**Advisory Council Positions & Their Roles on the Weekend**

**Kairos State of Indiana Meeting 08-27-16**

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Their are 12 key tools available to the Advisory Council and Kairos volunteers:

Advisory Council Operating Procedures (ACOP) Advisory Council Training (ACT)

State Chapter Operating Procedures (SCOP) Advanced Kairos Training (AKT)

Code of Conduct Weekend Leader Report (WL)

Financial Policies and Procedure (FPP) Excellence Initiative Report (EI)

KairosDonor Software Kairos Prison Ministry Staff

Kairos Vol Website: mykairos.org Program Manual (PM)

All the I will be speaking about today, comes from these key tools listed.

Kairos has asked we not use acronyms. Both Advanced Kairos Trainers and Advisory Council Trainers are asked not to use acronyms. Think about the first time you served on a team – did you understand what the WL report, PM, SWAP, P&S, MR or ACOP was about? Did you ask? Probably not. Since 1/3 of our team is to be new, let’s be sensitive to *all* who serve.

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

Every Advisory Council, whether Inside, Outside or Torch, is governed by the above roles. Every Advisory Council operates under the same four foundational documents that govern the ministry and keep us on course: Mission Statement, Vision Statement, Core Values, and Statement of Faith.

The document which guides our behavior and actions as a board, staff and volunteers is the Code of Conduct. Reading all these documents at the beginning of each year is important to the health and well-being of your Advisory Council.

**Objective:** To list each Advisory Council position with specifics on how their particular role integrates with the Weekend. The Advisory Council positions are fully detailed in Advisory Council Operating Procedures, January 2016 edition. For the purpose of this session we will be discussing these roles specifically with the weekend.

The Silver Program Manual (p. 61) states, “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”. The final reports include the Weekend Leader Report and the Excellence Initiative.

**Chair**

The Chair is the shepherd the flock. The Chair oversees that items #1 - #9 are being adhered to in accordance to the Advisory Council Operating Procedures. The Chair lead*s* the effort to keep the local program and their institution within the Kairos Riverbanks. The Chair oversees the weekend is being conducted according to the Riverbanks.

How does the Chair do this?

Communication.

The Chair communicates with the Weekend Leader to provide guidance and assistance, while ensuring team formation meetings are taking place and volunteers are attending. (ACOP p. 11, e.)

The Chair communicates to the Weekend Leader.

* Dates for the Advisory Council meetings six months prior to the weekend so they can plan to attend.
* To bring all team applications to the Advisory Council meetings so they can be vetted (3 on 1 off, serving at one facility only, applications complete, foundational docs signed, any red flags, etc.).

The Weekend Leader communicates back at the Advisory Council meetings on various subjects such as:

* team meeting agenda (is everything being covered?);
* attendance at team formations;
* what talks and meditations have been previewed;
* assignments being given to those who may be in leadership tracking,
* status of clergy; and,
* concerns and requests for prayer.

**Vice Chair**

The Vice Chair is responsible for maintenance of the Christian Copyright Licensing (CCL International).

The Vice Chair also coordinates the trailer schedule according to the State Chapter Committee guidelines.

How does the Vice Chair affect the Weekend?

Communication from the Vice Chair to the Weekend Leader is important. The Vice Chair will give him/her the guidelines for proper reporting of music used outside of the Kairos Songbook. This begins with the team meetings,

* through the Weekend,
  + through the Instructional Reunion,
    - and through the Monthly Reunions.

Questions the Vice Chair might have on reporting with the CCLI license are to be directed to State Chair Roger Bough.

The Vice Chair also coordinates the trailer schedule with the State. This begins with communications to State Chapter Trailer Representative. The Vice Chair relays towing instructions for the trailer and any other guidelines to the Weekend leader.

**State Chapter Committee Representative**

This person is the pipeline of information from the State to the Advisory Council and from the Advisory Council to the State. The State Ad Council Rep communicates to the Advisory Council at each meeting the happenings of the State.

How does the State Chapter Rep affect the Weekend?

The weekend is launched when the Advisory Council State Chapter Rep presents to the State all Weekend Leader nominations. This is done at the State meetings.

The Rep relays important issues of clarity which may be brought forth at State Meetings:

* there may be clarifications of Kairos Method;
* local issues which other teams may be experiencing; or,
* current IDOC issues that may affect the weekend or team trainings.

The Rep passes along Advanced Kairos Training (AKT) dates which are mandatory training for the Weekend Leader and those in the role of the Observing Leader. The Rep also ensures the person(s) are registered for Advanced Kairos Training well in advance (ACOP p12 3)d.)

Should this person not be able to make a State Meeting, the Advisory Council Chair is to appoint someone else to be in attendance.

**Secretary**

The Secretary is the recording officer of Advisory Council meetings. The Secretary performs listed duties not only to the local Advisory Council but to the State Chapter Committee and the Kairos International office.

How does this affect the Weekend?

First, the Secretary is who files the Memorandum of Understanding to the State Chapter Committee. This document shows the facility what we *intend* to do on the weekend as well as what we *respectfully* request they do.

The Memorandum of Understanding should be reviewed at the Advisory Council meetings on annual basis of a reminder of our word. Is your Ad Council and Weekend Leader aware of this document and what it says?

On the State level, the secretary notifies the State Chapter Committee Website Administrator of approved Weekends and leader information for posting.

On a National level, the Secretary also notifies Kairos International of the approved upcoming weekend for posting, using the “Register Weekend Info” link on the [www.mykairos.org](http://www.mykairos.org) website.

**KairosDonor Coordinator**

Together with the Advisory Council Treasurer, oversees and provides advice to ensure that the collection of all monies by the Advisory Council is in accordance with the Kairos Financial Policies and Practices.

How does this affect the Weekend?

The Donor Coordinator receives all the deposit slips from team meetings and is responsible for balancing these. He/she is also the person to whom all receipts are forwarded to for reimbursement. The use of KairosDonor Software is imperative to their role.

The Donor Coordinator is the go-to person for providing data in preparing the next year’s budget. The [www.mykairos.org](http://www.mykairos.org), Financial Policies and Practices Job Description, specifically states that it is the Donor Coordinator who is to, “Prepare the Annual Budget for submission to the Advisory Council for approval and submit to the State Financial Secretary for consolidation to the State budget and approval.”

So what does the budget have to do with the Weekend?

The budget includes:

* training and sending your leadership and new Advisory Council members to Advanced Kairos Training (estimate $250 per person, in state);
* supplies needed for the Weekend (bibles, crosses, rice paper);
* lodging expense for team;
* supplies needed for the trailer, (food paper products, poster paper, markers, pens, cleaning supplies);
* meals for team meetings, the Weekend, the Instructional Reunion & One-Day Retreats;
* team meeting supplies (manuals, ink, paper, copies);
* 15% of gross income to KPMI for operational expenses and audit fees; and,
* Advisory Council Training ($150 per per Ad Council).

How about the State? The budget should include income to assist with:

* insurance for trailers;
* updates and repairs to the trailers (tires and physical damage); and,
* updates and repairs to equipment in the trailers (cambros, sound systems, partitions, tables, etc).

The Donor Coordinator should provide these numbers to the Advisory Council. The Council relays (based on the budgetary numbers) to the Weekend leader a suggested amount as a goal for each team member to fundraise.

**Treasurer**

“Together with the Advisory Council KairosDonor Coordinator, oversees and provides advice to ensure that the collection of all funds by the Advisory Council is in accordance with these Financial Policies and Practices.” (mykairos.org/docs/kpmi/fpp\_descriptions.pdf)

How does this affect the Weekend?

“Working with the Weekend Leader, (the Treasurer) appoints two persons and two alternates to collect money at the team meetings. These persons should be members of the Core Team such as:

* the Advising Leader,
* Agape Coordinator (Kairos Inside) . . .

The primary appointees, are designated Counter 1 and Counter 2 & will ensure that they or their alternates are at every team meeting. The Advisory Council Treasurer may be one of the appointees if a member of the team.” (quoted from Financial Policies and Practices)

Kairos is a member of the Evangelical Council for Financial Accountability (ECFA) and everything done must be done under the guidance of the Financial Policies and Practices to ensure our membership and good standing.

**Institutional Liaison or Facility Coordinator for Kairos Outside**

Provides the day-to-day link between the Institution, the local Advisory Council and the Weekend Leader, except during the Weekend program. Communicates to the institution chaplain at least monthly. There is one voice to the facility: that of the Institutional Liaison.

How does the Institutional Liaison affect the Weekend?

The Liaison keeps the Advisory Council informed of all facility rules, policies and directives. These can change weekly, even daily. Sometimes changes occur the week of the actual Weekend. A spirit of flexibility is a must and to be modeled to team by the Weekend Leader and Advisory Council.

The Liaison arranges meetings between the Weekend Leader, Inside Coordinator and the chaplain. Your Advising Leader and Observing Leader may be in attendance as well.

This is an opportunity for the Liaison to explain the role of the Inside Coordinator to the chaplain. That role is specifically that the Inside Coordinator will be the one voice between the leadership, team and the facility once the Weekend begins.

The Liaison also:

* Keeps a list of volunteers noting DOC training status as well as TB testing.
* Provides information to the Weekend Leader regarding Closing Instructions and attendee requirements.
* Ensures the chaplain has received the lists and paperwork necessary for all Kairos activities.
* For the Weekend, it is helpful to have the Inside Coordinator prepare the paperwork needed for the institution. This is a training time as they prepare to become a Weekend Leader. The Liaison proofs and presents the paperwork to the facility.
* The paperwork typically includes, but could be more, depending on the facility:
  + team roster with confirmation of training and TB results;
  + team medications or special needs;
  + trailer inventory, along with a Material Safety Data Sheet;
  + Leader’s inventory carried in each day;
  + movement schedule;
  + meal;
  + closing list; and,
  + any other information which the chaplain or facility may request.

The Facility Coordinator (Kairos Outside) makes arrangements for facilities to hold the Weekends and other meetings as needed, including:

* negotiating costs;
* dates; and,
* coordinating with the facility the ministry needs to operate well.

This includes identifying and inspecting facilities which may be suitable for upcoming Weekends.

**Outreach/Recruiting Coordinator**

Our aim is to have 1/3 new team for each Weekend. Recruitment is not the role for the Weekend Leader. Recruitment is #3 in “Roles of the Advisory Council.” It is the Outreach/Recruiting Coordinator’s role to train the Advisory Council and volunteers in how to successfully recruit.

How does the Recruitment Coordinator affect the Weekend?

Advisory Councils who are **not** actively recruiting:

* become stagnant, keep calling on the same volunteers who become burned out physically and financially;
* we allow team to jump from one facility to another in attempt to have bigger teams, when all we are doing is perpetuating the problem;
* teams do not meet the Kairos objective of 1/3 new team;
* team sizes become smaller; and
* importantly, the story of Kairos is not shared.

Each Advisory Council here should have their Advisory Council Outreach/Recruitment Coordinator in contact with the State Recruitment Coordinator Mary Geible. Mary and her committee meet via telephone conference most months to discuss ideas for recruitment. They are doing an awesome job! We really have no excuse to say we can’t find new team – get on this call!

The Outreach/Recruitment Coordinator should have available for team meetings any brochures and videos which the Weekend leader may want to have to be distributed for recruitment. These items are found on the [www.mykairos.org](http://www.mykairos.org) website, under Supply Order Form. You can email, fax or call in your order. There is no cost for many of these items.

How does the Outreach Coordinator affect the Weekend?

Team needs to understand the critical need to fund not just a Weekend, but the global ministry of Kairos. The Outreach/Recruitment Coordinator should make sure the person who does the Team Training Event for “Kairos Outreach and Sponsorship” (EZRA handout) is able to communicate these needs.

Team needs to hear Kairos is in 35 states and 10 countries. Share the endorsements which Kairos International has received.

* IN Governor Mike Pence has given Kairos an endorsement.
* Governor Pence and other endorsements are available on the [www.mykairos.org](http://www.mykairos.org), under Newsroom, Endorsements.
* Share that Kairos Prison Ministry International, Inc. is a 501(C)(3) not-for-profit corporation.
* Share Kairos is a member of the Evangelical Council for Financial Accountability (ECFA), which requires the highest standards of financial accountability and disclosure to government, donors and the world.

**Fundraising/Sponsorship Coordinator**

The Fundraising/Sponsorship Coordinator work is a year-round effort; not just when team formation begins.

So what are they to do for a Weekend?

The Fundraising/Sponsorship Coordinator is responsible for helping to train the Advisory Council and volunteers for successful fundraising.

The Silver Program Manual (p. 59) states, “As members of the Body of Christ, and striving to live in the way of Christ, the team is expected to make good and proper use of the funds that are raised. Every effort should be taken to minimize unnecessary spending, even if sufficient funds are raised. The team’s attitude about stewardship is a spiritual issue, and they are to be encouraged to be humble in their view of the use of the resources provided to them so these resources may bless the whole ministry.”

Over the past few years, IN has been blessed, through the abundance in fundraising by volunteers and the provisions by God to provide:

* Prisoner to Prisoner Devotionals - 4000 devotionals a year to the facilities at $1.50 each;
* bibles were given to all *past* Kairos grads (1500 bibles);
* IN has given assistance in enabling the startup of new communities ($2000 to KY to assist in their start up, $1500 to both Oregon and Wisconsin towards their startups);
* IN has also given assistance to help communities in need ($6000 to Alabama after a tornado ripped through their communities and damaged their trailer, $6000 to KPMI for new computers and telephones);
* $8000 to KPMI for conference room tables and chairs used in training;
* $8000 donation to Latin America to assist with International Conference Fees;
* IN has provided scholarships the past two years to allow our volunteers to attend the Kairos Annual Conference and receive valuable training; and,
* this training and meeting today, is being funded by efforts of fundraising.

Is this shared this at your team meetings? Teams need to understand this is not just a “Weekend” experience. Make sure your Fundraising/Sponsorship Coordinator trains the person who leads the discussions during team meetings to include these points.

Another role of the Fundraising/Sponsorship Coordinator is the responsibility for coordination of the food menu and purchasing procedures when food is allowed. They make arrangements with local vendors to reduce food costs, standardize payment and make sure that food donations are handled properly and reported in KairosDonor Software.

**Agape Coordinator**

Keeps the Advisory Council informed of upcoming Kairos and other 4th Day Weekends in order that written expressions of agape can be prepared for those Weekends. Especially #1 Weekends. Upcoming weekends are posted on the [www.mykairos.org](http://www.mykairos.org) website.

How does this affect our Weekends?

Agape should be prepared for other programs in the state, nationally and internationally. The Advisory Council Agape Coordinator, if not the person leading the agape discussion at team meetings, should train the person who will be leading discussions on agape.

The Agape Coordinator is responsible for advising the Weekend Agape Coordinator on acceptable forms of agape, pursuant to Kairos Program Manuals and the facility directives.

The Agape Coordinator can arrange to have posters for team to sign during breaks or lunch at team meetings explaining it will be sent to other programs. How about securing prayer chains from other teams which can be distributed and signed at your team meetings? The Agape Coordinator also assists the Weekend Agape Coordinator in registering the prayer vigil/chain on [www.3dayol.org](http://www.3dayol.org).

Ask your Council Agape Coordinator to share the upcoming weekends statewide, nationally and internationally for prayer at team meetings. An email to the Weekend Agape Coordinator asking what weekends are upcoming would facilitate this important prayer request. We are again placing an emphasis that Kairos is a global ministry.

**Clergy/Spiritual Director**

He/She is responsible for the spiritual guidance of the Advisory Council. They are the Spiritual Leader helping the Advisory Council stay focused on Jesus.

What does their role mean for the Weekend?

While attending the Advisory Council meetings, the Clergy/Spiritual Director is hearing from the Weekend Leader areas of concern:

* spirits of disobedience;
* conflicts among team members;
* logistics from the prison; or,
* denominational conflicts – these are just few areas of concern which surface.

The Clergy Director should offer up prayer and give wisdom and discernment on how to handle these issues. Then follow up with the Weekend Leader.

The Clergy Director also assists the Weekend Leader and the Outreach/Recruiting Coordinator in identifying and recruiting clergy for the Weekends based on Kairos guidelines while ensuring qualified clergy are in place. The qualifications are the same for both Inside and Outside (p. 65 Silver Program Manual). Clergy are not exempt from the 3 on and 1 off rule.

**Continuing Ministry Coordinator**

Responsibilities include facilitating the continuing ministry activities for the community which is the heart and soul of Kairos. He/She must make sure that the Advisory Council is operating within the appropriate Program Manual.

How does this affect a Weekend?

The Silver Program Manual tells us that everything we have done up through the Weekend has had as its ultimate goal the formation of the Prayer and Share group fellowship. For KO, the focus is on Share, Witness, Action, Prayer (SWAP) fellowships.

Do you take time at the team meetings to explain the Continuing Ministry and the volunteer’s role? A suggestion could be to have the Continuing Ministry Coordinator come to one of the later team formations and discuss the heart of the ministry. This could be done during team lunch.

Discuss how:

* Prayer and Share is facilitated by trained volunteers;
* how Share, Witness, Action Prayer works in the Outside community; and,
* how the Monthly Reunion is open for all active volunteers to attend.

The Silver Program Manual (p. 306) discusses in depth the need for training our volunteers. The Continuing Ministry speaks to the uniqueness of Kairos.

**Data Coordinator**

Maintains a copy of the EZRA database of the following:

* team member contact information;
* potential volunteers;
* outreach contacts;
* resident and guest participants;
* closing guest registrations (if required by institution); and,
* active Advisory Council members.

How does the Data Coordinator affect a weekend?

Besides stating the obvious for potential volunteers and outreach contacts, let’s go to team members and the additional data which we might want to compile.

The Silver Program Manual states (p. 61), “Leaders are chosen because they have acquired sufficient experience in Kairos, demonstrated maturity and understand the Kairos Method, and should be in an accountability group. Ideally, the leader for each Kairos Weekend is prepared by a growing experience of job responsibilities that, over time, broaden their understanding of the ministry. The responsibility for ensuring that leaders-in-preparation are being placed on teams and are given certain assignments in order to broaden their Kairos experience rests with the local Advisory Council.”

Experience in the Silver Program Manual is defined as:

* worked a minimum of three weekends;
* been given a minimum of 2 Talks/Meditations;
* been seated at a family table; and,
* held at least one of the following positions:
  + Inside Coordinator
  + Head Servant
  + Chapel Coordinator
  + Agape Coordinator.

Asking the Data Coordinator to keep record of the positions each volunteer has served as well as all talks/meditations, would be very beneficial to the Advisory Council. All of this data is taken from EZRA. The Data Coordinator should be given a copy of the Weekend Leader’s EZRA at the conclusion of each weekend to update this data.

**Communications Coordinator**

Communication is the word that describes this position.

For the Weekend

They are to send closing invitations to Prison Superintendents, Kairos Institutional Liaisons, and State Chapter Committee members. The Institutional Liaisons can share this information during Advisory Council meetings.

Maybe a suggestion to our State Chapter Committee should be that the Advisory Council Communication Coordinator have a contact email on our State Website and show the Closing information for upcoming Weekends.

The Kairos Outside Communication Coordinator is to send documents for Kairos Inside closing to the Inside Agape Coordinator at least four weeks prior to the Weekend. The list of documents to be sent is included in Advisory Council Operating Procedures. These documents must be put on a gate release.

**Conclusion**

**Isn't the Weekend Leader in charge?**

Quoted from [www.kairosezra.org](http://www.kairosezra.org)

“The answer sort of depends on the spirit of the question! Yes, the person selected to be the Kairos Leader for the particular Kairos weekend is in charge, but is responsible to the Advisory Council,

-which is responsible to the State Chapter,

-which is responsible to the International Board of Directors,

-which is responsible to Christ

-through the Holy Spirit for the Kairos Ministry.

So, if the issue is the Kairos Leader wanting to "override" that authority chain, then perhaps the answer is that the Kairos Leader is not in charge. You are to be obedient to the Kairos Method, the Advisory Council, the State Chapter, and the International Board of Directors.

If you are wanting to clarify who is responsible to make sure that all the things that need to be done are getting done, then the Kairos Leader is in charge! Another way of saying this is that the Kairos Leader is to be a model of the servant leader, just as Christ was.”

Being obedient begins with the Advisory Council. Advisory Council members serve as a role models. When a person accepts a position and agrees to serve on the Advisory Council they have accepted the position to serve God. They need to remember when they said yes to serving on the council and to holding a position on that Advisory Council, that they have agreed to follow the rules.

“There are rules/guidelines that have to be followed. Following the manual and the Advisory Council Operating Procedures is **NOT OPTIONAL**. Advisory Councils should understand that is part of their job.” (quoted from Advisory Council Training)

God has blessed, provided for and given prayerfully sought direction to Kairos Prison Ministry for 40 years now. God has been glorified through this ministry. We should take care to faithfully uphold the method and guidelines to which we have been entrusted.

So maybe your Advisory Council is not completely following the program manual or the Advisory Council Operating Procedures. I want to challenge you: What will you do about that?

Following the pattern of Nurturing Relationships which the State has set:

1. Be honest. Pray that God will show your Advisory Council areas where they are compromising. Pray for hearts to be obedient.
2. Learn. Use the tools provided by Kairos. Schedule Advisory Council Training.
3. Transition. Start making the necessary changes to become compliant with the Kairos method and Riverbanks. Aim to serve God with excellence. When we follow the Kairos method, we set teams up for success, we grow the ministry and we answer to Jesus’ call in Matthew 25:35-37.

IN Department of Corrections Commissioner Bruce Lemmon told the audience at the 2014 Kairos Annual Conference, that we should “aim to get a little better each day.” This is a measureable and an attainable aim we can all strive for.

Romans 15:17 “Therefore I glory in Christ Jesus in my service to God.”