KairosMessenger

Advisory Council Election Training

Presented by Andy Perry

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Objectives

In this training you will learn:

- Understand the Election Eligibility Report to determine vacancies
- Use KairosMessenger to Request Nominations and votes
- Enter Elections into KairosMessenger
- Print the Roster
- Send emails to inform the community of elections
- Send emails to elected members with logins and job descriptions
- Clean up volunteer records (moved to end of presentation)

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Election Facts

- Election process starts in September, and voting must be done by December 1st
- Kairos community of active volunteers nominates and elects member annually (seat for 3-year term)
  - The elected Advisory Council votes on the positions (role)
- New Start Advisory Council positions are appointed for the first 2 years (annually)
  - Members may be added throughout the year
- 13 required positions (voting and have KairosMessenger access)
- May have Optional Roles (non-voting and no KairosMessenger access)
  - Optional Roles are appointed for a 1-year term can be re-appointed each year up to 3 years
- Appointed members who replace a resigned member serve until the end of that year and can then run for election to a 3-year term

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Qualifications for Election

- Standard Positions (13) must have access to a computer, the internet, and a working email
- Executive Officers are: Chair, Vice Chair, Secretary, Treasurer, and KairosDonor Coordinator
- 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
- No one may serve in more than one elected position within the Advisory Council and/or in a voting position on the State Chapter Committee
- No one may serve on more than one Advisory Council
  - The only exception is for one year to help start a new Advisory Council

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Qualifications for Election

- Immediate family members may not serve in financial positions and Advisory Council Chair
- 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.
- Husband/wife should not be officers on the same Advisory Council
- Clergy may hold leadership positions on the Advisory Council

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Qualifications for Election

- All Advisory Councils are required to have minority representation from a variety of races and endorse racial equality and involvement on the Advisory Council
- 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 must 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	N/A
Kairos Torch	Either	Either

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Qualifications for Election

- Advisory Council members must:
  - Be active in their Christian church community
  - Be Active - have served on a Kairos team and/or in Continuing Ministry within the past 3 years
    - Active does not include persons in prayer support or event participation such as Flowers at Dawn, etc.
    - To serve in Continuing Ministry, you must have done a Weekend in the past
- Kairos encourages members to be active in a Christian accountability group
- They must agree to follow the rules and policies of Kairos
- See the Advisory Council Operating Procedures for all qualifications

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Term of Service

- Advisory Council member are elected to a 3-year term
- Advisory Council members may be re-elected for a 2nd and 3rd consecutive 3-year term (9 years max) without rotating off for a 3-year period
- Advisory Council member may not serve as Chair for more than five (5) consecutive years
- 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
- If a person must step away from their position (resigns) during the year, the Advisory Council can appoint a person until the end of the year

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Election Process - Overview

- Starting in September of each year, pull the Election Eligibility report using the election year and solicit nominations
  - Determine vacancies and end of term members
- Request nominations (via KairosMessenger e-mail) from all active volunteer of the local Kairos community
  - Nominations are for a seat on the Advisory Council for a 3-year term
- The Advisory Council reviews the nominees to ensure they meet the qualifications and are willing to serve for 3 years
- The Advisory Council may add nominees from the active local Kairos community, after confirming their qualification and willingness to serve

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Election Process - Overview

- The Secretary send the ballot of nominations via KairosMessenger election tools to the active members of the community to ask for their vote
- Responses will go back to the Secretary's email
- The Secretary needs to tally the votes
- The Advisory Council must meet prior to December 1st
  - Meeting must include all elected members serving for the upcoming election year
  - Elected members will vote on which position each member will hold
  - Discuss need for any Optional Positions and appointees
  - This is a great time to have each member sign the Affiliation Agreement (if applicable) if meeting is in person

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Election Process - Overview

Prior to December 31st:

- Secretary must enter the elected and appointed members into KairosMessenger
- Secretary must send out the notification to the entire Kairos community of the Advisory Council members
- Secretary must send out the logins and job descriptions

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Election Process – New Starts

- New Starts must meet to vote on the position each member will hold for the upcoming year – should be done by December 1st
- Officers are Chair, Vice Chair, Secretary , Treasurer, and KairosDonor Coordinator
  - The Advisory Council becomes primary for the officers
- The Advisory Council has 2 years to grow into having full standard voting positions
- Advisory Council members are NOT required to have 3 years of Kairos experience
  - It is recommended that some members do have experience
- The Advisory Council must establish varying term limits to create the rotation for the third year

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Election Process – New Starts

- The Vice Chair should serve as Continuing Ministry Coordinator and Institutional Liaison until the positions are filled
- All positions are for one year and may be re-elected to a position per terms of service
- Secretary must enter the elections by December 31st into KairosMessenger
- Secretary must send out notification to the community of elected member using KairosMessenger
- Secretary must send out logins and job descriptions using KairosMessenger
- Secretary must add additional members as they join the Advisory Council

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Election Process – Continuing Ministry Only

- If the State Chapter Committee and the CEO have approved, Advisory Council may be conducting only Continuing Ministry due to specific circumstances
  - If a new start, then they follow the newly formed Advisory Council section and must work to do the full program within 2 years
  - If at an existing prison, then group must keep a small Advisory Council in place and ensure the rules of Kairos are followed
    - 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

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Election Process – Continuing Ministry Only

- It should always be the goal of working to do the full program
- 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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Removal of an Advisory Council Member

- 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
- 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

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Advisory Council - Restart

- To be a restart Advisory Council (normally if under 7 members and/or being reactivated) the group needs the State Chapter Committee approval
  - 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
  - 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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4 Step Election Process

Organization>Elections>Advisory Council

Note: Data Cleanup Slides are near the end of this presentation. If you have many bad/missing emails, start with the cleanup process.

1

Nomination & Voting

Vote

2

Record Positions

3

Print Roster

4

Send Notification and Logins

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Election Management Screen

Organization>Elections>Advisory Council or New Start

Record and Review Annual Advisory Council Elections

The current Advisory Council secretary can track, commuicate, and record annual elections to the Advisory Council positions. You can also print a roster of your Advisory Council's members and positions.

What's Different? — Recording Elections is simpler now, click to see what's different

Enter Election Year: 2027 — Must Enter Year and TAB Before Recording or Emailing

1. Nominations and Voting for Advisory Council Membership

Send Email request for nominations to the Advisory Council and then to vote for the Nominees.

- Print Election History — Print History of Elections
- Email Nomination Request
- Email Election Vote

2. Record Position Elections

Record the position election results.

- Record Elections — Click to process elections of Standard Positions
- List Election Results — View Elected Persons

3. Record Person Resigning/Leaving

Replace a persion during their year instructions.

- Replace a Person — If someone resigns during their year

MAINTENANCE ONLY

If someone resigns during the year – DO NOT use to enter annual elections

4. Notification of Elections

Send email notification of the elections AND any changes in elections.

- Email Election Results to Volunteers
- Email Advisory Council Logins — so includes Current Job Description

ELECTION & MAINTENANCE

Send username and password

5. Advisory Council Roster

After you have recorded the elections, you can create a report of your Advisory Council members and roles

- Advisory Council Roster — Click to print Roster of Advisory Council

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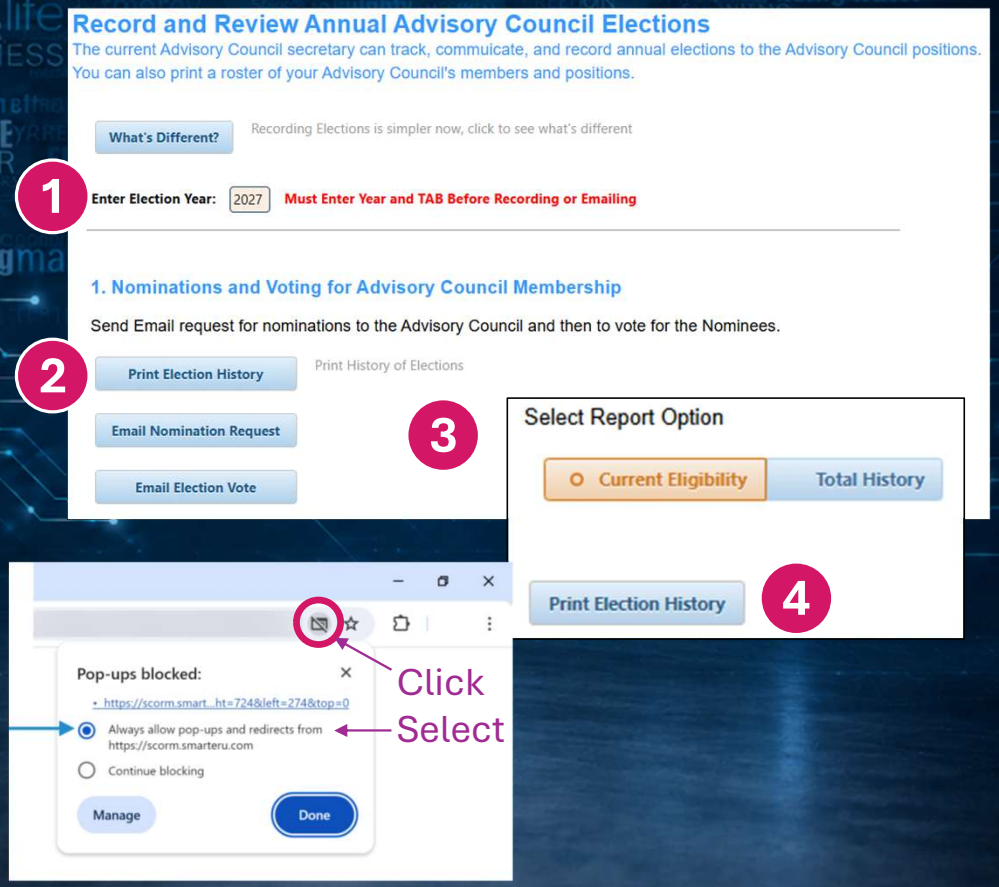
Election Eligibility Report

1. Enter the Election Year (2027)
2. Select the [Print Election History] button
3. On the next screen select [Current Eligibility]
4. Click [Print Election History] button

- A new tab will open to display the report
- If your does not display, check your popup blocker



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Election Eligibility Report

- Determine number of seats vacant
- Identify end of term members
- Term expires is end of 3-year term
- Eligible for Re-election
  - Yes, if end of 3-year term but less than 7 years
  - No, if in year 7-9 (last 3-year term)
  - Still serving if within 3-year term

Appointed
Resigned

KairosMessenger
Advisory Council Election Eligibility
South Carolina - Allendale - 2027

9/13/2026
1
12.02

Name	Elected Role	Years Elected to this Role	Total Years
Vacant Position	Communications Coordinator		2026
	Institutional Laison		2026
Bill Steiner	Advisory Council Chair	2024 2025	
	State Chapter Representative	2017	
	Vice Chair	2024	2026
Term Expires 12/31/2026		Total Consecutive Years:	3
Eligible for Re-election? **Yes**		Total Years on Advisory Council:	4
Bobbie Lou Hunter	Agape Coordinator	2017 2018 2019 2020 2021 2022 2023 2024 2025 2026	
Term Expires 12/31/2028		Total Consecutive Years:	10
Eligible for Re-election? **No**		Total Years on Advisory Council:	10
Charlie Gray	Advisory Council Chair	2022	
	Fundraising/Sponsorship Coordi	2023	
	Outreach/Recruiting Coordinator	2023	
	Treasurer	2025 2026	
	Vice Chair	2019 2020 2021	
Term Expires 12/31/2027		Total Consecutive Years:	2
Eligible for Re-election? **No**		Total Years on Advisory Council:	7
Dan Thompson	Secretary	2023 2024 2025 2026	
	Vice Chair	2024	
Term Expires 12/31/2028		Total Consecutive Years:	4
Eligible for Re-election? **Still Serving**		Total Years on Advisory Council:	4

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Election Eligibility Report

Appointed
Resigned

KairosMessenger
Advisory Council Election Eligibility
South Carolina - Allendale - 2027

9/13/2026
1
12.02

Name	Elected Role	Years Elected to this Role	Total Years
Vacant Position	Communications Coordinator	2026	
	Institutional Laison	2026	
Bill Steiner	Advisory Council Chair	2024 2025	
	State Chapter Representative	2017	
	Vice Chair	2024 2026	
Term Expires 12/31/2026		Total Consecutive Years:	3
Eligible for Re-election? **Yes**		Total Years on Advisory Council:	4
Bobbie Lou Hunter	Agape Coordinator	2017 2018 2019 2020 2021 2022 2023 2024 2025 2026	
Term Expires 12/31/2028		Total Consecutive Years:	10
Eligible for Re-election? **No**		Total Years on Advisory Council:	10
Charlie Gray	Advisory Council Chair	2022	
	Fundraising/Sponsorship Coordi	2023	
	Outreach/Recruiting Coordinator	2023	
	Treasurer	2025 2026	
	Vice Chair	2019 2020 2021	
Term Expires 12/31/2027		Total Consecutive Years:	3
Eligible for Re-election? **No**		Total Years on Advisory Council:	7
Dan Thompson	Secretary	2023 2024 2025 2026	
	Vice Chair	2024	
Term Expires 12/31/2028		Total Consecutive Years:	4
Eligible for Re-election? **Still Serving**		Total Years on Advisory Council:	4
Earl Quay	Institutional Laison	2023 2024 2025	
	Institutional Liaison	2026	
	Treasurer	2020 2021	
Term Expires 12/31/2028		Total Consecutive Years:	4
Eligible for Re-election? **Still Serving**		Total Years on Advisory Council:	6
Gary Janelle	Clergy/Spiritual Director	2023 2024 2025 2026	
Term Expires 12/31/2028		Total Consecutive Years:	4
Eligible for Re-election? **Still Serving**		Total Years on Advisory Council:	4
Harold O'Cain	Continuing Ministry Coordinator	2025	

End of 3-year term

Has 2 more year

Appointed
Resigned

KairosMessenger
Advisory Council Election Eligibility
South Carolina - Allendale - 2027

9/13/2026
2
12.02

Name	Elected Role	Years Elected to this Role	Total Years
Term Expires 12/31/2027		Total Consecutive Years:	1
Eligible for Re-election? **Still Serving**		Total Years on Advisory Council:	1
Howard O'Cain	Continuing Ministry Coordinator	2023 2024 2026	
Term Expires 12/31/2028		Total Consecutive Years:	1
Eligible for Re-election? **Still Serving**		Total Years on Advisory Council:	3
Keith Cregg	Advisory Council Chair	2024 2026	
	Fundraising/Sponsorship Coordi	2024	
	Outreach/Recruiting Coordinator	2024	
	Treasurer	2022 2023	
	Vice Chair	2024	
Term Expires 12/31/2028		Total Consecutive Years:	4
Eligible for Re-election? **Still Serving**		Total Years on Advisory Council:	5
Neil Ulmer	Data Coordinator	2025 2026	
	KairosDonor Coord/Fin Secy	2019 2020 2021 2022 2023 2024	
Term Expires 12/31/2027		Total Consecutive Years:	8
Eligible for Re-election? **No**		Total Years on Advisory Council:	8
Rick Hipkins	Data Coordinator	2024	
	Fundraising/Sponsorship Coordi	2025 2026	
Term Expires 12/31/2026		Total Consecutive Years:	3
Eligible for Re-election? **Yes**		Total Years on Advisory Council:	3
Roger Nunn	Institutional Laison	2017	
	Outreach/Recruiting Coordinator	2026	
Term Expires 12/31/2028		Total Consecutive Years:	1
Eligible for Re-election? **Still Serving**		Total Years on Advisory Council:	2
Ron Clifford	Advisory Council Chair	2017 2018 2019 2023	
	Communications Coordinator	2022	
	KairosDonor Coord/Fin Secy	2025 2026	
	Treasurer	2024	
Term Expires 12/31/2028		Total Consecutive Years:	4
Eligible for Re-election? **No**		Total Years on Advisory Council:	8

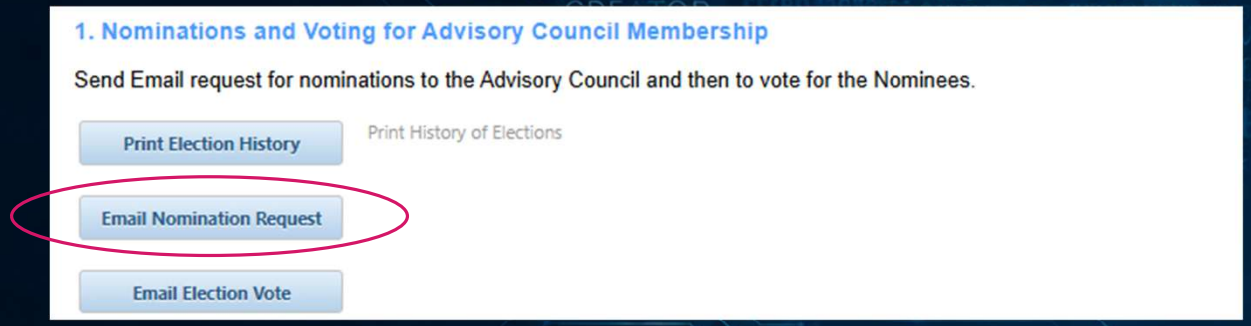
Same as Harold

Has 1 more year

End of 3-year term

Request Nominations

- To request nominations, select the [Email Nomination Request]



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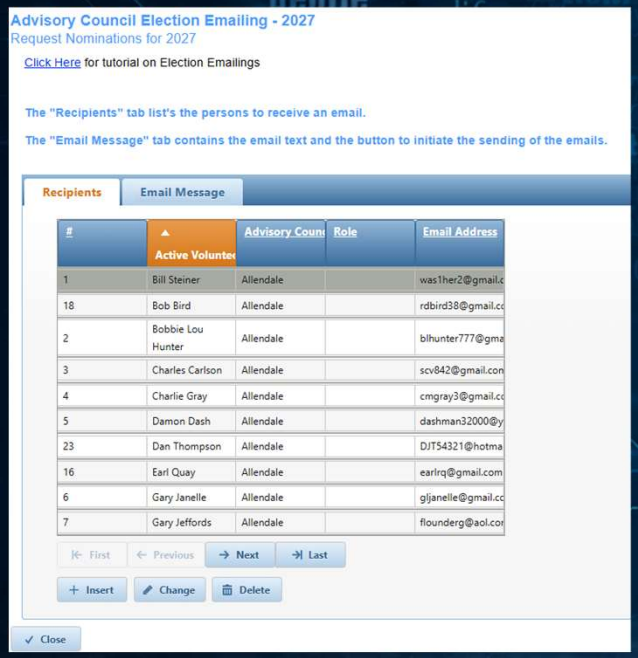
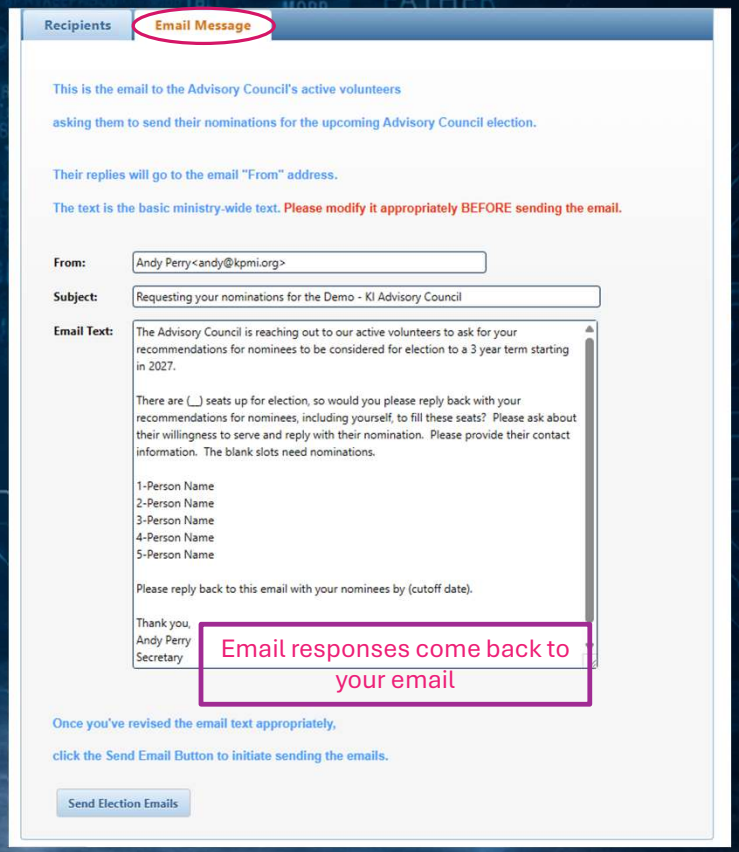
Request Nominations





- Automatic email list creation of active members
- Update and send email
  - Number of seats vacant and cutoff date (7-10 days)

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Request Nominations – Don’ts

The time is now to nominate for the 2025 [redacted] Advisory Council position .

The following positions are open:

- Kairos Donor Coordinator
- Recruiting Coordinator
- Continuing Ministry Coordinator
- Communications Coordinator .

The following positions have completed their 3 year term and would like to be reinstated:

- [redacted] Treasurer
- [redacted] - Fundraising Coordinator
- [redacted] - Recruiting Coordinator

The [redacted] Advisory Council is reaching out to our active volunteers to ask for your recommendations for nominees to be considered for election to a 3 year term starting January 1, 2025. We hold 8-10 meetings per year via Zoom lasting approximately one hour per meeting.

There are 9 of 13 seats up for election this year. The following AC members have completed a three(3) year term and are nominated for an additional three(3) year term:

1-[redacted]
2-[redacted]

The following AC members have completed a resigned position term and are nominated for a three(3) year term:

3-[redacted]
4-[redacted]
5-[redacted]

There are four remaining seats to be filled with the following nominations:

6-[redacted] (Agreed to one year as Institution Liaison) 7-[redacted] (Considering) 8-OPEN 9-OPEN

As you can see we still need a few more nominations to fill out the 13 roles on the Advisory Council. You are allowed to nominate yourself if you are interested in filling a role.

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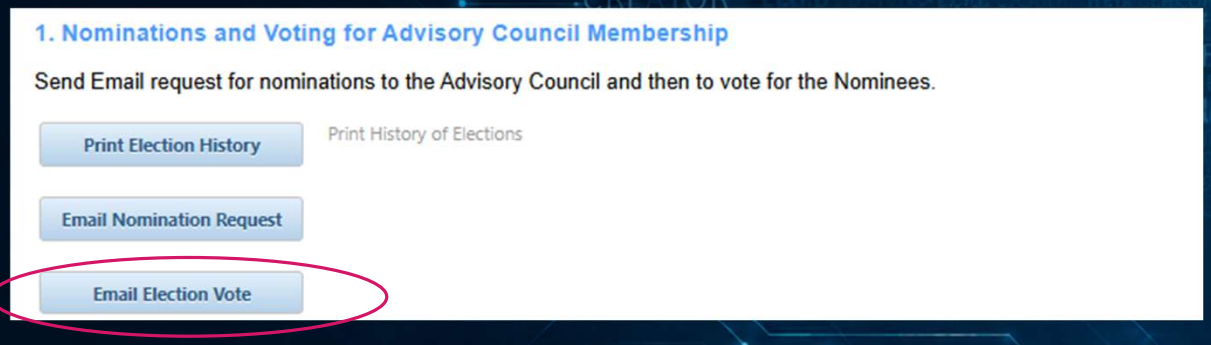
Request for Votes



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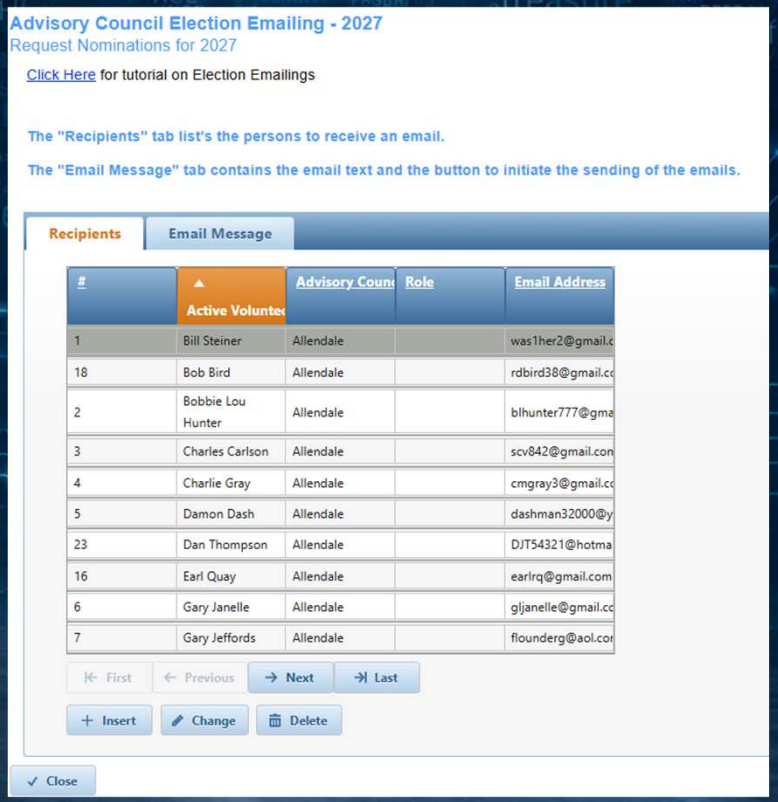
Request for Votes

- Automatic email list creation of active members



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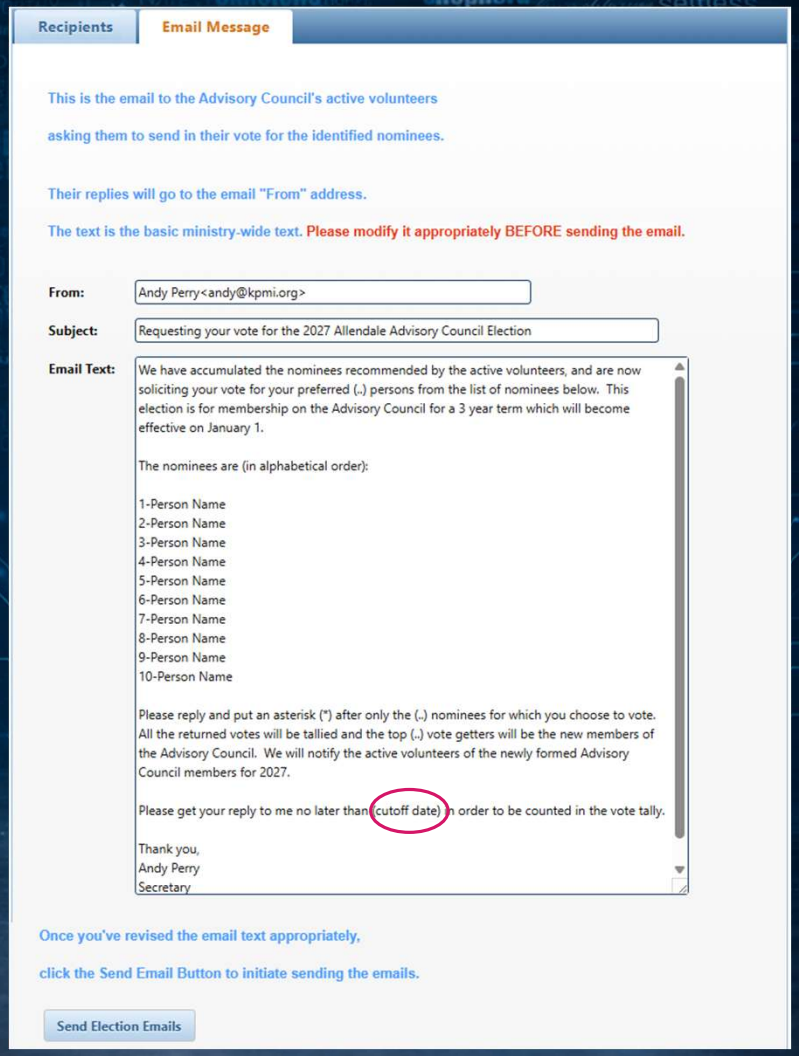
Request for Votes

- Update and send email
  - Number of people to vote for
  - List of nominees (nothing else e.g. currently serving, wants to serve again, very active, wants to be Secretary, etc.)
  - Include members who completed 3-year term that want to run again
  - Cutoff date (7-10 days)
  - Email responses come back to your email



Recipients | Email Message

This is the email to the Advisory Council's active volunteers

asking them to send in their vote for the identified nominees.

Their replies will go to the email "From" address.

The text is the basic ministry-wide text. Please modify it appropriately BEFORE sending the email.

From: Andy Perry<andy@kpmi.org>

Subject: Requesting your vote for the 2027 Allendale Advisory Council Election

Email Text:

We have accumulated the nominees recommended by the active volunteers, and are now soliciting your vote for your preferred (..) persons from the list of nominees below. This election is for membership on the Advisory Council for a 3 year term which will become effective on January 1.

The nominees are (in alphabetical order):

1-Person Name
2-Person Name
3-Person Name
4-Person Name
5-Person Name
6-Person Name
7-Person Name
8-Person Name
9-Person Name
10-Person Name

Please reply and put an asterisk (*) after only the (..) nominees for which you choose to vote. All the returned votes will be tallied and the top (..) vote getters will be the new members of the Advisory Council. We will notify the active volunteers of the newly formed Advisory Council members for 2027.

Please get your reply to me no later than (cutoff date) in order to be counted in the vote tally.

Thank you,
Andy Perry
Secretary

Once you've revised the email text appropriately,

click the Send Email Button to initiate sending the emails.

Send Election Emails

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Request for Votes

The nominees are (in alphabetical order):

1-[redacted]
2-[redacted] (i)
3-[redacted]
4-[redacted] (i)
5-[redacted] (i)
6-[redacted] (i)
7-[redacted]
8-[redacted] (i)
9-[redacted] (i)

(i) = Incumbent

Hope everyone is enjoying the blessed weather of recent days! I also hope that you will lift the following nominations in prayer as we vote on the 2025 Advisory Council [redacted].

[redacted] - Chair

[redacted] - Vice Chair

[redacted] - Financial Secretary

[redacted] - Treasurer

[redacted] - Communications

[redacted] - Agape

[redacted] - Continuing Education

The nominees are (in alphabetical order):

1-[redacted] (extend term for 3 years)
2-[redacted]
3-[redacted]
4-[redacted]

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Voting for Advisory Council Positions

- Once election is complete all Advisory Council members (13) for the upcoming year vote on positions
- Done in meeting - must be done before December 1st
- Term for position is 1 year
- Great time to get the Annual Affiliation Agreement signed (www.mykairos.org>Downloads>Advisory Council)

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Optional Positions

- Appointed by the Chair
- Non-voting
- Term is 1 year
- Cannot serve more than 3 years
- Does not count towards elected terms of service

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Newly Formed Advisory Council (New Start)

- Officer positions must be filled at Start-up (more may be filled)
  - Officers are Chair, Vice Chair, Secretary, Treasurer, and KairosDonor Coordinator
- New Start must establish positions with varying terms to create the rotation by the third year
- Vice Chair serves as Continuing Ministry Coordinator and Institutional Liaison until position are filled
- New Start has two years to grow into having full standard voting positions
- Advisory Council members don't need to have Kairos experience (It is recommended some do)

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Continuing Ministry Only

- Special status must be approved by CEO
- If New Start - follow the New Start section
  - Must keep a small Advisory Council in place:
    - At least the positions of Chair, Vice Chair (optional), Secretary, KairosDonor Coordinator, Treasurer, Institutional Liaison and Continuing Ministry Coordinator
- If existing need 2 persons identified – Chair and Institutional Liaison/Continuing Ministry Coordinator (notify KPMI each December to enter election)

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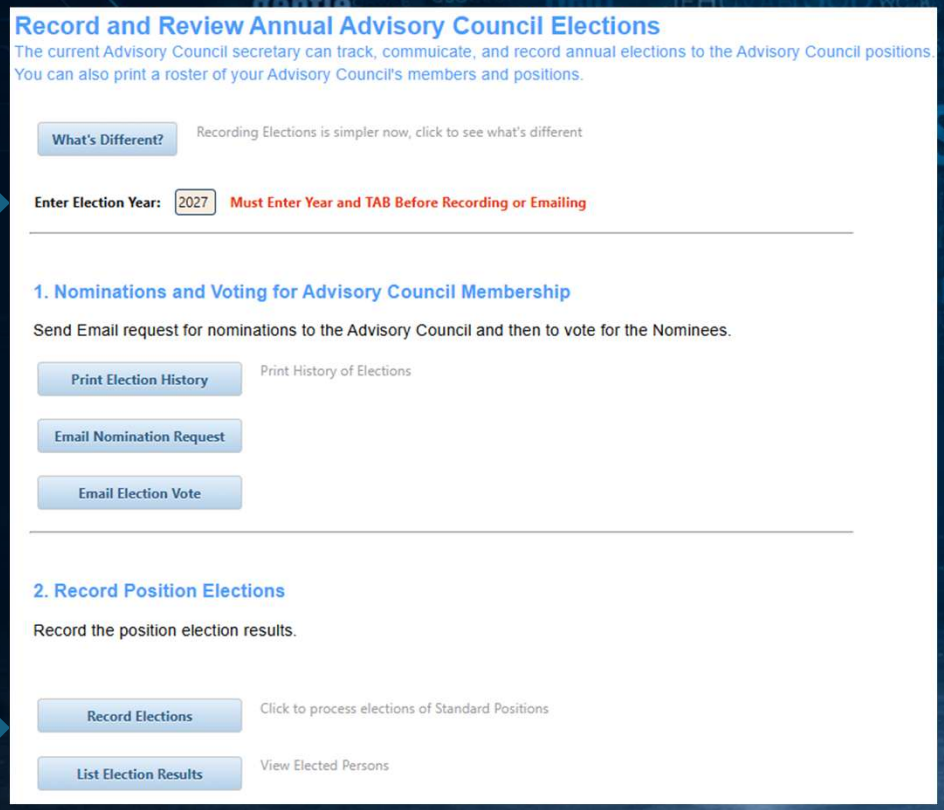
Record Election



Must enter year for button to be available

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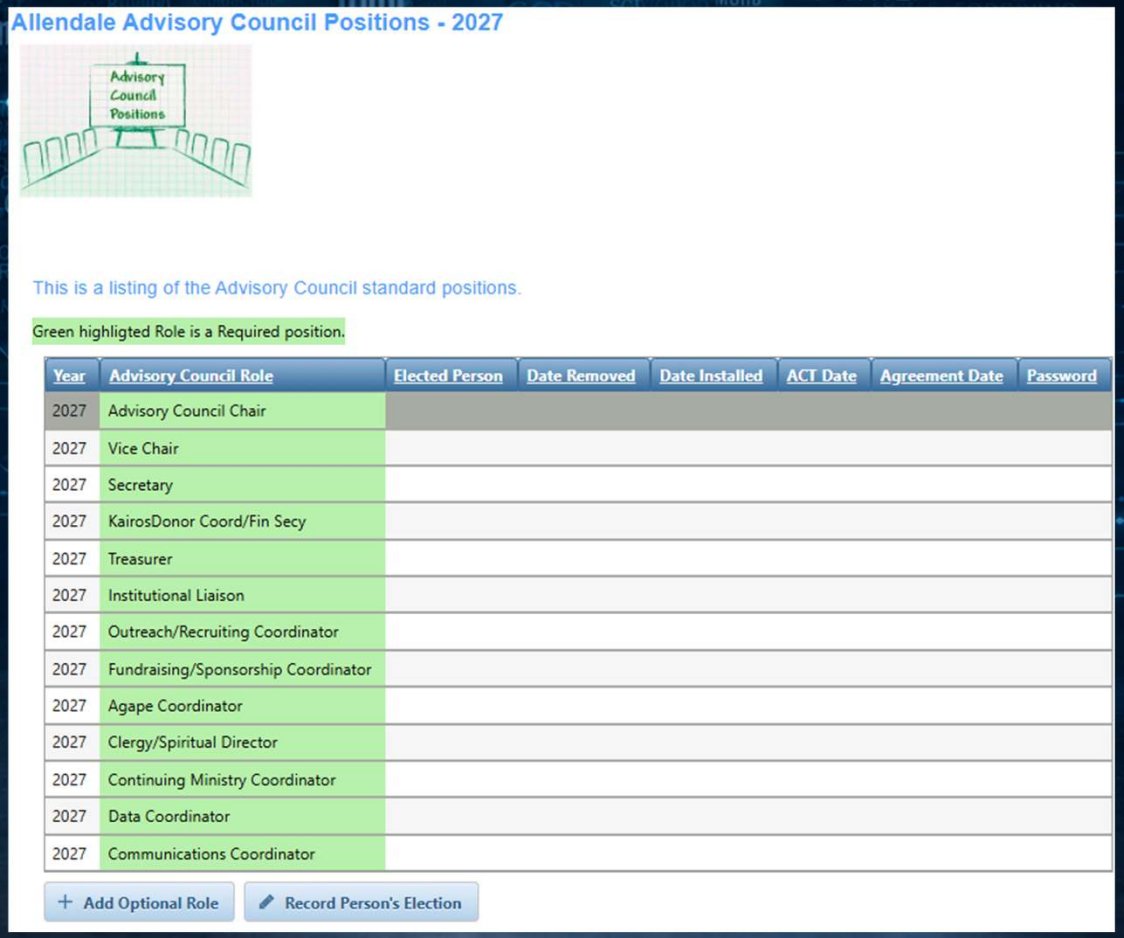
Record Elections

- Double click row or highlight it and click the [Record Person's Election] button
- [Add Optional Role] for nonstandard positions (Non-Voting) such as assistants or Weekend Leader, Observing Leader, Advising Leader, Additional Clergy, etc.



Year	Advisory Council Role	Elected Person	Date Removed	Date Installed	ACT Date	Agreement Date	Password
2027	Advisory Council Chair						
2027	Vice Chair						
2027	Secretary						
2027	KairosDonor Coord/Fin Secy						
2027	Treasurer						
2027	Institutional Liaison						
2027	Outreach/Recruiting Coordinator						
2027	Fundraising/Sponsorship Coordinator						
2027	Agape Coordinator						
2027	Clergy/Spiritual Director						
2027	Continuing Ministry Coordinator						
2027	Data Coordinator						
2027	Communications Coordinator						

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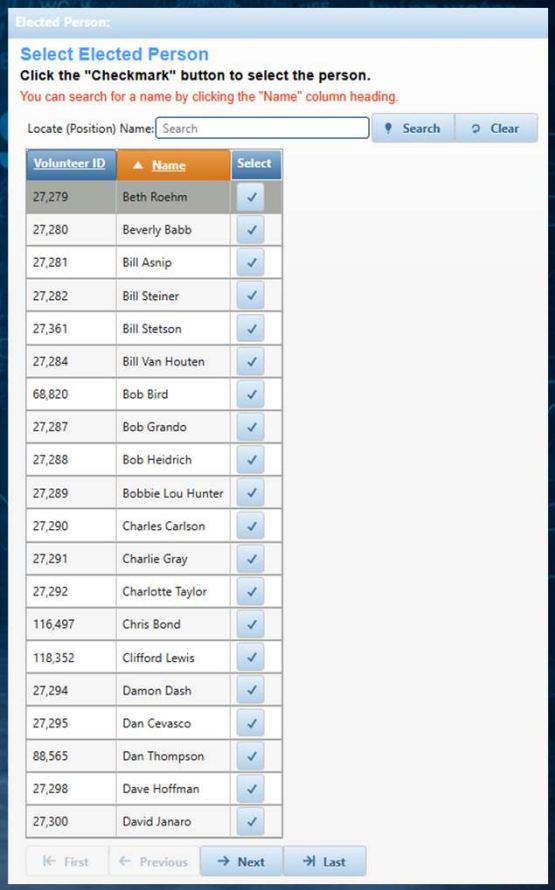
Record Elections



- Click the “?” button to get list of volunteers
- Click Name column heading to get search box
- Select member from list by clicking ✓ button
- Agreement Date = Affiliation Agreement
- Continue until all roles are filled

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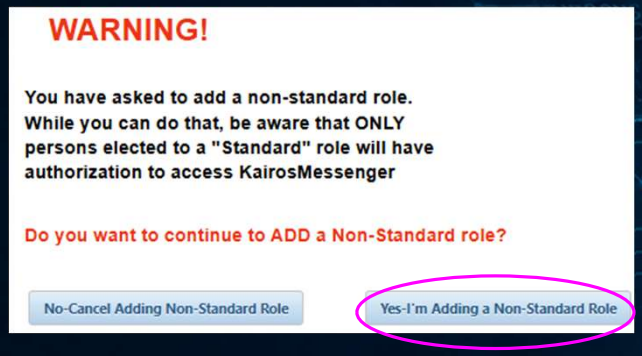
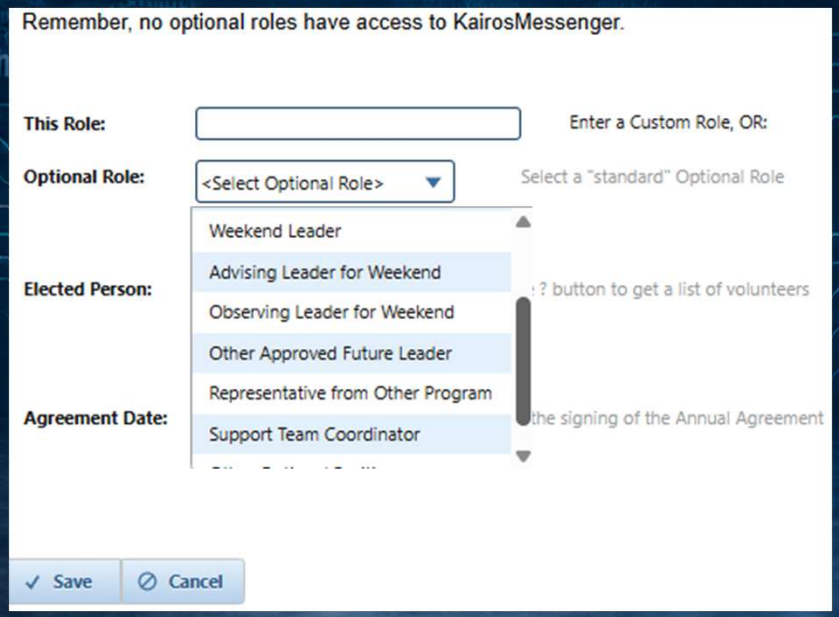
Record Elections – Optional Roles

- Add Any Optional roles (e.g Weekend Leader, Observing Leader, Inventory Coordinator, Assistants, etc.)





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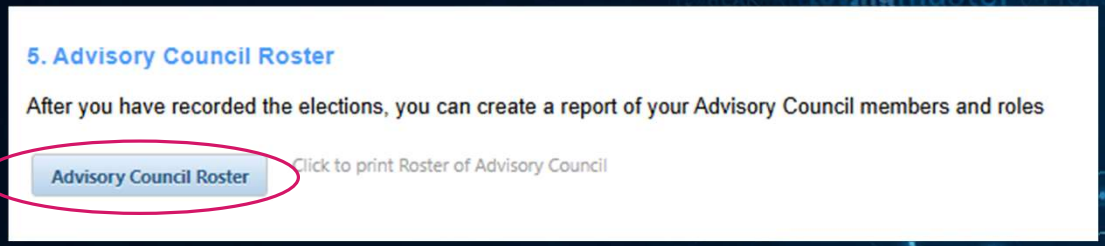
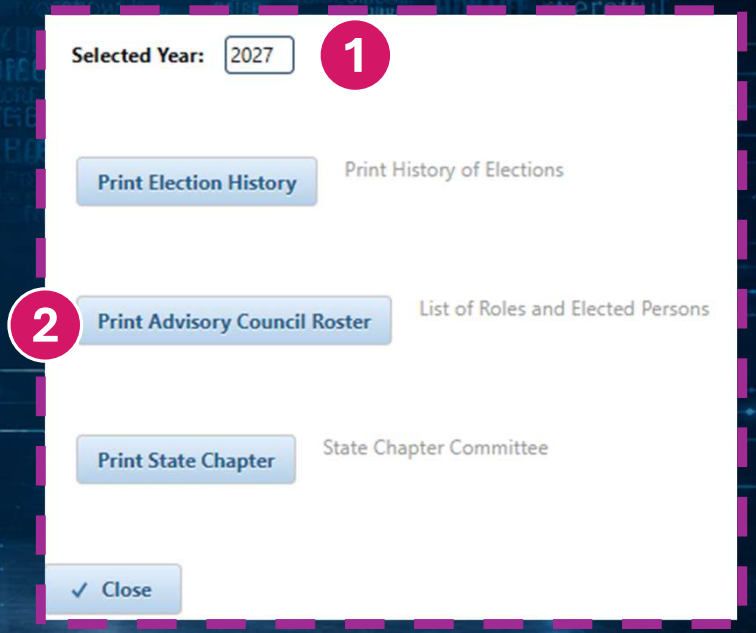
Print Roser

- Enter The Election Year
- [Print Advisory Council Roster]





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Print Roster

- Go to Volunteer record - fix bad emails or they won't get their login, job description, any other emails
- Ensure cell phone number is listed

This Will Show The Correct Year

Advisory Council Members & Roles
State: Texas Advisory Council: Allred

9/03/2025
1

** *Appointed to a partial term*

Year	Role	Elected Person Email Address / *Bad Email Address*	Phone
2025	Advisory Council Chair	Eddie Peacemaker 71edsel@gmail.com	940-631-9805
2025	Vice Chair	Doug Marchand doug99@live.com	940-782-5276
2025	Secretary	Rich Crouch crouch07@sbcglobal.net	817-688-3098
2025	KairosDonor Coord/Fin Secy	Dave Allred dave.allred@reagan.com	817-480-2178
2025	Treasurer	Mike Stumbaugh mstumbaugh@sbcglobal.net	817-247-5403
2025	Institutional Laison	Tom Venhaus tomvenhaus66@yahoo.com	940-923-7641

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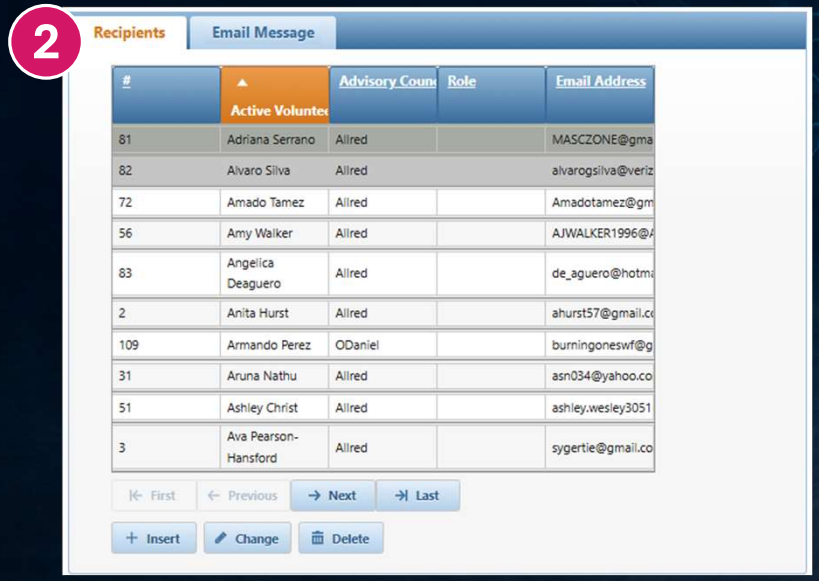
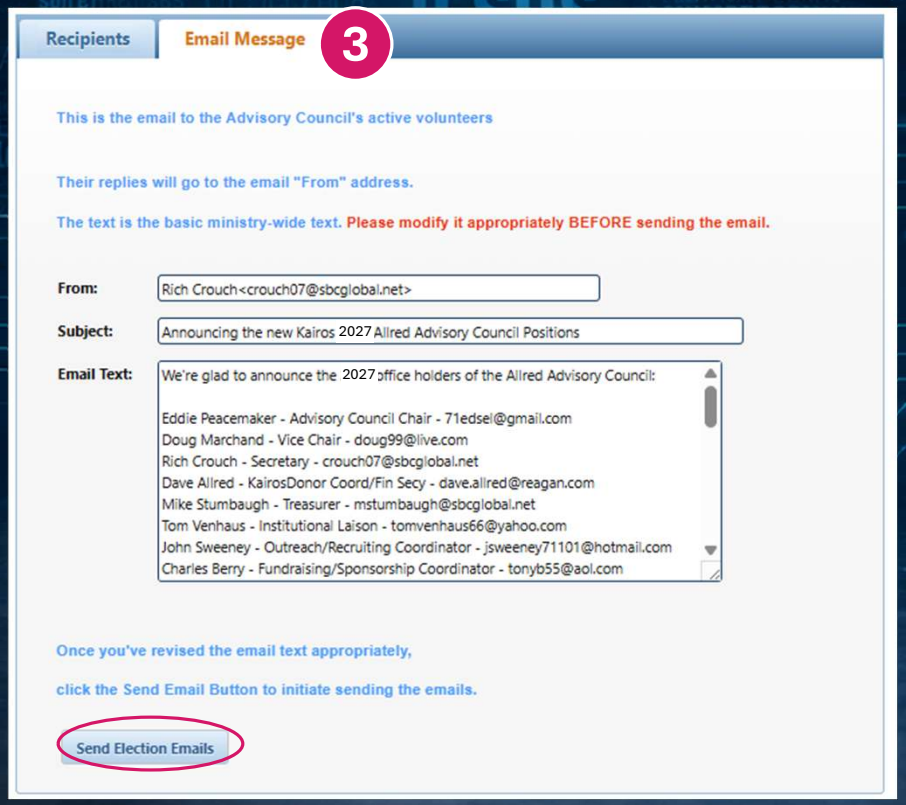
Notification of Elections

Email list and message are automatically created based on what you entered for the election





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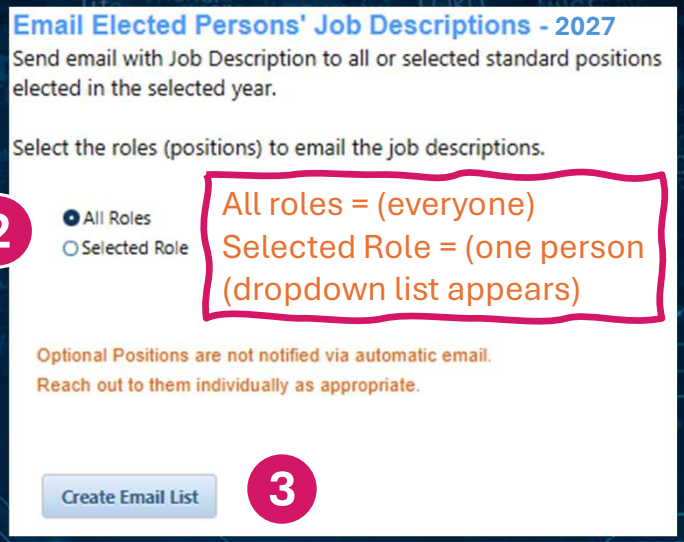
Email Logins



- Email Logins and Job Descriptions to elected members (standard positions)

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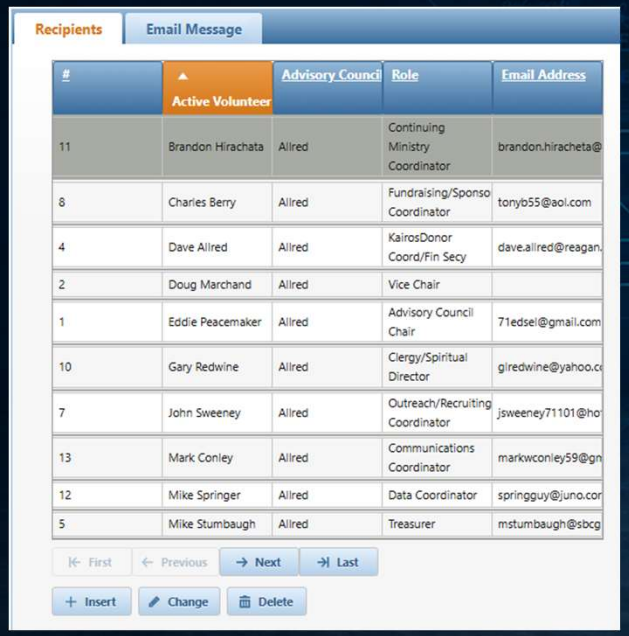
Email Logins

- Email list and message are automatically created
- Auto populates Login and other information in [ ]

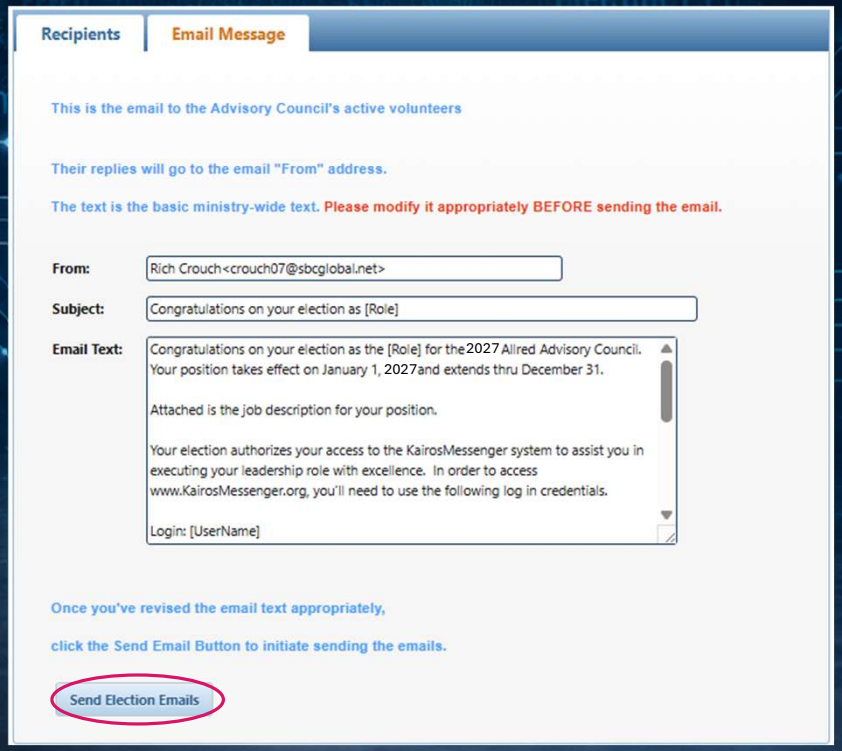


Recipients | Email Message

#	Active Volunteer	Advisory Counci	Role	Email Address
11	Brandon Hirachata	Allred	Continuing Ministry Coordinator	brandon.hiracheta@
8	Charles Berry	Allred	Fundraising/Sponso Coordinator	tonyb55@aol.com
4	Dave Allred	Allred	KairosDonor Coord/Fin Secy	dave.allred@reagan.
2	Doug Marchand	Allred	Vice Chair	
1	Eddie Peacemaker	Allred	Advisory Council Chair	71edsel@gmail.com
10	Gary Redwine	Allred	Clergy/Spiritual Director	gjredwine@yahoo.c
7	John Sweeney	Allred	Outreach/Recruiting Coordinator	jsweeney71101@ho
13	Mark Conley	Allred	Communications Coordinator	markwconley59@gn
12	Mike Springer	Allred	Data Coordinator	springguy@juno.cor
5	Mike Stumbaugh	Allred	Treasurer	mstumbaugh@sbcg

First | Previous | Next | Last

Insert | Change | Delete



Recipients | Email Message

This is the email to the Advisory Council's active volunteers

Their replies will go to the email "From" address.

The text is the basic ministry-wide text. Please modify it appropriately BEFORE sending the email.

From: Rich Crouch<crouch07@sbcglobal.net>

Subject: Congratulations on your election as [Role]

Email Text:

Congratulations on your election as the [Role] for the 2027 Allred Advisory Council.
Your position takes effect on January 1, 2027and extends thru December 31.

Attached is the job description for your position.

Your election authorizes your access to the KairosMessenger system to assist you in executing your leadership role with excellence. In order to access www.KairosMessenger.org, you'll need to use the following log in credentials.

Login: [UserName]

Once you've revised the email text appropriately,

click the Send Email Button to initiate sending the emails.

Send Election Emails

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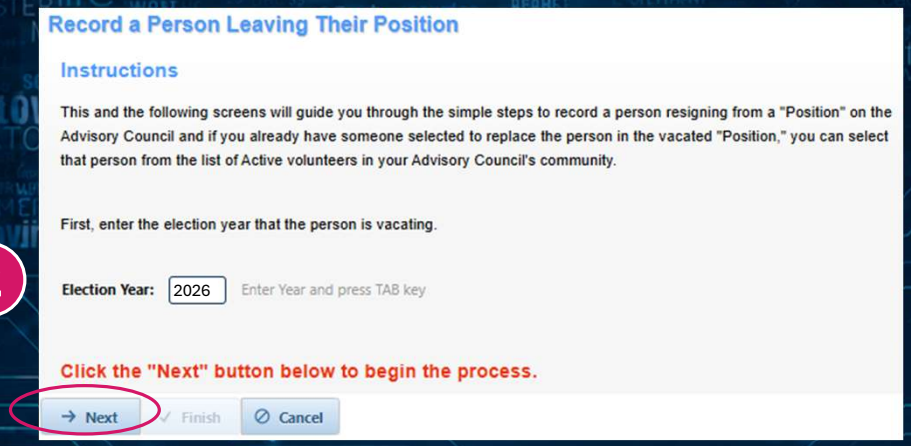
Maintenance: Replace Someone Who Resigns

1

2



- The wizard will guide you step-by-step
- Make sure you select the correct election year (e.g. 2026)
- Do not use this to enter your elections

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Maintenance: Replace Someone Who Resigns

3

Record a Person Leaving Their Position

Identify the Person Who Is Leaving a Position

Select the person that is resigning their position from the list of current Advisory Council members by "CLICKING" on their name in the following list.

Role #	Advisory Council Position	Elected Person
1.00	Advisory Council Chair	Eddie Peacemaker
2.00	Vice Chair	Doug Marchand
4.00	Secretary	Rich Crouch
5.00	KairosDonor Coord/Fin Secy	Dave Allred
6.00	Treasurer	Mike Stumbaugh
7.00	Institutional Laison	Tom Venhaus
8.00	Outreach/Recruiting Coordinator	John Sweeney
9.00	Fundraising/Sponsorship Coordinator	Charles Berry
10.00	Agape Coordinator	Randy Greenway
11.00	Clergy/Spiritual Director	Gary Redwine
12.00	Continuing Ministry Coordinator	Brandon Hirachata
13.00	Data Coordinator	Mike Springer
14.00	Communications Coordinator	Mark Conley
40.00	Vice Chair	Doug Marchand

First | Previous | More | Last

Enter the date that the position was vacated.

Date Vacated: 9/1/2026 ? Must enter a date

Click the "Next" button below for the next step.

Next | Finish | Cancel

Select Person/Role

Enter Date Vacated

Select

4

Record a Person Leaving Their Position

Do You Have a Person to Fill the Vacated Position?

Has the Advisory Council already selected a replacement person to fill the vacated position?
If so, you'll be able to select that person in the next step.

Replacement Selected: Yes | Not Yet

Click the "Next" button below for the next step.

Next | Finish | Cancel

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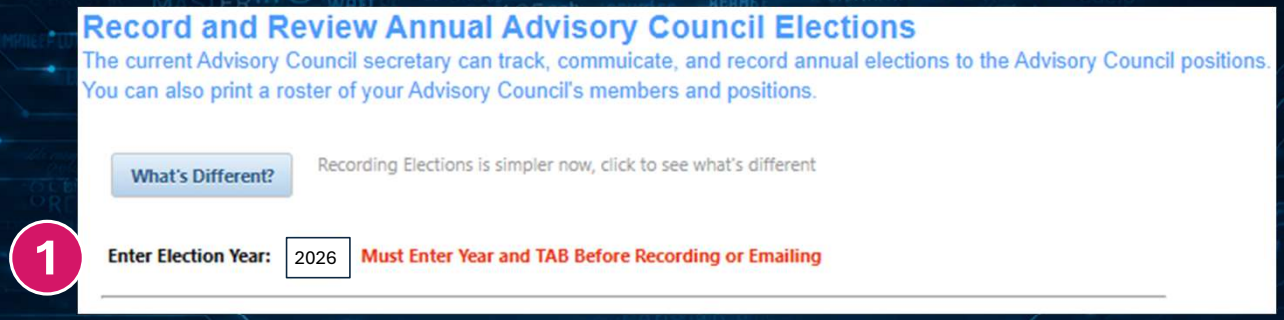
Maintenance: Providing Logins

1. Go to Organization tab>Elections>Advisory Council. From Election Management Screen select the correct election year
2. Under section 4 Notification of Elections select [Email Advisory Council Logins] button



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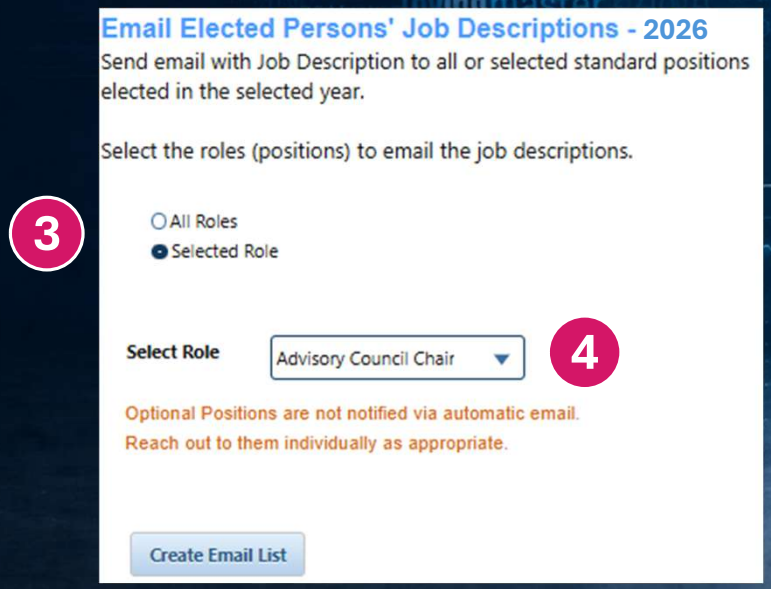
Maintenance: Providing Logins

3. Select notification to Single Role which brings up the select role dropdown
4. From the dropdown select the role of the person



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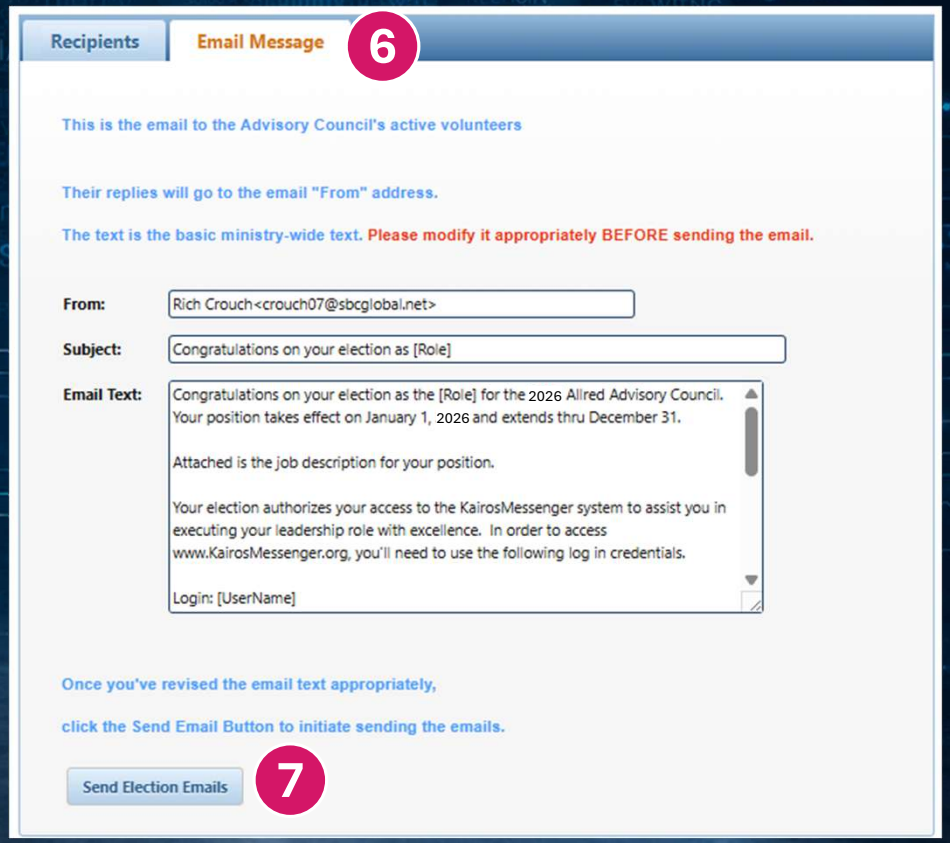
Maintenance: Providing Logins

5. System automatically creates recipient list (based on role) and the email message. Ensure email address is included
6. Switch to the email message tab
7. Send the email (no need to add information) it will include your name, role and Advisory Council in the signature



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Data Cleanup Process

- Ensure last Weekend's Leader report is uploaded

  KairosMessenger>Program>Weekends>Leader Reports
- "Active" status is 3 years (Must have done a Weekend or served in Continuing Ministry)
  - It is automatically calculated by KairosMessenger
  - Note: KairosMessenger only tracks Weekend History not Continuing Ministry at the Volunteer level
  - Secretary can't turn on/off the active status
  - Mark the Continuing Ministry in the volunteer record to be included in email lists (does not mark record as active)

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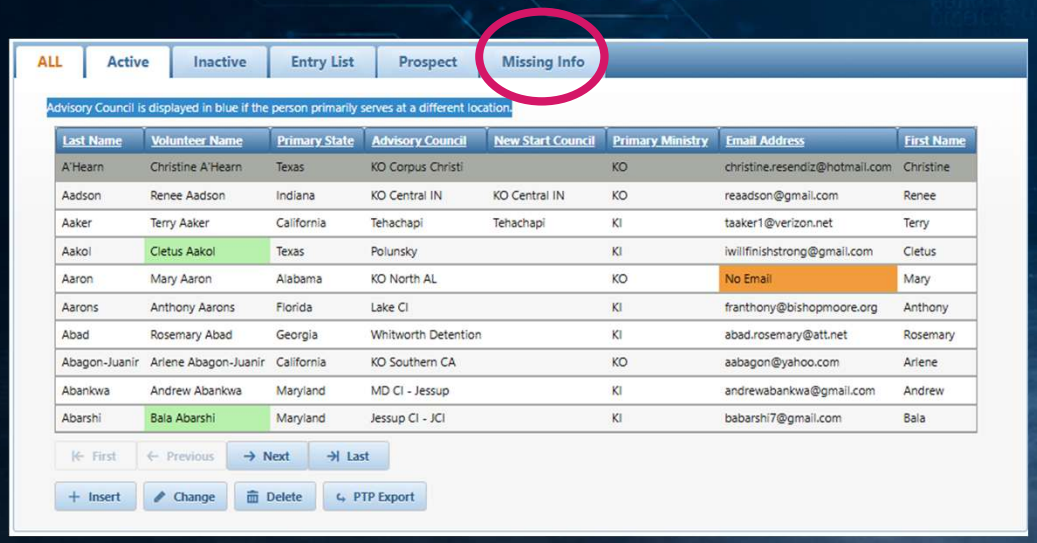
The Missing Info Report

- Use the “Missing Info” Report to organize a data clean up effort

  Volunteers>Volunteer List

  - Print the report and work it as a group
  - Only the Secretary and Data Coordinator can make changes in KairosMessenger to volunteer records



ALL | Active | Inactive | Entry List | Prospect | Missing Info

Advisory Council is displayed in blue if the person primarily serves at a different location.

Last Name	Volunteer Name	Primary State	Advisory Council	New Start Council	Primary Ministry	Email Address	First Name
A'Hearn	Christine A'Hearn	Texas	KO Corpus Christi		KO	christine.resendiz@hotmail.com	Christine
Aadson	Renee Aadson	Indiana	KO Central IN	KO Central IN	KO	reaadson@gmail.com	Renee
Aaker	Terry Aaker	California	Tehachapi	Tehachapi	KI	taaker1@verizon.net	Terry
Aakol	Cletus Aakol	Texas	Polunsky		KI	iwillfinishstrong@gmail.com	Cletus
Aaron	Mary Aaron	Alabama	KO North AL		KO	No Email	Mary
Aarons	Anthony Aarons	Florida	Lake CI		KI	franthony@bishopmoore.org	Anthony
Abad	Rosemary Abad	Georgia	Whitworth Detention		KI	abad.rosemary@att.net	Rosemary
Abagon-Juanir	Arlene Abagon-Juanir	California	KO Southern CA		KO	aabagon@yahoo.com	Arlene
Abankwa	Andrew Abankwa	Maryland	MD CI - Jessup		KI	andrewabankwa@gmail.com	Andrew
Abarshi	Bala Abarshi	Maryland	Jessup CI - JCI		KI	babarshi7@gmail.com	Bala

First | Previous | Next | Last

Insert | Change | Delete | PTP Export

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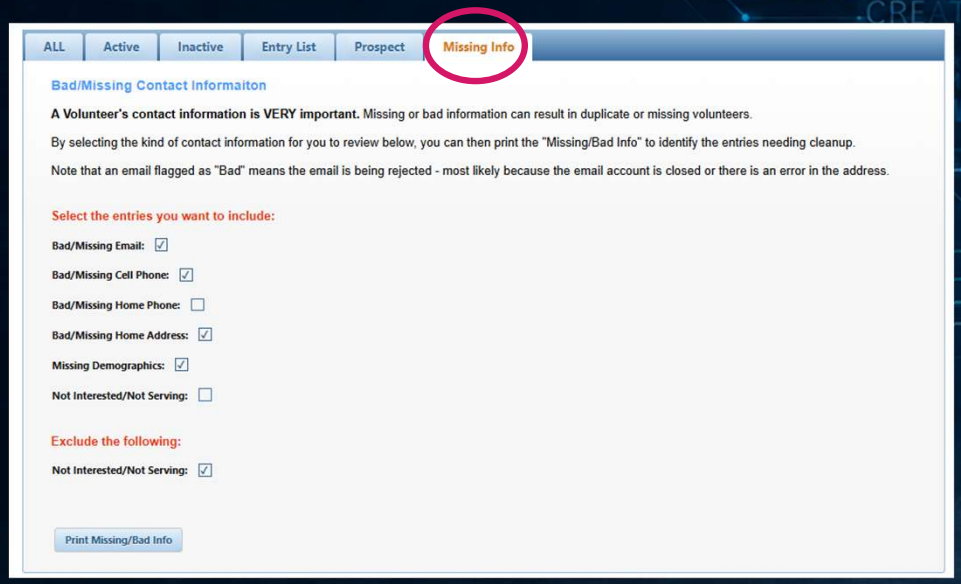
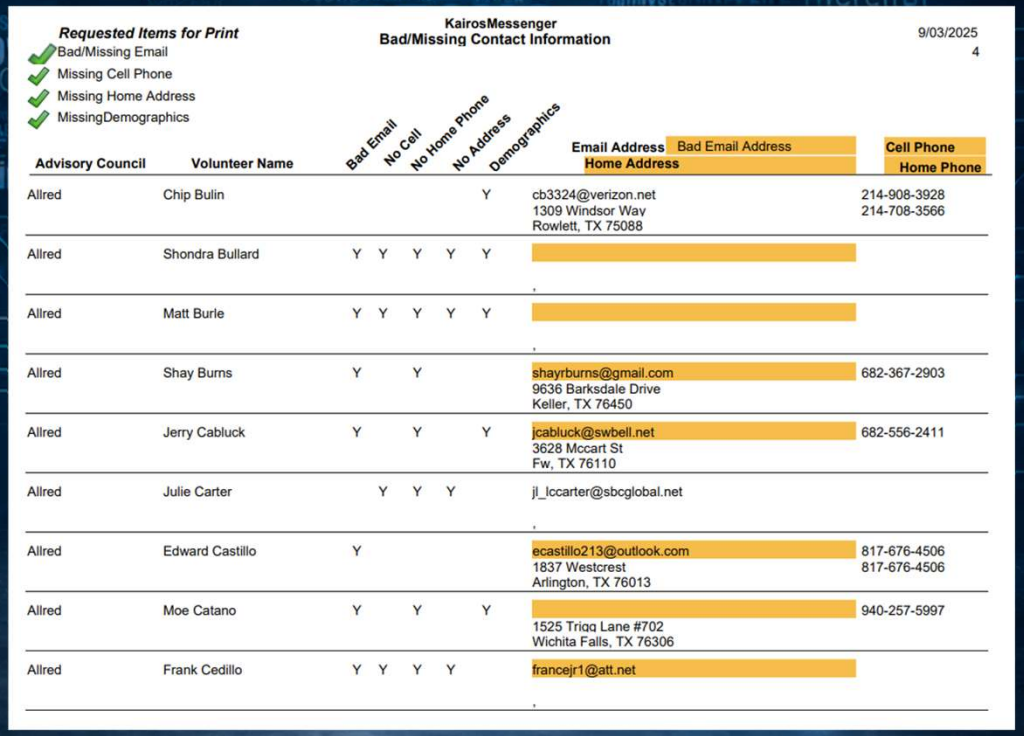
The Missing info Report





Requested Items for Print
- Bad/Missing Email
- Missing Cell Phone
- Missing Home Address
- MissingDemographics

KairosMessenger
Bad/Missing Contact Information

9/03/2025
4

Advisory Council	Volunteer Name	Bad Email	No Cell	No Home Phone	No Address	Demographics	Email Address / Bad Email Address / Home Address	Cell Phone / Home Phone
Allred	Chip Bulin					Y	cb3324@verizon.net 1309 Windsor Way Rowlett, TX 75088	214-908-3928 214-708-3566
Allred	Shondra Bullard	Y	Y	Y	Y	Y	,	
Allred	Matt Burle	Y	Y	Y	Y	Y	,	
Allred	Shay Burns	Y		Y			shayrburns@gmail.com 9636 Barksdale Drive Keller, TX 76450	682-367-2903
Allred	Jerry Cabluck	Y		Y		Y	jcabluck@swbell.net 3628 Mccart St Fw, TX 76110	682-556-2411
Allred	Julie Carter		Y	Y	Y		jl_lccarter@sbcglobal.net ,	
Allred	Edward Castillo	Y					ecastillo213@outlook.com 1837 Westcrest Arlington, TX 76013	817-676-4506 817-676-4506
Allred	Moe Catano	Y		Y		Y	1525 Trigg Lane #702 Wichita Falls, TX 76306	940-257-5997
Allred	Frank Cedillo	Y	Y	Y	Y		francejr1@att.net ,	

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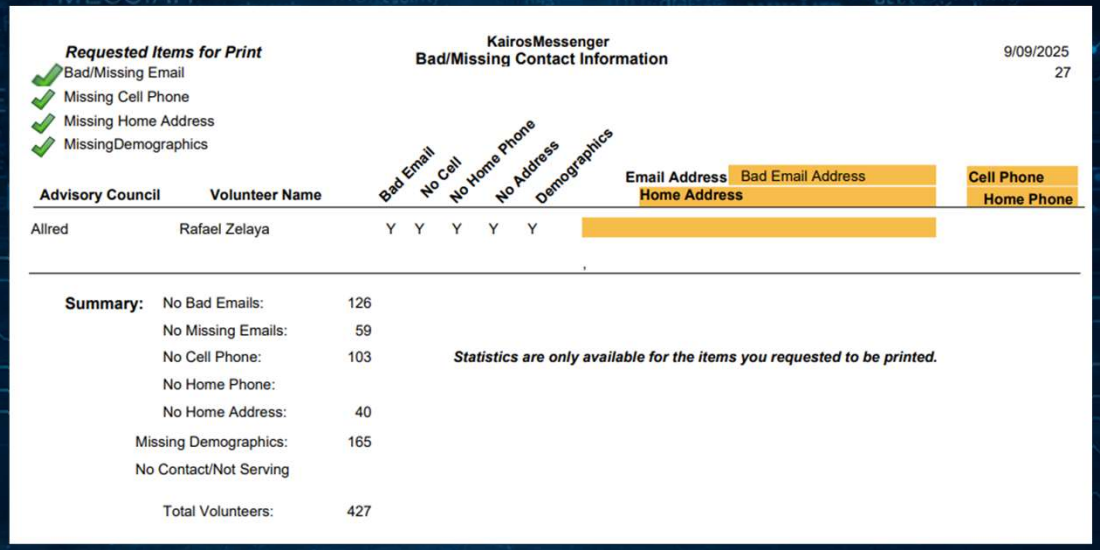
Data Cleanup Process

- There are 9 entries per page (# Pages X 9 = Number of records to fix)
- Give a few pages to recruits to contact and get updates
- Then Secretary or Data Coordinator updates in KairosMessenger



Requested Items for Print
- Bad/Missing Email
- Missing Cell Phone
- Missing Home Address
- MissingDemographics

KairosMessenger
Bad/Missing Contact Information

9/09/2025
27

Advisory Council	Volunteer Name	Bad Email	No Cell	No Home Phone	No Address	Demographics	Email Address / Home Address	Cell Phone / Home Phone
							Bad Email Address	
Allred	Rafael Zelaya	Y	Y	Y	Y	Y		

Summary:		
	No Bad Emails:	126
	No Missing Emails:	59
	No Cell Phone:	103
	No Home Phone:	
	No Home Address:	40
	Missing Demographics:	165
	No Contact/Not Serving	
	Total Volunteers:	427

Statistics are only available for the items you requested to be printed.

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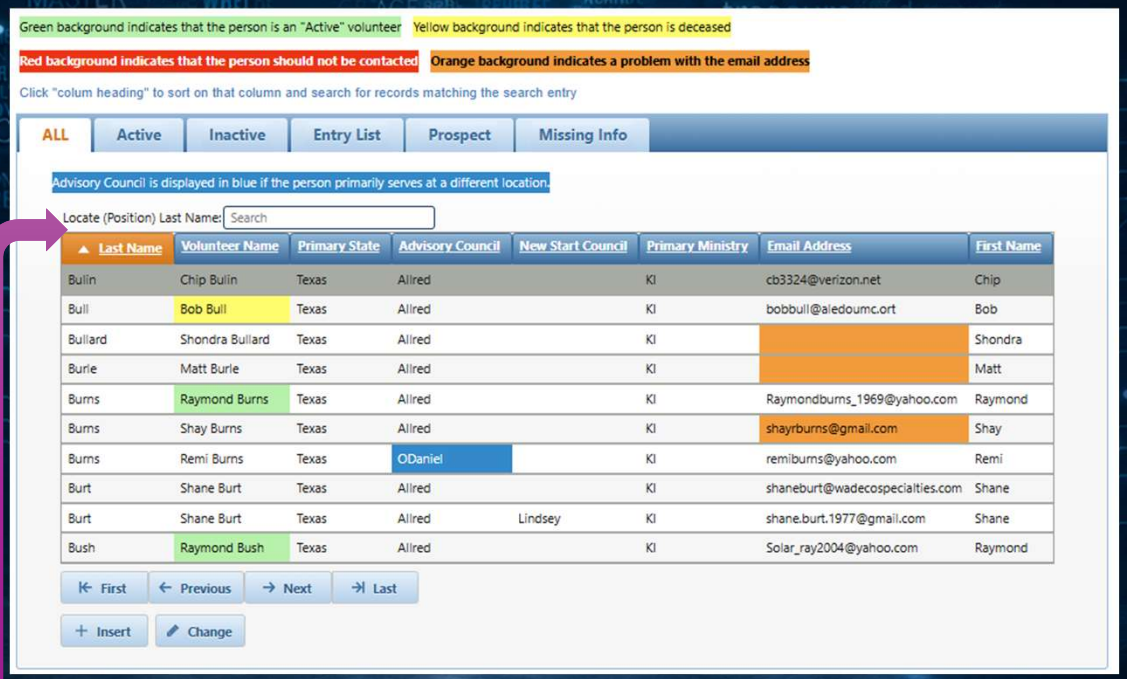
Updating Volunteer Records

- No person is allowed to enter false information or alter volunteer information with incorrect information or remove volunteer information from the system
- Do Not delete record information, (unless you are replacing it with updates) you may be deleting important history
- Double click row or select row and click [Change] button



Last Name	Volunteer Name	Primary State	Advisory Council	New Start Council	Primary Ministry	Email Address	First Name
Bulin	Chip Bulin	Texas	Allred		KI	cb3324@verizon.net	Chip
Bull	Bob Bull	Texas	Allred		KI	bobbull@aledoumc.ort	Bob
Bullard	Shondra Bullard	Texas	Allred		KI		Shondra
Burle	Matt Burle	Texas	Allred		KI		Matt
Burns	Raymond Burns	Texas	Allred		KI	Raymondburns_1969@yahoo.com	Raymond
Burns	Shay Burns	Texas	Allred		KI	shayrburns@gmail.com	Shay
Burns	Remi Burns	Texas	ODaniel		KI	remiburns@yahoo.com	Remi
Burt	Shane Burt	Texas	Allred		KI	shaneburt@wadecospecialties.com	Shane
Burt	Shane Burt	Texas	Allred	Lindsey	KI	shane.burt.1977@gmail.com	Shane
Bush	Raymond Bush	Texas	Allred		KI	Solar_ray2004@yahoo.com	Raymond

Click any column heading to sort

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Updating Volunteer Records

- Mark Not Serving if the person doesn't do Weekends anymore
- Uncheck "Bad" contact fields if you are updating them
- Multiple Tabs organize information
- Contact information is most important
- Demographic information needs to be completed in the Personal Tab

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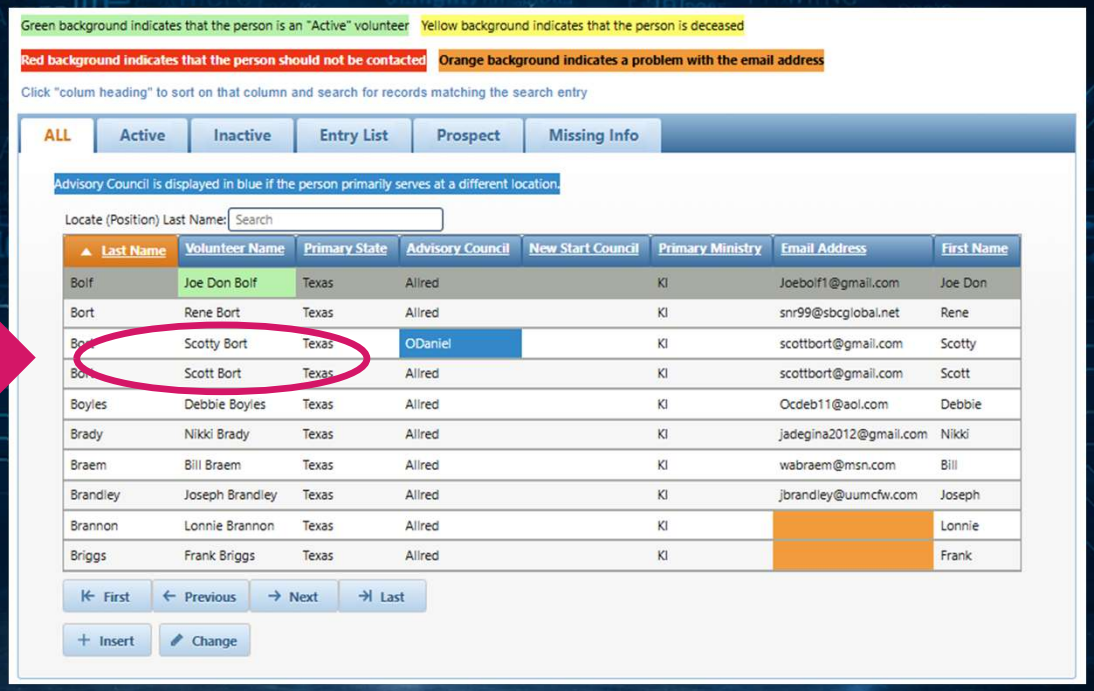
Duplicate Records

- Duplicate Records: Ensure all the contact information matches
- We run a monthly merge program



Green background indicates that the person is an "Active" volunteer | Yellow background indicates that the person is deceased

Red background indicates that the person should not be contacted | Orange background indicates a problem with the email address

Click "colum heading" to sort on that column and search for records matching the search entry

ALL | Active | Inactive | Entry List | Prospect | Missing Info

Advisory Council is displayed in blue if the person primarily serves at a different location.

Locate (Position) Last Name: Search

Last Name	Volunteer Name	Primary State	Advisory Council	New Start Council	Primary Ministry	Email Address	First Name
Bolf	Joe Don Bolf	Texas	Allred		KI	Joebolf1@gmail.com	Joe Don
Bort	Rene Bort	Texas	Allred		KI	snr99@sbcglobal.net	Rene
Bo	Scotty Bort	Texas	ODaniel		KI	scottbort@gmail.com	Scotty
Bo	Scott Bort	Texas	Allred		KI	scottbort@gmail.com	Scott
Boyles	Debbie Boyles	Texas	Allred		KI	Ocdeb11@aol.com	Debbie
Brady	Nikki Brady	Texas	Allred		KI	jadegina2012@gmail.com	Nikki
Braem	Bill Braem	Texas	Allred		KI	wabraem@msn.com	Bill
Brandley	Joseph Brandley	Texas	Allred		KI	jbrandley@uumcfw.com	Joseph
Brannon	Lonnie Brannon	Texas	Allred		KI		Lonnie
Briggs	Frank Briggs	Texas	Allred		KI		Frank

First | Previous | Next | Last

Insert | Change

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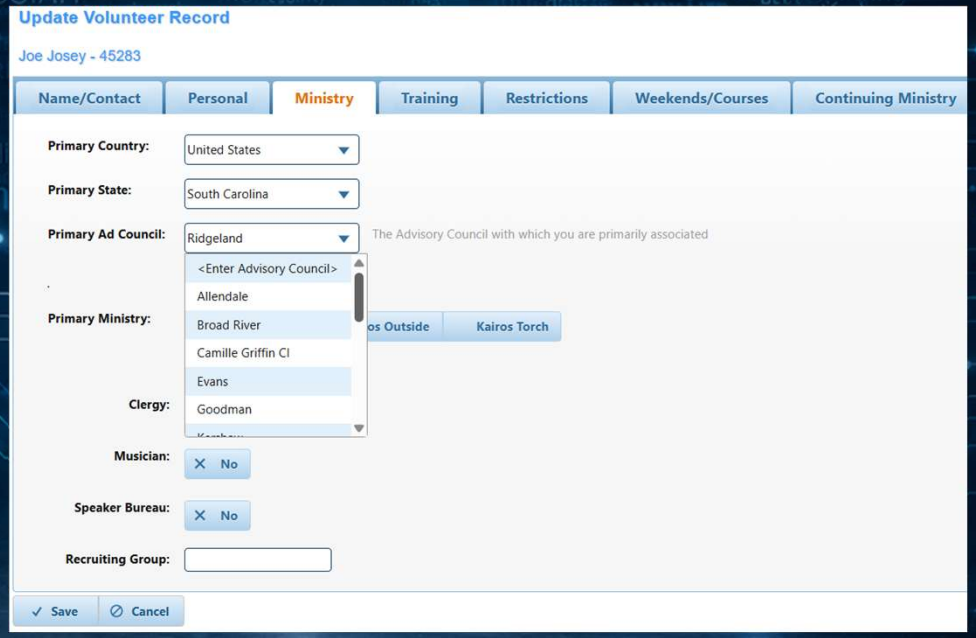
Wrong Advisory Council

- If you see a record of a person who does not serve in your Advisory Council change it in the Ministry Tab
- Check the Courses/Weekends tab to see where they serve
- You can move them to the correct one within the state
- Do not use this to move people who are serving on your Weekends



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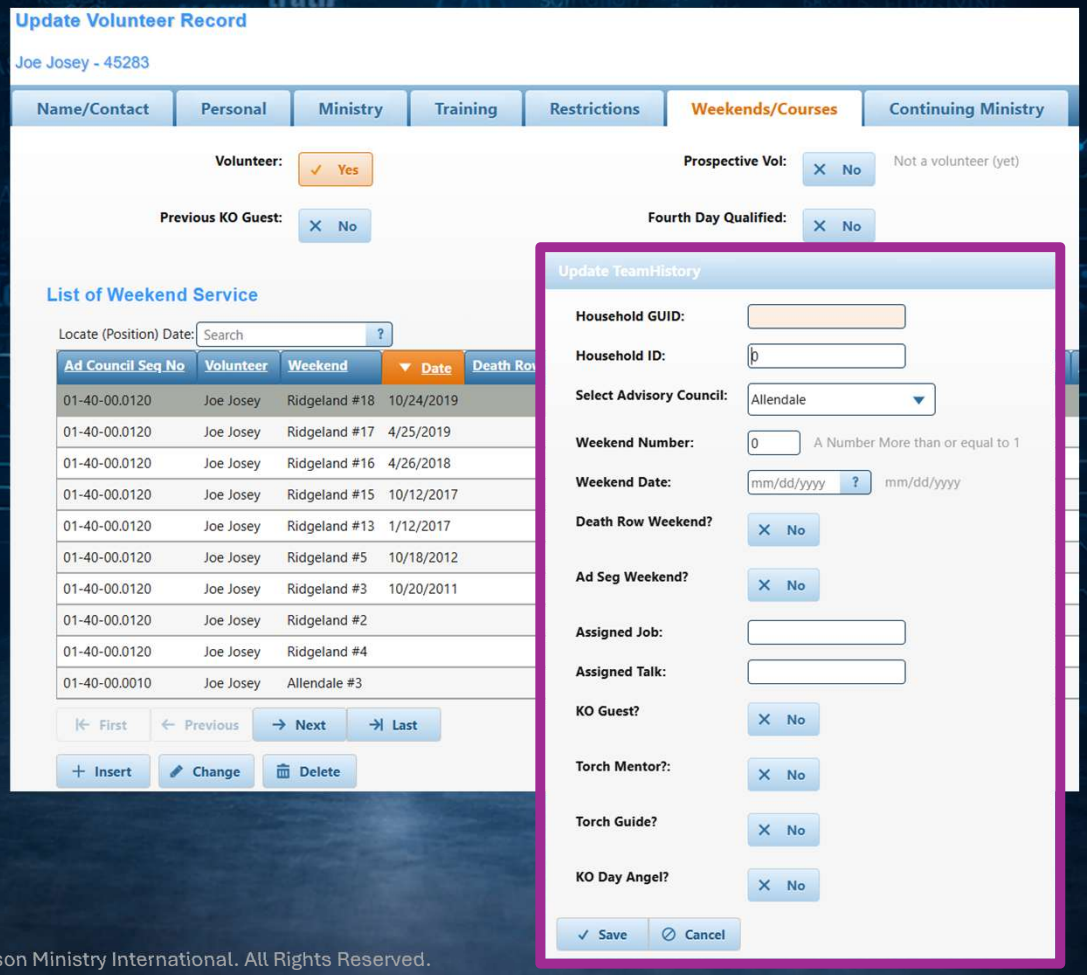
Fix Volunteer Service History

- Review the Leader report if you see the person has served on a Weekend that is not listed, you can add it
- Choose the [Insert] button and complete the information
- Leave Household ID blank
- Select Advisory Council
- Enter Weekend number and date
- Enter Assigned Job and Assigned Talks



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Questions

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