

## **Guidelines for Minimum Security Facilities**

In order to conduct the Kairos Ministry program at a minimum security facility, the facility must be a state or federal prison, and the facility cannot be a “camp” or “transitional reception center.

The facility must have a population of former Kairos graduates housed within the facility, and the residents who will participate in the Kairos Ministry program at the facility must have two(2) or more years left on their sentence or will be transferring to a medium-maximum state or federal institution.

The minimum security facility must be willing to sign an Institutional Memorandum of Understanding, and must be willing to conduct the Kairos Ministry Program without any change in format or substantive change in procedure. Additionally, before the first Kairos Ministry weekend is held at the institution, the institution must allow a group of experienced Kairos volunteers to enter the facility and conduct Prayer-and-Share and Monthly Reunion gatherings per the Kairos program manual guidelines for a period of three (3)months so that an “active’ Kairos Community can be established at the facility.

### **Reporting Requirements**

Minimum security facilities are to be closely monitored by the state chapter committee to ensure that the guidelines, as stated above, are being adhered to. Within 30 days after the second weekend has been conducted at a minimum security facility, and every year thereafter, the institution’s liaison to the advisory council, or another designated by the advisory council, will prepare a written report for presentation to the institutional advisory council, and the state chapter committee, outlining the overall condition of the Kairos community at the institution. The report will be due to the Advisory Council of the institution by December 1<sup>st</sup>, to the State Chapter Committee by December 31, and to the Kairos Program Coordinator by January 15<sup>th</sup>, discussion and decisions regarding the program will be rendered by March 31<sup>st</sup>.

Kairos Prison Ministry reserves the right to shut down a program, at any time, if the minimum security facility has a “revolving door” and/or inmates in the facility are consistently serving sentences that are less than two years in length.

If it is determined that at least 25% of the new Kairos graduates, who attended the past two (2) Kairos weekends at the institution have been released from the institution, the Kairos program may be closed at the institution.

Failure to report annually to the Kairos Program Coordinator is also a reason to close the program.

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