


KAIROSMESSENGER
FOR ADVISORY COUNCIL SECRETARIES AND DATA COORDINATORS

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Objectives

In this training you will learn how to:

- Clean up volunteer data
- Understand the improvements made to KairosMessenger
- Maintain data
- Understand the Election Eligibility Report
- Conduct the election
- Send emails to provide logins and job descriptions
- Use the Kairos Mail System
- View various reports
- Use www.MyKairos.org





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Advisory Council Secretary

- Must have computer, internet and email
- Records minutes and sends draft within 15 days
- Provides copies of minutes within 2 weeks
- Maintains permanent record of all minutes
- Updates info of Advisory Council members into KairosMessenger
- Works with Data Coordinator for all contact info changes

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Advisory Council Secretary

- Uses KairosMessenger to deliver election notices and ballots
- Enters election and provides passwords and job description through KairosMessenger
- Records changes in elected positions in KairosMessenger throughout the year
- Keeps copy of the Weekend Going Forth Packets (Kairos Outside only)

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Advisory Council Secretary

- As directed by the Chair, initiates official correspondence for the Advisory Council
- Ensure Weekend Leaders are approved and given to the Chair for State submission
- Notifies Kairos of approved Weekends by using "Register Weekend Info" link on www.MyKairos.org

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Advisory Council Secretary

- Notifies State Chapter Committee Website Administrator of approved Weekends and leader information for posting
- Files Memorandum of Understanding (MOU) locally indefinitely and passes all documents to next Secretary. Sends copy to the International Office for signature and filing.

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Advisory Council Secretary

- Maintains all other records for 7 years
- Ensures Affiliation Agreement is signed, retained in files, and the date entered into KairosMessenger (elections)

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Advisory Council Data Coordinator

- Must have computer, internet and email
- Uses KairosMessenger
 - Reviews data and information
 - Excellence Initiative data
 - Weekend Leader reports
 - Other information (e.g. Continuing Ministry)
 - Obtains reports
- Shares with the Advisory Council areas for improvement, compliance, and opportunities



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Advisory Council Data Coordinator

- Works with Weekend Leaders to update contact info in EZRA to ensure KairosMessenger is updated
- Makes changes in KairosMessenger, realizing if not changed in EZRA could override if current volunteer

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Advisory Council Data Coordinator

- Works with Weekend leaders to ensure full use of EZRA:
 - Demographics
 - Volunteer information
 - Team assignments
 - Participant/Guest information
 - Other information
 - Helping ensure the Weekend is finished with full reporting



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Advisory Council Data Coordinator

- Maintains custody and a log of backup devices between Weekends, including:
 - Computers, printers, scanners, and any other equipment, so it is passed to the next user
- Obtains new forms or templates from Kairos and ensures familiarity of materials on www.MyKairos.org




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Advisory Council Data Coordinator

- Maintains database of Kairos assets and Property Loan Agreements, including their location and provides information annually to the State Chapter Committee Financial Secretary
 - Reports any changes in assets immediately to the Advisory Council and State Financial Secretary
- Backup data entry for Secretary (not elections) and Continuing Ministry Coordinator



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Data Cleanup


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

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

Reporting Tool for Quick Clean Up

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Data Cleanup

Volunteers>Volunteer List

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

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 Phone:

Bad/Missing Home Address:

Missing Demographics: **NEW: The ability to pull a report on missing Demographics**

[Print Missing/Bad Info](#)

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Identify Missing and Incorrect Information

Requested Items for Print KairosMessenger Bad/Missing Contact Information 2/15/2023 4

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

Advisory Council	Volunteer Name	Bad Email	No Cell	No Home Phone	No Home Address	Demographics	Email Address	Bad Email Address	Cell Phone	Home Phone
Demo - KJ	Karl C Straight	Y	Y				ksstraight@kairomail.com		555-373-3223	
Demo - KJ	Paige Turner	Y	Y	Y	Y					
Demo - KJ	Kenya Waite	Y	Y	Y	Y		kenya@kairomail.com		555-433-2145	
Demo - KJ	Bee A Ware	Y	Y	Y			bee@kairomail.com			
Demo - KJ	Penny Wise	Y	Y	Y	Y		penny.wise@kairomail.com or penny@kairomail.com			
Demo - KJ	Elleen Wright	Y	Y	Y	Y					

Summary: No Bad Emails: 32
 No Missing Emails: 4
 No Cell Phone: 13
 No Home Phone: 31
 No Home Address: 10
 Missing Demographics: 18
 Total Volunteers: 34

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

Does not include Volunteers in Other Advisory Councils

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Update Volunteer Records – Restrictions

Update Volunteer Record
Carrie Oakley - 92047

Name/Contact Personal Ministry Training Restrictions Weekends/Courses Continuing Ministry

Do Prison Entry List If your prison has a formal "Approved Entry List"
Do Not Contact: Photo Restrictions:

Restrictions

Advisory Council State Chapter DOC KPMI

Type Restriction: Temporary Other


Effective Date: 1/12/2022 mm/dd/yyyy

Restore Date: mm/dd/yyyy mm/dd/yyyy

Comments: Eligible for reinstatement 1/12/23

Save Cancel

- Do Not Contact or Photo Restriction
- ONLY USED FOR FORMAL SUSPENSION.
 - State MUST be notified
 - State Notifies KPMI – We enter

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Update Volunteer Records – Weekends/Courses

Update Volunteer Record
Carrie Oakley - 92047

Name/Contact Personal Ministry Training Restrictions Weekends/Courses Continuing Ministry

Volunteer: Yes No Not a volunteer (yet)

Prospective Vol: No No

Previous KO Growth: No No

Fourth Day Qualified: No No

List of Weekend Service

Ad Council	Seq No	Volunteer	Weekend	Date	Death Row	Ad Soc	Job	Task	Day	Approved	KO Growth	Monitor	Guide
01-99-00-0001		Carrie Oakley - Demo - KI #1		11/12/2016									
01-99-00-0001		Carrie Oakley - Demo - KI #3		4/18/2016			Table Family Leader	Action					
01-99-00-0001		Carrie Oakley - Demo - KI #2		11/13/2015			Table Family Leader						
01-99-00-0001		Carrie Oakley - Demo - KI #5											
01-99-00-0001		Carrie Oakley - Demo - KI #6											
01-99-00-0001		Carrie Oakley - Demo - KI #7											

Insert Change Delete

- Weekend Service entered by Leader Report upload
- Do not add information unless you have confirmed the person worked on a Weekend – Check Leader Report
- Guests are not Volunteers – They are Prospective Volunteers

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Update Volunteer Records – Continuing Ministry

Update Volunteer Record
Carrie Oakley - 92047

Name/Contact Personal Ministry Training Restrictions Weekends/Courses Continuing Ministry

Involvement in Continuing Ministry Activities

Active Cont Ministry: Yes No

Filter List: ALL Cont Min Prayer & Share Monthly Reunion 1-2 Day Retreat

No Records Found


Save Cancel



- This area is under construction
- If someone is attending Continuing Ministry, you can click "Yes"
- Do not enter the type from Filter List

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Advisory Council Facts

- **“Active”** community members nominate and elect members
- 13 required positions
- May have optional positions (non-voting)

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Advisory Council Facts

- Elections held annually
- Secretary starts process in September for following year
- Members elected to 3-year term
- Members elected to seat on Advisory Council not a specific position

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Advisory Council Facts

- **Qualification to be elected:** Must have served on a Team and/or have been active in the Continuing Ministry in the past 6 years
- Must have done Weekend in the past to do Continuing Ministry
- See the Advisory Council Operating Procedures for additional qualifications

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Advisory Council Facts

- Members may be re-elected for up to 3 consecutive 3-year term (9 years)
- Chair requires 1 year on Advisory Council before serving
- Chair can only serve 5 consecutive years

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Advisory Council Facts

- Elected Members vote on positions
- Positions are for a 1 year
- Each year someone can hold a different position

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Advisory Council Facts

- Elections must be completed by December 1st
- Elections must be entered into KairosMessenger by December 31st
- All prior year logins are cancelled January 31st
- See ACOP - Advisory Council Operating Procedures for All Election Guidelines


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Election Composition

3 years make up the current Advisory Council

1/3 of the members
(4-5 volunteers) are
elected each year



1/3 of the members
complete their 3-year
term each year

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4 Steps of the Election Process

Organization > Elections > Advisory Council

1

Nomination
& Voting

Vote

2

Record
Positions

3

Send
Notifications

4

Print
Roster

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UPDATED Election Management Screen

Record and Review Annual Advisory Council Elections
The current Advisory Council members can track, approve, 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 TBE 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 | View History of Elections
Email Nomination Request
Email Election Vote

2. Record Positions Elections
Record the position election results.
Record Elections | Click to process elections of Standard Rosters
List Election Results | View Elected Persons

3. Record Person Resigning/Leaving
DO NOT USE THIS SECTION TO ENTER ELECTIONS
Replace a Person | Formative resigns during their job

4. Notifications of Elections
Send email notification of the elections AND any changes in elections.
Email Election Results to Members
Email Advisory Council Logins | Add Includes Current Job Description

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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Nomination & Voting

Elections process starts in September
Elections must be completed by December 1st
Elections must be entered into KairosMessenger by December 31st

Vote

Optional Positions

- Appointed by the Chair
- Non-voting
- No access to KairosMessenger
- Term is 1 year
- Cannot serve more than 3 years
- Does not count towards Elected terms of service

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Nomination & Voting

Elections process starts in September
Elections must be completed by December 1st
Elections must be entered into KairosMessenger by December 31st

Vote

Newly Formed Advisory Council (New Start)

- Officer positions must be filled at start-up
- Officers are Chair, Vice Chair, Secretary, Treasurer, and KairosDonor (or Financial Secretary (TX))
- New Start must establish positions with varying terms to create the rotation
- Vice Chair serves as Continuing Ministry Coordinator until position is filled
- New Start has two years to grow into having full standard voting positions
- Members serving on another Advisory Councils are for 1 year term

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Nomination & Voting

Elections process starts in September
Elections must be completed by December 1st
Elections must be entered into KairosMessenger by December 31st

Vote

Continuing Ministry Only

- If New Start - follow the New Start section
 - Must work to do the full program within 2 years
- If approved to do Continuing Ministry only, then 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
- It should always be the goal of working to do the full program

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Maintenance: Replace Someone Who Resigns

- 1 Make sure you select the correct election year
- 2 Record Person Resigning/Leaving
- 3 Identify the Person Who is Leaving a Position
- 4 Do You Have a Person to Fill the Vacated Position?
- 5 Select the Replacement Person

Replace a person **during** this year's elections.

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.

- Wizard will walk you through step-by-step
- Sends Login Automatically
- DO NOT USE TO ENTER ELECTIONS

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Maintenance: Providing Logins

4. Notification of Elections
Send email notification of the elections AND any changes in elections.

Email Election Results to Volunteers

Email Advisory Council Logins Also includes Current Job Description

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

Selected Role

Roles Role Select to Standard Election Select to Standard Election

- From Election Management screen select [Email Advisory Council Logins] button
- Select Notification to Single Role which brings up the Select Role dropdown
- From the dropdown select the Role of the person
- System automatically creates recipient list based on role and creates email
- Send the email (no need to add information)

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Leader Reports Review

- Weekend History = Leader Reports
- Things to look for:
 - Latest reports are in
 - Team members are listed with contact info, denominations, jobs and talks, New and Clergy are identified
 - Outside/Kitchen Team is listed with job assignment
 - Participants have DOC numbers, full names and demographics
 - Guests have contact info
 - Opportunities for improvement
 - Team vs Participant or Guest Ratio
 - Team meeting hours

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Training History Report Review

Training History
Make selections to filter the list and click the Apply Filter button.

Home | Program | Reports | Email

[Ministry Dashboard](#)
[Weekend Program History](#)
[State Status Report](#)

Training History | Training

ACT

Training Category:
 Type Training: Must select a "Training Category" first.
 Training Style:
 Volunteer Name:
 From Date: To Date:
 Apply Filter: [Click to Apply Your Selection](#)

Locate (Optional) Ad Council:

State	Ad Council	Train Category	Type	Train	Train Style	Volunteer Name	Train Date	Train Event Name
Texas	KD Abilene	Programs	ACT	Physical	Ryan Kelly	4/22/2022	2022-4/22-Texas Amarillo-Karso Outside	
Texas	KD Abilene	Programs	ACT	Physical	Lanaa Hespelhe	3/16/2018	2018-3/16-Texas Amarillo-Karso Outside	
Texas	KD Abilene	Programs	ACT	Physical	Audra Johns	4/23/2021	2021-4-23-Texas Amarillo-Karso Outside	
Texas	KD Abilene	Programs	ACT	Physical	Charise Morris	4/23/2021	2021-4-23-Texas Amarillo-Karso Outside	
Texas	KD Abilene	Programs	ACT	Physical	Raena Davis	5/3/2019	2019-5-31-Texas Huntsville-Karso Outside	
Texas	KD Abilene	Programs	ACT	Physical	Amy Shelton	5/3/2019	2019-5-31-Texas Huntsville-Karso Outside	
Texas	KD Abilene	Programs	ACT	Physical	Lakshmi Smith	5/3/2019	2019-5-31-Texas Huntsville-Karso Outside	
Texas	KD Abilene	Programs	ACT	Virtual	Lakshmi Smith	10/04/2021	Virtual Refreshers - Karso Outside	
Texas	KD Abilene	Programs	ACT	Physical	Bobby Berry	11/10/2017	2017-11-10-Texas Wauhaeche-Karso Outside	
Texas	KD Abilene	Programs	ACT	Physical	Mantra Camp	11/10/2017	2017-11-10-Texas Wauhaeche-Karso Outside	

[Print](#) | [Previous](#) | [Next](#) | [Last](#)

- If you see training is missing from other reports check here
- Can print report if needed

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Volunteer Profile Report

KairosMessenger 2/17/2023

Volunteer Profile

Demo

	Active	Inactive	Total
Number of Volunteers	6,035	5,680	11,715
Volunteer Average Age			
Gender:			
Male	710		710
Female	3,950	3,195	6,745
Unknown	1,775	2,485	4,260
Ethnicity			
Caucasian	1,420	1,420	2,840
African American	710	710	1,420
Hispanic	710	355	1,065
Asian	355	355	710
Native American			
Unknown	2,840	2,840	5,680
Denomination			
Assembly of God		355	355
African Methodist Episcopal (AME)			
Baptist	1,065	355	1,420
Catholic	355		355
Church of Christ	710	710	1,420
Disciples of Christ			
Episcopal	355		355

[Volunteer Profiles](#)

[Volunteers](#) | [Dashboard](#) | [Volunteer List](#) | [Volunteer Directory](#) | [Reports](#)

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Volunteer List Report

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	Now Start Council	Primary Ministry	Email Address	First Name
Back	Helen Back	Demo	Demo - KI	KI		HelenBack@kairos.com	Helen
Bacon	Chris P. Bacon	Demo	Demo - KI	KI			Chris P.
Banks	Robin Banks	Demo	Demo - KI	KI		RobinBanks@kairos.com	Robin
Barr	Candy Barr	Demo	Demo - KI	KI		CandyBarr@kairos.com	Candy
Bar	Earl Bar	Demo	Demo - KT	KT			Earl E.
Board	William "BILL" Board	Demo	Demo - KT	KT		Billboard0112@kairos.com	William "BILL"
Book	Rita Book	Demo	Demo - KI	KI		rym@kairos.com	Rita
Boyd	Amber Boyd	Demo	Demo - KI	KI		amby@kairos.com	Amber
Case	Charity Case	Demo	Demo - KI	KI		CharityCase@kairos.com	Charity
Christian	Faith Christian	Demo	Demo - KI	KI		faithlights@kairos.com	Faith

[Print Volunteer List](#)

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Learn More

Advisory Council Operating Procedure (ACOP): <http://www.mykairos.org/docs/ac/acop.pdf>

Election Tutorials: <http://www.mykairos.org/Election.html>

Kairos Ezra Information: <https://kairosezra.com/>

KairosMessenger: www.kairosmessenger.org

Kairos Excellence Initiative: <https://www.kairosei.com/>

KairosMessenger Support email: kairosmessenger@mykairos.org

Each website has a written and video tutorial on every step.

Elections must be completed by December 1st

Elections must be entered into KairosMessenger by December 31st

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