



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. ___/___/___ <input type="checkbox"/>	<p>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.</p> <p>2. Establish communication with the International Office Program Coordinator for your program by contacting them (1-407-629-4948)</p> <p>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".</p> <p>4. Read the Kairos Mission, Vision, Core Values and the Statement of Faith found on the first pages of any Program Manual.</p>
2. ___/___/___ <input type="checkbox"/>	<p>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 (or Financial Secretary for TX). 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 Prison Ministry International before they are eligible to serve: (http://mykairos.org/docs/kt/clearance_packet.pdf)</p>
3. ___/___/___ <input type="checkbox"/>	<p>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)</p>
4. ___/___/___ <input type="checkbox"/>	<p>Sign a Memorandum of Understanding (Kairos Inside and Kairos Torch) with the Correctional Facility prior to setting a date for the first Program/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)</p>

<p>5.</p> <p>__/__/__</p> <p><input type="checkbox"/></p>	<p>Order KairosDonor software and utilize it for fundraising, tracking donors, and donations. Ensure the person holding the KairosDonor Coordinator position is trained in using KairosDonor (via webinar). 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)</p>
<p>6.</p> <p>__/__/__</p> <p><input type="checkbox"/></p>	<p>Start recruiting. 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.</p>
<p>7.</p> <p>__/__/__</p> <p><input type="checkbox"/></p>	<p>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.</p> <p>Post your Weekend on the Kairos Website (www.mykairos.org/register.html).</p> <p>Register Weekend and Observing Leaders for an Advanced Kairos Training (AKT) from 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.</p> <p>Establish the leadership track per the Program Manual.</p> <p>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.</p> <p>The Weekend Leader for #1 may order and use Ezra to prepare for the Weekend upon completion of AKT: (https://mykairos.org/order.html)</p>
<p>8.</p> <p>__/__/__</p> <p><input type="checkbox"/></p>	<p>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).</p>
<p>9.</p> <p>__/__/__</p> <p><input type="checkbox"/></p>	<p>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.</p>
<p>10.</p> <p>__/__/__</p> <p><input type="checkbox"/></p>	<p>Purchase all items necessary for the presentation of the Program/Weekend and the Continuing Ministry program. To order brochures, Kairos Bible and Discussion Guides, crosses, dissolvable paper, SWAP Cards, Freedom Guides, Masks, etc., go to https://mykairos.org/order.html</p>
<p>11.</p> <p>__/__/__</p> <p><input type="checkbox"/></p>	<p>(Kairos Torch only) Creation Presentation: Coordinate with Kairos Office for inserting Participants' pictures in the Creation DVD or PowerPoint – if allowed by the institution.</p>
<p>12.</p> <p>__/__/__</p> <p><input type="checkbox"/></p>	<p>Training. Training for a #1 Weekend is critical! 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.</p>