

Core Team Training
July 14, 2018
Presentation Notes

PRAY, PRAY, PRAY!

Hour 1-2:

1. Opening:
 - Pray
 - Go through folders.
 - Tell them about electronic versions.
 - Point out family table workers section.
 - Explain what we are going to do today
2. Big Picture-How does the Advisory Council support the Weekend
3. Highlight Weekend Leader Responsibilities and Sample Schedule

Hour 3:

4. Break into groups
 - Advising Leader, Weekend Leader, Observing Leader
 - Chapel Coordinator, Clergy, Agape and Music
 - Head Servant and Inside Coordinator

Each group reads the entire package and attachments for all of the jobs in their breakout group.

Each group discusses:

- What did I learn?
- What questions/concerns do I still have about my role?

Hour 4:

5. Come back together. Each group reports out on what they discussed in the small group; and what concerns/questions you still have.
6. Open discussion
7. Closing prayer

BIG PICTURE

- Advisory Council exists to support the ministry at the particular facility, (Use PowerPoint to cover Advisory Council roles and connection to weekend)
 - Select Core Team including Inside Coordinator (Entire Council)
 - Recruit (Outreach/Recruiting and Data Coordinator)
 - Fundraise (Fundraising/Sponsorship)
 - Obtain Agape (Agape)
 - Obtain cash advances (Donor)
 - Schedule weekend on state and national calendar (Secretary)
 - Reserve trailer (Vice Chair)
 - Review team applications (Entire Council)
 - Manage CCLI usage (Vice Chair)
 - Coordinate food menu and purchases (Fundraising/Sponsorship)
 - Pay bills (Donor)
 - Handle or delegate donation collection at team meetings (Treasurer)
 - Provide documents to Chaplain (Facilities Liaison)
 - Develop team spiritually. Ensure sufficient number of clergy. Review clergy qualifications (Clergy/Spiritual Director)
 - Determine those who need to sit out (3 on-1 off) (Data Coordinator)
 - Learn of new Kairos or IDOC policies. Submit Weekend Leader application (State Rep) (See Attachment 1)
 - Assist with notifying team of Continuing Ministry events and ensure team is trained on serving in Continuing Ministry events (Continuing Ministry)
 - Send closing invitations to IDOC and other Kairos volunteers (Communication)
- Many tools available to Weekend Leadership. Some examples:
 - Code of Conduct
 - Financial Policies and Procedures & Donor Software
 - Mykairos.org and kairosofIndiana.org
 - Ezra and www.kairosezra.com
 - Foundational documents
 - Monthly leaders calls
 - Program Manual
 - Excellence Initiative
 - Weekend evaluations

WEEKEND LEADER RESPONSIBILITIES HIGHLIGHTS (Refer to Core Team Training Handout-Weekend Leader)

We will not be covering material covered in AKT.

The Weekend Leader must meet the requirements found on pages 61-62 of the Program Manual and attend Advanced Kairos Training 12-24 months prior to the weekend. She may not serve as Weekend Leader and Advisory Council Chair concurrently. She must be a layperson.

Weekend Leaders should:

- Be able to build a spiritual, loving, cooperative community during team formation
- Be a servant
- Be able to delegate and encourage leadership in others
- Demonstrate strong organizational skills
- Inspire trust through follow-through on commitments
- Create a team environment that values others and shares commitment to service
- Be obedient to all Kairos guidelines and directives

Following occurs after Weekend Leader has been nominated by Advisory Council and approved by State Chapter Committee. Also occurs after Weekend Leader has attended Advanced Kairos Training.

1. No later than 6 months before weekend, order Ezra. Procedure for ordering Ezra is found at mykairos.org under Supply Ordering. There is a timeline document in Ezra that will help you plan for the weekend but it does not necessarily match the actions you need to take. See kairosezra.com for assistance with Ezra.
2. Work with Advisory Council Recruiting Coordinator and Spiritual Director to recruit team members including Clergy. ¹Weekend Leader should engage in recruiting activities but Advisory Council is responsible for recruiting.
 - Develop invitation letter/email that encloses application, weekend and Instructional dates, team formation dates, times and locations, and attendance requirements
 - Use Ezra database to contact prior team members
 - Use Donor database to contact those who have given money

¹ Clergy are subject to the “3 on 1 off rule.”

- Use information from Advisory Council's Database Coordinator to contact those who have attended closing or provided other agape
 - See recruiting ideas at mykairos.org/downloads/recruiting
 - See recruiting ideas at kairosfindiana.org/downloads/recruiting
 - Handwritten notes are very powerful
 - Use Save the Date cards
3. Order supplies needed for the weekend and team meetings from KPMI (See Order Form Attachment 3). Form is found on mykairos.org at Supply Ordering:
- Program Manuals
 - Crosses
 - Rice paper
 - Bibles
 - Freedom Guides (Spanish, if needed)
 - Grouping Cards
 - DVD's if needed
 - Meal tickets if needed
4. Recruit Head Cook for Outside Kitchen.
- Work with Head Cook, Advisory Council Fundraising Coordinator, and Inside Coordinator (and Head Servant if possible) to develop menu.
 - Inside Coordinator should be Weekend Leader's liaison with the Head Cook
 - Ensure outside kitchen has volunteers, runners and drivers. Inside Coordinator works with Head Cook to recruit kitchen helpers and ensures runners and drivers are DOC trained and have green badges. Inside Coordinator ensures runners and drivers understand responsibilities. At least one of the runners or drivers should be experienced loading the trailer.
 - Any outside kitchen volunteers who work the entire weekend need to go through team meetings and include the weekend in one of their 3 worked for the "3 on 1 off" rule.
 - Ensure Head Cook has names of helpers and contact info
 - Ensure Head Cook has final menu and Abbreviated Movement Schedule
 - Ensure runners/drivers are on the closing list if they will not already be in facility for teardown
5. Schedule team meetings and reserve locations. Recruit volunteer groups to provide lunch.
6. Reserve church kitchen – Chapel Rock has been very gracious in letting us use their kitchen.

7. Ezra for the weekend
 - Plan weekend activities
 - Enter team information into database
 - Enter assigned talks and roles
 - Plan and implement team meetings, weekend agenda and activities
 - Complete final weekend report
 - Transfer data (and computer and printer) to next Weekend Leader
8. Inventory supplies left from previous weekends. Purchase supplies needed for team meetings (See Attachment 4 - Tax Exemption Form)
9. Select Core Team and schedule pre-team meeting training. Also schedule regular conference calls/meetings with them throughout team meetings and at conclusion of weekend.
10. Use past weekend materials and other resources (see Attachment 5- Weekend Leader Spreadsheet) to plan team meetings. The total amount of time spent together in team meetings should be 34-36, and team members should attend 75% of this time.
 - Make expectations of volunteers clear (See Attachment 26)
 - Ensure acronyms are not used during team meetings/training
 - Work with Facilities Liaison to schedule IDOC training at team meeting
 - Train team on family roles (Attachments 19, 23-25)
 - Use IDOC materials for training at each team meeting. Use either Facilities Liaison, Inside Coordinator, Advising Leader or other veteran team member to handle this training. Pay particular attention to:
 - Dress code
 - Security procedures
 - "Nothing in, nothing out,"
 - Treating all IWP staff with respect.
 - Should not interact with staff with more than cordial greetings. Should not engage them in lengthy conversations or ask them questions about Facility matters such as mentoring
 - Team should stand in line quietly outside the office to await entry to team restroom facility
 - Weekend will include long days that can be physically challenging and mentally draining
 - Food may be different from what team normally consumes. Is team member physically prepared for the weekend
 - How medications will be dispensed

- No hugging once through Control. Applies to team members with each other and to closing guests
 - Train team that no team members should go into the Inside Kitchen area for ANY REASON. All communication regarding kitchen/food issues should go through the Inside Coordinator unless she is not available. If not, then discuss with Head Servant (not Assistant, Servants, Angels or Weekend Leader).
11. Assign team roles, talks and meditations (See Attachment 5)
 12. Develop future leaders by ensuring that they are assigned talks and team roles that will develop them for future leadership.
 13. Work with Music Coordinator on music for team meetings and weekend
 14. Establish mentoring process for new volunteers (See Attachments 6 - Mentoring Material)
 15. Prepare leader binders for all coordinators. Ezra allows for abbreviated and full schedules. Although the abbreviated schedule may be appropriate in some situations, using the full schedule with everyone's assignments shown helps everyone stay on track. (See Attachment 27)
 16. Assign greeters to participants
 17. Ensure documents are prepared for Chaplain (See Attachments 7, 8 and 9. Note that Team List and Closing Guest List are not included) for weekend and Instructional. These documents are prepared by the Weekend Leader and Inside Coordinator and submitted to the Chaplain by the Facilities Liaison.
 18. Prepare seating chart with participant names in their spots at the tables. Leave one of these on the leaders table during the weekend for team to use in locating the seat of the person they are hosting. Give one to the Agape Coordinator for use when letter bags are distributed.
 19. Meet with Head Servant and Inside Coordinator to explain expectations and then allow Inside Coordinator to be your vehicle for communication with the Head Servant throughout the weekend
 20. Prepare name tags, Thursday night questions and certificates
 21. Hand out evaluations (Sat night of weekend)
 22. Solicit volunteers for Instructional and assign talks (before end of the weekend). Weekend leader prepares team list. Inside Coordinator prepares

menu and equipment/supply list. Facilities Liaison submits paperwork to the Chaplain.

23. Either find KO speaker for closing or delegate to Advising Leader. Ensure speaker is on closing list and handouts are on gate releases.
24. Complete and Submit Leaders Report in a timely manner. Ensure Advising Leader has submitted Expense Reports and Excellence Initiative.
25. Turn over computer and printer to next Weekend Leader. Help her with Ezra and other computer issues.

Meetings with IDOC

1. Hold pre-weekend meeting with IDOC early in team formation process. Facilities Liaison schedules the meeting. (See Attachment 10)
 - The Observing Leader, Inside Coordinator and Facilities Liaison should attend also.
 - Find out if Chaplains will participate in Forgiveness Service and/or Closing Service.
 - Set number of closing guests allowed and date closing guest info is due to Chaplain.
 - Set date Chaplain's list of participants and Angels will be delivered to Weekend Leader.
 - Cover Prison Impact Plan (see Program Manual –pg 41)
2. About 2 weeks prior to the weekend, meet with IDOC to iron out final details: Be sure any participant special dietary requirements are included in information from Chaplain. Also ensure that number of Bibles needed for cross ceremony is provided by Chaplain. (See Attachment 11)
3. Within a couple of weeks after Instructional, meet with IDOC for feedback from both sides (See Attachment 12). Be sure to cover future weekend dates, revised gate release for reunions

Show sample Weekend Leader Team Meeting and Weekend binders and Advising Leader binder

Review Sample Schedule

Break into groups

Assignment:

- Everyone in the group reads all of the material and attachments for all the roles in your group because they are interrelated
- Discuss these questions:
 - What did I learn?
 - What concerns/questions do I still have about my role?

Back Together for Reports from Small Groups and Open discussion

Close in prayer