ADVISORY COUNCIL 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.

2026

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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.

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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 servanthood 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.

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I. Introduction

The programs of Kairos Prison Ministry International (currently Kairos Inside, Kairos Outside and Kairos Torch) are defined by the Board of Directors and delegated through the Chief Executive Officer (CEO) and staff to the State Chapter Committee to oversee the implementation of the programs through the Advisory Council. It is the Advisory Council that oversees the local community where God has called you into service.

A. Spiritual and Biblical Focus

There is an overriding spiritual and biblical focus that guides the heart of the Kairos ministry as found in the Core Values and the Statement of Faith, along with the current program manuals. As illustrated in 1 Corinthians chapter 12, we are all part of one Body. Each organizational program, Advisory Council, and State Chapter Committee does not stand alone, but we are all connected together to accomplish the will of God in this ministry. Every Advisory Council and every State Chapter has a part to play in the overall success of the ministry. Every meeting should include prayer, devotions, and using biblical principles. Every volunteer must be a Christian by the standards of the Statement of Faith.

Each has a role to play that ensure Kairos programs are done consistently across communities and facilities and in a God honoring manner as well as the legal requirements for nonprofit ministries. Together we are one as Kairos Prison Ministry International.

B. Purpose of this Document

The Advisory Council Operating Procedures is designed to be a tool to strengthen the ministry at the Advisory Council level and provide guidance to be in compliance with Kairos operating standards and policies.

C. Purpose and Roles of the Advisory Council

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. Each active volunteer votes in the election of persons who serve as standard members of the Advisory Council.

As a member of the Kairos community, it is important to understand that there are some “basics” in the life of the Advisory Council.

1. **Body of Christ –** Every person and role in a Kairos community is important to the workings of the ministry, and we are part of a much larger body. As described in 1 Corinthians 12, we are "one body with many parts."

2. **Community Participation –** People, as Christian volunteers, cycle through the leadership of Kairos ministry by serving on the Advisory Council for a period of time. Members then cycle out to make room for other volunteers to serve and grow in

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leadership and understanding of the ministry. It is vital to the long-term health of the ministry that people do not become entrenched on teams or the Advisory Council.

3. **Living in Obedience and as Sacrificial Servants –** Kairos ministry is one that calls for Christian volunteers to live in a spirit of obedience and anonymous servanthood. Advisory Council members are called to live out this spirit of obedience to the methods and practices of the ministry. We serve, not in conflict, but in unity. In all things, we are committed to serve in obedience with a sacrificial heart and according to biblical standards.

4. **Growth of the Ministry –** The Advisory Council is responsible for the long-term health of the ministry. This includes recruiting new Christian volunteers to fulfill the policies concerning new team members on each Weekend. The Advisory Council is also to raise sufficient funds to finance the Kairos ministry.

The Roles of the Advisory Council are:

a) Ensure spiritual health of the ministry through biblical leadership and prayer.

b) Program compliance to follow the current program manual and all policies of Kairos.

c) Ensure planning and implementing plans for recruitment and fundraising, along with leadership track for Weekends and Advisory Council, and that all ties to their annual budget. (See addendum at end of document – page 28)

d) Recruitment and retention of Christian volunteers while ensuring rotations of new volunteers into the ministry, of existing volunteers, and of team members. Ensure enough diverse (denominational, ethnicity, and age) volunteers are recruited while allowing the Weekend Leader to select the team per the current program manual guidelines. Note: Program Manuals set a goal for 1/3 new members for Weekends.

e) Fundraising through local venues to provide sufficient funds for the ministry, along with proper financial reporting of funds and expenses. It is not the policy to require the team to pay a fee to participate. All volunteers are encouraged to make a donation.

f) Team building and leadership development which includes training of leaders and team meetings.

g) Ensure Weekend leaders and future leaders for the Advisory Council are identified and trained in a timely manner and have a 24-month leadership track in place. Ensure team formation meetings are conducted according to the current program manual and that each volunteer attends at least 75% of scheduled team formation meetings. If not in attendance, then should not be on the team and attendees reduced accordingly.

h) Conducting the Kairos programs and Continuing Ministry on an on-going basis.

i) Reporting financials, Weekends, and results, while using the tools provided by Kairos, including but not limited to KairosMessenger, EZRA, KairosDonor, and Excellence Initiative. Failure to use required systems and reports could cause issues and create suspension of operations.

j) Ensure positive correctional institution relationships and approvals in place.

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k) Ensuring good communication takes place for the Advisory Council, including each role sharing an update on progress, holding Advisory Council meetings, and various forms of communications to keep everyone updated. Communicate with the State Chapter Committee.

l) Ensures the local ministry and all volunteers are using the proper logos and protecting the Kairos brand as well as the program brands.

D. Authority

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 CEO is responsible for all operations of the ministry. The State Chapter Committees report to the CEO. 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. Note: the Advisory Council is not a Board.

Being obedient may require the Advisory Council to make changes. There may be challenges or resistance due to a history of "doing it our way." The Advisory Council has a number of tools to help monitor its compliance with the ministry's methods. For example, the Advisory Council shall review all Weekend Leader reports, Excellence Initiative reports, KairosMessenger reports, and State Chapter Committee minutes.

No person is allowed to use the Kairos email list, contact lists, or KairosMessenger information for non-Kairos purposes. Improper use may result in the person's removal from the ministry.

E. Operations of the Advisory Council

1. **Each Kairos program must have an Advisory Council and each Correctional Facility requires a separate Advisory Council -** It is the local Advisory Council that manages its respective program (Kairos Inside, Kairos Outside, and Kairos Torch) using these operating procedures and the current program manuals. Each Advisory Council must have its own Institutional Liaison for the institution it serves.

2. **The State Chapter Committee authorizes the Advisory Council -** The State Chapter Committee, through the State Chapter Committee Agreement with Kairos Prison Ministry International, is delegated the responsibility and authority to implement the policies, programs and operating procedures set by the Board of Directors. The Advisory Council falls under the authority of and is responsible to the State Chapter Committee. The State Chapter Committee is encouraged to require the Advisory Council to sign an affiliation agreement. The State Chapter Committee reports to the CEO.

3. **The Kairos community elects the Advisory Council -** The local Kairos community of active volunteers is the body who nominates and elects members to their primary Advisory Council. Then the Advisory Council elects the various positions. In turn, it is

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the members of the Advisory Council who nominate the upcoming leaders for each Weekend. Names of the Weekend Leaders must then be submitted to the State Chapter Committee for approval in a timely manner to ensure proper Advanced Kairos Training, use of EZRA, and team formation.

4. **Each member of the Advisory Council serves a limited term -** One of the weaknesses of an Advisory Council**,** over time**,** is when people become "entrenched" in the leadership. It is a mistaken belief that the ministry can only survive if certain people are there to "do it." The ministry grows stronger as new people are allowed to take on more significant roles in their community. Accordingly, the members of the Advisory Council serve limited terms of service/office.

F. Key Tools of the Advisory Council

The ministry provides the Advisory Council with a number of key tools that can help the Advisory Council stay within the Kairos riverbanks, have easy access to information, and provide directions for operating. All are found on MyKairos.org.

1. **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. Attending Advisory Council Training will aid in understanding.

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. Input, issues, and opportunities should go to the State Chapter Committee.

3. **Code of Conduct –** Board of Directors policy that guides our behavior and operations as we conduct the ministry and provides guidance on disciplinary actions.

4. **Kairos Financial Policies and Practices –** 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. Financial Policies and Practices must be followed. All property (trailers, chairs, tables, etc.), assets, and funds are the property of Kairos Prison Ministry International and cannot be given or gifted to third party entities (see FPP at https://mykairos.org/docs/kpmi/fpp.pdf).

5. **KairosDonor –** As part of the implementation of the financial policies and practices, the Advisory Council is required to implement and use KairosDonor. 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. End of the year statements must be sent by the end of January the following year to every donor for all donations throughout the year.

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6. **Ministry Program Manual –** The Advisory Council is responsible for implementing the program as defined in the current program manual for the program (Kairos Inside, Kairos Outside and Kairos Torch). It is imperative that the Advisory Council members read the program manual and have an up-to-date understanding of the program methods and procedures. Each team member must have an original copy of the program manual. The Weekend Leader is required to use EZRA to aid in leading by the program manual. The Advisory Council should ensure the full program is being conducted for both the Weekend and Continuing Ministry. The manuals or any other Kairos materials may not be used in AI in any way.

7. **Advisory Council Training (ACT) –** Annually, Kairos must conduct specific training for the Advisory Council. This training, offered virtually, 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 New Starts, Restarts, those that are having difficulties of any kind or have been suspended.

8. **Advanced Kairos Training (AKT) –** Kairos provides mandatory training for Weekend Leaders for them to know the specifics of leading through the program. 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 (Kairos Inside, Kairos Outside, or Kairos Torch). They will learn about the current procedures and methods of the ministry, including new ministry policy updates. The full days of training must be attended to qualify and must be at least 12 months ahead of the Weekend and have been within the past 24 months. Observing Leaders must attend AKT before serving as Observing Leader. EZRA is not provided until after proper training for Weekend Leader.

9. **Weekend Leader Report –** Each Weekend Leader is required to provide a Leaders report, utilizing EZRA to 'Finishing the Weekend' process immediately following the Weekend , and this action passes the data to the next Leader. The report will automatically be sent to the Advisory Council, the State Chapter Committee and Kairos Program Coordinator. The Advisory Council reviews this report to ensure that the Weekend was properly implemented and takes corrective actions for the future Weekends. This report will be on KairosMessenger.

10. **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, and to help the next Weekends to work even better. The Excellence Initiative instructions and 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. Note, only the person selected to do the Excellence Initiative does the entry of the report. Once they have entered the information the Excellence Initiative reviewer for the State gets an email, and they go into the system and review and discuss the report with the entry person. 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

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to improve the quality of the program by reviewing it with the immediate past Weekend Leader and the upcoming Weekend Leader. The Advisory Council should implement changes, if necessary, after submission.

11. **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 and the ministry. Find recruiting, fundraising and other ideas along with videos and testimonies.

12. **KairosMessenger** – the volunteer database housing volunteer information, reports, rosters, and other information via web access. Each person will have access based on their elected role and need to view or edit information. The secretary is responsible to keep the Advisory Council roster updated at all times. KairosMessenger will be the system that will house reports, information, and data, and tracking for the ministry. It also will serve as a communication tool.

13. **Prayer Vigil.net** for giving and getting prayer coverage and agape from around the world.

14. **Other policies** should be known and followed including but not limited to: Interdenominational, Diversity, and Spiritual Unity Policy, Trailer Policy, Photo policy, Style Guide, and others posted on www.mykairos.org.

15. **The Kairos staff** are available for assistance after the resources of the State Chapter Committee have been exhausted.

II. Advisory Council Procedures

It is important to the vitality of each Advisory Council to maintain a strong Christian ecumenical make-up that follows Kairos core values and statement of faith. Every volunteer must be a Christian that is active in a Christian church. Leadership should, if possible, rotate among various Christian denominations and minority groups.

All voting members of the Advisory Council are elected by the active volunteer body, which gives the body voice in the leadership of the ministry. If a person is not fulfilling their role, the body should not nominate or elect them to serve again. All volunteers are welcome at Advisory Council meetings and encouraged to attend. The Advisory Council is not a board and cannot change the policies, practices, programs, or procedures of Kairos Prison Ministry. Any deviation from the program manual or any policy/procedure requires a variance. All variances must be requested through the State Chair/State Chapter Committee and sent to the CEO for review and consideration for approval. All death row or administrative seg are considered a variance. Variances must include the nature of the request, the reason for the request and the corrective actions to be taken. If approved all variances are one-time approvals.

No person is allowed to enter false information or alter volunteer information with incorrect information or remove volunteer information from the system. Information such as name, email address, and other contact information will be posted/published for officers of the State and Advisory Council, along with Weekend Leaders and Agape persons.

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A. Meetings

Advisory Councils are working bodies and meetings are working meetings that include fellowship and unity aspects. In person meetings are needed to create unity in the body. To ensure that the Advisory Council operates in a consistent and open manner, the following guidelines are to be followed:

1. Advisory Councils will establish a regular meeting schedule and should meet monthly, but no less than bi-monthly. It is highly recommended to meet monthly.

2. Meetings should be open to all Kairos volunteers. It is strongly recommended all meetings are in person. It is acceptable for a few meetings to be held via teleconference or other electronic means, but at least 50% must be in person with all persons attending except for extenuating circumstances.

3. The Advisory Council meeting should be conducted using established rules. Those rules should be part of the permanent minutes.

4. When dealing with confidential matters, the Advisory Council may call for a closed session. In this event, the public minutes will indicate only that a "closed session" was held to discuss a confidential matter, while the Advisory Council's own minutes will attach minutes from the closed session. If a closed meeting is related to a member, a meeting may be called without the person, the Code of Conduct process must be followed.

B. Quorum and Voting

A majority (more than 50% or 7) of the individual voting Advisory Council members shall constitute a quorum for conducting Kairos business. Voting by proxy is not allowed. Voting members are elected members of the Advisory Council include the standard positions: Chair (in case of tie), Vice Chair, Secretary, Treasurer, KairosDonor Coordinator (or Financial Secretary), Agape Coordinator, Institutional Liaison, Recruiting Coordinator, Fundraising/Sponsorship Coordinator, Continuing Ministry Coordinator, Data Coordinator, Communication Coordinator, and Clergy. The officer positions are Chair, Vice Chair, Secretary, Treasurer, and KairosDonor Coordinator (or Financial Secretary). No advising members, optional positions, or other named members are voting members of the Advisory Council.

C. Advisory Council Positions, Duties and Responsibilities

This section identifies the various positions and the job descriptions for standard and optional positions. It also lists advisory positions.

Advisory Councils will elect the standard positions for their particular program and elect or appoint non-voting optional and advisory positions as they might apply to local needs. Standard positions are automatically voting positions. Advisory positions (those positions that are appointed to the Advisory Council by virtue of their knowledge/experience in a supporting organization like 4th Day Community leadership, Kairos Weekend leadership, additional supporting non-profit organization leadership, etc.) are non-voting positions.

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1. No one will be allowed to serve simultaneously on the Advisory Council and as a staff member of the institution or a government/private professional involved in a contractual relationship with the institution served by the Advisory Council.

2. No person may serve in more than one elected position at a time within the Advisory Council and/or in a voting position on the State Chapter Committee.

3. No person may serve on more than one Advisory Council. The only exception to serving on more than one Advisory Council is for one year to help start a new Advisory Council.

4. Immediate family members may not serve in financial positions and Advisory Council Chair because of financial decision making. Nor can the Advisory Council Chair and financial positions be family members. Financial positions at the Advisory Council and State Chapter Committee should not be family members. Immediate family members include husband, wife, son, son-in-law, daughter, daughter-in-law, father, father-in-law, mother, mother-in-law, brother, brother-in-law, sister, sister-in-law, grandparent, grandchild, grandchild, aunt, uncle, cousin, nice or nephew.

5. Husband/wife should not be officers on the same Advisory Council.

6. Clergy may hold leadership positions on the Advisory Council but may not be Weekend Leaders.

Kairos is a ministry of persons drawn from a broad range of Christian Churches which includes denominational, racial and age diversity. We expect all God's people to be treated with respect, love, integrity, and equality.

Minority (ethnic) representation: All Advisory Councils are required to have minority representation from a variety of races and endorse racial equality and involvement on the Advisory Council to meet the needs of those we serve. If the Advisory Council believes it can't meet this requirement, then the Advisory Council should go to the State Chapter Committee for assistance. If the State Chapter Committee can't resolve the matter, then the State Chapter may seek a variance to this requirement from the CEO.

The Advisory Council may be made up of male and female volunteers. Less than one half of the members can be the opposite gender of the population served. The gender of the persons elected to serve as the Chair and the Institutional Liaison (Kairos Inside and Kairos Torch) shall be according to the following chart:

Program	**Chair**	**Institutional Liaison**
Kairos Inside	Same as population served	Same as population served
Kairos Outside	Same as population served	NA
Kairos Torch	Either	Either

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Standard Positions (elected by the body and are voting members) Note: Standard positions must have access to a computer, the internet, and a working email.
Communication by all positions is important and reporting status and changes to the Advisory Council should occur. Always remember you are working as a team with each part doing its role for the benefit of the whole.

1. **Advisory Council Chair** (Standard position for all programs) - is a servant leader with a loving heart that leads the Advisory Council and ensures coordination and unity within the community and to the Kairos ministry. This person ensures the operations of the ministry locally are conducted and fully carried out. The Chair cannot hold any other position in the Advisory Council and cannot be a Weekend Leader. The Chair is a voting member in the case of a tie within the Advisory Council.

   a) Assures that the Advisory Council operates in compliance with current State Chapter Committee and Kairos policies and procedures. Communicates information received from and communicates to the State Chapter Committee. Leads the other positions to accomplish the work timely and well. The Advisory Council Chair is a voting member of the State Chapter Committee representing the Advisory Council.

   b) May call special meetings from those not already scheduled and create agendas before each meeting.

   c) Announces and conducts meetings. Two weeks prior to each meeting, particularly when considering potentially controversial issues, sends out the minutes of the previous meeting and the proposed agenda to all active members of the local community and the Advisory Council members. Note: The Secretary should assist the Chair as needed.

   d) Works with others to ensure all Advisory Council positions are filled, people trained and empowered for their role, and understand what they need to do for the Advisory Council. Provides guidance and assistance to each Advisory Council position to confirm that their responsibilities are being adequately performed.

   e) Ensures the Weekend Leaders are properly identified and trained, and ensures Continuing Ministry is taking place. Communicates with Weekend Leaders to provide guidance and assistance, while ensuring team formation meetings are taking place and volunteers are attending. Submits and ensures the Weekend Leader and Observing Leader are approved by the State Chapter Committee and are invited and report at the Advisory Council meetings 6 months prior to Weekend and after Weekend for final reports.

   f) Provides representation for the Advisory Council to and from the State Chapter Committee and is expected to be present at all State meetings/calls. Representation means votes, participates, and reports on behalf of the Advisory Council on local and State topics put forth, elects officers of the State, and participates in other duties as noted in the State Chapter Committee Operating Procedures.

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g) In the event the Advisory Council Chair is unable to attend a regular State Chapter Committee meeting, the Chair selects another member to represent the Advisory Council. If the representing person is the Vice Chair, Secretary, Treasurer, or KairosDonor Coordinator, they can vote in place of the Chair. This should not be the norm to have an alternate representative for the State meeting.

h) Answers to the State Chapter Committee. Communicates concerns and issues State Executive Committee. Works directly with the State Chair on issues, opportunities, and reporting needs. Provides advice for improvements to the State for the State or for national topics.

2. **Vice Chair** (Standard position for all programs) – The Vice Chair supports the Chair and Advisory Council with duties and conducts the meetings if the Chair cannot be present.

a) Assists the Chair when needed to include substituting in his/her absence and/or to conduct the affairs of the Advisory Council.

b) Aids other Advisory Council positions and assists the Chair in helping the Advisory Council know their roles, job descriptions, and the direction of the Advisory Council, as needed.

c) Works with Data Coordinator to help ensure EZRA is properly utilized and data is entered properly, and Excellence Initiative is completed for each Weekend.

d) Reviews Excellence Initiative, Weekend Leaders reports, and Team assessments, and provides summary of issues and opportunities for improvement to the Advisory Council. Works with Data Coordinator in review.

e) Works with Secretary to ensure all Weekends are posted on KairosKalendar timely.

f) If applicable, coordinates trailer schedule and trailer insurance in accordance with State Chapter Committee guidelines and Board policy. Annually, confirms and provides documentation with the State Committee Financial Secretary that proper insurance is in place for trailers.

g) If applicable, ensure the proper insurance for meeting locations for the team has been obtained. Work with the Institutional Liaison/Facility Coordinator. Contact the Kairos office for Certificates of Insurance.

h) If applicable, ensures the CCLI license is properly used, songs are in CCLI catalog, and reporting is handled, along with proper use of songbooks and all music. The Vice Chair keeps the account current with CCLI and ensures Kairos contact email is current especially as rotations occur on the Advisory Council. They coordinate with the State/local for payment of the annual license. They also ensure the proper use of the Kairos songbook.

i) This position does not automatically become the Chair as elected position, but position may be used to groom person for leadership as Chair.

3. **Secretary** (Standard position for all programs) **Must have a computer, internet and working email.**

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a) Records minutes of Advisory Council meetings and sends out a draft within fifteen days of the Advisory Council meeting.

b) Provides copies of minutes to Advisory Council members within two weeks and other community members upon request.

c) Maintains permanent record of all minutes that are easily accessible by all members of the Advisory Council.

d) Ensure updated information of all Advisory Council members, including name, address, phone number, e-mail address, position, and are entered into KairosMessenger. All information is maintained within KairosMessenger. Works with Data Coordinator when contact information changes for volunteers.

e) Uses KairosMessenger to deliver election notices and ballots to all active volunteers in accordance with the election procedures. Ensure once election results are entered in the 2-phase election cycle (page 23), the persons in the positions receive their passwords and job description through KairosMessenger.

f) Records all changes in elected positions into KairosMessenger throughout the year in a timely manner.

g) Keep a copy of the Weekend Going Forth Packets (Kairos Outside only).

h) Provide username or password from KairosMessenger to Advisory Council members as needed throughout the year.

i) As directed by the Chair, initiates official correspondence for the Advisory Council.

j) Ensure Weekend Leaders are approved by the Advisory Council and given to the Advisory Council Chair for State submission. Notify Kairos of approved Weekends for posting, using the "Register Weekend Info" link on the www.MyKairos.org website.

k) Notify State Chapter Committee website administrators of approved Weekends and leader information for posting.

l) Files Memorandum of Understanding locally indefinitely and passes all documents to next Advisory Council Secretary. Sends copy to the International Office for signature and filing. Always maintains all other records for 7 years on-going.

m) Ensures the Affiliation Agreement with the State Chapter Committee is signed, retained in files, and the date is entered into KairosMessenger.

4. **KairosDonor Coordinator** (Standard position for all programs) - This position cannot be combined with Treasurer. Performs duties as directed in the *Financial Policies and Practices* document https://mykairos.org/docs/kpmi/fpp.pdf. See job description for financial positions posted on MyKairos.org/downloads – financial, https://mykairos.org/docs/kpmi/fpp_job_descriptions.pdf.

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5. **Treasurer** (Standard position for all programs) **-** This position cannot be combined with KairosDonor Coordinator. Performs duties as directed in the *Financial Policies and Practices* document https://mykairos.org/docs/kpmi/fpp.pdf.

   Always ensure two counters for funds received and signatures of counters present. See job description for financial positions posted on MyKairos.org/downloads – financial, https://mykairos.org/docs/kpmi/fpp_job_descriptions.pdf.

6. **Institutional Liaison** (Standard position for Kairos Inside and Kairos Torch) or **Facility Coordinator** (Kairos Outside).

   a) Provides the day-to-day link between the Institution, the local Advisory Council, and the Weekend Leader, except during the Weekend program. Communicate with the Chaplain, Program Director, Volunteer Coordinator, or appropriate institutional personnel as defined by the institution at least monthly. Each Advisory Council for each institution must have its own Institutional Liaison.

   b) Coordinates with the facility to ensure the Kairos program can take place including time, dates and all necessary paperwork is provided as per the facility requirements. Coordinates Kairos Continuing Ministry activities at the Institution and in coordination with the Continuing Ministry Coordinator for the Advisory Council, consistent with the Program Manual. Ensures that the Chaplain has the most current program manual and knows of any official program changes.

   c) Reports regularly to the Advisory Council, the status of all Kairos activities at the Institution.

   d) In conjunction with the institution's Chaplain or other facility assigned designee, arranges meetings between the Weekend Leader, Inside Coordinator (Kairos Inside and Kairos Torch), or Continuing Ministry Coordinator and appropriate Institution staff in preparation for each Kairos Weekend.

   e) Keeps Advisory Council informed of all institutional (or facility) rules, policies, and directives.

   f) Works to ensure proper Correctional Facility paperwork is submitted by the volunteers for volunteer approval or badges and works with the facility/state for approvals. Provides a current list of Kairos Community individuals who are cleared to enter the institution, including visitors attending a closing ceremony.

   g) Ensures that the Chaplain has received the access lists and paperwork necessary for all Kairos activities at the institution. Share and focus on the Kairos Inside Impact Plan.

   h) Consistently work to ensure the program is being conducted with two Weekends per year and all Continuing Ministry is taking place.

   i) Ensures current Memorandum of Understanding or appropriate agreements are in place, signed by appropriate persons and on file at the Kairos International Office and

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the State Chapter Committee with the Secretary for record retention, along with the local Secretary.

j) Facility Coordinator (Kairos Outside) makes arrangements per Advisory Council direction for facilities to hold the Weekends and other meetings as needed, including negotiating costs, dates, and coordinating with the facility the ministry needs to operate well.

- Identifies and inspects facilities suitable for Weekends
- Maintains a list of potential facilities and contact persons in KairosMessenger
- Makes arrangements for facilities and overnight needs of team
- Arranges for insurance rider for each Weekend (as needed)

7. Recruiting Coordinator (Standard position for all programs)

a) Develops and maintains a committee for recruiting activities yet understand every volunteer should be recruiting new volunteers. Asking the State Chapter Committee for help or training as needed and coordinating with the State Recruitment Coordinator to share and gain ideas. Helps train Advisory Council and volunteers for successful recruiting. Develops a plan and goal for recruitment that is agreed upon by the Advisory Council, all are praying for results, and all are recruiting.

b) Establishes and maintains a speakers' bureau working with the Recruiting subcommittee (using resources such as the Kairos recruiting tools). Develops plans to work with 4th Day communities and churches (other groups) to recruit volunteers. Coordinate with the Fundraising Coordinator.

c) Solicits and arranges speaking engagements by speakers' bureau for presentations for all Kairos programs. Obtains testimonies (written and verbal), with signed release, from graduates/guests to use locally and nationally.

d) Develops and maintains records of outreach contacts within KairosMessenger, KairosDonor and EZRA as required.

e) Follow up with new volunteers and make sure they stay engaged. Contact inactive volunteers to invite them to participate. Keep in contact with active volunteers.

f) Provides reports on outreach, recruiting efforts, and success stories. Share success stories with the State and Kairos International Office regularly.

g) In conjunction with the Fundraising/Sponsorship Coordinator develops and maintains contact with 4th Day communities and churches in the area. Ensure new volunteers without 4th Day experience have 4th day volunteer training (Kairos Inside and Kairos Outside).

h) Knows and shares the resources available for recruitment, including brochures, videos, testimonials, endorsements, and others from Kairos.

i) Coordinates and directs the Recruitment Committee.

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8. **Fundraising/Sponsorship Coordinator** (Standard position for all programs)

   a) Develops and maintains a committee for fundraising activities. Asking the State Chapter Committee for help or training as needed. Helps train Advisory Council and volunteers for successful fundraising.

   b) Utilizes the State Chapter Fundraising Committee's programs for securing funds including food donations.

   c) Develops and shares new methods/programs to raise funds for Kairos ministries. Note: The Kairos website (www.MyKairos.org) lists several examples of successful fundraisers.

   d) When the Advisory Council utilizes a financial sponsorship program, acts as trainer and resource contact to explain the program to the Team.

   e) Develops goals and plans for fundraising based on annual budget. Provides reports on fundraising and sponsorship efforts. Encourages everyone to raise funds.

   f) Utilizes social media per Kairos guidelines to build awareness and raise funds.

   g) In conjunction with the Recruiting Coordinator, develops and maintains contacts with 4th day communities and churches in the area to promote Kairos.

   h) Works with KairosDonor Coordinator to use KairosDonor donor lists and regularly communicates with donors. Uses KairosDonor for direct mail or email appeals to raise funds.

   i) Coordinates food menu and purchasing procedures (when food is allowed in facility).

   j) Properly reports food and/or supply donations to the KairosDonor Coordinator for entry into KairosDonor for the Advisory Council.

   k) Makes arrangements with local vendors to reduce food costs and standardize payment.

9. **Agape Coordinator** (Standard position for all programs)

   a) Keeps informed of upcoming Kairos and other 4th day Weekends in order that written expressions of agape can be prepared for those Weekends. Agape should be prepared for other programs in the State, nationally and internationally. An intentional effort should be made to provide agape for #1 Weekends.

   b) Creates prayer vigil/chain signup sheets for other Kairos Weekends and 4th day communities. Solicits prayer commitments from Kairos community (including Kairos Inside graduates) and forwards finished agape to appropriate Agape Coordinators (per direction of State Agape Coordinator).

   c) Advises Weekend Agape Coordinator on acceptable forms of agape, pursuant to Kairos manuals and institutional regulations.

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d) Assists Weekend Agape Coordinator in registering prayer vigil/chain on appropriate Internet sites including the Kairos website (www.MyKairos.org). Utilizes social media for prayer sign up as appropriate. It is required to be on the Kairos website. Ensures agape is obtained for every Weekend.

e) Facilitates transportation of material for creation of written forms of agape, (i.e., prayer commitments, posters, place mats, etc.), and supplies to and from the institution.

f) Periodically mails/delivers (through the Institutional Liaison or Weekend Leader) a replenishment supply of Kairos Outside brochures and Guest Reservation forms to prison Chaplains and teams.

10. Clergy/Spiritual Director (Standard position for all programs)

a) Assumes the role of Spiritual Leader for the Advisory Council and helps it stay focused on Jesus Christ and scriptural basis.

b) Assists in meeting spiritual needs of the Advisory Council.

c) Assists Weekend Leader and Recruiting Coordinator in identifying and recruiting clergy for the Weekends (based on Kairos guidelines) while ensuring qualified clergy in place.

d) With assistance from Secretary, ensure clergy meet the Kairos clergy qualifications, maintains a list of clergy qualified to serve on Weekends.

e) Initiates and maintains contact with prison Chaplains to foster community and facilitate continued support and awareness of the ministry. Send them Weekend closing invitations. (Kairos Inside and Kairos Torch only)

f) Should be a member of the clergy as defined in the program manual. Once a person is defined as clergy, they cannot lead any component of the program including Weekend or 1- or 2-day retreats. Clergy can hold elected positions throughout the ministry.

11. Continuing Ministry Coordinator (Standard position for all programs) - This role is extremely important as Kairos uniqueness is our Continuing Ministry and this is the key to the success of the program.

a) Coordinator focuses on Continuing Ministry relative to the program (Kairos Inside, Kairos Outside, and Kairos Torch) the Advisory Council is operating within and per the appropriate program manual, ensuring all Continuing Ministry is occurring and running properly. See chart below.

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KAIROS INSIDE		KAIROS OUTSIDE		KAIROS TORCH	
	When Continuing Ministry event should be scheduled		*When Continuing Ministry event should be scheduled*		*When Continuing Ministry event should be scheduled*
Instruction Reunion	Ideally week after Kairos Inside Weekend is held at institution	**Reunions**	A reunion is held 2-3 weeks following a Kairos Outside Weekend. Minimum of 4 Kairos Reunions held per year.	**Mentoring**	Weekly or Bi-weekly for six months
Formal Prayer and Share	Weekly	**S.W.A.P. Groups**	Share, Witness, Accountability, and Prayer Groups meet on a regular basis to form trust and security. Each group determines what meeting schedule works best for them.	**Reunions**	Monthly
Monthly Reunions	Monthly			**Bible Study**	After mentoring is concluded - weekly or bi-weekly Bible study is done if Participant is still in the institution.
1 or 2 Day Retreats	Two times per year - mid-point between Kairos Weekends				

b) Ensures there is an appropriate selection of Reunion Leaders as defined by the current program manual.

c) Encourages participation in Reunions and aids in planning program content as defined by current program manual. Encourages formation of Resident's Council (Kairos Inside). Use Kairos Inside Resident Community Council Handbook as allowed. Establishes lead person for each S.W.A.P. group that needs to be set up (Kairos Outside).

d) Ensures reunion flyers (with complete reunion information) are prepared for inclusion in newsletters and Going Forth packets (Kairos Outside only) and provides to Newsletter Editor and Team Agape Coordinator respectively.

e) Coordinates with the Agape Coordinator so that poster material and supplies are available to create agape at a monthly reunion.

f) Coordinates with the Institutional Liaison to ensure that all the institution's policies are being adhered to during the Continuing Ministry sessions and for scheduling needs.

g) Reports Continuing Ministry attendance by event in KairosMessenger. They may use other volunteers to help gather the information.

h) For Kairos Outside, S.W.A.P may be virtual or in person. Reunions should be in person, at least 50% must be held in person as nothing replaces the value of fellowship and time together.

i) Facilitates/conducts the Mentor Training during the 2nd Team Formation meeting, ensuring all required training materials and processes are completed per the program manual (Kairos Torch only).

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12. Data Coordinator (Standard position for all programs)

a) Uses KairosMessenger system to review data and information, obtain reports, and share with the Advisory Council areas where improvement should be considered. Review of Excellence Initiative data, Weekend Leader reports, and other information in the system to note areas of improvement, compliance, and opportunities for the Advisory Council.

b) Works with the Weekend Leader to change contact information of volunteers in EZRA if changes needed to ensure KairosMessenger is updated. Makes changes as needed in the database, realizing if not changed in EZRA could override if current volunteer. **Works with Weekend leaders to ensure the full use of EZRA including demographics, volunteer information, team assignments, participant/guest information, and other information provided. Helps to ensure the Weekend is finished with full reporting.**

c) Maintains custody and a log of backup devices between Weekends. This includes the computers, printers, scanners, and any other equipment that is controlled by the Advisory Council, so it is passed to the next user.

d) Obtains new forms or templates from Kairos and ensures familiarity of materials on www.MyKairos.org.

e) Maintains database of Kairos assets and Property Loan Agreements, including their location and provides this information annually to the State Chapter Committee Financial Secretary. Report any changes in assets immediately to the Advisory Council and State Financial Secretary.

f) Backup data entry for Secretary and Continuing Ministry Coordinator.

13. Communications Coordinator (Standard position for all programs)

a) Reports community information/news to State Chapter Committee/Advisory Council Webmaster and State Chapter Committee Newsletter Editor. Keep file copies of each Kairos Advisory Council newsletter. (If applicable)

b) In consultation with State Chapter Committee Chair, provide information to the Public Media in accordance with ministry guidelines. Ensure the Kairos Headquarters approves all media communication prior to occurrence and has a copy of all publicity received locally.

c) Provides Recruiting Coordinator with information to be used in promoting Kairos.

d) Provides State Website person content for the Advisory Council webpages within the State website. (no Advisory Council will have it's own website but be within the state site to help create traffic and for continuity).

e) Communicates with local Kairos community news and prayer concerns about its members.

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f) Sends Weekend closing invitations to Prison Wardens/Superintendents, Kairos Inside Institutional Liaisons, and State Chapter Committee members.

g) Ensures adequate supplies of forms, stationery and brochures are available when/where needed.

h) (Kairos Outside only) Sends documents for Kairos Inside Closings to ***Kairos Inside and Kairos Torch*** Agape Coordinators at least four (4) weeks prior to each Weekend. They should contain enough materials for 42 residents, or the number requested by the Weekend Leader:

- Cover letter to Institutional Liaison
- "Talk" Guidelines for Closing Talk
- Kairos Outside Guest Brochures
- Letter-Size Envelopes (if allowed by the institution)
- Guest Reservation Forms
- Letters from incarcerated person to potential Guests
- Kairos Outside PO Boxes

i) Focuses on generating positive awareness of the Kairos ministry through all types of media.

j) Know and use the Kairos style guide, including proper use of logos, mission, and vision are used on all written and electronic media provided by the local Advisory Council.

k) Serves as editor of materials and compliance of proper use of Kairos name/brands on all materials and on social media/other.

l) Generates any newsletters or social media content deemed necessary for the Advisory Council. It is appropriate to ask someone to be in charge of posting on social media; however, the Advisory Council must ensure proper content. Provide newsletter copies to the State Chapter Committee and the International Office.

m) Solicits articles sharing testimonies and successes of the program from leaders for the monthly Kairos national newsletter and submits to the Kairos Office.

Advisory Positions (for all programs) (appointed and nonvoting)

a) Past Chair - (Optional) – Serves as advisor to Chair.

b) Additional Clergy Representative

c) Assistants to help share workload or special needs of positions.

d) Weekend Leader – Weekend Leaders shall attend Advisory Council meetings before (at least six months) and after their Weekends to ask/answer questions and provide their reports in person. Leader reports on team formation meetings taking place per program manual and ensure team members are present for the meetings.

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e) **Advising Leader for Weekends** – Advising Leader is recommended to attend Advisory Council meetings to share experience and improvements for future, thus helping ensure the program manual is followed.

f) **Observing Leader(s) for Weekends** – Observing Leader(s) are recommended to be at Advisory Council meetings to learn prior to becoming Weekend Leader.

g) **Other approved future Weekend Leaders**

h) **Representatives from other Kairos or 4th Day Programs**

i) **Support Team Coordinator**

Other Optional Positions (appointed and non-voting) – The Advisory Council Chair may appoint other positions as needed to conduct the business of Kairos. These are non-voting, should be re-appointed each year and one person cannot serve more than three years. These persons can then be elected to voting positions and serve the full term. Optional positions do not have access to KairosMessenger.

D. Election of Advisory Council Members

1. **Evolution of an Advisory Council** – The Advisory Council should constantly evolve. At the yearly election, some of the members rotate off and new members fill these seats. Elections must be completed by December 1 of each year, with member information reported to the State Chapter Committee by December 31st by entering into KairosMessenger. The current Secretary enters the election results into KairosMessenger. Each member's term begins January 1 of each year. In addition, each year the 13 standard voting positions are elected by the Advisory Council members thus holding one-year terms. The newly elected Advisory Council members must meet by December 1to elect persons to the specific roles. They should use the month of December to educate and transition new members and persons in new roles.

2. **Qualifications of an Advisory Council Member (see roles page 6 and duties page 11)** – Advisory Council members must be active in their Christian church community, have served on a Kairos team within the past 3 years and/or have been active in the Continuing Ministry during the past 3 years. In order to serve in Continuing Ministry, you must have done a Weekend in the past to know the program and what following up on with the Graduates/Guests. (Active does not include persons in prayer support or event participation such as Flowers at Dawn, etc.) Kairos encourages members to be active in a Christian accountability group. They must agree to follow the rules and policies of Kairos.

3. **Term of Service** – The term of service for each Advisory Council member will be three (3) years, elected annually. All Advisory Council members and standard voting positions of the Advisory Council may be re-elected for a 2nd and 3rd consecutive 3-year term of service. No one may serve more than three consecutive terms (9 years) without rotating off for a 3-year period. An Advisory Council member may not serve as Chair for more than five (5) consecutive years. The Chair should have served on the Advisory Council at least 1 year in the past 3 years before being Chair, except in new start situations. For the purpose of defining a term, any term of service which begins prior to July 1 shall be

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considered to have begun on the preceding January 1; any term of service beginning on or after July 1 shall be considered to begin on the following January 1. If a person must step away from their position during the year, the Advisory Council can appoint a person until the next election cycle and if elected start a new term.

4. Election Process (2 phase election process)

Phase 1: a-d

a) In September of each year, the Secretary will deliver (by KairosMessenger e-mail) a written communication to each active volunteer of the local Kairos community regarding the election process and to ask for nominations of persons to the Advisory Council. Persons not fulfilling their job currently should not be nominated or put forth for re-election. "Active" Kairos community members are active in their church community, have served on a Kairos team within the past 3 years and/or have been active in the Continuing Ministry during the past 3 years. Kairos encourages members to be active in a Christian accountability group.

b) The active members of their local Kairos community submit their nominations on or before an established date for nominations.

c) After the established date, the Advisory Council reviews the nominations, ensures the persons are qualified for the positions, and if not qualified ensures they are not placed on the ballot. They may add additional nominations from the active local Kairos community, after confirming their willingness to serve, to ensure every vacancy has a nomination.

d) The Secretary sends the ballot of nominations via KairosMessenger election tools to the active members of the local Kairos community and asks for their vote by an established date. All votes are given to one authorized person (e.g. Secretary). This will be done through KairosMessenger.

Phase 2: e,f

e) Phase 2: The newly elected Advisory Council members then elect the persons to the standard 13 voting positions.

f) After the established date, the votes are tallied, and the entire Kairos community is notified of the new Advisory Council members.

All elections should be complete by December 1 of each year and the current secretary enters into KairosMessenger the election results by December 31 and roles of each person. Each person takes on role beginning January 1 of next year. The Secretary sends notification to the primary volunteers announcing the Advisory Council members and roles by January 1. They also send each Advisory Council elected member their password for KairosMessenger.

5. Newly Formed Advisory Council

a) The newly formed Advisory Council meets and establishes, by majority vote, the Advisory Council position of each member for the coming year. The officers are Chair, Vice Chair, Secretary, Treasurer, and KairosDonor (or Financial Secretary).

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The new Advisory Council becomes primary for the officers. These officer positions must be filled at start-up, but more may be filled. The new Advisory Council has two years to grow into having full standard voting positions which can be added at any time. In the case of a newly formed (new start), the Advisory Council members are not required to have 3 years of Kairos experience, however it is recommended that some members do have experience for establishing a healthy experienced body. The Advisory Council must establish positions with varying term limits to create the terms rotation by the third year. All other procedures apply to a start-up. Volunteers will choose their primary Advisory Council.

Note: The Vice Chair should serve as Continuing Ministry Coordinator and Institutional Liaison until the positions are named for the start up.

b) All positions are for one (1) year and may be re-elected to a position per terms of service.

c) Ordering KairosDonor for the approved Advisory Council that can list the 5 required officers, initiates the Advisory Council to be on the official roster, financials, EZRA, KairosDonor, KairosMessenger and other systems.

d) The new start checklist can be found on MyKairos.org.

6. Only Conducting Continuing Ministry at a prison or in Kairos Outside community

a) If the State Chapter Committee and the CEO have approved, the local ministry may be conducting only Continuing Ministry due to specific circumstances.

(i) If a new start, then they follow the newly formed Advisory Council section above and must work to do the full program within 2 years.

(ii) If approved and documented to conduct Continuing Ministry only at a prison, then the modified group must keep a small Advisory Council in place and ensure the rules of Kairos are followed.

1. At least the positions of Chair, Vice Chair (optional), Secretary, KairosDonor Coordinator, Treasurer, Institutional Liaison and Continuing Ministry Coordinator must be in place, entered into KairosMessenger, use KairosDonor for donations, reporting income and expenses properly, reporting Continuing Ministry in Kairos Messenger, and operating according to the Advisory Council Operating Procedures.

2. They are conducting Kairos ministry and hence must be accounted for as existing and on the Advisory Council list with notes of special approval.

3. It should always be the goal of working to do the full program.

4. If approved by the CEO and State Chair, a special situation for locations where we cannot do the full program and no fundraising will take place, then at least 2 persons must be identified as leaders for this group and reported. They serve as Chair, Institutional Liaison/Continuing Ministry Coordinator. The Continuing Ministry attendance must be entered into KairosMessenger.

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E. Removal/Non-Attendance/Replacement of an Advisory Council Member

1. Advisory Council members may be removed by a majority vote of the remaining voting members under the following conditions:

   a) Upon refusal or repeated failure to perform the duties of their position.

   b) Rebellious conduct that jeopardizes the ministry.

   See Code of Conduct for guidelines. Note if family members are involved, the members must remove themselves from the discussion and decision. If an individual is suspended from the ministry, they cannot hold other positions during the suspension time period.

2. Advisory Council members who miss three consecutive meetings are considered to have resigned. Note: consideration should be given if the person, in spite of the missed meetings, is actively contributing to the work of the Advisory Council.

F. Selection and Removal of a Weekend Leader

The leadership track for the Weekends is very important, and the Advisory Council should be planning ahead to ensure leaders are lined up, have the right Kairos experience, and is trained timely. Have a succession plan that looks out two or more years, and includes recruitment needs for the future.

1. **Authority -** Weekend Leaders are under the authority of the Advisory Council to conduct Kairos activities in accordance with the manual and policies of Kairos Prison Ministry. The Advisory Council shall select only those Weekend Leaders who demonstrate commitment to following the Kairos methods, manual and procedures. These selections should have the right experience within Kairos as per the program manual.

2. **Advisory Council Responsibility -** Advisory Council Responsibility - A prospective Weekend Leader and Observing Leader is nominated by the Advisory Council and must be approved by the State Chapter Committee. Advisory Councils will:

   a) Nominate, invite, and request approval from the State Chapter Committee for persons to serve as Weekend Leaders at least 18 months prior to leading Weekend.

   b) Ensure that Advanced Kairos Training (AKT) for an upcoming Leader occurs. AKT must take place prior to the person serving as an Observing Leader, but no later than 12 months prior to their assigned Weekend.

   c) Ensure that a Leader obtains EZRA after their training, but before their Weekend team recruiting formally begins and at least 6 months prior to the Weekend occurring. In the case of EZRA, it is highly recommended that the Weekend Leader does not obtain it until immediately following the completion of the Weekend prior to their assigned Weekend (this provides them with the most up-to-date version).

   d) Ensure that reports from the Weekend Leader are received and in KairosMessenger.

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e) In consultation with the Weekend Leader, the Advisory Council will select the Advising Leader (except for #1 Weekends). The Weekend Leader selects the team per the program manual guidelines, a person does not decide they are on the team, but they may apply to be on the team. The decision for the team members and assignments is the Weekend Leaders. The Advisory Council approves the team listing to ensure all are qualified by the rules of the ministry.

Note: as per program manuals, if the Weekend Leader becomes unable to fulfill their duties after team formation meetings have started, then the Advising Leader becomes Weekend Leader.

3. **Removal of a Weekend Leader/Team Member -** Refer to the appropriate Kairos Program Manual and Code of Conduct for disciplinary guidance concerning team members and Weekend Leaders.

III. New Start-Up

To start up an Advisory Council in a State that has an existing Kairos ministry, follow the procedures in the **New Start Procedures for Starting Kairos in a New Institution or Community** located on the www.MyKairos.org website under Downloads/Advisory Council. Always contact the International Office to set up the proper systems and approach, including but not limited to financials, KairosDonor, naming, and reporting. **Approval by the State Chapter Committee and the International Office is necessary to start a new Advisory Council and to use the Kairos programs. A new start is set up in the systems after approval and with the order of KairosDonor. The Program Coordinator for the program must be involved in a new start and is the Advising Leader (or their designee) on any #1 Weekend.**

IV. Restart

To be a restart Advisory Council (normally if under 7 members and/or being reactivated) the group needs the State Chapter Committee approval and support. They then have 5 positions (Chair, Vice Chair, Secretary, Treasurer, KairosDonor Coordinator) at minimum filled and have one year to rebuild to the full Advisory Council level. They must follow the rules of this document and all other Kairos policies/procedures. They may conduct Weekends and Continuing Ministry during the year of rebuilding or within 2 years if reactivated Advisory Council. Volunteers may be current, past or new volunteers and must learn the Kairos approach, rules, and policies.

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V. Inactive or Closing an Advisory Council

In the unfortunate situation where an Advisory Council can no longer operate, the Advisory Council and State Chapter Committee should evaluate the situation. If they are regrouping to address issues, then the Advisory Council remains on the rosters. If there is no way to restart or no plans to reenter the Correctional Facility ever, then the location can be submitted to be made Inactive. The State Chair will report any changes immediately to the International Office through the KairosDonor form. The history and information will be retained in the systems, but the inactive group will not be counted or reported as operating within Kairos and has no authority to do so.

If a location is made inactive, the local volunteers must return all materials, supplies, equipment, software, data, manuals, songbooks, and other items to the State Chapter Committee for use in other locations. No materials or assets may be retained by the local group or any individual. All expenditures should be cancelled fully, and no expenses incurred upon closing.

Addendum – Planning Guidelines (as referenced Page 6)

Each Advisory Council should have an annual plan that is tied to their budget and includes a goal and plan for recruitment, leadership track, fundraising, and ensuring the programs are being carried out with excellence. Always cover the plan and implementation with prayer.
The plan should include items such as but not limited to this list:

- Recruitment: How many new volunteers do we need? Do we need additional clergy? Musicians? Support team? How will we recruit them? How can we ensure we have diversity in Christian denomination, age, and race for the future? How do we retain volunteers and regain past volunteers?
- Leadership Track: How can we ensure the leaders for the Weekends are well prepared and we have a two-year plan for the leaders? How can we ensure we are recruiting people and preparing them for the Advisory Council for the future?
- Fundraising: How much do we need to fund our needs? What types of fundraising events will we do to raise funds?
- Excellence in Programs: In reviewing our Excellence Initiative and Weekend Leaders reports, what areas do we need to improve? Are we fully implementing the program manual and how can we improve? Do we have a good relationship with the facility and how can we improve? Are we operating the Advisory Council with excellence and each person knows and accomplishes their role?

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List of Approved Changes

Date of Change	Page/Paragraph Reference	Summary of Change
1/2026	Page 9 Page 10 Page 10 Page 20 Page 21 Page 27	No AI Added Prayer Vigils.net No false info, deletion; sharing of information Added I, Kairos Torch 2nd meeting Website additions/clarification Note on when Advising leads Clarification on new starts and restarts
1/2025	Page 7, Authority Page 10, II Page 11, Meetings Page 11 C Page 11 C Page 12, 4 Page 23, 4 e,f	Advisory Council is not a Board Death row and Ag Seg are variances Strongly recommend 100% in person meetings Advisory Positions are appointed Financial positions not family Officers change to State Chapter Committee Reversed e,f so announcing is the last step
1/2024	Page 11 C.4 Page 12	Defined immediate family members; State Chair and Advisory Council Chair cannot be family Change 1/3 to less than ½ of opposite gender

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