

Charter of the Kairos Inside Subcommittee of Ministry Coordination Committee

The Kairos Inside Sub-committee is subcommittee of the Ministry Coordination Committee of the Kairos International Council in accordance with the International Council Operating Procedures.

(1) Scope of Responsibilities: The purpose of this subcommittee is to assist the Ministry Coordination Committee to meet its responsibilities specifically with respect to the ministry in adult prisons.

(2) Committee Tasks:

- a) Address issues of compliance and growth that affect the Kairos Inside Program worldwide.
- b) Establish volunteer behavioral guidelines as it relates to the implementation of the Kairos Inside program.
- c) Provide information to strengthen the local Kairos Inside Advisory Councils that implement the program.
- d) Review suggested program changes and the potential effect on program implementation.
- e) Ensure that any aspect of Kairos Inside program does not adversely affect other Kairos programs.
- f) Identify action items, take ownership/responsibility for those components of the Strategic Plan applicable to the Kairos Inside Subcommittee and make recommendations through the proper communications channels to accomplish the current year's Strategic Plan goals.
- g) Develop specific goals and add/refine action items for the Strategic Plan for subsequent years.
- h) Assist their State Chapter Committee and Advisory Councils in inspiring ministry excellence.
- i) Pray for the Kairos Inside Ministry

(3) Committee Procedures:

- a) The Co-Chair of this subcommittee shall be appointed no later than the conclusion of the fiscal year by the incoming International Council President in consultation with the Chief Executive Officer. The Co-Chair of this subcommittee will assume the responsibilities of the subcommittee at the time of appointment. The Staff Co-chair of this Committee shall be the Kairos Inside Program Coordinator.
- b) The Committee shall have 5-11 members appointed by the International Council President and CEO, with input from the Co-Chairs. Members are to be selected from the International Council, if possible, and the balance from the Kairos Inside Community at large.
- c) A roster of members will be maintained by the Committee Co-Chair and provided to the International Council Secretary and the Chief Executive Officer no later than 3 weeks after assuming duties and as changes occur.
- d) Committee meetings will be open to all Kairos volunteers.
- e) A decision to bring a matter before the International Council or the Board for consideration shall be the result of a majority vote of the voting membership of the committee and forwarded to the Ministry Coordination Committee for further consideration.
- f) Minutes of the meetings of this subcommittee shall be submitted to the Secretary of the Board of Directors and the Chair of the Ministry Coordination Committee.
- g) Reports will be submitted to the Ministry Coordination Committee and International Council, as required.

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