

KAIROS INSIDE WEEKEND SUPPLY LIST

The following is a list of supplies needed to conduct a Kairos Inside Weekend. The quantities needed may vary based on the number of people on the Weekend and should be reviewed each Weekend with your institution to gain approval from them for the items included on this list that will be taken into the institution to conduct your Weekends.

This is the suggested list. Items may be added or removed based on the institution where you serve, and what they will allow you to take inside.

Housekeeping Items:

(Some of these items may be provided by the institution. Check with them before your Kairos Weekend.)

- Large clear plastic garbage bags
- Large coffee maker and filters
- (4) 5-gal jugs – for cold drinks
- (3) large coolers – for ice
- Access to ice supply
- Sound system
- (7) 60” or 72” round tables (Kairos Prison Ministry can provide tables when necessary. This is the maximum number of tables needed for 7 Table Families. You will need fewer tables if you have fewer participants.)
- Long 60” table for leadership (May need to add tables for drinks, food etc.)
- Chairs *(dependent upon number attending Weekend)*
- Extra Chairs for Closing *(dependent on closing guests)*
- (1) Easel or tripod
- Electric extension cords (no more than 25” in length)
- Toilet paper
- Paper Towels
- Hand soap

FOOD & FOOD SUPPLIES

Food

- Muffins, bagels, donuts *(If serving breakfast)*
- Cakes/pies/cookies *(preferably homemade)/pastries*
- Snacks, nuts, dried fruit, pretzels, chips, crackers, popcorn, candy
- Outside “free world” food for lunch and dinner on Friday, Saturday, and Sunday – prepared in advance & ready to serve *(may include fresh fruit such as apples, oranges, bananas, berries)*

(All proposed lunch & dinner menus should be given in advance to the Chaplain, Warden, or Warden's designee for approval. Approval should not be denied unless the proposed menu item(s) constitutes a reasonable security or health risk.)

- Coffee (*bag only*)
- Salt (Individual packets)
- Pepper (Individual packets)
- Hot sauce (*Tabasco, Texas Pete, etc. individual packets*)
- Sugar & artificial sweetener (*Individual packets*)
- Creamers or powdered cream substitute (*Individual packets*)
- Tea and lemonade, along with sugar-free versions in powdered form (*sealed containers*)
- Ice
- Fruit

Paper Supplies for Serving Food

- Cups (*for hot and cold beverages*)
- Napkins
- Paper towels
- Paper or plastic plates and bowls
- Plastic spoons, forks (sporks)
- Plastic or wooden serving utensils
- Plastic serving pitchers (*for hot and cold drinks*)
- Aprons
- Serving trays
- Paper place mats (*decorated*)
- Tablecloths
- Plastic gloves for serving

WEEKEND MATERIALS LIST (*Items needed for Kairos Inside Program*)

- Paper poster boards – used to present ideas gleaned from talks
- Non-retractable ballpoint pens or pencils
- Writing paper/Notebooks (*non-spiral bound – for note taking during Weekend/talks or paper handouts*)
- Small wooden Kairos cross and chain for each Participant
- Freedom guides (*small pamphlet*) – used for prayer during and after Weekend (*kept by Participants after Weekend*)
- Kleenex for tables
- Small sheets of dissolving paper for forgiveness service (*Rice paper*)

- Name tags for team member and each Participant – *(clip or string)*
- Prayer and Share Card for each Participant – *(small prayer instruction card)*
- Bible(s)
- Kairos songbooks
- Camera and film *(For taking the Weekend group picture).*
- Table name plaques for table families
- Clear plastic holders for the name plaques for the table families
- Colored markers *(magic markers– washable ink used to create posters)*
- Kairos Inside Program Manual(s) for Chaplain or team use
- Paper place mats – *(these are hand-colored expressions of love from the community.)*
- Felt banners – *(Motivational and inspirational banners that are used as an expression of love, faith, and Christian action (to be removed from the facility at Closing.)*
- Large wooden cross
- Musical instruments *(Used by musicians to lead worship/music)*
- Binder for the Music Leader that contains music
- Paper Graduation Certificate for each Participant
- Agape letters from Kairos Team to each Participant with unsealed envelope
- Prayer Chain, Prayer Wheel, Prayer Vigil *(Demonstrates the number of people covering the Weekend in prayer)*
- Agape posters *(Decorated posters expressing love to the Participants – posted over the Weekend, taken out of facility following the Weekend)*
- Decorated paper lunch bags or similar paper bags for Participants' letters from team *(one bag for each Participant)*
- Envelopes *(9"x12")* to hold team & Participant list, photo & certificate *(one for each resident Participant)*
- Binders for Team Leader, Advising Leader & Observing Leader. *(Folder with organizational materials/talks etc. for the Weekend.)*
- Folder & papers for each team member giving a talk or meditation
- Binder for the podium with copies of each talk and meditation
- Binder for the Chapel Coordinator
- Small wooden 3-legged stool *(removable legs)*
- Large wooden cross
- Small hand-held wooden crosses
- 2 or 3 Large pitchers *(Forgiveness Service)*
- 2 or 3 Large bowls *(Forgiveness Service)*
- Painter's tape or masking tape for putting Agape up on the walls
- 1 Bin for each table family to store materials needed