

STATE CHAPTER COMMITTEE OPERATING PROCEDURES



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.**

The mission of the 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.

January 2019

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Core Values

Kairos Prison Ministry Core Values guide our behavior and actions as a board, staff, and volunteers:

Lay-led, 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.

PREAMBLE

The Chief Executive Officer (CEO), also known as the Executive Director of the corporation, is responsible for operations of the ministry. To carry out operational responsibilities, the CEO is granted the authority by the Kairos Prison Ministry International (Kairos) Bylaws and the Board of Directors to make decisions, pursue goals, issue directives, and allocate resources to ensure ministry operations objectives are achieved. This authority includes oversight and supervision of the State Chapter Committee (SCC), which are the operating units of the ministry.

The CEO is accountable to the Board of Directors for the actions and performance of the State Chapter Committee. This includes compliance with ministry administrative, program policies and guidance. The chain of command runs from the Board of Directors to the CEO to the State Chapter Committee to Advisory Councils. For checks and balances, State Chapter Committee representatives forms the majority of the International Council which selects the members of the Board of Directors and ratifies the Board appointment of the CEO.

The lines of communications directly link the CEO and State Chapter Committee. Direct, frequent and open communications are encouraged. The CEO is assigned disciplinary powers stated in the Bylaws. The CEO may direct reports on operational activities and compliance from State Chapter Committees as needed. The CEO may gather information on State Chapter Committee operations through personal visits, staff visits, inputs from the International Council Committees, and self-assessments by the State Chapter Committees as deemed appropriate by the CEO. The relationships described in this operational line authority apply to all ministry and program elements as part of the State Chapter Covenant Agreement. This document does not apply to International Affiliates; however, International Affiliates are encouraged to create a similar document and may use this document as a template.

I. Purpose.

The purpose of the State Chapter Committee (SCC) is to provide assistance, guidance and direction to the Advisory Councils in their state in accordance with the manuals and policies of Kairos Prison Ministry International, Inc. The State Chapter Committee is responsible to conduct the operations of Kairos fully within their state in compliance with the Kairos operating procedures, policies, manuals, and within state/federal law. Any questions concerning the interpretation of these procedures shall be resolved by the CEO or Board of Directors of Kairos Prison Ministry International, Inc. Each meeting should include prayer, devotions and use Biblical principles.

II. State Chapter Committee.

A. Composition. Membership on the State Chapter Committee is divided into three categories:

1. Advisory Council,
2. At-large members, and
3. Advisory members.

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

B. Selection of Members.

- 1. Advisory Council Representative.** Each Advisory Council shall elect 1 person to be representative(s) to the State Chapter Committee in accordance with the Advisory Council Operating Procedures (ACOP).
- 2. At-large Members.** At-large is a designation for representative members of the State Chapter Committee who are elected to represent the entire state membership, rather than an Advisory Council.
 - a. Officers.** All officers are at-large members. With the exception of the International Council representative(s) all officers will stand for election annually (see Section IV, Nominations and Term of Service). Officers will not hold simultaneous positions as an officer of the State Chapter Committee, and as an Advisory Council position, or a member of the Kairos Board of Directors.
 - b. Subcommittees.** The State Chapter Committee Chair nominates and the full State Chapter Committee approves at-large members to fulfill designated roles on subcommittees such as Programs, Outreach & Volunteer Recruitment, Fundraising, Clergy Recruiting/Training, etc.). Such persons, if not Advisory Council representatives, serve as members at the pleasure of the sitting State Chair. They may be re-elected.
- 3. Advisory Members.** The State Chapter Committee may elect up to five (5) uniquely qualified individuals, who by virtue of their experience, expertise, or gifts, will bring special talents to the State Chapter Committee. Advisory members have no voting rights and are not counted toward reaching a quorum in any meeting. Their tenure on the State Chapter Committee shall be specified at the time of their appointment as one, two or three years. Examples may include representatives of other 4th Day ministries, state corrections officials, etc. Advisory members need not be active Kairos volunteers.

C. Qualification of Members. With the possible exception of Advisory members, all members of the State Chapter Committee shall be active Kairos volunteers meeting the basic qualifications required of Kairos volunteers. Those qualifications are:

1. A Christian that is active in their church community.
2. Have served on a Kairos team within the past two years and/or have been active in the continuing ministry during the past two years.
3. Adhere to Kairos Core values and Statement of Faith, along with the 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 through one of the various 4th day ministries.

D. Governing Powers. The State Chapter Committee shall have all of the powers and duties that are consistent with the Kairos State Chapter Covenant Agreement for the administration of the affairs of the ministry within their state. All other powers and authority are reserved for the Board of Directors of Kairos Prison Ministry International, Inc. or as directed by the Bylaws. The State Chapter Committee reports to the CEO. The State Chapter Committee cannot vote to change the manuals, policies, operating procedures, or general direction of Kairos in any way.

E. Meetings. Regular meetings of the State Chapter Committee may be held at such times and places as determined by the State Chapter Committee or State Chair, but not less than four (4) times during each calendar year. At times, electronic teleconferences may be necessary. Special meetings may be called by the State Chair or by one-third (1/3) of the State Chapter Committee. Written or electronic notice of regular meetings of the State Chapter Committee shall be given to each member at least thirty (30) days prior to the meeting. Such notice shall give the date, time, place, and purpose of the meeting. Notice of such special meetings shall be attempted with all members who can be reached.

F. Voting, Quorum, and Procedure. The voting members of the State Chapter Committee are: the officers, Advisory Council Representatives, and the required subcommittee chairs. The State Chair votes only in events of a tie. All non-required subcommittees chairs and advising members are non-voting. A majority (more than 50%) of the individual voting State Chapter Committee membership shall constitute a quorum for conducting Kairos business. A quorum which exists at the beginning of any meeting does not lose such status upon the departure of any number of members before adjournment. Voting by proxy is not allowed. In a spirit of Christian love, every effort should be made to achieve true consensus in the decision-making process of the State Chapter Committee.

G. Removal from Membership. At a properly called meeting of the State Chapter Committee a member(s) may be removed for cause by two-thirds vote from voting members. Any voting member who has three (3) absences (unless excused absences) from the regular meetings of the State Chapter Committee in a calendar year shall automatically be considered to have resigned from the State Chapter Committee. Vacancies in the State Chapter Committee shall be filled by a simple

majority vote of the State Chapter Committee or applicable Advisory Council at the next meeting after the vacancy occurs. Non-voting positions are expected to attend state meetings; the State Chair can remove appointed non-voting positions for any reason.

H. Resignation, Illness, or Incapacity of Representative to International Council. In the event that an International Council Representative shall resign, become ill or otherwise incapacitated and unable to fulfill their duty of attending the International Council meetings, the State Chapter Committee shall be empowered to replace an International Council Representative to complete the remaining year. They shall immediately notify the International Council Secretary and the International Headquarters of such appointment, in writing (including by email) and enter the information into KairosMessenger.

III. Officers of the State Chapter Committee.

A. Designation. The principal officers of the State Chapter Committee shall be a State Chair, Vice Chair, International Council Representative(s), Secretary, Financial Secretary and a Treasurer, all of whom shall be elected by majority vote by the State Chapter Committee. The offices of the Secretary and Treasurer may be held by the same person. Otherwise, no two offices may be held by the same person. No State Chapter Committee officer can hold positions in other areas of Kairos. All of these offices must be filled every year per terms of office. Without these positions, the State is deemed to not be properly functioning and can be placed on probation or suspended until proper leadership is in place. No officer or representative can legally bind the ministry in any way, thus signatures are required from the International Headquarters.

B. State Chair. The State Chair shall be the chief servant of Kairos for the state. The Chair shall preside at all meetings of the State Chapter Committee. The Chair is not an executive officer and cannot legally bind the ministry, but shall otherwise have the power to appoint, such committees to assist them in the conduct of the affairs of the Ministry. The Chair shall remain an at-large member of the State Chapter Committee for one (1) year following the end of their year(s) in office. The Chair and officers ensure the policies and programs of Kairos are properly implemented. Data access for the State Chair is through KairosMessenger and they should ensure the state is properly using all Kairos tools and resources, including but not limited to EZRA, KairosDonor, Excellence Initiative, KairosMessenger, all policies, training, and the Program Manuals. The State Chair will ensure a plan for success is developed and implemented annually. (See State Chair Orientation Guide also).

C. Vice Chair. In the absence, or disability, of the Chair, the Vice Chair shall perform the duties and exercise the powers of the Chair. The Vice Chair shall also perform such other duties as shall be prescribed by the Chair or State Chapter

Committee. This position does not automatically become the Chair. The Vice Chair should manage the coordination of CCLI license(s), trailer insurance policy, and other duties as needed for the State.

D. Secretary. The Secretary shall keep the minutes of all meetings of the State Chapter Committee and the Executive Committee. The Secretary shall disseminate the minutes of the meeting to the State Chapter Committee within 15 days after the State Chapter Committee meeting. All State Chapter Committee and Executive Committee minutes shall be made available upon request to Advisory Council members or International Headquarters. The Secretary shall also maintain a current roster of the State Chapter Committee membership, including each member's name, address, phone number, date of appointment to the State Chapter Committee, record of attendance at committee meetings, type (see II, B) and term of membership, religious affiliation, and, if an officer, date of election within KairosMessenger. Elections must be held by December 1 and entered into KairosMessenger by December 31st. This list must be reported to the International Headquarters following elections each year and with each change throughout the year by entering the information into KairosMessenger and informing the International Headquarters of changes. The Secretary shall be responsible for ensuring that the composition of the State Chapter Committee conforms to these procedures and shall alert the State Chapter Committee whenever members should be added or replaced. The Secretary also ensures that all Weekends are reported through MyKairos.org by the Advisory Council secretaries. The Secretary should help the State Chapter Committee ensure all Advisory Councils are entering their information properly.

E. Treasurer. Performs duties as directed in the *Financial Policies and Practices* document (see job description on MyKairos.org), including ensuring multiple counters for funds, handling bank relations, and writing checks.

F. State Financial Secretary. Performs duties as directed in the *Financial Policies and Practices* document (see job description on MyKairos.org), including all financial reporting to the State, Advisory Councils and the International Headquarters. With preapproval and if qualified in QuickBooks and financials to be in the position, the State Financial Secretary does not have to be a current Weekend volunteer to serve in this position.

G. International Council (IC) Representative(s). Each State Chapter Committee is authorized to have one representative for every 15 Advisory Councils, (i.e., 1-15 Advisory Councils equals one representative; 16-30 equals a second representative; 31-45 equals a third representative; and 46-60 equals a fourth representative). Every State will have at least one representative and a maximum of five. Advisory Councils qualify in this calculation if they have presented at least one weekend in the previous 18 months.

The International Council Representative(s) shall represent the State Chapter Committee at meetings of the International Council, and shall at the subsequent State Chapter Committee meeting present oral and written reports of International Council activities of which the State Chapter Committee needs to be aware. At-large International Council Representatives who are elected to the International Council to provide a program balance have no official connection to the State Chapter Committee but represent the program element for which they were elected. They may only be elected to serve on the State Chapter Committee as an Advisory member in the State in which they reside. (See International Council Operating Procedures for details)

IV. Nominations and Term of Service.

A. Nominating Committee. On or about August of each year, a Nominating Committee, numbering at least three (3) persons (and preferably outgoing members) selected by the Chair, shall actively publish and seek volunteers from the State's Kairos programs who are willing to be nominated for election as an officer for the coming year for a specific position. More than one nominee per position is preferable so that there may be an actual election between 2 or more nominees for each position.

The Nominating Committee shall publish the names of all nominees to the State Chapter Committee at least thirty (30) days prior to the election. Additional nominations from the floor of the State Chapter Committee are allowed. The election should be done through KairosMessenger by the State Secretary.

The election shall be held by December 1 and reported to Kairos International Headquarters by entry into KairosMessenger no later than December 31st of each calendar year.

Immediately following the election of officers, a new slate shall be proposed to the State Chapter Committee for service on the Executive Committee (see V. Designation).

B. Term of Service. The officers, except the International Council Representative(s), shall be elected annually. Unless replaced by the State Chapter Committee, they shall serve for one (1) year or until their successors take office. The International Council Representative(s) shall be elected for a 3-year term of service. No person can hold two positions at the same time, unless stated in this document.

All officers (except the Chair and International Council Representative(s)) may be elected from outside the present committee. The Chair and International Council Representative must, except for new State Chapter Committees, have served as State Chapter Committee members for at least one (1) year in the past three years before assuming office. Each office begins January 1.

All officers (except the Chair), may be re-elected for a 2nd consecutive 3 year term of service. No one may serve more than two consecutive terms without rotating off for a 3 year period. The Chair may not serve in that office for more than three (3) consecutive years. The Chair may not repeat after serving three years.

The International Council Representative(s), if elected to that position during his/her fourth or fifth consecutive year on the State Chapter Committee, may continue to serve in such capacity for the remainder of the three (3) year International Council Representative(s) term as a voting member on the State Chapter Committee. The length of service for the International Council Representative is not limited by a term of service on the State Chapter Committee. (See ICOP)

Any officer vacancy shall be filled by the State Chapter Committee. The State Chapter Committee shall elect such temporary or acting officers as may be necessary during the temporary absence or disability of the regular officers. Temporary replacements for International Council Representative(s) are not allowed. Note if using Assistants, which are non-voting, in financial positions they hold a one-year term and may be appointed for up to 3 years as Assistants. They can move to State financial positions if elected.

V. Executive Committee.

A. Designation. The State Chair, Vice Chair, Secretary, Financial Secretary, Treasurer, and International Council Representative (s) who are elected by the State Chapter Committee shall constitute the Executive Committee. The Chair of the State Chapter Committee shall be the Chair of the Executive Committee.

B. Authority. During the intervals between meetings of the State Chapter Committee, the Executive Committee shall exercise all the authority of the State Chapter Committee in the management of the Ministry within the State Chapter Committee; provided that the Executive Committee will not use its authority to avoid full State Chapter Committee discussion of potentially controversial issues. The Executive Committee shall make a full report of its actions at the next meeting of the State Chapter Committee.

VI. Subcommittees.

A. Volunteer Recruitment. A Volunteer Recruitment Subcommittee shall be established to be responsible for the coordination of volunteer recruitment, act as liaison between Kairos and all 4th Day and non-4th Day communities in the state, and share recruitment successes and ideas to the Advisory Councils and State. The Chair shall be appointed by the State Chair and approved by the State Chapter Committee. This is a voting position.

- B. Fundraising.** A Fundraising Subcommittee is responsible for coordinating Advisory Council fundraising efforts (i.e., programs for individual, group and corporate sponsorship) and shall be established to achieve the mission of Kairos Prison Ministry International, Inc. This subcommittee is responsible for leading the fundraising for the ministry and all Weekends. The Chair shall be appointed by the State Chair and approved by the State Chapter Committee. This is a voting position.
- C. Agape.** An Agape Subcommittee shall be established to coordinate the solicitation and sharing of (non-financial) agape between the Advisory Councils and all 4th Day communities, including other Kairos communities. The Chair shall be appointed by the State Chair and approved by the State Chapter Committee. This is a voting position.
- D. Programs.** A Programs Subcommittee shall be established to encourage the presentation of the Kairos programs in their State consistent with the manuals and policies of Kairos Prison Ministry International. The Programs Subcommittee shall have representation from the Kairos programs (Kairos Inside, Kairos Torch, and Kairos Outside) that exist in their State. The Chair shall be appointed by the State Chair and approved by the State Chapter Committee. The Chair position of the Programs Subcommittee will rotate annually among the Kairos programs being presented in that State. This is a voting position.
- E. Website Development.** As long as there are Kairos websites within the State at any organizational level, a Website Development Subcommittee shall be established to coordinate the development and maintenance of those websites using the standards set and developed by Kairos Prison Ministry International. This includes proper use of registered ministry and program logos and approved images of Kairos events. Website Developers will use standardized terminology describing various aspects of the ministry, including program descriptions, history of the ministry, mission and vision statements, so as to present a consistent and unified message. All websites must be reported to the International Headquarters. It is desired to have one website per State that represents the ministry and all Advisory Councils. Domain names must be purchased by the International Headquarters and held closely to not lose Kairos domain names through changes. These standards and a style guide are available on the Kairos Volunteer website (www.MyKairos.org). The Chair shall be appointed by the State Chair and approved by the State Chapter Committee. This is a non-voting position.
- F. Clergy Recruiting/Training (optional).** A Clergy Recruiting/Training Subcommittee may be established to foster clergy recruiting through the governing bodies of established Christian denominations. The Clergy Recruiting/Training Committee will also support training recruited clergy in the ecumenical nature of serving on Kairos weekends. The Chair shall be appointed by the State Chair and

will meet the qualifications of clergy as defined by Kairos Prison Ministry International. They may also be called upon to serve as spiritual counselors in matters coming before the State Chapter Committee, and provide or coordinate prayer and worship activities at State Chapter Committee planned meetings and events. However, as to matters involving spiritual or theological policy, the decision of the Kairos Prison Ministry International Board of Directors is acknowledged as the final authority. The Chair shall be appointed by the State Chair and approved by the State Chapter Committee. This is a non-voting position.

G. Advisory Council Coordination (optional). An Advisory Council Subcommittee may be established to assist the State Chapter Committee leadership with issues concerning Advisory Councils not covered elsewhere. The Chair shall be appointed by the State Chair and approved by the State Chapter Committee. This is a non-voting position.

VII. Key Tools for the State Chapter Committee

The ministry provides the State Chapter Committee a number of key tools that can help the State operate the ministry properly.

- 1. Covenant Agreement** – This annual agreement, signed by the State Chapter Committee and the International Headquarters, outlines the expectations of the operations at the local level. An affiliation agreement between the State Chapter and each Advisory Council is encouraged.
- 2. State Chapter Committee Operating Procedures (SCCOP)** - The State Chapter Committee Operating Procedures define the operation of the State Committee and its relationship to and authority over the Advisory Council. The State Chapter Committee is available for guidance and support. The Advisory Council reports to the State Chapter Committee.
- 3. State Chapter Committee Chair Orientation Guide** – The orientation guide walks through key items the State Chair needs to know to lead the Kairos ministry within the State.
- 4. International Council Operating Procedures (ICOP)** – This presents the role and responsibilities of the International Council member as they represent the States.
- 5. Advisory Council Operating Procedures (ACOP)** - It is critical that every member of the Advisory Council has a clear understanding and working knowledge of the directives and guidance contained in the ACOP. It describes the life of the Advisory Council and how it is to operate.
- 6. Code of Conduct** - Board of Directors policy that guides our behavior and operations as we conduct the ministry, and provides guidance on disciplinary actions.
- 7. Kairos Financial Policies and Practices (FPP)** - The Kairos Financial Policies and Practices for the State Chapter Committee and Advisory Council are defined here. The goal of the ministry's financial policies and practices is to ensure proper

- stewardship, reporting, and financial growth for Kairos ministry, and compliance with IRS requirements. The forms and job descriptions for roles are also available.
- 8. Kairos Five Year Strategic Plan** – The strategic plan outlines the key vision priorities and implementation plans for the ministry for the upcoming five years.
 - 9. Kairos Style Guide** – The Style Guide outlines the proper use of logos, websites, and other tools for promotions along with guidance on promotional wording for the ministry.
 - 10. Kairos Website Style Guide** – This focuses on some general website set up and best practices for websites, along with standards expected by Kairos.
 - 11. KairosDonor** - As part of the implementation of the Financial Policies and Practices, the State and Advisory Councils are required to implement and use KairosDonor for all donations received. It assists in the proper management of the funds and fundraising of the ministry and to nurture the relationship with donors to the ministry. Proper use of KairosDonor ensures Kairos is in compliance with IRS guidelines for donor reporting and fundraising.
 - 12. Ministry Program Manual** - The State Chapter Committee is responsible for ensuring the Advisory Councils implement the program as defined in the program manual for the particular program (Kairos Inside, Kairos Outside and Kairos Torch). It is imperative that volunteers read and follow the program manual and have an understanding of the program methods and procedures. Each team member must have an original copy of the program manual.
 - 13. Advisory Council Training (ACT)** - Periodically, Kairos or the State Chapter Committee may conduct specific training for the Advisory Council. This training is useful to understand newly updated or approved guidance for the Advisory Council. It is the Advisory Council's responsibility to implement these guidelines in the conduct of its program. This training is mandatory for Advisory Councils that are having difficulties of any kind, are new, or have been suspended. The State Chair is responsible for scheduling the ACT training on a regular basis.
 - 14. Advanced Kairos Training (AKT)** - Kairos provides mandatory training for Weekend Leaders. Members of the Advisory Council can learn more about the specific program itself and are encouraged to attend an AKT. AKT is specific to the individual Kairos program (Inside, Outside, or Torch). The State Chapter Committee must ensure a leadership track is in place for all Advisory Councils, approve Weekend Leaders, and ensure that AKT training is attended on a timely manner.
 - 15. Weekend Leader Report** - Each Weekend Leader is required to provide a report, utilizing EZRA of which the system will provide a copy to the Advisory Council, the State Chapter Committee and Kairos Program Coordinator. The Weekend Leader is also required to pass the EZRA data to the next Weekend Leader immediately following the Weekend.
 - 16. Kairos Excellence Initiative Report** –The purpose of the Kairos Excellence Initiative (EI) is to enhance the quality and effectiveness of our ministry by fostering compliance with program policies defined in the current program manual. The EI instructions and EI questionnaire are located at www.KairosEI.com (also in EZRA and on www.MyKairos.org). As outlined in the Program Manual, the person assigned to fill out the report does so before, during and after the Weekend. They

- then enter the information from the questionnaire into www.KairosEI.com as the entry person. Once they have entered the information the EI reviewer for the State gets an email, and they go into the system and review the report. The reviewer will review the information and discuss the completed report with the person who completed it. A copy of the report automatically goes to the appropriate persons once the review is completed in the system. The State and Advisory Council Chair reviews this report and takes the necessary actions to improve the quality of the program by reviewing it with the immediate past Weekend Leader and the upcoming Weekend Leader.
17. **KairosMessenger** – The database and communication tool that combines volunteer, EZRA, Excellence Initiative, KairosDonor and other information for the local use via web access. All reports will be housed on the system.
 18. **Start Up Kit for New Kairos Communities** – provides direction for how to start a new Advisory Council for the three programs and includes the need for MOU.
 19. **Kairos Volunteer Website (www.MyKairos.org)** - the volunteer website is a single resource for policy and procedures documents as well as the latest information concerning each program. (Note: all above information except the program manuals can be found on the MyKairos.org site.)
 20. **Annual Plan** – the State Chapter Committee led by the State Chair should develop a short annual plan that covers recruitment goals, current ministry, additional ministry, funding, and leadership development to ensure focusing on conducting the ministry with excellence.
 21. **The Kairos staff** is available for assistance.

VIII. Fiscal Management.

- A. **Fiscal Year.** The fiscal year of the Ministry shall be January 1 through December 31. Reporting from every Advisory Council and State within 30 days of months closing is required. Every Advisory Council and State receiving funds from any source must use KairosDonor to track donations, provide receipts and end of year statements, and for fundraising purposes in accordance to IRS regulations.
- B. **Books and Accounts.** Books and accounts of the Ministry must be kept in accordance with the requirements of Kairos Prison Ministry International, Inc. They are to abide by the policies and procedures of Kairos Prison Ministry International, Inc. Ministry funds may only be spent in accordance with the Kairos Prison Ministry International, Inc. Financial Policy and Practices manual and IRS regulations for a 501(c) (3) non-profit ministry. All funds, programs, information and materials are the property of Kairos Prison Ministry International, Inc. and operate under the ministry.
- C. **Covenant Agreement and Accompanying Reports.** A State Chapter Covenant Agreement between the State Chapter Committee and Kairos Prison Ministry International, Inc. must be signed annually by all members of the State

Chapter Committee; any new members must sign the joinder agreement, and these shall be sent to Kairos Prison Ministry International, Inc. by January 1 of each year.

1. At the close of each fiscal year, the Chair (in office for that year) shall prepare a full and correct statement of the affairs of the Ministry including the following:
 - a. State Chapter Committee membership and contact information
 - b. Advisory Council activity report (past year, and upcoming year)
 - c. Report on Advisory Councils having only retreats and reunionsThe State Chapter Committee Chair report is due to, the Kairos CEO, all members of the State Chapter Committee and all Advisory Council Chairs no later than December 31st.
2. Update Advisory Council list of opening and closing on a regular basis and provide to the International Headquarters. For new Advisory Councils the International Headquarters should be contacted to set them up in the systems (financials, EZRA, KairosDonor, internal records, maps, and Kairos Messenger) and to receive the official name of the Advisory Council. Ordering KairosDonor triggers the systems to add an Advisory Council. This includes also ensuring Weekends are posted on the website.
3. The State Financial Secretary will submit the monthly and annual reports required by the Financial Policies and Practices. All financial reports are due at the International Headquarters of Kairos Prison Ministry International, Inc. by the date specified in the Kairos Financial Policies and Practices.
4. The State Secretary will submit the election results for the State Chapter Committee into KairosMessenger immediately after the election and no later than January 1 of the following year.

IX. Discipline and Suspension of Advisory Council Authority.

The discipline or temporary suspension of Advisory Council authority may be made by the State Chapter Committee Executive Committee or the CEO; permanent suspension may only be determined by the Kairos Board of Directors or CEO. The impacted person or group will have the opportunity to speak on their own behalf. See Code of Conduct for procedure.

X. Amendments.

Except as otherwise required by law, these operating procedures cannot be amended without the prior written approval of the CEO of Kairos Prison Ministry International, Inc. or Kairos Prison Ministry International Board of Directors.

List of Approved Changes

<u>Date of Change</u>	<u>Page/Paragraph Reference</u>	<u>Summary of Change</u>
2/21/12		Document Approved by Kairos Board of Directors
7/27/12	Page 3, Preamble Page 4, Section II, D. Page 9, Section VII, C.	Change references from the State Chapter Agreement to the State Chapter Covenant Agreement.
8/14/12	Page 3, Preamble	Clarified the applicability of the document to International Affiliates and encouraged them to use this document as a template.
1/13/2014	Cover page Page 4, Section II, C, 3 Page 9, Section V, C.	Added Vision on cover page. Added adhere to Core Values and Statement of Faith. Clarification of ownership. Throughout document clean-up of acronyms and addition of style guide.
7/1/14	Section III, G. Misc. Additions for clarity,	Added election specifics for International Council Representatives. Clean-up of details, voting, and roles throughout. Change of EI.
1/2015	Page 4, Section III, A	Clarified dual roles by making two sentences.
1/2016	Entire document Page 2-3 Page 7 Page 8 Page 9 Page 9-11 Page 11-12	Changed CEO title and removed Area reference Added Core Values and Statement of Faith Corrected title III Added ICOP reference Clarified terms of service Defined voting and non-voting subcommittee chairs Added key tools list
1/2017	Page 9, 4B Page 9, V Page 10 Page 10 Page 13	Clarified terms of service Clarified Executive Committee positions Consistency in appointment/approval of Subcommittee Chairs Added Website per State and domain name Added Advisory Council updates item 2
1/2018	Page 6 Page 7 Page 8,9 Page 13	Clarified voting and nonvoting member removal Added entry into KairosMessenger Added elections through and entry into KairosMessenger Added tool #16
1/2019	Across document, specific pages 7, 8,9 Page 7 Page 9 Page 11 Page 12	Updated KairosMessenger roles, elections and entry Updated State Chairs and Vice Chair role Added ICOP language to terms of service for IC; added assistants terms Updated volunteer recruitment Updated list of tools with website tool, updated EI report section, and annual plan