

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, niece 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

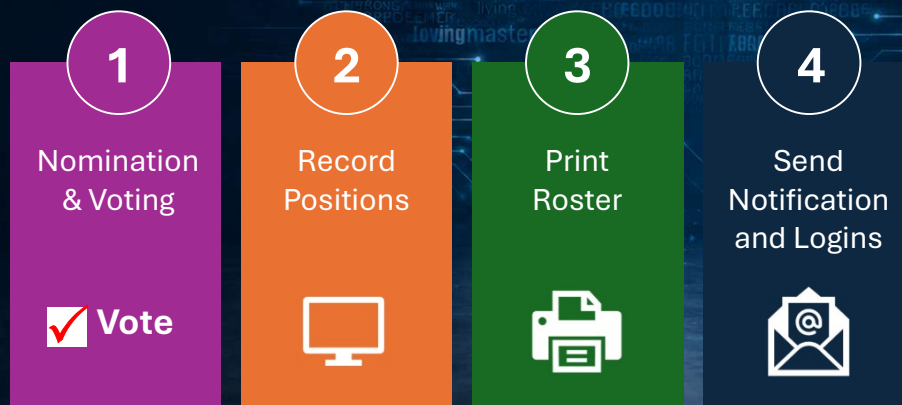
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4 Step Election Process

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.



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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, communicate, 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: 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 person 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](#)

to 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 pop-up blocker

Record and Review Annual Advisory Council Elections

The current Advisory Council secretary can track, communicate, 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

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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

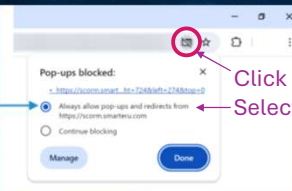
[Email Nomination Request](#)

[Email Election Vote](#)

Select Report Option

☒ Current Eligibility ☐ Total History

[Print Election History](#)



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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

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 Liaison		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

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 Liaison		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
Earl Quay	Institutional Liaison		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'Can	Continuing Ministry Coordinator		2025

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'Can	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 Cragg	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 Hopkins	Data Coordinator		2024
	Fundraising/Sponsorship Coordi		2025 2026
Term Expires 12/31/2028		Total Consecutive Years:	1
Eligible for Re-election? Yes		Total Years on Advisory Council:	1
Roger Nurn	Institutional Liaison	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	
	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

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Request Nominations

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

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

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Request Nominations

Advisory Council Election Emailing - 2027
Request Nominations for 2027

[Click here for tutorial on Election Emailing](#)

The "Recipients" tab lists the persons to receive an email.
The "Email Message" tab contains the email text and the button to initiate the sending of the emails.

Recipients **Email Message**

#	Active Volunteer	Advisory Council	Role	Email Address
1	Bill Bremer	Attendee		wbremer2@gmail.com
18	Bob Bird	Attendee		rbird43@gmail.com
2	Bobbie Lutz	Attendee		blutz777@gmail.com
3	Charles Carlson	Attendee		svs42@gmail.com
4	Charlie Gray	Attendee		cgray3@gmail.com
5	Damon Dash	Attendee		dashmar3000@yahoo.com
23	Dan Thompson	Attendee		DTS42131@gmail.com
16	Earl Quay	Attendee		earlq@gmail.com
6	Gary Janelle	Attendee		gjanelle@gmail.com
7	Gary Jeffords	Attendee		Rounding@aol.com

First Previous Next Last

Insert Change Delete

Close

- 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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Recipients **Email Message**

This is the email to the Advisory Council's active volunteers asking them to send their nominations for the upcoming Advisory Council election.

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 nominations for the Demo - KJ Advisory Council

Email Text:

The 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 in 2027.

There are seats up for election, so would you please reply back with your recommendations for nominees, including yourself, to fill these seats? Please ask about their willingness to serve and reply with their nomination. Please provide their contact information. The blank slots need nominations.

1-Person Name
2-Person Name
3-Person Name
4-Person Name
5-Person Name

Please reply back to this email with your nominees by (cutoff date).

Thank you,
Andy Perry
Secretary

Email responses come back to your email

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 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

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](#)

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Request for Votes

- Automatic email list creation of active members

Advisory Council Election Emailing - 2027
Request Nominations for 2027

[Click here for tutorial on Election Emailings](#)

The "Recipients" tab lists the persons to receive an email.
The "Email Message" tab contains the email text and the button to initiate the sending of the emails.

Recipients | **Email Message**

#	Active Volunteer	Advisory Comm	Role	Email Address
1	Bill Steiner	Allendale		was1her2@gmail.com
18	Bob Bird	Allendale		rbird38@gmail.com
2	Bobbie Lou Hunter	Allendale		blhunter777@gmail.com
3	Charles Carlson	Allendale		scv842@gmail.com
4	Charlie Gray	Allendale		cmgray3@gmail.com
5	Damon Dash	Allendale		dashman32000@yahoo.com
23	Dan Thompson	Allendale		DIT54321@hotmail.com
16	Earl Quay	Allendale		earlq@gmail.com
6	Gary Janelle	Allendale		gjanelle@gmail.com
7	Gary Jeffords	Allendale		founderg@aol.com

First Previous Next Last

+ Insert Change Delete

Close

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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:

Subject:

Email Text:

We have accumulated the nominees recommended by the active volunteers, and are now soliciting your vote for your preferred (1) 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 (1) nominees for which you choose to vote. All the returned votes will be tallied and the top (1) 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 Email

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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]
6. [REDACTED] (i)
7. [REDACTED]
8. [REDACTED] (i)
9. [REDACTED] (i)

(i) = Incumbent

The nominees are (in alphabetical order):

1. [REDACTED] (extend term for 3 years)
2. [REDACTED]
3. [REDACTED]
4. [REDACTED]

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

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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

Record and Review Annual Advisory Council Elections
The current Advisory Council secretary can track, communicate, 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: **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

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.

Allendale Advisory Council Positions - 2027



This is a listing of the Advisory Council standard positions.
Green highlighted Role is a Required position.

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						

+ Add Optional Role Record Person's Election

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Record Elections

Update Advisory Council Elected Positions

This Role:

Elected Person: Click the ? button to get a list of volunteers

Agreement Date: Date of the signing of the Annual Agreement

Password: Password automatically created after you SAVE the record

✓ Save Cancel

- 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

Select Elected Person
Click the "Checkmark" button to select the person.
You can search for a name by clicking the "Name" column heading

Locate (Position) Name: Search Clear

Volunteer ID	Name	Select
27,279	Beth Roelien	✓
27,280	Beverly Babo	✓
27,281	Bill Asmp	✓
27,282	Bill Steiner	✓
27,361	Bill Shelton	✓
27,284	Bill Van Houten	✓
68,820	Bob Bird	✓
27,287	Bob Grando	✓
27,288	Bob Hedrich	✓
27,289	Bobbie Lou Hunter	✓
27,290	Charles Carlson	✓
27,291	Charlie Gray	✓
27,292	Charlotte Taylor	✓
116,497	Chris Bond	✓
116,352	Clifford Lewis	✓
27,294	Damon Dash	✓
27,295	Dan Cavasco	✓
68,565	Dan Thompson	✓
27,296	Dave Hoffman	✓
27,300	David Janaro	✓

First Random Next Last

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Record Elections – Optional Roles

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

WARNING!

You have asked to add a non-standard role. While you can do that, be aware that **ONLY** persons elected to a "Standard" role will have authorization to access KairosMessenger

Do you want to continue to ADD a Non-Standard role?

Remember, no optional roles have access to KairosMessenger.

This Role: Enter a Custom Role, OR:

Optional Role: Select a "standard" Optional Role

Elected Person: ? button to get a list of volunteers

Agreement Date: the signing of the Annual Agreement

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Print Roster

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

5. Advisory Council Roster

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

Click to print Roster of Advisory Council

Selected Year: **1**

Print History of Elections

2 List of Roles and Elected Persons

State Chapter Committee

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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

** Appointed to a partial term		9/03/2025	
Year	Role	Elected Person 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 Liaison	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

4. Notification of Elections

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

1

Email Election Results to Volunteers

Email Advisory Council Logins

Also includes Current Job Description

2

#	Active Volunteer	Advisory Council	Role	Email Address
81	Adriana Serrano	Allred		MASCCONE@gmail.com
82	Alvaro Silva	Allred		alvarosilva@verizon.net
72	Amado Tamez	Allred		Amadotamez@gmail.com
56	Amy Walker	Allred		AJWALKER1996@gmail.com
63	Angelica Deagiero	Allred		deagiero@hotmail.com
2	Anita Hurst	Allred		ahurst157@gmail.com
109	Armando Perez	ODaniel		bunningonesw@gmail.com
31	Aruna Nathu	Allred		asr034@yahoo.com
51	Ashley Christ	Allred		ashley.wesley3051@gmail.com
3	Ava Pearson-Hanford	Allred		syperie@gmail.com

3

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: Announcing the new Kairos 2027 Allred Advisory Council Positions

Email Text:

We're glad to announce the 2027 office holders of the Allred Advisory Council:

Eddie Peacemaker - Advisory Council Chair - 71edsel@gmail.com
 Doug Marchand - Vice Chair - doug99@live.com
 Rich Crouch - Secretary - crouch07@sbcglobal.net
 Dave Allred - KairosDonor Coord/Fin Secy - dave.allred@reagan.com
 Mike Stumbaugh - Treasurer - mstumbaugh@sbcglobal.net
 Tom Venhaus - Institutional Liaison - tomvenhaus66@yahoo.com
 John Sweeney - Outreach/Recruiting Coordinator - jsweeney71101@hotmail.com
 Charles Berry - Fundraising/Sponsorship Coordinator - tony655@aol.com

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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Email Logins

4. Notification of Elections

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

1 [Email Election Results to Volunteers](#) [Email Advisory Council Logins](#) Also includes Current Job Description

2 **Email Elected Persons' Job Descriptions - 2027**
Send email with Job Description to all or selected standard positions elected in the selected year.

Select the roles (positions) to email the job descriptions.

☒ All Roles
☐ Selected Role

3 [Create Email List](#)

Optional Positions are not notified via automatic email.
Reach out to them individually as appropriate.

Annotations:
All roles = (everyone)
Selected Role = (one person)
(dropdown list appears)

- 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 Volunteers	Advisory Council	Role	Email Address
11	Brandon Hirschata	Alired	Continuing Ministry Coordinator	brandon.hirschata@
8	Charles Berry	Alired	Fundraising/Sponsor Coordinator	tony655@aol.com
4	Dave Alired	Alired	KairosDonor Coordinator/Jay	dave.alired@reagan
2	Doug Marchand	Alired	Vice Chair	
1	Eddie Peacemaker	Alired	Advisory Council Chair	71teda@gmail.com
10	Gary Redwine	Alired	Clergy/Spiritual Director	gredwine@yahoo.c
7	John Sweeney	Alired	Outreach/Recruiting Coordinator	jsweeney71101@n
13	Mark Conley	Alired	Communications Coordinator	markconley59@n
12	Mike Springer	Alired	Data Coordinator	springmry@unco
5	Mike Stumbaugh	Alired	Treasurer	mstumbaugh@kai

W- 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@sbglobal.net>

Subject: Congratulations on your election as [Role]

Email Text:

Congratulations on your election as the [Role] for the 2027 Alired Advisory Council. Your position takes effect on January 1, 2027 and 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 **3. Record Person Resigning/Leaving**
[Replace a person during their year instructions.](#)
 Replace a Person If someone resigns during their year

2 **Record a Person Leaving Their Position**
Instructions
 This and the following screens will guide you through the simple steps to record a person resigning from a "Position" on the Advisory Council and if you already have someone selected to replace the person in the vacated "Position," you can select that person from the list of Active volunteers in your Advisory Council's community.
 First, enter the election year that the person is vacating.
 Election Year: Enter Year and press TAB key
 Click the "Next" button below to begin the process.

- 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	Ron Crouch
5.00	KairosDonor Coord/Fin Secy	Dave Alford
6.00	Treasurer	Mike Stumbaugh
7.00	Institutional Liaison	Tom Vermaus
8.00	Outreach/Recruiting Coordinator	John Sweeney
9.00	Fundraising/Sponsorship Coordinator	Charles Berry
10.00	Apex Coordinator	Randy Greenway
11.00	Clergy/Spiritual Director	Gary Redwine
12.00	Continuing Ministry Coordinator	Brandon Hrachala
13.00	Data Coordinator	Mike Springer
14.00	Communications Coordinator	Mark Conley
40.00	Vice Chair	Doug Marchand

1st First 4th Previous

Enter the date that the position was vacated.
 Date Vacated: Must enter a date.

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

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

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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

Record and Review Annual Advisory Council Elections

The current Advisory Council secretary can track, communicate, 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.

1

Enter Election Year: **Must Enter Year and TAB Before Recording or Emailing**

4. Notification of Elections

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

Email Election Results to Volunteers

2

Email Advisory Council Logins Also includes Current Job Description

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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

Email Elected Persons' Job Descriptions - 2026

Send email with Job Description to all or selected standard positions elected in the selected year.

Select the roles (positions) to email the job descriptions.

☐ All Roles
☒ Selected Role

Select Role

Advisory Council Chair

4

Optional Positions are not notified via automatic email.
Reach out to them individually as appropriate.

Create Email List

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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

5

#	Active Volunteer	Advisory Council	Role	Email Address
1	Eddie Peacemaker	Allied	Advisory Council Chair	71edse@gmail.co

+ Insert Change Delete

Click here to Change the highlighted record

6

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 2026 Allied Advisory Council. Your position takes effect on January 1, 2026 and 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 7

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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

Lead Name	Volunteer Name	Primary State	Advisory Council	New Start Council	Primary Ministry	Email Address	First Name
A'Hearn	Christine A'Hearn	Texas	KD Central	Christ	KD	christine.ahearn@gmail.com	Christine
Adson	Renee Adson	Indiana	KD Central	IN	KD	readson@gmail.com	Renee
Asker	Terry Asker	California	Tehachapi	Tehachapi	KD	asker1@verizon.net	Terry
Asker	Cetus Asker	Texas	Polunsky		KD	asker1@verizon.net	Cetus
Asker	Mary Asker	Alabama	KD North	AL	KD	No Email	Mary
Asker	Anthony Asker	Florida	Lake O		KD	anthony@bushdunmore.org	Anthony
Asker	Rosemary Asker	Georgia	Whitworth	Detention	KD	asker.rosemary@gmail.com	Rosemary
Asker	Arlene Asker	California	KD Southern	CA	KD	asker@bushdunmore.org	Arlene
Asker	Andrew Asker	Maryland	MD CI - Jessup		KD	andrewasker@gmail.com	Andrew
Asker	Bela Asker	Maryland	Jessup CI - KD		KD	asker1@verizon.net	Bela

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The Missing info Report

Bad/Missing Contact Information

A Volunteer's contact information is VERY important. Missing or bad information can result in duplicate or missing volunteers. By selecting the kind of contact information for you to review below, you can then print the "Missing/Bad Info" to identify the entries needing cleanup. Note that an email flagged as "Bad" means the email is being rejected - most likely because the email account is closed or there is an error in the address.

Select the entries you want to include:

Bad/Missing Email: ☐

Bad/Missing Cell Phone: ☐

Bad/Missing Home Address: ☐

Missing Demographics: ☐

Not Interested/Not Serving: ☐

Exclude the following:

Not Interested/Not Serving: ☐

Print Missing/Bad Info

Advisory Council	Volunteer Name	Bad Email	No Cell	No Home	No Address	Demographics	Email Address	Bad Email Address	Cell Phone
Alfred	Chip Bull						cb3324@verizon.net		214-908-3928
Alfred	Shondra Bullard	Y	Y	Y	Y	Y	1309 Windsor Way		214-705-3566
Alfred	Matt Burle	Y	Y	Y	Y	Y			
Alfred	Shay Burns	Y	Y				shayburns@gmail.com		682-367-2903
Alfred	Jerry Cabluck	Y	Y	Y			cabluck@swbell.net		682-556-2411
Alfred	Julie Carter		Y	Y	Y		j_lcarter@abglobal.net		
Alfred	Edward Castillo	Y					ecastillo13@outlook.com		817-676-4006
Alfred	Moe Catano	Y	Y	Y			1525 Tripp Lane #702		940-257-5997
Alfred	Frank Cedillo	Y	Y	Y	Y		franco1@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

KairosMessenger 9/09/2025 27

Requested Items for Print

- ✓ Bad/Missing Email
- ✓ Missing Cell Phone
- ✓ Missing Home Address
- ✓ Missing Demographics

Bad/Missing Contact Information

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

Summary:

No Bad Emails:	126
No Missing Emails:	59
No Cell Phone:	103
No Home Phone:	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

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 "column 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:

Last Name	Volunteer Name	Primary State	Advisory Council	New Start Council	Primary Ministry	Email Address	First Name
Bullin	Chip Bullin	Texas	Alfred	KI		cb3324@verizon.net	Chip
Bull	Bob Bull	Texas	Alfred	KI		bobbull@seadomcort	Bob
Bulard	Shondra Bulard	Texas	Alfred	KI			Shondra
Burke	Matt Burke	Texas	Alfred	KI			Matt
Burns	Raymond Burns	Texas	Alfred	KI		Raymondburns_1969@yahoo.com	Raymond
Burns	Shay Burns	Texas	Alfred	KI		shayburns@gmail.com	Shay
Burns	Remi Burns	Texas	O'Daniel	KI		remiburns@yahoo.com	Remi
Burt	Shane Burt	Texas	Alfred	KI		shaneburt@vadeospecialties.com	Shane
Burt	Shane Burt	Texas	Alfred	Lindsey	KI	shaneburt.1977@gmail.com	Shane
Bush	Raymond Bush	Texas	Alfred	KI		Solar_ray2004@yahoo.com	Raymond

First Previous Next Last

+ Insert Change

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

Update Volunteer Record

Robin Banks - 91924

Gender: Male ☐ Female ☐ Unknown ☐

Ministry:

Continuing Ministry: ☐

Personal

Last Name:

First Name:

Suffix:

Salutation:

Not Serving: ☒ This person is no longer serving.

Comments:

Address 1: Bad Home Address: ☐

Address 2:

City: State: Zip:

Cell Phone: Bad Cell Phone #: ☐

Home Phone: Bad Home Phone #: ☐

Email: Bad Email Address: ☒

Save Cancel

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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 "column 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

Last Name	Volunteer Name	Primary State	Advisory Council	New Start Council	Primary Ministry	Email Address	First Name
Bolt	Joe Don Bolt	Texas	Allred	KI	JoeBolt1@gmail.com	Joe Don	
Bort	Rene Bort	Texas	Allred	KI	snr99@vbcglobal.net	Rene	
Bort	Scotty Bort	Texas	Allred	KI	scottbort@gmail.com	Scotty	
Bort	Scott Bort	Texas	Allred	KI	scottbort@gmail.com	Scott	
Boyes	Debbie Boyes	Texas	Allred	KI	Ocde11@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@uwmchf.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

Update Volunteer Record
Joe Josey - 45283

Primary Country: United States
Primary State: South Carolina
Primary Ad Council: Ridgeland
Primary Ministry: Broad River
Clergy: Goodman
Musician: ☒ No
Speaker Bureau: ☒ No
Recruiting Group:

Save Cancel

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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

Update Volunteer Record
Joe Josey - 45283

Volunteer: ☒ Yes
Prospective Vol: ☒ No
Previous KO Guest: ☒ No
Fourth Day Qualified: ☒ No

List of Weekend Service

Ad Council	Ses. No.	Volunteer	Weekend	Date	Death Row
01-40-00.0120		Joe Josey	Ridgeland #18	10/24/2019	
01-40-00.0120		Joe Josey	Ridgeland #17	4/25/2019	
01-40-00.0120		Joe Josey	Ridgeland #16	4/26/2018	
01-40-00.0120		Joe Josey	Ridgeland #15	10/12/2017	
01-40-00.0120		Joe Josey	Ridgeland #13	1/12/2017	
01-40-00.0120		Joe Josey	Ridgeland #5	10/18/2012	
01-40-00.0120		Joe Josey	Ridgeland #3	10/20/2011	
01-40-00.0120		Joe Josey	Ridgeland #2		
01-40-00.0120		Joe Josey	Ridgeland #4		
01-40-00.010		Joe Josey	Allendale #3		

Upcoming Team History

Household GUID:
Household ID:
Select Advisory Council: Allendale
Weekend Number: (A Number More than or equal to 1)
Weekend Date: mm/dd/yyyy
Death Row Weekend? ☒ No
Ad Seg Weekend? ☒ No
Assigned Job:
Assigned Talk:
KO Guest? ☒ No
Torch Mentor? ☒ No
Torch Guide? ☒ No
KO Day Angel? ☒ No

Save Cancel

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