

Kairos Inside Resident Community Council Handbook



“God’s Special Time”

I was in prison and you visited me.

--Matthew 25:36

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** Thanks to Joseph Curet from Riverbend Correctional Facility (GA) who compiled and contributed to this document after serving on Inside Resident Council's at a few facilities.

I. Introduction

Kairos Prison Ministry aims to transform the lives of the incarcerated by sharing the love and forgiveness of Jesus Christ. When received, Christ's love and forgiveness transcends all barriers and creates a sense of unity. Many residents experience peace, love and joy during the Kairos Weekend. After the initial Kairos Weekend experience, many Kairos Graduates ask what is next? What more can I do to impact my community and the culture of my facility in a positive way? How can I grow?

Working on your institution's Kairos Inside Resident Community Council (called **Resident Council** in this document) is one way to continue contributing to the Kairos community and to the general population. Serving on the Resident Council allows you to go deeper in your service with the Kairos ministry and to encourage and disciple others who desire to live for Christ while doing their time.

In order to successfully manage the task, the Resident Council should know what to expect and have clearly defined roles. Duties and responsibilities often become institution specific and drastically change with turnover. A Resident Council Handbook will enable the Council to establish a foundation to build upon, fosters continuity and eases the transition for future Resident Councils. In addition, when used effectively the Handbook will provide structure, direction, educate the Kairos graduate to better serve, model and lead the community. Regardless of your role always remember that Christ is counting on you!

Whatever you do, work heartily, as for the Lord and not for men, knowing that from the Lord you will receive the inheritance as your reward. You are serving the Lord Christ.

--Colossians 3: 23-24 ESV

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.

MISSION

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.

KAIROS 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.

(Kairos Prison Ministry International, Inc. *Program Manual*, 2016, pg. 1)

Kairos Overview

Kairos Prison Ministry is a Christian *ministry* rather than a *movement*. While volunteers and staff serving in Kairos must be Christian and follow the Statement of Faith, Kairos Prison Ministry International, Inc. conducts the ministry for all people affected by incarceration, regardless of their religious beliefs, gender, race or ethnic background.

There are 3 programs in the Kairos Prison Ministry: Kairos Inside, Kairos Outside, and Kairos Torch. While each has a unique target group, the core program is the same. Volunteers hold an introductory Kairos Weekend, where they lead the Participants through a carefully structured series of talks, discussions, chapel meditations, and music. The program takes the Participants on a journey of self-discovery and relating with one another through the love and forgiveness of Jesus Christ. Following the Weekend experience, Kairos Inside and Kairos Outside Participants or Guests gather regularly for accountability, support and prayer. Kairos Torch Participants meet one-to-one with a mentor for 6 months following their Weekend.

The Kairos Inside Program

1. The Kairos Weekend

The Kairos Inside Weekend, conducted by a same-gender team, normally begins on Thursday evening and ends with a Closing on Sunday, but it can be conducted in any 3½-Day, continuous sequence. It is only the starting point as the Participants are guided through the steps of understanding the Christian life.

Each day of the 3½ days of the Kairos Inside Weekend has a guiding purpose or a focus. Thursday's focus is Encountering Kairos, Friday's focus is Encountering Self, Saturday's is Encountering Jesus and Sunday's is Encountering Others. The activities for each day are designed to support that day's purpose. As the activities of each day unfold, a building process is occurring. The Participants are led, step by step, through a growing understanding of the focus of that day. That is why Kairos is such a structured program. The activities for each day are designed purposefully to support that day's objective. As the activities of each day unfold, a continual process builds on prior activities. **Everything has a place and an order.**

2. Instructional Reunion

The purpose of Kairos is to establish strong Christian communities among the prison population through the formation of Prayer and Share fellowship groups. These groups will not be formed to any degree without the inspiration and instruction of the Instructional Reunion.

Held immediately (preferably the following Weekend) after the Kairos Weekend, the purpose of the Instructional Reunion is to encourage the Participants to become part of the on-going, spirit-sustaining Kairos community through their active participation in a weekly small Prayer and Share fellowship. Only the most recent Graduates from the previous Weekend are allowed to attend the Instructional Reunion.

3. Prayer and Share

This is the heart of Kairos! The ultimate goal of the Kairos Inside Weekend is to gather participants for Prayer and Share Groups. The focus is to build the Christian community inside the institution where the Kairos community prays and fellowships together on a regular basis, nurturing each other in their faith walk and providing accountability.

Experience has proven over and over that when the Inside Kairos community is committed to the ongoing Prayer and Share fellowship, the Christian walk becomes a growing reality for the Participants. This formal gathering creates an environment that fosters participation, and therefore opportunity for real change in the lives of the Participants. The preferred and proven format for structured grouping is one supervised by the Chaplain. Another option is the informal Christian fellowship among residents throughout the week in their housing units, the yard, in line for food and in the chapel.

4. Monthly Reunion

Kairos Inside is a prison ministry of continuing presence. Each month, the free-world Kairos community is expected to return to attend a Monthly Reunion to encourage the Kairos Community.

5. One or Two-Day Retreat

A One or Two-Day Retreat is held three months after each Kairos Weekend. The purpose is to encourage the Kairos community and those who have fallen away. The Retreat is conducted by a small team of Kairos volunteers and is open to all residents who have experienced a Kairos Weekend.

(Kairos Prison Ministry International, Inc. *Program Manual*, 2016, pg. 30, 32)

Characteristics of Resident Council Members

a. Love

Kairos is a ministry of love - Christ's love delivered in wave after wave by God's family. It is very important that members grow in understanding that the love we are talking about is not our love, but Christ's love, and people are one vehicle to deliver His love. Criticism, cynicism, put-downs, gossip and un-forgiveness must be washed out of our hearts and eliminated from our behavior so they are not contaminating Christ's love.

b. Sacrifice

People come to the Kairos Inside carrying all sorts of personal "baggage." They come with strong opinions, personal agendas, painful memories, bad habits, hidden or unconfessed sin, and every imaginable personal burden. Some come to a Kairos seeking a blessing. But the right spirit is one of sacrifice - not one of blessing. We sacrifice our self-focus, our self-need, our self-agenda, and our personal burdens so that we can become empty vessels for Christ's purposes. We submit our will to Christ.

Yes, we do find blessings in Kairos. But those blessings come because we sacrifice our self. It is only in God's economy where the more we give, the more we receive.

c. Obedience

Resident's Council members are expected to be living examples of obedience. This is a spiritual truth to which all Christians are called. We are called to be Christ's servants rather than to be people in service. When we are "in service," we are still in control. We decide where and when we are willing to serve. Our agenda controls our service. But for the servant, it is their master's agenda that determines when and how they will serve. The servant adopts a spirit of obedience - an attitude of "Here I am Lord - use me."

II. Suggested Guidelines and Duties for a Resident Council

Chaplains and the Kairos volunteers have found the use of a Resident Council is a great benefit for the Chaplain and the Kairos Continuing Ministry.

- The Chaplain selects Resident Council leaders from Kairos graduates who actively participate in Prayer and Share groups, attend Kairos reunions and retreats, and who attend Christian worship services at their institution.
- Kairos Graduates attending a One- or Two-Day Retreat are asked to select from this group, one of their own to serve as the Resident Council Leader for the next six months.
- The Resident Council should meet monthly with the Chaplain to plan Kairos Weekly Prayer and Share and Monthly Reunion events for the next month and other business as needed.
- The Resident Council should consist of at least one person selected by the Chaplain from each dorm/wing/pod in which persons involved in the Kairos ministry are housed. They will be expected to know each person in their dorm/wing/pod who is participating in the ministry and encourage attendance.

The Resident Council has two major roles:

Coordinating Weekly Prayer and Share

The Kairos graduates are responsible for running Prayer and Share. Because the Kairos method places such a premium on forming weekly Prayer and Share fellowship groups, the Resident Council plays a huge role in maintaining and supporting those groups. The number one duty of the Resident Council is to encourage all Kairos Graduates to group regularly and, if someone is absent from grouping, to find out why and encourage them to return and if needed, address why, pray and support them.

In those institutions where Prayer and Share groups are either not permitted or can only occur under limited circumstances, the Resident Council should select leaders who can encourage Christian fellowship within the prison. Depending on the institution, there may be opportunities for Christian fellowship on the yard, in the dorm, dining hall, gym or anywhere. Kairos grads should be using the principles of the grouping card to pray for and support each other.

Planning Monthly Reunions

Another major function of the Inside Resident Council is to plan and run the Monthly Reunions. The Kairos Advisory Council (via its Institutional Liaison) must train the Resident Council on conducting the Monthly Reunions (see Kairos Inside Program Manual p 323-325). A sample schedule is at the end of this document.

III. Common Ground

Kairos is an Interdenominational Christian ministry. We choose to avoid any practice that is denominationally specific or divisive to focus on what we do hold in common: the love and forgiveness of Jesus.

Examples of things not held in common that we don't include in Kairos:

Communion	Baptism	Altar Calls	Speaking in Tongues
Praying the Rosary	Healing Services	Mixed Gender Inside Team	Foot-Washing
Stations of the Cross	Slaying in the Spirit	Anointing with Oil	Birthday Parties

Do:

1. Follow all Institutional & Kairos rules and policies
2. Respect confidentiality; avoid "prayer gossip"
3. Remember you are here to serve
4. Keep your eyes, heart and mind open
5. Show up for others and do your part
6. Remember you don't know everyone's story
7. Set an example and be a witness
8. Apologize when wrong
9. Communicate and ask questions
10. Keep God first, Kairos second, self-last

Don't:

1. Criticize what you don't understand
2. Promise or guarantee anything to another resident
3. Expect perfection from the program or others
4. Take things personally
5. Assign blame when things don't go as planned
6. Belittle or stereotype others
7. Set personal standards for others
8. Hold grudges
9. Attempt to carry out a personal agenda
10. Bring the 'chain gang' mentality to Kairos

IV. Resident Council Roles and Responsibilities



Christ, our one true leader
Chaplain and Volunteers
Resident Council Members

Note: there are nine positions listed here several of which are “Assistant.” Those people will be learning the job and supporting the Leader(s) so it is encouraged to have all if the institution will allow. A good rule of thumb is to have at least four of these positions; some may not be allowed or needed at an institution. With this format, the Resident Council should strive to stay Christ centered, in one accord and work as a cohesive unit. They should meet and pray together often. Ideally this format brings a measure of integrity, accountability and transparency to the Resident Community Council. Strive to be a team. This also discourages dictatorial type from carrying out a personal or hidden agenda.

The Prison Chaplain serves as the authority figure over the Resident Council and makes the final determination regarding leadership and addressing behavior issues and if necessary, removal.

Leader

1. All leaders must follow the guidelines, policies and procedure of the Kairos Prison Ministry Program Manual while adhering to institutional rules and regulations. Compliance and integrity are a must.
2. Serve as a liaison between the Kairos Inside Community and Chaplain
3. Coordinate the Resident Council
4. Schedule meetings with the Resident Council to:
 - a. Plan, Train and Encourage attendance and participation at Prayer and Share, Monthly Reunions and Retreats. (Remember that selection of servers and speakers requires a group decision. No one member of the Resident Council should solely decide who serves in any capacity.)
 - b. Discuss overall vision and direction
 - c. Build trust, teamwork, camaraderie and communication with Kairos Community
 - d. Remember confidentiality is a must
 - e. Train Assistant Leader and other Assistants as needed.

Assistant Leader

1. Responsible for set-up and logistics for all Kairos functions
2. Have oversight of Monthly Reunion schedule and speakers
3. Oversee Dorm Captains (if applicable)
4. Train Assistant Leader candidate
5. Should have adequate training to be able to take over Leader position in case that person gets transferred, etc.

Assistant Leader Candidate

1. Assist with setup and logistics for all Kairos functions
2. Provide assistance as needed during Kairos Monthly Reunions and Prayer and Share
3. Assist different members of the Resident Council to gain knowledge, experience and grasp the overall scope of the Kairos program.

4. Become familiar with the purpose of Prayer and Share and know how to effectively lead a small group (if the facility allows formal Prayer and Share.)

Spiritual Advisor

1. Help facilitate Prayer and Share groups
2. Facilitate intercessory prayer during Kairos functions
3. Create / provide Prayer Request lists for Kairos Graduates
4. Train Assistant Spiritual Advisor

Assistant Spiritual Advisor

1. Assist Spiritual Advisor with Prayer and Share grouping.
2. Assist with Intercessory Prayer
3. Provide any other assistance to Resident Council

Agape Coordinator

1. Responsible for Agape projects for Kairos
 - i. Posters for Weekends
 - ii. Prayer chain for Weekends (both at this facility and others, if asked by Volunteers to pray for other facilities (with Chaplains approval))
2. Maintain an Agape box of supplies
3. Assist with set up and tear down of Kairos functions
4. Create and oversee Kairos fliers – if allowed and posted in your facility
5. Assist Secretary if your facility creates a Kairos Newsletter
6. Train Assistant Agape Coordinator
7. Any other Agape projects as needed

Assistant Agape Coordinator

1. Assist Agape Coordinator with Agape projects
2. Assist with set up and tear down of Kairos functions
3. Provide assistance to Resident Council as needed

Secretary

1. Maintain Kairos Database for the Chaplain (optional, some but not all have a database)
2. Generate forms and paperwork for all Kairos functions
3. Set up the check-in table for Prayer and Share and Kairos Reunions in order to take attendance
4. Publish Kairos Newsletter (if applicable)
5. Train Assistant Secretary

Assistant Secretary

1. Assist Secretary with maintaining Database and other records as needed (should have basic computer skills prior to this position)
2. Provide assistance with set-up and Tear-down of Kairos functions as needed
3. Learn and provide assistance with duties of the Secretary

If possible, so far as it depends on you, live peaceably with all.
--Romans 12:18 ESV

Prayer and Share

At the Instructional Reunion, the residents learn about one-to-one praying and sharing in a closely-knit small group. These Prayer and Share group meetings are usually held weekly and are open to all who have attended a Kairos Weekend.

1. Purpose

Everything which the Kairos volunteers have done up to now has had as its ultimate goal the formation of the Prayer and Share group fellowships. The most powerful tool given us by the Holy Spirit is the Prayer and Share Prayer group, of which Christ is a permanent member.

One goal of Kairos Inside is “To establish strong Christian communities among the populations of the correctional institution.” The Weekend is the first step in a process to create a community of trust, Christian inspiration and support for the resident’s Fourth Day. This community is manifested in the Prayer and Share fellowship group.

2. Overview

As 3-to-6 person Prayer and Share groups begin to pray for one another, the administration and the staff, the prison environment begins to change. Visible changes are seen in the individuals who begin to care about one another and take those first steps to practice their faith through ministry to others in the prison. Jesus becomes the focus of their lives.

Grouping does not come naturally. It is especially difficult for residents of correctional facilities. The Kairos residents live in an environment where displays of emotion and the discussion of feelings are considered a sign of weakness; vulnerability is diligently avoided. The Prayer and Share groups provide an opportunity to be open and honest. The group can provide a safe place for the resident – something he/she has probably not experienced during his/her incarceration, if ever. *It should be remembered that even Jesus found it necessary to meet alone with his small group made up of Peter, James, John and the Father.*

Everything we do in the Kairos community should have the one purpose of establishing and building up these groups and the persons in them. Kairos is not the only effective prison ministry; there are other good and proven methods for sharing Christ within the prison environment. ***But we, as members of Kairos, must never forget that the establishment of on-going, spirit-filled Prayer and Share groups is our explicit goal.***

When outside Volunteers attend Prayer and Share meetings, it is not uncommon, and is in fact the norm, for residents to ask them to join in their group. They do this for many reasons:

1. First, they have learned to know and trust the volunteer.
2. Second, they want to show appreciation for their presence.
3. Third, a volunteer serves as a representative and reminder of the free world.

The Wisdom of Kairos Inside

The volunteer is an outsider who will have a detrimental impact on the intimacy of the group.

It is important to remember that the Kairos Weekend and the Instructional Reunion prepare the residents to become part of a small group in which they can be vulnerable, open and honest with each other as they grow in Christ. It is to be noted that this is a small group of residents, **not residents and volunteers.** A volunteer’s presence in the group, no matter how much appreciated, inhibits this growth. The attention is

focused on the volunteer rather than each other. The residents are hesitant to discuss subjects that they feel would cause the volunteer to be uncomfortable or think less of them.

3. Grouping Card Process

A key to a rewarding Prayer and Share grouping is the use of the Grouping Card that the residents received during the Weekend or Instructional Reunion. The residents must be encouraged to use the card as the structure of each group meeting. After saying the Kairos Community Prayer, the card instructs each member of the group to respond to five questions:

1. Can you share any moment when you have known that Christ's presence was with you?
2. Have you discovered anything that will help you to be a better follower of Jesus? **
3. Has there been a time where it has been difficult to show Christ's love for another person?
4. Has there been a time when, through some word or action, you tried to help someone recognize God's love for them?
5. Are there things you are thankful for that we can pray about together?

The use of the card promotes the desired degree of openness and vulnerability and provides the opportunities for support and understanding. It also helps provide a discipline that aids in keeping the focus of the group on spiritual growth and nurturing, rather than on matters of the flesh.

**Use of the Kairos Discussion Guide for this question is an option. Each section can be read in 5-10 minutes followed by answering and discussing the questions. The same 52 Discussion Guide sections can also be found in the front of the Kairos Bible.

The Monthly Reunion

Monthly Reunions are attended by the entire Kairos inside community as well as the Kairos volunteers that served as team on previous Kairos Weekends. It is a time of celebration of Christ's love, forgiveness and renewal. During the Reunion typical activities may include prayer, praise, fellowship, the witness of resident community members, a very short talk by a team member selected by the Advisory Council, and may also include a grouping time.

As with all Kairos activities, the Monthly Reunion is held under the supervision and authority of the Chaplain of the institution. Preparations should be made by the Resident Council.

At a minimum the Resident's Council must:

Select the leader for each Monthly Reunion. This person does the following:

1. Select a person to give opening prayer for the next Monthly Reunion.
2. Select a person to read scripture passage (s) [not to exceed 15 verses] from the New Testament. Scripture should be relevant to the task of building up the Body of Christ in the environment of the institution.
3. Select one or more musicians to accompany the community as they sing. It is to be remembered that this is not a time for "performances" either by musicians or singers, but a time where the focus is on God, a time of worship through our music, whether vocal or instrumental.
4. Make sure members of the Resident Council will set up and tear down for the Monthly Reunion. This includes setting up lectern, microphones, speakers, amplifier, etc.
5. Select two persons to give their witness at the Reunion. They should be grouping and worshipping regularly in the institutional chapel. The witness given should be the personal experience of the speaker and should be confined to the impact of Jesus Christ on the speaker's life since the speaker's Kairos Weekend, and if the Monthly Reunion has theme, it can include the theme. Guidelines for this talk are included in this document.
6. It needs always to be remembered that the Reunion is not a time to come back together to relive the "glorious experience of the 3-Day Weekend." It is a time for each person present to assure the others that he/she "is not alone". This is done as each person present shares his/her Spirituality, Discovery and Action in a vulnerable, affirming manner.
7. The Advisory Council's Institutional Liaison will notify the Resident Council's Leader of the name of the person who will be giving a five-minute talk for the Advisory Council.
8. If the Monthly Reunion has a theme, the Inside Leader will have to communicate the theme with the selected resident witnesses and with the Musicians in order to select songs for the Reunion. It should be remembered that *Surely the Presence* is traditionally sung at the Closing.

The Kairos Monthly Reunion is an essential and integral part of the Kairos ministry of continuing presence. The Monthly Reunion should provide a "safe community" in which the institution's Kairos community can receive wider support and encouragement.

The Reunion is just that – a reunion of the residents, the team members and Christ. Participation of non-Kairos Graduates at the Reunion can be as much as 50% of the total number of Graduates in attendance. For example, if there are 100 residents in the room, 67 can be Kairos Graduates, and 33 can be non-Graduates.

Christ uses the Reunion to increase a resident's awareness of being part of His body. The sheer size of the gathered community at a Kairos Reunion becomes a very important dynamic in enabling residents to overcome their hesitance, if not fear, of proclaiming their commitment to Christ.

Sample Monthly Reunion Schedule

_____ (time) Community Arrives

_____ Reunion Leader opens with the Kairos Community Prayer.

Then they will welcome community, introduce self, giving: name, the number of the Kairos Weekend attended (and where, if at another institution), relay any news/ announcements and provide a brief overview of the Monthly Reunion agenda and theme.

_____ Two songs

_____ Leader introduces _____ who will offer the opening prayer.

_____ Leader introduces _____ who will read scripture passage -less than 15 verses..

_____ One or Two songs

_____ Grouping Time. Groups are formed with no more than 5-6 persons in each group. Ideally, all groups will contain both residents and one volunteer. Team members participate as Mentor and Teacher. (If grouping time is done at the end of the Reunion, it often doesn't happen due to time, so it should be scheduled towards the beginning). The Kairos Grouping card may be used for the topic, as well as the Kairos Discussion Guide or a topic chosen by the Resident Council (as long as it includes a couple discussion and prayer points).

_____ Leader gives two minute 'warning' to wind-up grouping time and make sure they pray

_____ One song to bring group back together.

_____ Leader introduces first speaker _____. Speaker gives his/her witness, testimony, or talk on the reunion theme. Approximately five minutes.

_____ Leader introduces second speaker _____. Speaker gives his/her witness, testimony, or talk on the reunion theme. Approximately five minutes

_____ One song

_____ Reunion Leader introduces Kairos Advisory Council representative (outside volunteer) _____, who speaks for five minutes.

_____ Leader introduces Chaplain (If present).

_____ Leader invites Announcements and Prayer requests.

_____ Community circles up. Leader leads community in The Lord's Prayer.

_____ Sing SURELY THE PRESENCE.

_____ Fellowship (*time permitting*).

_____ Five minutes before the scheduled Monthly Reunion concludes, the Reunion Leader announces that time is coming to a close.

** if time allows other items may be added to schedule, such as Open Mic and time to make Agape or fill out prayer chains to pray for Kairos Weekends.

(Kairos Prison Ministry International, Inc. *Program Manual*, 2016, pg. 324-325)

Guidelines for Resident Witness Talks at the Monthly Reunion

1. Congratulations! You have been chosen to share your witness with the Kairos community at the next Kairos Monthly Reunion. You were chosen because your brothers/sisters in Christ have seen Him in you in your relationships with others in this institution.
2. Remember that you are worthy in God's eyes. There is nothing that you can do to make God love you any more than He already does. By the same token, there is nothing you can do to make Him love you any less. You are worthy of giving this talk.

Few, if any, of us involved in Kairos are trained as professional speakers. All of us are striving to be Christians where we live, work, worship and play. This striving is the witness which we make to the world for Jesus. It is the result of this striving which Christ is calling you to share. So, don't worry about whether you can do this, or how well you can do it. Leave that to the Holy Spirit.

3. Your talk should:
 - a. Be from your personal experience
 - b. Be confined to the impact of Jesus Christ on your life *since* your Kairos Weekend
 - c. Be concerned with your Christian action in the environment of this institution, your going forth from Christ to love your brothers/sisters as Christ has loved you, your acts of "making a friend, being a friend and bringing that friend to Jesus," knowing that, done properly, it may take as long as a year to do that with some people
 - b. Tell about what you are doing to be a Christ-bearer in the institution. It should, above all, be concerned with action and not with talk
 - e. Be centered in the present not something that happened six months or more ago. You may want or need to refer to past experiences, but your focus should be on your current or most recent Christian actions
 - f. Be descriptive: tell the how, why, what, when, where, and who [if advisable] of your experience
 - g. Be informal. Remember that you are talking to friends who love you
 - h. Be centered in and about Jesus. How you received His grace and how you have been His instrument in bringing His love to your brothers/sisters
 - i. Be sincere, authentic and genuine from your heart.
4. Your talk must NOT be:
 - a. A sermon; you have not been called to preach to those gathered for this Kairos Reunion
 - b. A teaching; you have not been called to instruct them
 - c. **Longer than 5 minutes**
5. God bless you. Know that you and your preparations and witness are in the prayers of many in the Kairos community.

(Kairos Prison Ministry International, Inc. *Program Manual*, 2016, pg. 325-326)