

KAIROS TORCH INSTITUTIONAL MEMORANDUM OF UNDERSTANDING

INSTITUTION: _____

STATE: _____

Note: Kairos Torch is prison ministry designed for young offenders (25 years old and under) in either juvenile facilities or adult institutions. The mission of Kairos Prison Ministry International, Inc. 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. The following stipulations are basic to this program, and we seek your agreement to them before plans are made to enter your institution.

1. Kairos Torch will be allowed to conduct one Weekend in the institution within the first six months of initiation. Weekends will be offered approximately every six months thereafter. Residents will be invited to participate in the Weekend, and will be organized into table groups. Typically, 24 residents/Participants will attend each Weekend, but the number could go as low as 18 or as high as 30, dependent upon the number of mentors available following the Weekend. The number of volunteers on the team will be one volunteer per resident/Participant, plus at least two support volunteers. Kairos Torch volunteers will be allowed to have a 1 to 2-hour Mixer one or two weeks prior to the Weekend to meet the Participants. During the Kairos Torch Weekend, Kairos Torch volunteers will be present by 4:00 p.m. until 9:00 p.m. on Friday, 7:00 a.m. until 9:00 p.m. on Saturday, and continue at 7:00 a.m. through 4:30 p.m. on Sunday. Residents/Participants attending the Weekend will be released to the chaplain or volunteer coordinator by 6:30 p.m. to 8:45 p.m. on Friday, 7:45 each morning (Saturday and Sunday) and permitted to remain with the Kairos Torch team until at least 8:00 p.m. Saturday and 4:30 p.m. Sunday.
2. Mentoring, monthly Reunions, and Bible study. Kairos volunteers on the team will establish a mentoring relationship with the residents who attend the Weekend. Mentors will be allowed to return to the institution at least weekly to meet with the residents/Participants whom they are mentoring for a period of at least six months or until the youth is released, whichever comes first. Contact with the resident(s) will take place inside the institution, at a time and place approved by the institutional authorities. Mentoring will take place on a one-to-one basis, in a group setting. Mentors will be permitted to bring written resource materials (Mentor's Guides) into the institution during their mentoring visits. Mentors are also encouraged to stay in contact with the resident they are mentoring by mail and/or telephone if possible and permitted. Monthly Reunions (approximately 2 hours in duration) will be held for all Kairos Torch Participants who are still residing in the institution.
3. A support group of up to 100 persons from Christian communities will be allowed to attend the Closings for the Kairos Torch Weekend retreats. These are to be held on Sunday afternoon beginning at approximately 2:30 p.m. A Kairos Outside spokesperson may encourage the youth to voluntarily invite their mother or female guardian to experience a Weekend much like this one during the Closing.
4. All residents attending the Weekend will be allowed to receive written expressions of prayer and sacrifice from support communities and individuals from around the world. This material will be channeled through a team member or members who will be responsible for its contents and distribution. It will consist only of written expressions reinforcing the action of the ministry. Additionally, each resident participating will receive a short, personal, written expression of support from each team member, delivered by the team in individually sealed envelopes. Each Kairos Torch Participant will be given a Bible.
5. The Kairos Torch Weekend Leader will be given a list of residents to participate in the Weekend, plus ten alternates, at least a month prior to the Weekend, with information to facilitate seating of tables, solicitation of prayer support, and mentor/mentee matching by the Advisory Council's Continuing Ministry Coordinator/Mentor Coordinator for the mentoring process.

6. The team will be allowed to take a photograph of each resident attending the Weekend for use in the “Creation” presentation on Friday evening. The photographs may be taken during the Mixer or at a mutually agreeable time and will be appropriately disposed of at the close of the Weekend.
7. The team will be allowed to bring in home-baked cookies (which have been made by members of Kairos support groups) or store-bought cookies to be delivered to all residents and staff twice during a Kairos Torch Weekend.
8. The team will be allowed to bring necessary equipment and supplies, to include food service supplies, musical instruments, audio/visual equipment, and laptop computer, into the institution to conduct the Weekend. The team will provide a list of equipment and supplies to the institution prior to the Weekend for approval and a list for accountability each day.
9. The team will be allowed to offer snacks periodically during the Weekend and furnish meals for the residents attending the Weekend at lunch and dinner on Saturday and lunch on Sunday.
10. Kairos Torch team members and guests commit themselves to support the chaplain or volunteer coordinator, agreeing to conduct themselves in conformance with institutional regulations and Kairos Torch guidelines for volunteers entering correctional institutions. We will be prompt in our obedience to the directions and requests of correctional officers and staff members. We agree to perform the work of this program as detailed in the Kairos Torch manuals and as set forth by the policies established by the Board of Directors of Kairos Prison Ministry International, Inc., under whose authority we agree to operate.
11. Kairos Torch team members agree to promptly submit to all background security screening processes required, to include providing fingerprint records of all team members as needed by the institution. Each Kairos Torch team member will have completed the Kairos Torch Volunteer Screening Packet and will resubmit the packet every three years.

Agreed to this _____ day of _____, _____

 Superintendent or Warden

 Chief Chaplain/Volunteer Coordinator

 Kairos State Chapter Committee Chair

 Kairos Torch Advisory Council Representative

 Reviewed by the Kairos Torch Coordinator

 Chief Executive Officer of Kairos Prison Ministry