

Charter of the International Council Ministry Coordination Committee – 2017

The Ministry Coordination Committee of the International Council is chartered in accordance with the International Council Operating Procedures.

(1) Scope of Responsibilities: The purpose of the Ministry Coordination Committee will be to monitor the implementation and integration of the various Kairos program elements consistent with the manuals and policies of Kairos, to review program changes proposed by the staff and make recommendations for changes to the program elements to the staff.

(2) Committee tasks:

- a) Foster unity within the Kairos programs, embrace commonalities within the ministry and promote awareness of ministry-wide challenges and endeavors.
- b) Seek opportunities to showcase Kairos Inside, Kairos Outside, and Kairos Torch as one ministry that shares 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.
- c) Communicate the scope of existing Kairos Inside, Kairos Outside, and Kairos Torch programs and potential opportunities that are being explored.
- d) Ensure that any change in one program does not adversely affect any other program.
- e) Identify appropriate responses to ways the subcommittees can naturally enhance each other.

(3) Committee Procedures:

- a) The Committee Co-Chair of this committee will be appointed by the President of the International Council in consultation with the Chief Executive Officer. The Committee Co-Chair of this Committee will rotate annually among the three ministry subcommittees, Kairos Inside, Kairos Outside, and Kairos Torch. The Staff Co-Chair of this committee will be the Chief Executive Officer or their designee.
- b) The Ministry Coordination Committee will have 11 members. In addition to the two Co-Chairs, this Committee will be comprised of three members from each of the three Subcommittees. These three members will be appointed by the incoming Committee Co-Chair of the Ministry Coordination Committee in consultation with the Chief Executive Office and the subcommittee Co-Chairs by the beginning of the fiscal year.
- c) A roster of members will be maintained by the Committee Co-Chair and provided to the International Council Secretary and Chief Executive Officer no later than 3 weeks after assuming duties and as any change occurs.
- 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 will be the result of a majority vote of the voting membership of the committee and forwarded to the International Council secretary for further consideration.

- f) (f) Minutes of the meetings of this subcommittee will be submitted to the Secretary of the International Council.
- g) Reports will be submitted to the International Council, as required.

Update – 4/19/17