

KAIROS INSIDE CORE TEAM

'Now you are the body of Christ, and each one of you is a part of it' 1 Cor 12:27

The purpose of this document is to explain who the Core Team is and how they can assist the leader in carrying out all the duties required for a successful Kairos Weekend. The Advisory Council should have input who is on the Core Team in order to provide necessary experience for future Weekend Leaders.

Members of the Core Team

- Weekend Leader
- Advising Leader
- Observing Leader
- Inside Coordinator
- Head Servant
- Agape Coordinator
- Chapel Coordinator
- Experienced Clergy

Optional members

- Music Leader
- Kitchen Leader

Purpose of the Core Team

- Provide experience and training for future Weekend Leaders
- Share the burden of leadership duties with the Weekend Leader

Weekend Leader

The Kairos Weekend Leader should be a person selected by their local Advisory Council and approved by the State Chapter Committee. The Leader should be willing to serve under the guidance of the Advisory Council. The Leader is responsible for creating a team and preparing them under the Kairos method of training to become a spiritually ready family to go into prison.

The Leadership Track describes the qualification and experiences needed to qualify:

- Served a minimum of 3 Weekends
- One weekend seated at a table family for the entire Weekend
- Given two talks or major mediations
- Held at least one leadership position
- Served as Observing Leader the Weekend immediately before
- Attended AKT before serving as Observing Leader
- Maturity and understanding of the Kairos Method
- Six months before the Weekend, the Weekend Leader should meet with the Advisory Council to select the Core Team to help fulfill the Leadership Track and then start planning with the Core Team for the Weekend. The Advisory Council should have been recruiting and have new names for the Weekend Leader to 'interview'
- Orders Ezra after the previous Weekend has been completed and the proper reports are uploaded into KairosMessenger
- Uses Ezra for the purposes of Team Selection, Team Formation and Running the Weekend. Ezra should be used for developing agendas, delegating tasks, choosing the team's job assignments. Use Ezra to print out schedules etc. needed for the Weekend
- Conduct 34-36 hours of team formation meetings to prepare team
- Arrange (with the Advisory Council Institutional Liaison) a pre-Weekend Meeting with the facility staff to discuss the Kairos Weekend

- Attend the Advisory Council meetings for 6 months prior to the Weekend to give reports, ask for help, etc
- Lead the Instructional Reunion within 2 weeks of the Weekend
- Distribute/ help collect Team Formation and Weekend Evaluation forms and turn them in to the Advisory Council for review
- Close out the Weekend in Ezra by reviewing team and participant data for accuracy and creating the Weekend Leader Report
- Help/Train the Observing Leader to use Ezra

Advising Leader

The Kairos Weekend Advising Leader was a previous Weekend Leader (traditionally for the immediate Weekend, but the Program Manual says any previous Weekend).

- The Advising Leader's job is to assist the weekend Leader in becoming a true 'Servant Leader' through their experience
- Serve on the Core Team to assist the Weekend Leader plan Team Formation Meetings and assist in training as requested
- Sit at the Leadership Table and assist with whatever is needed during the Weekend
- As they are traditionally responsible for completing the Excellence Initiative, they should follow the talks and schedule in the Program Manual and complete those questions in real time
- Usually responsible for greeting the Closing Guests and given them instructions
- Responsible for arranging Clergy visits, if any are requested

Observing Leader

The Observing Leader is the designated leader of the next weekend and has already attended AKT prior to serving in this role (Program Manual p. 62)

- They observe the entire process conducted by the current leader
- In some locations where retreats are held, they lead the retreat three months prior to the Weekend they are the Leader
- Serve on the Core Team to assist the Weekend Leader plan Team Formation Meetings and assist in training as requested
- Sit at the Leadership table and assist with whatever is needed during the Weekend
- Serve as timekeeper and ensuring weekend activities keep to the schedule
- Make announcements during the weekend (i.e. Movement to Chapel, Breaks or Lunch) using the Weekend Schedule
- Oversee activities in the conference room, including Open Mic and introducing the talks
- Post Weekend, they should review the Excellence Initiative, the Weekend Leader report and the Team Formation and Weekend Evaluations to prepare for the next Weekend

Inside Coordinator

The Inside Coordinator serves as the **ONLY** liaison between the Team and the institution's staff during the Kairos Weekend. They are responsible for coordinating the logistics of the Weekend with the facility. (This responsibility ends when the weekend ends.)

Responsibilities include:

- Serve on the Core Team to assist the Weekend Leader plan Team Formation Meetings and assist in training as requested
- Coordinate with the institutional staff for Weekend activities and movement of team, residents, and closing guests
- Coordinate with the Institutional Liaison before the Weekend to ensure proper gate releases have been obtained (and have a copy)
- Attend the pre-Weekend meeting with the Weekend Leader, and Advisory Council Liaison and facility staff

- In some locations, act as Inventory Control and purchase needed supplies for the Weekend (or coordinate with Advisory Council person who does this)
- Usually oversees all inventory being taken in/out of the facility before and after Weekend
- Suggestion: maintain a notebook to hand down to other future Inside Coordinators at your facility with job specifics

Head Servant

- Serve on the Core Team to assist the Weekend Leader plan Team Formation Meetings and assist in training as requested
- Leader and overseer of all Weekend Family Servants and Kairos Graduate servants
- Help the servant team to understand their roles and meaning of anonymous servanthood
- Responsible for cookie, drink, meal and snack distribution and clean up
- Responsible for all room set ups, tear downs, and clean up
- Should make sure the three-legged stool is ready and in place
- Prepare areas for Family Chapel Visits (9 chairs in a circle)
- If allowed, make sure Forgiveness Cookies are staged for distribution after the Forgiveness Ceremony
- Communicate frequently with Kitchen Leader and Runner/Drivers if outside food is allowed
- Help Agape Coordinator with Agape distribution and mounting on walls
- Be available to support any leadership role as needed
- Tear down and pack up Conference Room on last day

Agape Coordinator Serve on the Core Team to assist the Weekend Leader plan Team Formation Meetings and assist in training as requested

- Responsible for the solicitation, coordination, and preparation of all agape including placemats, wall agape, cookies, prayer vigils, prayer chains, agape letters, and donations for the Weekend. This includes training the team on these topics and training on use of prayervigils.net and getting prayer support for the Weekend

Responsible to not only request agape from other places, but to send agape to other facilities (even around the world). Use prayervigils.net. Talk with Advisory Council Agape person for help and how to do this within your own state. See Program Manual p. 92-95

- Responsible for providing and presenting wall agape throughout the weekend starting with the *You Are Not Alone* talk)
- Responsible for organizing and distributing agape letter and the bags used to deliver them to the participants
- In some locations assist the Chapel Coordinator in praying for speakers and prayer coverage during talks
- Coordinate the 'building the body' exercise to create agape to send to other facilities
- Help tear down Conference Room on last day and ensure wall agape is destroyed or taken out of facility and destroyed

Chapel Coordinator

- Serve on the Core Team to assist the Weekend Leader plan Team Formation Meetings and assist in training as requested.
- Responsible for maintaining and preparing the Chapel for Chapel events. (If no Chapel is used, responsible for creating 'Chapel' in the Conference Room)
- Hands out Chapel reminders the Weekend Leader prints from Ezra. It is a list of Chapel Speakers for each Chapel time so they know when they speak and who they follow
- The Weekend Leader prints a Chapel Speaker's Guide from Ezra that has all the Chapel talks and Meditations. It should be kept on the speaker's podium turned to the correct page before each Chapel
- Mark a Bible with the appropriate verses in various Chapel talks and place on the podium
- Distributes rice paper (or whatever is used) during the *Forgiveness of Others, Part 1* talk in the Chapel

- Prepares the Chapel for the Forgiveness and Hand Washing Ceremony (and clean up)
- Prepares the Chapel for the Presentation of Crosses Ceremony (including getting crosses ready and graduation certificates (however that is done locally)
- Responsible for praying for each Speaker before their talk. Could also be responsible for a few people to help do this (including Kairos graduates who would pray for each speaker and each talk in the Chapel during the talk)

Clergy

Kairos Inside doesn't have a designated Head Clergy like other 4th Day Ministries, but it makes sense to have a clergy on the Core Team to help keep it focused and centered on Jesus. This person should be 'clergy' as defined and described in the Program Manual pages 64-70.

- Serve on the Core Team to assist the Weekend Leader plan Team Formation Meetings and assist in training as requested.
- Pray for Weekend Leader and team
- Meet with the Weekend Leader before the Team Formation meetings to support them
- Help make Core Team Meetings spiritual; lead devotions and prayer
- Help train new-to-Kairos clergy in their role in the family setting
- Help recruit new clergy to Kairos
- Help determine who is "Clergy" as outlined in the Kairos Inside Program Manual pg 64-68
- Help demonstrate anonymous servanthood
- Serve as Clergy on Weekends, but have no added Weekend duties

Kitchen Leader

Responsible for food for the Weekend, if allowed. What this entails is very different for each location depending on the facility's rules and if you are preparing food, snacks and drinks, purchasing food and snacks or have only snacks and drinks or have no food

- Suggestion: maintain a notebook to hand down to future Kitchen Leaders at your facility with job specifics, menus, stores, amounts, etc.

Music Leader

The Music Leader should be a person with Kairos Weekend experience who is prepared to coordinate song selections with the Kairos Weekend Leader and with the Weekend schedule to assist in developing the desired mood

- Meet with the Weekend Leader in planning songs that enhance both Team Formation meetings and the Weekend
- The Music Leader may be the entire Music Team; however, it is beneficial to have 2 or 3
- If there are multiple members, they should teach and train both the music team and the Kairos team by practicing songs used on a Weekend
- The Music Team does not perform; there are no solos
- If using contemporary Christian songs, be familiar with the use of CCLI (and know your Kairos CCLI number) and make sure you are in compliance. Keep a record of the songs sung at team meetings and the Weekend to report when asked by CCLI
- Understand why there is no music on a Kairos Inside Weekend on the first evening (the Inclusion stage of Group Dynamics)
- Read the Kairos Inside Program Manual pages 96-98