



# Advisory Council and Weekend Leadership Roles

## Core Team Training

### July 14, 2018

Modified from PowerPoint originally written by Susan Dyer for Summer 2017 Indiana Conferences



# KEY TOOLS AVAILABLE TO THE WEEKEND LEADERSHIP

Advisory Council Operating Procedures

State Chapter Operating Procedures

Code of Conduct

Financial Policies and Procedures

KairosDonor Software

Mykairos.org and kairosofindiana.org

Ezra & [www.kairosezra.com](http://www.kairosezra.com)

Foundational Documents

Monthly Weekend Leader Conf Calls

Advisory Council Training

Advanced Kairos Training

Weekend Leader Report

Excellence Initiative Report

Kairos Prison Ministry Staff

Program Manual

Weekend Evaluations

Communication



# Roles of the Advisory Council

1. Ensure spiritual health of the ministry through biblical leadership and prayer.
2. Program compliance to follow the program manual and policies of Kairos.
3. Recruitment of volunteers.
4. Fundraising through local venues to provide sufficient funds for the ministry; along with proper financial reporting of funds and expenses.
5. Team building and leadership development which includes ensuring Weekend Leaders receive proper training and conduct team meetings according to program guidelines.



## Roles of the Advisory Council, continued

6. Ensure Weekend leaders and future leaders for the Advisory Council are identified and trained in a timely manner and have a 24 month leadership tract in place.
7. Conducting the programs and continuing ministry on an on-going bases.
8. Reporting financials, Weekends, and results, while using the tools provided by Kairos.
9. Ensure positive Correctional Institution relationships and approvals are in place.

From Advisory Council Operating Procedures January 2018



We all Serve God  
with the goal of serving in humility and  
with excellence.

*“Therefore I glory in Christ Jesus in my service to God.”*

*Romans 15:17*

The Weekend leader serves under the guidance of the Advisory Council and is responsible for ensuring the team is being recruited and prepared in accordance with the Kairos method and guidelines. The Weekend leader reports their progress to the Advisory Council monthly, beginning six months prior to the weekend, and gives their final report at the next Advisory Council meeting after the weekend.



## Advisory Council Chair

- Shepherd of the flock.
- Oversees roles #1 - #9 are being adhered to in accordance to the Kairos Program and Riverbanks.
- Ensures Advisory Council Training for the council has occurred or is scheduled.

### How does the Chair affect the Weekend?

- ✓ Discuss with Advisory Council potential Leaders and the roles required for Leadership tracking per the Program Manual.
- ✓ See that Leadership applications are completed and ready to be brought forth to the State for approval.
- ✓ Making sure Leadership has completed Advanced Kairos Training.
- ✓ Ensures the Weekend Leader knows the dates, time and locations of the next six Advisory Council meetings.
- ✓ Lead the Advisory Council in vetting all team applications:
  - ✓ 3 on 1 off; serving at one facility; application complete; foundational documents signed; any red flags?



## Vice Chair

- Maintain the Christian Copyright License (CCLI).
- Coordinates the trailer schedule on the Kairos of Indiana website.

### How does the Vice Chair affect the Weekend?

- ✓ Give Weekend Leader the guidelines for proper reporting of music used outside of the Kairos songbooks.
  - ✓ Team Meetings
  - ✓ Instructional Reunions
  - ✓ Continuing Ministry
- ✓ Trailer scheduling.
  - ✓ Contact State Trailer Coordinator, Norm Geible for availability and towing instructions.



## State Chapter Committee Representative



- The pipeline of information from the State to the Advisory Council and from the Advisory Council to the State.
- They need to be on the State Chapter Committee monthly calls.

### How does the State Rep affect the Weekend?

- ✓ Relay current IN Department of Corrections issues which may pertain to the Weekend.
- ✓ Relay any new policies or clarifications to the Kairos Methods.
- ✓ Relay issues which other teams may be experiencing.
- ✓ Bring forth Weekend Leadership nominations, 24 months out.
- ✓ Pass along the Advanced Kairos Training dates for leadership.







## Secretary

Recording officer of the Advisory Council minutes.

### How does the Secretary affect the Weekend?

- ✓ Locally: Files the Memorandum of Understanding for Torch and Inside programs with the State Chapter Chair. Retains team applications and signed Foundational Documents for 7 years.
- ✓ State: Notifies the State Chapter Chair of approved weekend dates from the facility. This information also goes to the State for posting on the Kairos of IN website.
- ✓ Nationally: Notifies Kairos main office of the approved upcoming weekend for posting using the “Register Weekend Info” link on mykairos.org website.





## KairosDonor Coordinator

Ensures the collection of all monies by the Advisory Council is in accordance with the Financial Policies and Procedures.

### How does the KairosDonor Coordinator affect the Weekend?

- ✓ Receives all deposit slips and expense receipts from team meetings to forward to the State Financial Secretary.
- ✓ Work closely with the State Financial Secretary.
- ✓ Assures all receipts for a Weekend are turned over within 21 days of Weekend conclusion to State Financial Secretary.
- ✓ Sends required IRS Charitable Contribution Acknowledgement Letters by deadline of January 31 the following year.

**NEVER, NEVER, NEVER, NEVER HANDLE MONEY, NEVER!**





## Kairos Donor Coordinator, cont.

Prepares an annual budget for the Advisory Council. Submit the budget to the State Financial Secretary for consolidation to the State budget.

### So what does this have to do with the Weekend?

How do you know what to raise for each Weekend? Budget includes:

- Supplies for the Weekend: program manuals, bibles, crosses, rice paper, food paper products, agape items, posters, pens, markers, etc.
- Meals for team meetings, the Weekend and Instructional Reunion.
- Lodging expenses for team.
- Continuing Ministry: One-Day Retreat meals, Prisoner to Prisoner Devotionals.
- Sending Leadership to Advanced Kairos Training: in-state expense averages \$260 per person.
- Sending the Advisory Council to Advisory Council Training: \$150 per Advisory Council.



## Treasurer

Together with the Advisory Council KairosDonor Coordinator, oversees and provides advise to ensure that collection of all funds by the Advisory Council is in accordance with the Financial Policies and Practices.

### So how does the Treasurer affect the Weekend?

- ✓ Appoint and train two persons and two alternates to collect money at the team meetings: Counter 1 and Counter 2
- ✓ Treasurer trains Counters on how to make bank deposits, (photo copies, within five business days of team meeting, etc.) and how to forward deposit slips to Advisory Council KairosDonor Coordinator.





## Institutional Liaison

The day-to-day link between the Institution, the Advisory Council and the Weekend Leader, except during the Weekend.

So how does the Liaison affect the Weekend?

- ✓ Keeps the Advisory Council aware of all facility rules, policies and directives.
- ✓ Arrange meetings between the Leadership Team and the Chaplain.
- ✓ Keeps a list of volunteers with dates of Department Of Corrections training and TB testing.
- ✓ Assists the Inside Coordinator with preparing required paperwork for the facility.
- ✓ Trains the Inside Coordinator on how to be the voice for the Weekend.



## Outreach/Recruiting Coordinator

Trains the Advisory Council and volunteers in how to successfully recruit. Year round effort!

So what happens when an Advisory Council is not recruiting to meet the 1/3 new team for each Weekend?

- Teams become stagnant, calling on same volunteers who become burned out physically and emotionally.
- The story of Kairos is not shared.
- Teams become smaller.
- Seasoned volunteers take ownership.
- Seasoned volunteers more likely to let their guard down.
- We exhaust of generous donors.





## Outreach/Recruiting Coordinator, continued

### How does the Outreach/Recruiting Coordinator affect the Weekend?

- ✓ Train the person who will lead the team on Outreach to know and share:
- ✓ The ministry in its whole:
  - ✓ Celebrating 40 Years!
  - ✓ 494 communities; 35 states; 9 countries; more than 30,000 volunteers.
- ✓ The endorsements from Vice President Mike Pence and others are found on the volunteer website.
- ✓ Share the volunteer website! Many videos are available for recruitment on this site.
- ✓ Kairos is a 501(c)(3) Organization.
- ✓ Kairos is a member of the Evangelical Council for Financial Accountability (ECFA).



## Fundraising/Sponsorship Coordinator

They are responsible for helping to train the Advisory Council and volunteers for successful fundraising. Year round effort!

How does the Fundraising/Sponsorship Coordinator affect the Weekend?

- ✓ Train the person who will lead the fundraising efforts for the team.
- ✓ More than a Weekend! – Remember that budget? – Discuss it!
  - ✓ Continuing Ministry expenses.
  - ✓ Sending Leadership to required training expenses.
  - ✓ State expenses and National expenses.
- ✓ Responsible for coordination of the food menu and purchasing procedures.







## Agape Coordinator

Agape Coordinator keeps the Advisory Council informed of upcoming Kairos and other 4<sup>th</sup> Day Weekends so agape can be prepared, especially for #1 Weekends.

### So how do they affect the Weekend?

- ✓ Informs the Advisory Council of acceptable forms of agape pursuant to Kairos Program Manuals and facility directives.
- ✓ Gathers agape from completed Weekend to distribute to other communities.
- ✓ Train the Weekend Agape Coordinator for the team formations.
  - ✓ Register the Weekend for prayer on [www.3dayol.org](http://www.3dayol.org).
  - ✓ Request posters/prayer chains from “building the community” activity.
  - ✓ Share with team upcoming Weekends for prayer (global ministry).



## Clergy/Spiritual Director

Responsible for the spiritual guidance of the Advisory Council: keeping our eyes on Jesus. Keeps a list of qualified clergy based on the Program Manual guidelines.

### So how does the Advisory Council Clergy affect the Weekend?

During the Advisory Council meetings, your Clergy is hearing concerns from the Weekend Leader:

- Conflicts among team members;
- Logistic concerns;
- Spirits of disobedience; etc.



They will offer up prayer, give wisdom and discernment on how to handle issues with grace. Then, follow up with the Weekend Leader



## Continuing Ministry Coordinator

Responsibilities include facilitating the continuing ministry which is the heart and soul of Kairos. They must make sure the Advisory Council is operating within the appropriate Program Manual.

So how does the continuing Ministry Coordinator affect the Weekend?

- ✓ Explain to the team about the continuing ministry – assign pages in the appropriate program manual to read.
- ✓ Give emphasis on why we are to follow the Program Manual.





## Data Coordinator

The Data Coordinator maintains a copy of the Ezra database.

**So how does this affect the Weekend?**

- ✓ Helps to vet team applications (3 on 1 off, grouping, serving in one community only).
- ✓ Provides a list of team member contact information.
- ✓ Database on the roles/talks each team member has held (important for leadership qualifications).
- ✓ Potential volunteers.
- ✓ Outreach contacts.
- ✓ Resident and guest participants.
- ✓ Closing guest registrations (if required by the facility).
- ✓ Customize to your needs!



# Communications Coordinator



Communication is a two-way action.

So, how does this position affect the Weekend?

- ✓ Send closing invitations to Prison Wardens, Institutional Liaisons and our State Chapter Committee members.
- ✓ The Outside Communication Coordinator is responsible for getting their packets on the gate release. This is sent to the Agape Coordinator at least four weeks prior to the Weekend.



# Nurturing Relationships

1. BE HONEST
2. LEARN
3. TRANSITION

