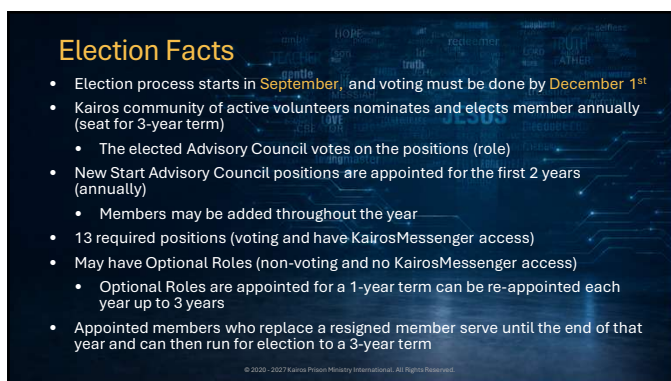




1



2



3

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

© 2020 - 2027 Kairos Prison Ministry International. All Rights Reserved.

4

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

© 2020 - 2027 Kairos Prison Ministry International. All Rights Reserved.

5

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

© 2020 - 2027 Kairos Prison Ministry International. All Rights Reserved.

6

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

© 2020 - 2027 Kairos Prison Ministry International. All Rights Reserved.

7

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

© 2020 - 2027 Kairos Prison Ministry International. All Rights Reserved.

8

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

© 2020 - 2027 Kairos Prison Ministry International. All Rights Reserved.

9

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

© 2020 - 2027 Kairos Prison Ministry International. All Rights Reserved.

10

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

© 2020 - 2027 Kairos Prison Ministry International. All Rights Reserved.

11

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

© 2020 - 2027 Kairos Prison Ministry International. All Rights Reserved.

12

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

© 2020 - 2027 Kairos Prison Ministry International. All Rights Reserved.

13

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

© 2020 - 2027 Kairos Prison Ministry International. All Rights Reserved.

14

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

© 2020 - 2027 Kairos Prison Ministry International. All Rights Reserved.

15

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:
 - Upon refusal or repeated failure to perform the duties of their position
 - 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

© 2020 - 2027 Kairos Prison Ministry International. All Rights Reserved.

16

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

© 2020 - 2027 Kairos Prison Ministry International. All Rights Reserved.

17

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.



© 2020 - 2027 Kairos Prison Ministry International. All Rights Reserved.

18

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 report of your Advisory Council's members and positions.

1. Record Person Resigning/Leaving

Resign a person from their role on elections.

2. Notification of Elections

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

3. Record Person Resigning/Leaving

Resign a person from their role on elections.

4. Notification of Elections

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

5. Advisory Council Report

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

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

ELECTION & MAINTENANCE
Send username and password

19

Election Eligibility Report

- Enter the Election Year (2027)
- Select the [Print Election History] button
- On the next screen select [Current Eligibility]
- Click [Print Election History] button

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

20

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

21

22

23

24

25

[illegible]

26

27

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

© 2020 - 2027 Kairos Prison Ministry International. All Rights Reserved.

31

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)

© 2020 - 2027 Kairos Prison Ministry International. All Rights Reserved.

32

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)

© 2020 - 2027 Kairos Prison Ministry International. All Rights Reserved.

33

Record Election

Must enter year for button to be available

© 2020 - 2027 Kairoa Prison Ministry International. All Rights Reserved.

34

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.

© 2020 - 2027 Kairoa Prison Ministry International. All Rights Reserved.

35

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

© 2020 - 2027 Kairoa Prison Ministry International. All Rights Reserved.

36

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 permission to access KairosMessenger.

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

Remember, no optional roles have access to KairosMessenger.

This Role:

Optional Role:

Weekend Leader

Elected Person:

Agreement Date:

Support Team Coordinator

© 2020 - 2027 Kairos Prison Ministry International. All Rights Reserved.

37

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:

Selected Year: 1

2

© 2020 - 2027 Kairos Prison Ministry International. All Rights Reserved.

38

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

Year	Role	Elected Person	Email Address	Cell Email Address	Phone
2025	Advisory Council Chair	Eddie Peacemaker	71edw@gmail.com		940-631-8805
2025	Vice Chair	Doug Marchand	doug@live.com		940-782-6276
2025	Secretary	Rich Crouch	crouch07@anglobal.net		817-688-3098
2025	KairosDonor Coord/Fin Secy	Dave Alred	dave.alred@reagan.com		817-480-2178
2025	Treasurer	Mike Stumbaugh	mstumbaugh@anglobal.net		817-247-5403
2025	Institutional Liaison	Tom Venhaus	tomvenhaus@jhuhs.com		940-923-7641

© 2020 - 2027 Kairos Prison Ministry International. All Rights Reserved.

39

Maintenance: Replace Someone Who Resigns

- Record Person Resigning/Leaving
Click the 'Replace a Person' button if someone resigns during their year.
- 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" in 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 roles (members) in your Advisory Council's context.
First, enter the election year that the person is leaving.
Election Year: (You may choose 2026 only)
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

© 2020 - 2027 Kairoa Prison Ministry International. All Rights Reserved.

43

Maintenance: Replace Someone Who Resigns

- Record a Person Leaving Their Position
Identify the Person Who is Leaving a Position
Search the person who is resigning for position from that of current Advisory Council members in "SELECTED" or their name in the following list:
- 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.
Click the "Next" button below for the next step.

Select Person/Role

Enter Date Vacated

© 2020 - 2027 Kairoa Prison Ministry International. All Rights Reserved.

44

Maintenance: Providing Logins

- Go to Organization tab>Elections>Advisory Council. From Election Management Screen select the correct election year
- 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.

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 Members

Email Advisory Council Logins

© 2020 - 2027 Kairoa Prison Ministry International. All Rights Reserved.

45

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

3

4

46

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

6

7

47

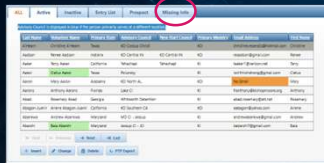
Data Cleanup Process

- 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**)

48

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



49

The Missing info Report

50

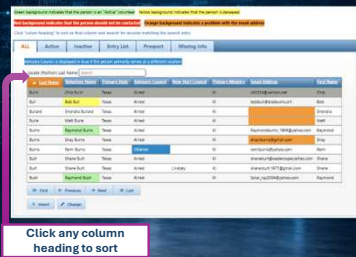
Data Cleanup Process

- 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									
Build/Verify Contact Information									
Requested Items for Print									
☒	Missing Email								
☒	Missing Cell Phone								
☒	Missing Home Address								
☒	Missing Demographics								
Requested Items for Print									
Volunteer Name	Age	Gender	Marital Status	Religion	Education	Employment	Volunteer Since	Print Name	Print Phone
John Doe	35	M	Married	Christian	High School	Teacher	2015	John Doe	555-123-4567
Jane Smith	28	F	Single	Buddhist	College	Software Engineer	2018	Jane Smith	555-987-6543
Robert Johnson	45	M	Married	Muslim	University	Engineer	2012	Robert Johnson	555-456-7890
Emily White	32	F	Single	Hindu	College	Marketing	2019	Emily White	555-321-0987
Michael Brown	50	M	Married	Jewish	High School	Retired	2010	Michael Brown	555-012-3456
Sarah Green	25	F	Single	Christian	College	Student	2020	Sarah Green	555-789-0123
David Black	40	M	Married	Buddhist	University	Doctor	2013	David Black	555-654-3210
Alice Grey	30	F	Single	Muslim	College	Teacher	2017	Alice Grey	555-210-9876
James Blue	55	M	Married	Christian	High School	Retired	2008	James Blue	555-876-5432
Patricia Yellow	22	F	Single	Hindu	College	Student	2021	Patricia Yellow	555-543-2109
Christopher Purple	48	M	Married	Jewish	University	Engineer	2011	Christopher Purple	555-109-8765
Michelle Pink	38	F	Single	Buddhist	College	Marketing	2016	Michelle Pink	555-432-1098
Benjamin Orange	52	M	Married	Muslim	High School	Retired	2009	Benjamin Orange	555-765-4321
Sophia Red	27	F	Single	Christian	College	Student	2022	Sophia Red	555-098-7654
William Green	42	M	Married	Buddhist	University	Doctor	2014	William Green	555-321-0987
Olivia Blue	33	F	Single	Hindu	College	Teacher	2018	Olivia Blue	555-654-3210
Lucas Yellow	58	M	Married	Jewish	High School	Retired	2007	Lucas Yellow	555-987-6543
Isabella Purple	29	F	Single	Muslim	College	Student	2023	Isabella Purple	555-210-9876
Ethan Orange	44	M	Married	Christian	University	Engineer	2012	Ethan Orange	555-543-2109
Ava Red	36	F	Single	Buddhist	College	Marketing	2017	Ava Red	555-876-5432
Matthew Green	51	M	Married	Muslim	High School	Retired	2006	Matthew Green	555-109-8765
Mia Blue	26	F	Single	Christian	College	Student	2024	Mia Blue	555-432-1098
Nathan Yellow	41	M	Married	Buddhist	University	Doctor	2015	Nathan Yellow	555-765-4321
Charlotte Purple	31	F	Single	Hindu	College	Teacher	2019	Charlotte Purple	555-098-7654
Benjamin Orange	53	M	Married	Jewish	High School	Retired	2005	Benjamin Orange	555-321-0987
Abigail Red	24	F	Single	Muslim	College	Student	2025	Abigail Red	555-654-3210
Isaac Green	43	M	Married	Christian	University	Engineer	2013	Isaac Green	555-987-6543
Lily Blue	34	F	Single	Buddhist	College	Marketing	2018	Lily Blue	555-210-9876
Samuel Yellow	54	M	Married	Muslim	High School	Retired	2004	Samuel Yellow	555-543-2109
Grace Purple	28	F	Single	Christian	College	Student	2026	Grace Purple	555-876-5432
Henry Orange	46	M	Married	Buddhist	University	Doctor	2016	Henry Orange	555-109-8765
Victoria Red	37	F	Single	Hindu	College	Teacher	2020	Victoria Red	555-432-1098
Jack Green	56	M	Married	Jewish	High School	Retired	2003	Jack Green	555-765-4321
Karen Blue	27	F	Single	Muslim	College	Student	2027	Karen Blue	555-098-7654
Leo Yellow	47	M	Married	Christian	University	Engineer	2014	Leo Yellow	555-321-0987
Olivia Purple	32	F	Single	Buddhist	College	Marketing	2019	Olivia Purple	555-654-3210
Paul Orange	57	M	Married	Muslim	High School	Retired	2002	Paul Orange	555-987-6543
Quinn Red	29	F	Single	Christian	College	Student	2028	Quinn Red	555-210-9876
Samuel Green	49	M	Married	Buddhist	University	Doctor	2017	Samuel Green	555-543-2109
Tina Blue	39	F	Single	Hindu	College	Teacher	2021	Tina Blue	555-876-5432
Victor Yellow	59	M	Married	Jewish	High School	Retired	2001	Victor Yellow	555-109-8765
Wendy Purple	30	F	Single	Muslim	College	Student	2029	Wendy Purple	555-432-1098
Xavier Orange	50	M	Married	Christian	University	Engineer	2015	Xavier Orange	555-765-4321
Yara Red	40	F	Single	Buddhist	College	Marketing	2020	Yara Red	555-098-7654
Zoe Green	60	F	Married	Muslim	High School	Retired	2000	Zoe Green	555-321-0987
Adam Blue	35	M	Single	Christian	College	Student	2030	Adam Blue	555-654-3210
Bella Yellow	45	F	Married	Buddhist	University	Doctor	2018	Bella Yellow	555-987-6543
Carl Purple	65	M	Married	Hindu	High School	Retired	1999	Carl Purple	555-210-9876
Diana Orange	33	F	Single	Jewish	College	Student	2031	Diana Orange	555-543-2109
Ethan Red	55	M	Married	Muslim	High School	Retired	1998	Ethan Red	555-876-5432
Fiona Green	44	F	Single	Christian	University	Engineer	2022	Fiona Green	555-109-8765
Gavin Blue	64	M	Married	Buddhist	College	Marketing	2023	Gavin Blue	555-432-1098
Helen Yellow	34	F	Single	Hindu	High School	Retired	1997	Helen Yellow	555-765-4321
Ian Purple	54	M	Married	Jewish	College	Student	2032	Ian Purple	555-098-7654
Jane Orange	64	F	Married	Muslim	High School	Retired	1996	Jane Orange	555-321-0987
Kyle Red	44	M	Single	Christian	University	Engineer	2033	Kyle Red	555-654-3210
Laura Green	64	F	Married	Buddhist	College	Marketing	2034	Laura Green	555-987-6543
Mark Blue	34	M	Single	Hindu	High School	Retired	1995	Mark Blue	555-210-9876
Nancy Yellow	54	F	Married	Jewish	College	Student	2035	Nancy Yellow	555-543-2109
Oscar Purple	64	M	Married	Muslim	High School	Retired	1994	Oscar Purple	555-876-5432
Pamela Orange	44	F	Single	Christian	University	Engineer	2036	Pamela Orange	555-109-8765
Quinn Red	64	F	Married	Buddhist	College	Marketing	2037	Quinn Red	555-432-1098
Rachel Green	34	F	Single	Hindu	High School	Retired	1993	Rachel Green	555-765-4321
Samuel Blue	54	M	Married	Jewish	College	Student	2038	Samuel Blue	555-098-7654
Tina Yellow	64	F	Married	Muslim	High School	Retired	1992	Tina Yellow	555-321-0987
Umar Purple	44	M	Single	Christian	University	Engineer	2039	Umar Purple	555-654-3210
Victoria Orange	64	F	Married	Buddhist	College	Marketing	2040	Victoria Orange	555-987-6543
Walter Red	34	M	Single	Hindu	High School	Retired	1991	Walter Red	555-210-9876
Xavier Green	54	M	Married	Jewish	College	Student	2041	Xavier Green	555-543-2109
Yara Blue	64	F	Married	Muslim	High School	Retired	1990	Yara Blue	555-876-5432
Zoe Yellow	44	F	Single	Christian	University	Engineer	2042	Zoe Yellow	555-109-8765
Adam Purple	64	M	Married	Buddhist	College	Marketing	2043	Adam Purple	555-432-1098
Bella Orange	34	F	Single	Hindu	High School	Retired	1989	Bella Orange	555-765-4321
Carl Red	54	M	Married	Jewish	College	Student	2044	Carl Red	555-098-7654
Diana Green	64	F	Married	Muslim	High School	Retired	1988	Diana Green	555-321-0987
Ethan Blue	44	M	Single	Christian	University	Engineer	2045	Ethan Blue	555-654-3210
Fiona Yellow	64	F	Married	Buddhist	College	Marketing	2046	Fiona Yellow	555-987-6543
Gavin Purple	34	M	Single	Hindu	High School	Retired	1987	Gavin Purple	555-210-9876
Helen Orange	54	F	Married	Jewish	College	Student	2047	Helen Orange	555-543-2109
Ian Red	64	M	Married	Muslim	High School	Retired	1986	Ian Red	555-876-5432
Jane Green	44	F	Single	Christian	University	Engineer	2048	Jane Green	555-109-8765
Kyle Blue	64	M	Married	Buddhist	College	Marketing	2049	Kyle Blue	555-432-1098
Laura Yellow	34	F	Single	Hindu	High School	Retired	1985	Laura Yellow	555-765-4321
Mark Purple	54	M	Married	Jewish	College	Student	2050	Mark Purple	555-098-7654
Nancy Orange	64	F	Married	Muslim	High School	Retired	1984	Nancy Orange	555-321-0987
Oscar Red	44	M	Single	Christian	University	Engineer	2051	Oscar Red	555-654-3210
Pamela Green	64	F	Married	Buddhist	College	Marketing	2052	Pamela Green	555-987-6543
Quinn Blue	34	M	Single	Hindu	High School	Retired	1983	Quinn Blue	555-210-9876
Rachel Yellow	54	F	Married	Jewish	College	Student	2053	Rachel Yellow	555-543-2109
Samuel Purple	64	M	Married	Muslim	High School	Retired	1982	Samuel Purple	555-876-5432
Tina Orange	44	F	Single	Christian	University	Engineer	2054	Tina Orange	555-109-8765
Umar Red	64	M	Married	Buddhist	College	Marketing	2055	Umar Red	555-432-1098
Victoria Green	34	F	Single	Hindu	High School	Retired	1981	Victoria Green	555-765-4321
Walter Blue	54	M	Married	Jewish	College	Student	2056	Walter Blue	555-098-7654
Xavier Yellow	64	M	Married	Muslim	High School	Retired	1980	Xavier Yellow	555-321-0987
Yara Purple	44	F	Single	Christian	University	Engineer	2057	Yara Purple	555-654-3210
Zoe Orange	64	F	Married	Buddhist	College	Marketing	2058	Zoe Orange	555-987-6543
Adam Red	34	M	Single	Hindu	High School	Retired	1979	Adam Red	555-210-9876
Bella Green	54	F	Married	Jewish	College	Student	2059	Bella Green	555-543-2109
Carl Blue	64	M	Married	Muslim	High School	Retired	1978	Carl Blue	555-876-5432
Diana Yellow	44	F	Single	Christian	University	Engineer	2060	Diana Yellow	555-109-8765
Ethan Purple	64	M	Married	Buddhist	College	Marketing	2061	Ethan Purple	555-432-1098
Fiona Orange	34	F	Single	Hindu	High School	Retired	1977	Fiona Orange	555-765-4321
Gavin Red	54	M	Married	Jewish	College	Student	2062	Gavin Red	555-098-7654
Helen Green	64	F	Married	Muslim	High School	Retired	1976	Helen Green	555-321-0987
Ian Blue	44	M	Single	Christian	University	Engineer	2063	Ian Blue	555-654-3210
Jane Yellow	64	F	Married	Buddhist	College	Marketing	2064	Jane Yellow	555-987-6543
Kyle Purple	34	M	Single	Hindu	High School	Retired	1975	Kyle Purple	555-210-9876
Laura Orange	54	F	Married	Jewish	College	Student	2065	Laura Orange	555-543-2109
Mark Red	64	M	Married	Muslim	High School	Retired	1974	Mark Red	555-876-5432
Nancy Green	44	F	Single	Christian	University	Engineer	2066	Nancy Green	555-109-8765
Oscar Blue	64	M	Married	Buddhist	College	Marketing	2067	Oscar Blue	555-432-1098
Pamela Yellow	34	F	Single	Hindu	High School	Retired	1973	Pamela Yellow	555-765-4321
Quinn Purple	54	M	Married	Jewish	College	Student	2068	Quinn Purple	555-098-7654
Rachel Orange	64	F	Married	Muslim	High School	Retired	1972	Rachel Orange	555-321-0987
Samuel Red	44	M	Single	Christian	University	Engineer	2069	Samuel Red	555-654-3210
Tina Green	64	F	Married	Buddhist	College	Marketing	2070	Tina Green	555-987-6543
Umar Blue	34	M	Single	Hindu	High School	Retired	1971	Umar Blue	555-210-9876
Victoria Yellow	54	F	Married	Jewish	College	Student	2071	Victoria Yellow	555-543-2109
Walter Purple	64	M	Married	Muslim	High School	Retired	1970	Walter Purple	555-876-5432
Xavier Orange	44	F	Single	Christian	University	Engineer	2072	Xavier Orange	555-109-8765
Yara Red	64	M	Married	Buddhist	College	Marketing	2073	Yara Red	555-432-1098
Zoe Green	34	F	Single	Hindu	High School	Retired	1969	Zoe Green	555-765-4321
Adam Blue	54	M	Married	Jewish	College	Student	2074	Adam Blue	555-098-7654
Bella Yellow	64	F	Married	Muslim	High School	Retired	1968	Bella Yellow	555-321-0987
Carl Purple	44	M	Single	Christian	University	Engineer	2075	Carl Purple	555-654-3210
Diana Orange	64	F	Married	Buddhist	College	Marketing	2076	Diana Orange	555-987-6543
Ethan Red	34	M	Single	Hindu	High School	Retired	1967	Ethan Red	555-210-9876
Fiona Green	54	F	Married	Jewish	College	Student	2077	Fiona Green	555-543-2109
Gavin Blue	64	M	Married	Muslim	High School	Retired	1966	Gavin Blue	555-876-5432
Helen Yellow	44	F	Single	Christian	University	Engineer	2078	Helen Yellow	555-109-

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



Click any column heading to sort

© 2020 - 2027 Keros Prison Ministry Informational. All Rights Reserved.

52

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

© 2020 - 2027 Keros Prison Ministry Informational. All Rights Reserved.

53

Duplicate Records

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

© 2020 - 2027 Keros Prison Ministry Informational. All Rights Reserved.

54

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

© 2020 - 2027 Korea Prison Ministry International. All Rights Reserved.

55

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

© 2020 - 2027 Korea Prison Ministry International. All Rights Reserved.

56

Questions

© 2020 - 2027 Korea Prison Ministry International. All Rights Reserved.

57