



## Annual Affiliation Agreement

Kairos Prison Ministry of \_\_\_\_\_ and \_\_\_\_\_  
State Advisory Council  
For Year: \_\_\_\_\_ Kairos Program: \_\_\_\_\_

The purpose of this document is to formally establish the basic agreement that each Advisory Council and Kairos Prison Ministry of this state must have to provide continuity for the Kairos Program in affiliation with Kairos Prison Ministry International, Inc., a Not-For-Profit 501(c)(3) Florida Corporation. This establishes the Internal Revenue Service (IRS) authorization for the ministry to receive contributions and faithfully use the funds in an appropriate manner. To ensure continuity of this program, the agreement will be updated annually by each Advisory Council effective after leadership assignments. Upon signing this agreement both the Advisory Council and State agree to the following:

### VISION

A community spiritually freed from the effects of imprisonment reaching all impacted by incarceration, through the love, hope and faith found in Jesus Christ.

### MISSION

The mission of Kairos Prison Ministry is to share the transforming love and forgiveness of Jesus Christ to impact the hearts and lives of incarcerated men, women and youth, as well as their families, to become loving and productive citizens of their communities.

### CORE VALUES

Kairos Prison Ministry Core Values guide our behavior and actions as a board, staff, and volunteers:

#### **Lay led, Christ centered Ministry**

We are Christians who believe in the Holy Trinity and honor and live the teachings of the Bible and our Lord and Savior, Jesus Christ. We conduct the ministry while inviting all to attend as Guests or Participants in Weekends and program-specific follow-on activities to build Christian community.

#### **Empowerment while Building Accountability**

While we empower the local volunteers to conduct the ministry, we are accountable to excellence and performance at the highest standards and authority of the ministry. We empower Guests or Participants to be accountable for their lives and be transformed by Jesus Christ.

#### **Continuing Ministry Model to Build Community**

We believe in the importance of enabling relationships to build community, thus our model includes the Weekend experience, followed by Guests or Participants gathering regularly for accountability, support and prayer. The full complement of the well-defined returning model is necessary for the community to prosper.

### **Trustworthy**

We believe that we must be honest and truthful in our personal conduct as we represent the ministry consistently and with integrity. We are obedient to God in everything we do and obedient to the guidelines of the Kairos ministry programs.

### **Respect and Love**

We believe in respecting each person with dignity while modeling Christ love. We practice 'Listen, Listen, Love, Love.'

### **Stewardship**

We believe that we must be good stewards of our ministry's programs, funds and resources, as well as our personal time, talent and treasures.

## **STATEMENT OF FAITH**

The people of Kairos are called by God to share the love of Christ with those impacted by incarceration. Kairos encourages believers from a variety of Christian traditions to be volunteers in this Christ-filled ministry.

Kairos programs offer to prison residents, their families, and those who work with them the opportunity to receive God's forgiveness through faith in Jesus Christ, and to grow in their faith and servant hood in Christian community. We stand on the common ground of the following elements of faith:

We in Kairos believe:

- *The Bible is God's authoritative and inspired word for our faith and our lives.*
- *In the Trinity of the Father, Son and Holy Spirit.*
- *In the deity, death and resurrection of Jesus Christ.*
- *Friendship with God is a free gift, for God so loved the world that He gave His one and only son so that whoever believes in Him shall not perish but have eternal life.*
- *The love of Jesus Christ motivates His followers to provide food for the hungry, drink to the thirsty, welcome to the stranger, clothes for the naked and visits to the sick and those in prison.*
- *In sharing the love and forgiveness of Jesus Christ with all incarcerated individuals, their families and to those who work with them inside and outside the correctional institution.*

### **Commitments and Responsibilities of the Advisory Council**

The Advisory Council provides the leadership for one specific location and Kairos program. The Kairos Board of Directors sets the policy and procedures for the ministry. The CEO is responsible for all operations of the ministry. The State Chapter Committees report to the CEO. The Advisory Council reports to the State Chapter Committee. The State Chapter Committee implements the policies and procedures through the Advisory Councils. The Advisory Council members are expected to understand and follow the policies, programs and operating procedures of Kairos Prison Ministry International. The local community is authorized to implement the ministry programs and policies as written. No Advisory Council has the authority to disregard or change the policies, programs and operating procedures.

The Advisory Council is a body of Christian volunteers in a local Kairos community who serve in leadership roles for the benefit of the ministry. Each volunteer works in unity to conduct the Kairos ministry programs as a local Kairos community. The Advisory Council ministers with sure and certain knowledge of God's call for unity and uniformity within this ministry as well as the necessity for spiritual unity among all brothers and sisters ministering together in Kairos.

The Advisory Council will administer the ministry by utilizing the name, logo, and current Program Manual, KairosMessenger, KairosDonor, EZRA, Advisory Council Operation Procedures (ACOP), Financial Policies and Procedures (FPP), Code of Conduct and other materials as developed and copyrighted by Kairos Prison Ministry International, Inc.

The Advisory Council also agrees to faithfully adhere to Kairos manuals, rules, regulations, policies, and procedures. It is also understood that these materials may be modified by appropriate decisions of the governing board of KPMI.

The State Chapter Committee will be the liaison between the International Organization and all Advisory Councils in this state. The State Chapter Committee or KPMI will provide any additional materials and techniques as they become available.

An Institutional Memorandum of Understanding (MOU) is critical to operating approved Kairos Inside and Kairos Torch Programs. As a result, the Advisory Council must provide a copy of the signed Institutional Memorandum of Understanding to the office. The CEO is the Kairos official signature on the Institutional Memorandum of Understanding.

The Kairos Inside Advisory Council will normally conduct annually, two (2) Kairos 3 ½ day Short Courses in Christianity; an Instructional session after each; two (2) Two (or) One-Day Retreats; and Monthly Reunions in the institution where the Advisory Council is conducting the ministry. Each Kairos Inside Advisory Council must also insure that volunteers are available to support Prayer and Share at each Unit. The Kairos Outside Advisory Councils will normally conduct two (2) Weekends annually, Share, Witness, Accountability and Pray (SWAP) and quarterly Reunions. Kairos Torch will work towards holding two (2) Weekends annually in addition to the Mentoring Program, followed by Bible study, reunions and retreats.

Advisory Council will ensure that KairosMessenger data including State Volunteer information is continually updated through the use of EZRA, KairosDonor, elections and other tools as necessary. Furthermore, the Advisory Council will ensure the continual development of leadership and leadership track, that all Weekend Leaders have a Spiritual Resume submitted to the State and that all Weekend Leaders have formal AKT training up to two years [but no less than six months prior to being the Observing Leader of a Weekend].

The Advisory Council must select a representative to the State Chapter Committee. When meetings for the State Chapter Committee are conducted, it is imperative that each Advisory Council be represented to ensure effective communications between the Advisory Council(s) and the State. If the Advisory Council State Representative is not able to attend the scheduled State Chapter Committee meetings and participate in the scheduled conference calls, the Advisory Council Chair should insure that an alternate is present to represent the Advisory Council.

The Advisory Council must provide the financial documentation on a monthly basis as required by the Financial Policies and Procedures.

In addition, the Leader's report and Excellence Initiative report must be submitted for each Three-Day Weekend held within two weeks of its conclusion.

The Advisory Council accepts the obligation to participate, with other established Advisory Council's in the state, in the financial support of the State Chapter Committee and the International Office.

The Advisory Council (if applicable) shall strive to have excellent relations with the D.O.C. Facility or Youth Facility. The Advisory Council will make every effort to maintain positive ongoing relations with the facility leaders and staff. It is understood and agreed that if the Advisory Council is closed, all materials, funds and items will be returned to the state and no items or concepts of Kairos Programs may be used for other purposes outside an approved Advisory Council.

If a variance is required, it must be submitted to the State with adequate justification for consideration. The State Chair will then forward to the CEO for a decision.

It is understood that all assets, materials, funds and programs are the property of Kairos Prison Ministry International, Inc.

Copy of this agreement to be kept on file locally at the Advisory Council and State by the Secretary.

**AGREED:**

**State Chair**

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

**ADVISORY COUNCIL SIGNATURES:**

**Chair**

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Vice Chair**

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

**State Chapter Representative**

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Secretary**

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Donor Coordinator/Financial Secretary**

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Treasurer**

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Institutional Liaison**

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Outreach/Recruiting Coordinator**

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Fundraising/Sponsor Coordinator**

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Agape Coordinator**

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Clergy/Spiritual Director**

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Continuing Ministry Coordinator**

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Data Coordinator**

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Communications Coordinator**

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_