Kairos Advisory Council New Start Guide

There is a process for starting a new Kairos Community as defined below. Although these are in a logical order, many of these items will be done simultaneously.

Spiritual underpinnings are foundational to success within our ministry. We believe that Christ is the head of this ministry. It is His, and we serve as His hands, feet, and heart to show the love of Jesus Christ. From that perspective, grace will flow for the success of the ministry.

Start Date Completed	Description
1. ___/___/____ ☐	**1. Notify the State Chapter Committee** (SCC) in your state in writing that you are interested in starting a Kairos program. Follow up with discussions and good communication as they should help guide you in this process. **2. Establish communication with the International Office Program Coordinator** for your program by contacting them (1-407-629-4948) **3. Read the Advisory Council Operating Procedures:** https://mykairos.org/docs/ac/acop.pdf The composition and responsibilities of the New Start-up Advisory Council is found in the ACOP, II. C. Advisory Council Positions, Duties and Responsibilities. *All new Advisory Councils are required to have minority (ethnic) representation. Also see Section D.5. "Newly Formed Advisory Council". **4. Read the Kairos Mission, Vision, Core Values and the Statement of Faith** found on the first pages of any Progam Manual.
2. ___/___/_____ ☐	**Recruit a New Start-up Advisory Council** to fulfill the required positions for the prospective program which must be approved by the SSC (required new start positions are Chair, Vice Chair, Secretary, Treasurer, and KairosDonor Coordinator. Consider also adding a clergy to spiritually guide the new start. Note that the Vice-Chair acts as the Continuing Ministry Coordinator until one is appointed). The only exception to serving on more than one Advisory Council is for one year to help start a new Advisory Council. A background screening must be completed by anyone serving on a Kairos Torch Advisory Council and approved through Kairos Office before they are eligible to serve: (http://mykairos.org/docs/kt/clearance_packet.pdf) Each perosn should know the Advisory Council Operating Procedures and their role. Training at https://mykairos.org/training.html and through ACT.
3. ___/___/_____ ☐	**Select a Chair for the New Start-up Advisory Council**. The Chair and New Start-up Advisory Council will oversee the process until a formal Advisory Council is elected after the first Program/Weekend, but no later than the end of the second Weekend or 2 years, whichever occurs first (ACOP II. C. Advisory Council Positions, Duties and Responsibilities). The Advisory Council should schedule Advisory Council Training (ACT) through their State Chair as soon as possible. (ACT is a Zoom meeting.) The Advisory Council is responsible to the Kairos State Chapter Committee for adherence to the Program Manual and all policies and procedures of Kairos. The Advisory Council must sign an "Affiliation Agreement" with the SCC: (https://www.mykairos.org/docs/kpmi/affiliation_agreement.pdf)
4. ___/___/_____ ☐	**Sign a Memorandum of Understanding** (Kairos Inside and Kairos Torch) with the Correctional Facility prior to setting a date for the first Weekend in accordance with the appropriate Program Manual. The completed agreement must contain permission for the appropriate Continuing Ministry programs (i.e. Prayer and Share, Mentoring, Reunions, and One-or-Two Day Retreats.) Memorandum of Understanding must be signed by the Kairos CEO and be on file at the International Office. (https://www.mykairos.org/docs/ac/institutional_memorandum.pdf)

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5. ___/___/_____ ☐	**Set up Advisory Council by Ordering KairosDonor** (https://mykairos.org/docs/kpmi/donor_order_form.pdf) and utilize it for fundraising, tracking donors, and donations. Ensure the person holding the KairosDonor Coordinator position is trained in using KairosDonor (https://mykairos.org/training.html and the financial policies). NOTE: A KairosDonor order triggers the Advisory Council being treated as new and all systems will be updated to include this Advisory Council. The name of the Advisory Council will be assigned based on the naming system at the Kairos office. Ensure that Financial Policy and Practices (FPP) are followed for all income, expenses, and reporting. (https://www.mykairos.org/docs/kpmi/fpp.pdf) NOTE: Must set up the Advisory Council before ordering any other items or attending AKT.
6. ___/___/_____ ☐	**Start recruiting for the program**. Recruit enough volunteers to have adequate team members for the first Program/Weekend. See appropriate Program Manual for team size and positions needed. Recruiting ideas are available at https://mykairos.org/downloads_recruit.html. Kairos Torch only: Schedule a Kairos Torch 101 information meeting through the International Office Youth Program Coordinator.
7. ___/___/_____ ☐	**Set date for the first Program/Weekend** and select the first Weekend Leader & Observing Leader(s). Submit Weekend date and proposed leader(s) to the State Chapter Committee for approval. The Advising Leader will be either the Program Coordinator at KPMI or their delegate. Travel should be paid by the Start -up. **Post your Weekend** on the Kairos Kalendar on the website (www.mykairos.org/register.html). **Have the Weekend and Observing Leaders register for an Advanced Kairos Training (AKT)** on the Kairos Kalendar: (https://www.kairosmessenger.org/aktregister). Weekend Leaders are required to attend AKT within 12-24 months prior to the Weekend where they serve as Leader. Establish the leadership track per the Program Manual. A background screening must be completed by anyone serving in the Kairos Torch program and approved through Kairos office before they are eligible to serve. The Weekend Leader for #1 may order and use Ezra to prepare for the Weekend upon completion of AKT: (http://www.kairosmessenger.org/ezraorderform)
8. ___/___/_____ ☐	**Observe a Weekend (if needed).** If potential leaders have not previously participated on a Kairos Weekend, the Leader(s) and Observing Leader(s) are sent to observe the presentation of a Kairos Weekend designated by the International Office Program Coordinator. This applies if potential leaders have not previously participated in a Weekend (Advisory Council Chair can't serve as Weekend Leader while Chair).
9. ___/___/_____ ☐	**Raise adequate funds** to provide for sending at least two people to observe a Weekend (if applicable), sending at least two people to an AKT and the cost of the first Kairos Weekend. Ongoing funding is then necessary. An Advisory Council must raise funds to cover all costs and properly report income and expenses.
10. ___/___/_____ ☐	P**urchase all items necessary** for the presentation of the Program/Weekend and the Continuing Ministry program. To order recruiting materials, brochures, Kairos Bible and Discussion Guides, crosses, dissolvable paper, SWAP Cards, Freedom Guides Prayer and Share Cards, Masks, Program Manuals, etc., (https://mykairos.org/docs/kpmi/supply_order_form.pdf). Purchase necessary paper, tables, chairs, etc for conducting the program.
11. ___/___/_____ ☐	(Kairos Torch only) **Creation Presentation**: Coordinate with Kairos Office for inserting Participants' pictures in the Creation DVD or PowerPoint – if allowed by the institution.
12. ___/___/_____ ☐	**Training.** Training for a #1 Weekend is critcal! While setting up the team formation meeting schedule, know that Kairos Prison Ministry International will send a Program Coordinator or designee to provide 8-12 hours of training during one team formation meeting. The designee will be assigned by the International Office Program Coordinator. Each Program Manual and Ezra will tell you how many hours are required and will guide the Weekend Leader on the training approach.

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