum number of participants for hosting a 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

Training Coordinators will notify the Monika Hesse (monika@kpmi.org) at the Kairos Headquarters when the maximum capacity for each program has been reached. She will post on the Kairos Website that the training has closed due to full capacity being reached.

When computing the cost per participant please refer to the chart below:

Item	Cost	Charge to Attendee
Lodging	Double Occupancy - Single Occupancy -	
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	This total minus Lodging	

7. Trainer Assignment -

Kairos, when notified of a proposed training, and upon approval, will assign two qualified trainers per class, per program to conduct the training. Kairos will also provide training manuals for the trainees. All transportation costs associated with the trainers, including expenses incurred while at airports, will be the responsibility of Kairos.

8. Down Payment -

Get requested down payment for Advanced Kairos Training site from State Financial Secretary or pay with personal credit card and get reimbursed from the host state.

9. Advertisement -

Complete write-up for www.mykairos.org website on Kairos Kalendar giving location, cost and your email address and phone #. Please stay with the format example as much as possible to allow us to copy/paste and reduce the possibility of errors. Format Example:

DATE:

CITY:

Advanced Kairos Training (AKT) for Program (KI, KO or KT)

LOCATION: (Name of facility, address, phone number)

ARRIVAL SPECIFICS: (Time, specific parking instructions, etc.)

COST: \$ – single; \$ - double (each) and \$ – commuter. Fee includes: two nights lodging (Friday and Saturday), all training materials and the following meals: (meal specifics).

CONTACT: Please send your application (found at www.mykairos.org under Downloads, Training) to Advanced Kairos Training Coordinator's Contact Info, Name, Address, Phone number and e-mail)

PAYMENT INFO: (checks payable to host state (i.e., Kairos of Texas, Indiana Kairos, etc.)?)

NOTE: *Attendees need to bring only personal items and their Kairos Program Manual and appropriate Mentor's Guide for Kairos Torch Advanced Kairos Training.*

Please note that all participants need to be in attendance for the entire weekend to get credit for the training.

Email to monika@kpmi.org to be put on www.mykairos.org website Kairos Kalendar.

10. Applications –

Email or mail the applications to volunteers who contact you about attending.

11. Roster –

Set up roster for all who apply, using Kairos supplied roster format. If they want a double room, pair them with someone else who wants a double and a few days before the weekend email rooming roster to the contact person at training site. Kairos supplied roster includes # of Weekends worked, and planned upcoming Weekend date.

12. Financial – How Participant AKT fees are paid (Policy):

Under no circumstances is a volunteer to pay for their own Advanced Kairos Training (no matter their leadership position held in their local state). It is possible for a state to reimburse a Participant for their travel expense and other incidentals in attending an Advanced Kairos Training. If the AKT Coordinator or Host State receives a personal check from a volunteer, they will return the check to the volunteer with a personalized version of the following note. It would be helpful to also send a copy to the Participant's State Financial Secretary:

Dear {volunteer's name},

Thank you for your recent contribution. All of our Advanced Kairos Training (AKT) are free to our volunteers, so we have returned your contribution for your attendance at our AKT training on {date}.

Your contribution is appreciated; however, we ask that you reissue the check to your local Advisory Council as a general contribution as that will be most appreciated and certainly help to provide more Advanced Kairos Training (AKT) opportunities to you and other volunteers in your local Ministry. As it is customary for each Advisory Council to budget and approve the volunteers it sends to AKT training, we ask that you please check with them to confirm your registration. All registrations must come directly from a Kairos Advisory Council, Area or State.

Thank you again for generosity and service in this Ministry.

May God continue to bless you! Warmly,
 {Signature}
 {Title of Host State Financial Secretary}

The cutoff date is two Fridays prior to the Friday that the training starts at 4:00PM Eastern Standard Time.

13. Financial Records –

Keep records of checks (categorized by Kairos-to-Kairos checks) and mail checks to your State Treasurer. The Financial Secretary knows how to record payments in QuickBooks.

14. Logistics -

- AKT Coordinator organizes airport pick-up for attendees and trainers.
- The AKT Coordinator is responsible for securing all training supplies.
- Musicians are encouraged to bring their instruments with them.
- Inform all Participants to bring their own Program Manual, as none will be provided to them.

15. Payment for venue-

Arrange bill payment in one of two ways:

- a. Send bill to State Financial Secretary
- b. Pay with your personal funds and get reimbursed by state. (Some venues want final payment during the Advanced Kairos Training weekend).

16. Final Correspondence -

- a. **Roster** - Within 48 hours of the completion of the training, the Advanced Kairos Training Coordinator will provide Kairos with a final attendee roster, including name, address, telephone, and email of all individuals, along with the name of the designated institution and future date of respective Kairos Weekends. Email the final roster to monika@kpmi.org
- b. **Ezra** – Those attending Advanced Kairos Training – (Kairos Inside or Kairos Outside) as designated future Weekend Leaders will receive individual registered copies of Ezra when payment for Ezra is received by the Kairos International Office. The responsibility for contacting the Kairos International Office to obtain Ezra rests solely with each participant after designation as the next Weekend Leader.