



Kairos Prison Ministry of Indiana

Changing Hearts, Transforming Lives, Impacting the World



KAIROS OF INDIANA STATE CHAPTER COMMITTEE

Recruitment Blueprint (plan/strategy)

Rev A

Continuous long-term planning: Recruitment/Sustainment/Development

1. Spiritual: Seeking God as a Community (Are we really ready to get serious?)

Starting October 1st, 2017 or whenever you first receive this request.

a. Bible Theme

“Then saith He unto His disciples, The harvest truly is plenteous, but the labourers are few; Pray ye therefore the Lord of the harvest, that He will send forth labourers into His harvest.” Matthew 9:37-38

b. Prayer

Let us launch the one-minute-per-day prayer; recommended 7:00am 7 days per week, but any time is welcome; all Programs, volunteers, supporters and graduate participants. Pray God will answer Jesus’ request above for laborers. Hebrews 4:16; 2 Peter 1:4

c. Fasting Fridays (where personal health allows)

Every first Friday of every month, skip lunch; no food between 9am – 3pm. Joel 1:14

2. Setting the Objective (& developing metrics)

a. Perspective

Friendships: **“Make a Friend, Be a Friend, Bring a Friend to Christ!”**

Included: Recruitment, Vetting, Leadership Development

b. Goals/ Objectives (Primary metric): 1/3 New volunteers for each team

(Source: WL Report)

Assume 45 members per team	45
1/3 New each team	15
Two teams per year	2
Total New per Community per Year	30
Number of Communities - Indiana	21
Total New Volunteers per Year	630

c. Other metrics (some will include unintended benefits)

Volunteer Hours Spent per effort?? (Source: Journal)

Riverbanks (individual): 3-on-1-off; single community; 1-on-1 Greeting

Riverbanks (AC): 1/3 rotation per year



Kairos Prison Ministry of Indiana

Changing Hearts, Transforming Lives, Impacting the World



3. Resources (existing)

a. Web (hyperlinks are active)

Kairos of IN

myKairos.org

Kairos Prison Ministry

Texas - Recruitment & Outreach

b. Style Guide - Elevator Speeches (training)

Use as Spiritual Exercise at TFM for Individual Training

c. Other key personal resources often overlooked

First-time veterans (implement 1st assignment as Family Asst. Lead)

Hospitality (friendships) at Team Formation Meetings (TFM)

One-on-one mentor partners

Personal Experiences – sharing Kairos and me

d. Materials

Databases

Ezra

Kairos Donor

Materials - trifold, interest cards, business cards, etc

Tools - Templates, Tracking Journal, Pop-up Banners; Budget

4. Process (under construction)

a. General

SCC/AC Provide guidance/training to Volunteer Communities

Develop Tracking - Where do our volunteers come from (1/2-page questionnaire at TFM)

b. Individual Approach

Each volunteer encouraged to self-backfill (per Campaign/per Year)

Develop TFM Spiritual Exercise based on Elevator Speech; comfort sharing (1x/Campaign)

c. AC Approach (2-part: Group & Individual)

Group approach (large or small groups combined with one-on-one)

Note: Groups are for marketing Brand recognition; rarely close the deal

Using lists of Groups, Volunteers, and Methods, select a 2-part Plan: Group/Individual

Track the hours and resulting volunteers in the Plan using the Journal

d. Much work needed here in the development of tools:

Recruitment Journal; Recruitment Team (resources; administration); Process Flowchart



5. People - Who does what?

- a. The SCC shall ensure that the Recruitment Blueprint will be developed, implemented, monitored and under continuous improvement through a strong Spiritual Foundation of the Father, Jesus Christ, His Holy Spirit and God's Word. The Blueprint shall be In accordance with the KPMI Core Documents, Wisdom of Kairos (Riverbanks) and in the spirit of grace found in Nurturing Relationships.
- b. The SCC shall provide and communicate training on how to conduct the elements of the Blueprint. The SCC Programs subcommittee with AC Chair participation shall develop, communicate, monitor, and provide direction through the Shepherds Initiative.
- c. The SCC Recruitment subcommittee will hold regular meetings with AC Recruitment Coordinators to support implementation of the Blueprint. Communication, training, maintenance, tracking and assessment are included.
- d. The SCC shall collate Team data from Weekend Leader (WL) Reports for Recruitment metrics.
- e. The AC Chairs shall support the Blueprint by communicating the elements of the Blueprint and encouraging attendance in related meetings of the Shepherd Initiative and the state-wide Recruitment subcommittee meetings.
- f. The AC Chairs shall support Weekend Leader (WL) to ensure correct, thorough and timely reporting of WL Reports and Excellence Initiative (EI) Reports.
- g. The AC Outreach/Recruitment Coordinators shall support the Blueprint by attending and participating in regular state-wide meetings with the SCC Recruitment subcommittee. The role, with AC support, also includes communicating need for and collection of lists for: Volunteers and Target Lists. The AC Recruitment Coordinator shall maintain the AC Recruitment Journal.
- h. 'Recruitment' as an activity of the Ministry shall be presented as a part of Jesus' Christian discipleship for all volunteers, supporters and participants. Recruitment shall be communicated to include recruiting new volunteers, vetting volunteers, retention, and cultivation of leadership and genuine caring for each other in individual Christian growth in grace and Christ-likeness. We shall all model the Kairos motto:

"Make a Friend, Be a Friend, Bring a Friend (*closer*) to Christ"



6. Tools

- a. All lists and databases collected and maintained at the local AC level shall be consistent for collation at State (SCC) level.
- b. Lists of Volunteers by AC
- c. (SCC) Individual Approach – Develop a Spiritual Exercise based on Style Guide, Elevator Speeches. This to be implemented at TFM. AC to train best practice for TFM hospitality including Greeters, Mentors, and friendship/discipleship cultivation.
- d. (SCC) Oversight development of the Blueprint and all elements
- e. (AC) List of Churches – start with requesting each volunteer to seek out their own Church Family leadership for potential contact; add to formal list (format needs development)
- f. (AC) List of Fourth Day - start with requesting each volunteer (as applicable) to seek out their own local Fourth Day communities for potential contact; add to formal list (format needs development)
- g. (AC) Develop a Recruitment Team of “3-on-1-off Rest & Recruit” Volunteers (criteria)
- h. (AC) Use a Recruitment Journal tracking methods used; coordinate activities with speakers; never less than by pairs; Jesus model. (Luke 10:1); 2-part Plan: Group/Individual used; hours invested.
- i. The list of methods;

Part 1 – Group: large or small, group categories, personal testimonies, music, videos, materials (trifolds & interest cards). Guest speakers’ list (Releasees), etc.
Part 2 – Individual follow-up: phone calls, coffee, dinners, etc.
- j. Sharing of existing resources by SCC, ACs and among volunteers
- k. Newbie survey handout at TFM (development; ½-page): how did you hear of Kairos?, was it a small or large group?, who invited you to Kairos? Others?
- l. Other Spiritual: Inspiration – Why do you do Kairos? By the Holy Spirit, Jesus did much to glorify His Father, healings, miracles, teachings, etc., yet all of it boiled down to loving God and loving His fellow man. Why do we do cookies? Why do we do placemats? Why do we fund raise? Many more... it’s all because of God’ love in hearts for Him and others.



7. OTHER ideas for discussion

Group categories

select a large, cold or large, warm; select presenters

create a schedule for one-on-one follow-up

Follow-up with one-on-one invite to TFM or Closing, etc.

Individual (independent approach)

Consider Tracking Journal - Group & Personal does this matter?

Method Description Category

State or County Fairs Large - Cold

Church groups Large - Warm

Small groups Medium - Warm

Phone calls One-on-one

Coffee/Meals One-on-one

Invites (TFM, Closing, Outreach functions)

Elevator Speeches Individual

Commitments Individual

Difficulties

Program Specific; Geography; Demographics; Diversity

Volunteer Church aids: Consistent marketing plaque or billboard for individuals churches

Survey at TFM for metrics

Understand the why?

Why do you do Kairos?

Jesus? Taught, Healed, Miracles, Parables, Corrected religious leaders,

but all of these were to establish Gods character and truth and to save souls. MT 22:37-40

Military example: 7 men behind lines to support 1 on the line.

Cross vertical and horizontal

Transformation,

Reap more benefit from observed xformation blessings, participants, volunteers, closing guests.

Newsletters, other? Capture this excitement energy in group presentations?

Expressing the excitement Facebook, technology. Let's use it!

1. Need a process flowchart



Kairos Prison Ministry of Indiana

Changing Hearts, Transforming Lives, Impacting the World



Recruitment Team (preliminary thoughts)

Volunteer Resource (just needs leadership, coordination, plan, tools, training)

Volunteer commitment to a single Weekend; typical
approximate average for all Programs
does not include WL, or officer positions in AC or SCC
does not include Continuing Ministry (CM)

Team Formation Meetings (TFM)	35 hrs
The Weekend	35 hrs
Individual prep (Agape, letters, etc.)	30 hrs
Total	100 hrs

Healthy AC/ Community Target	80 volunteers
Recruitment Team	20 volunteers leaves 60 for a Weekend Team
3-on-1 off rotation (every 4 th Weekend)	
Rest and Recruit (1/2 time)	50 hours
Total Volunteer hours available	1,000 hours per season
	2,000 hours per year

State-wide	
21 Communities	42,000 hours per year

Transition Plan needed for implementing Recruitment Team

Need well-developed plan and resources.
Need inspiration to get our seasoned volunteers excited.
Need to unleash the collective talents.
Develop a strong Blueprint and 'get out of the way'!
Jesus and our Volunteers will do the rest!

Much much more to come! Are you getting excited? Is this something you can pray for?



Kairos Prison Ministry of Indiana

Changing Hearts, Transforming Lives, Impacting the World



Additional Notes (rough draft)

AC - pilots?

No restrictions, but seeking a few pilots

Approaching Pastors during application signature

Connie, timing: during or after (pros & cons)

Dan Seagrave: Recruitment & Fundraising (working together; looking all the time)

Speakers Bureau (Panel)

Other ministries: crossover

Dan Seagrave 4th day Community (incl. The Way)

Frank Rowe Emmaus; let's give back; two-way street

John Mayfield; Lafayette Great Banquet

Invite to TFM

Team Application Pastor signature; don't you want to see?

Closing: Offender testimonies

TFM: Hospitality 101

Recruit candidates: Grad testimonies

Volunteer list

Church contact (w/ application)

4th Day contact (Relationships from both sides; delicate)

Target: Preliminary Spring '18 (Individual: Spiritual Exercise); Fall '19 Team Recruitment; & Spr'19 Follow-up

Don accepts pilot assignment for Putnamville

Continue development/ element design

Journal consistent format, individual, teams, AC, SCC

Survey for new comers (what methods are working)

TFM: Spiritual Exercise; or possibly Skits (maybe both)

Speaker Bureau's multiple: Past Grads, Veterans, 4th Day; 1st Veteran Volunteers

Recruitment Team: pilot development; schedule (Spr/Fall/Spr/onward)

Targets: 4th Day, Church, Work, Friends

Tools: List, Journal, etc.

Mentor program

P85 newbies, as family asst lead

Newbie mentorship

Kairos of Indiana Mary Geible resources

Select pilots and set up comms, meetings

RB - It's about attitude more than specific rules.

AKT banner replacement Connie to order

Need to seek "pilot" Acs for Recruitment Team



Kairos Prison Ministry of Indiana

Changing Hearts, Transforming Lives, Impacting the World



20180523

Material Resources (WIP) – (developed to date) 20180523

K-IN Shepherds Initiative Introduction 20170924.doc

K-IN Shepherd Initiative Rev20170904.ppt

Recruitment Blueprint - Admin yyyymmdd.doc

Recruitment Blueprint - Survey input IWP 20180404.pdf

Recruitment Blueprint - Survey results IWP 20180404.docx

Recruitment Blueprint - Spiritual Exercise 20171210.doc (3-people)

Recruitment Blueprint - Skit 'High School Reunion' 20180329.doc (3 people)

Recruitment Blueprint - Skit 'What NOT to do' 20180403.doc (3 people)

Recruitment Blueprint - Mentoring Presentation 20180228 (IWP).pdf

Recruitment Blueprint - Team Mentoring Guide 20180327 (WCF-adapted).docx

Team Formation Meetings (TFM) – When using Spiritual Exercise(s) or Skit(s), consider using both large group discussion and 3-way prayer partnering to practice and or discuss what was learned.

Kairos of Indiana website, Downloads

Need to upload all current materials & resources

Consider Presentations with cross-Program content

20180523

Group Method – The Recruitment Team

Identifying R-Team members (R-Team email to AC Chair; Recruitment Coordinator)

Selecting an R-Team leader

Journal tracking of R-Team activities

Need an R-Team schedule

R-Team resources:

- Speakers Bureaus

- Locations for Dinner

- Presentation outlines (Step 1 & 2)

- Links to all other resources



Kairos Prison Ministry of Indiana

Changing Hearts, Transforming Lives, Impacting the World



20180601

Current Website Resources

Recruiting (Hyperlinks active)

[Kairos Outside Regional Brochure](#)

[Interest Card](#)

[Recruiting Website Additions](#)

[Recruiting-Retainment-Mentoring Program](#)

[Form letter for Recruiting Past Volunteers for Kairos Inside](#)

[Form letter for Recruiting Past Volunteers for Kairos Outside](#)

[Form letter for Recruiting Past Volunteers for Kairos Torch](#)

[Form letter for Recruiting Past Kairos Donors for Kairos Inside](#)

[Form letter for Recruiting Past Kairos Donors for Kairos Outside](#)

[Form letter for Recruiting Past Kairos Donors for Kairos Torch](#)

[Form letter for Recruiting Closing Guests for Kairos Inside](#)

[Form letter for Recruiting Closing Guests for Kairos Outside](#)

[Form letter for Recruiting Closing Guests for Kairos Torch](#)

[Mentor Checklist](#)

[Save The Date Card](#)

[Recruitment Bobby & Tammy Shipman Bio](#)



Kairos Prison Ministry of Indiana

Changing Hearts, Transforming Lives, Impacting the World



Categories

- 1) Admin
 - a. Blueprint
 - b. PowerPoint
 - c. Links
 - d. Goals (clergy, musicians, demographics: denominations, age, race)

- 2) Individual
 - a. TFM Training
 - i. Spiritual Exercise
 - ii. Skits
 - iii. Mentoring Tools
 - iv. 1st time V's; best practice, e.g., Role: Family Table Asst.
 - v.

- 3) Group (R-Team)
 - a. Journal
 - b. Schedule
 - c. Letters (KD, Past-V, Closing)
 - d. Lists of Churches
 - e. Sample templates for:
 - i. See Elevator Speeches in Style Guide
 - ii. Phone calls (per category; use the web letters)
 - iii. Large group presentations
 - iv. 'Next step' presentations (dinner locations, speaker bureaus, music)
 - v. One-on-one friendship follow-up
 - vi. TFM lunch invites
 - vii. Closing invites
 - viii.

- 4) Other Resources
 - a. KPMI Church Mailers
 - b. Interest Cards
 - c. Videos
 - d. Survey & Results template (metrics; what's working)

20180601

Current Website Resources



Recruitment Team (WIP; under development; pilot)

1. Spiritual Foundation
 - 1.1. Daily Prayer: Matthew 9:37-38
 - 1.2. FFF: First Fast Friday; first of each month; 9a – 3p
 - 1.3. Recruitment at TFM (Spiritual Exercises & Skits)
2. Lists – collection/compilation
 - 2.1. Churches; Large Groups (AC/WL/TFM)
 - 2.2. Past Kairos Volunteers (WL Reports; Messenger)
 - 2.3. Kairos Donor (AC FS)
 - 2.4. Kairos Closing Guests (WL, previous/next)
 - 2.5. Survey (WL/TFM)
3. R-Team Activities
 - 3.1. List of volunteers for Team
 - 3.2. Leadership selection
 - 3.3. Review of materials (SI/RB, Speaker Bureaus, etc.)
 - 3.4. Schedule overview
 - 3.5. Team Assessment: strengths & weaknesses; assignments
 - 3.6. Phase I
 - 3.6.1. Large Group presentations
 - 3.6.2. Others' lists development & phone calls
 - 3.7. Phase II
 - 3.7.1. Dinners w/ Special Guest Speakers
 - 3.8. Meetings: F2F & Telecons
4. Schedule overview (coordinated w/ 'Next' WL & Event Schedule: TFM, Wknd, Closing)
 - 4.1. Past R-Team Leader contacts AC Chair & Recruitment Coordinator for Agenda placement
 - 4.1.1. Presentation; R-Team Overview: purpose, objectives, past success
 - 4.1.2. Lists checklist and who does what for support
 - 4.1.3. List of volunteers available (3-on-1-off)
 - 4.1.4. Leader selection (?); contact; assignment acceptance
 - 4.2. Past or New R-Team Lead
 - 4.2.1. Contact R-Team members
 - 4.2.2. Schedule development
 - 4.3. Transition Meeting for 'Past' & 'Next' R-Team
 - 4.4. Meeting Face to face (F2F) (review, schedule, team assessment & assignments)
 - 4.5. Develop Phase I & II Gatherings
 - 4.6. Phone call assignments for Lists
 - 4.7. Journal Development
 - 4.8. Survey Results collection; Metrics of success
5. Transition



Kairos Prison Ministry of Indiana

Changing Hearts, Transforming Lives, Impacting the World



Time Commitment - Comparison	(hours)
Wknd Event	
TFM x 5	35
Wknd	40
Personal Agape	25
Total	100
R-Team	
Admin-meetings	
F2F	4
Telecons	10
Transition	2
R-activities	
PH I (6 x 1 hr)	6
PH 2 (4 x 2hr)	8
Phone calls - Large	2
Phone calls - Lists	6
Phone calls - Growth	6
TFM (2 x 2hr)	4
Closing (1 x 2hr)	2
TOTAL	50

Others' Lists	
Past Kairos Volunteers	140
Kairos Donor	200
Kairos Closing Guests	120
Total	460

Launch

Phone calls - Large	Pilot	Intermediate	Target
R-Team V's	6	10	20
Calls per hour	2	2	2
Hours per week	1	1	1
Weeks	2	2	2
Total calls made	24	40	80

Phase I

Phone calls - Lists			
R-Team V's	6	10	20
Calls per hour	5	5	5
Hours per week	1	1	1
Weeks	6	6	6
Total calls made	180	300	600

Phase II & beyond

Phone calls - Growth			
R-Team V's	6	10	20
Calls per hour	3	3	3
Hours per week	1	1	1
Weeks	6	6	6
Total calls made	108	180	360



Kairos Prison Ministry of Indiana

Changing Hearts, Transforming Lives, Impacting the World



Example		52	Actual	Actual
	1	Hours	Team	R-Team; Pilot PvCF
Sat	07/21/18	2	x	R-Team Transition/Hand-off
Sat	08/04/18	2	x	F2F #1; Admin
Wed	08/08/18	1	x	Telecon
Sat	08/11/18	2	TFM #1	x
Mon	08/13/18	1	x	Phone calls
Wed	08/15/18	1	x	Telecon
Sun	08/19/18	1	x	Presentation; Phase 1 LG
Mon	08/20/18	1	x	Phone calls
Wed	08/22/18	1	x	Telecon
Sat	08/25/18	2	TFM #2	x
Sun	08/26/18	1	x	Presentation; Phase 1 LG
Mon	08/27/18	1	x	Phone calls
Thu	08/30/18	2	x	Telecon
Sun	09/02/18	1	x	Presentation; Phase 1 LG
Mon	09/03/18	1	x	Phone calls
Tue	09/04/18	2	x	Phase II; Next Step Dinner
Wed	09/05/18	1	x	Telecon
Sat	09/08/18	2	TFM #3	TFM Lunch
Sun	09/09/18	1		Presentation; Phase 1 LG
Mon	09/10/18	1	x	Phone calls
Tue	09/11/18	2	x	Phase II; Next Step Dinner
Wed	09/12/18	1	x	Telecon
Sun	09/16/18	1	x	Presentation; Phase 1 LG
Mon	09/17/18	1	x	Phone calls
Tue	09/18/18	2	x	Phase II; Next Step Dinner
Wed	09/19/18	1	x	Telecon
Sat	09/22/18	2	TFM #4	TFM Lunch
Tue	09/25/18	1	x	Phone calls
Wed	09/26/18	2	x	Phase II; Next Step Dinner
Tue	10/02/18	1	x	Phone calls
Wed	10/03/18	1	x	Telecon
Sat	10/06/18	2	TFM #5	TFM Lunch
Tue	10/09/18	1	x	Phone calls
Tue	10/16/18	1	x	Phone calls
Wed	10/17/18	1	x	Telecon
Tue	10/23/18	1	x	Phone calls
Sun	10/28/18	2	Wknd	Closing
Tue	10/30/18	1	x	Phone calls
Wed	10/31/18	1	x	Telecon
Sat	11/03/18		Instructional	x
Sun	11/11/18		x	Email to AC; Next
Sat	11/17/18		x	AC Meeting; present requests
Sun	11/18/18		x	Transition
Sat	01/19/19		X	AC Meeting; present requests
Sat	02/10/18		x	Transition