

## **Appendix I**

### **Responsibilities of Advisory Council Positions**

Note: Mandatory positions are identified with a “star” ★

#### **1. “Standard” Positions**

- ★ **Advisory Council Chairperson (All Ministries)**
  - A servant leader, with a loving heart (not a CEO);
  - Assures that the Advisory Council operates in compliance with current State Chapter Committee and Kairos Prison Ministries International policies and procedures, and communicates information received from the State Chapter Committee;
  - Calls meetings and provides agendas before the meeting;
  - Conducts meetings;
  - Oversees each Advisory Council position to ascertain that their responsibilities are being adequately performed;
  - Communicates with the Liaison to Institution (Inside & Torch) and Liaison to Facility (Outside) so operations are coordinated;
  - Communicates with Weekend Leaders to provide guidance and assistance;
  - Provides Observers for other ministries as required by the State Observer Program;
  - Assures, in the event the State Chapter Representative is unable to attend a regular meeting of the State Chapter Committee, that another council member is selected by the council to attend;
  - Answers to the State Chapter Committee; and communicates concerns and issues through the State Chapter Representative and/or State Chapter Executive Committee to the State Chapter Committee.
  
- ★ **State Chapter Representative (All Ministries)**
  - Provides representation for the Advisory Council to the State Chapter Committee;
  - Reports Advisory Council information to State Chapter Committee and reports the actions of State Chapter Committee and the KPMI Board of Directors board to the Advisory Council;
  - As a member of the State Chapter Committee, will be expected to perform State Chapter Committee responsibilities (see SCCOP), in addition to Advisory Council duties; Responsible for presenting upcoming Weekend Leader names and obtaining approval from the State Chapter Committee.
  
- ★ **Institutional Liaison (Kairos Inside and Torch)**
  - Provides the day-to-day link between Institution and local Advisory Council;
  - Communicates with the Chaplain of the Institution at least monthly;
  - Coordinates Kairos activities at the Institution for the Advisory Council consistent with the Program Manual, *Section VI - The Continuing Ministry of Kairos*;
  - In conjunction with the Institution’s Chaplain, arranges meetings between the Weekend Leader and appropriate Institution staff in preparation for each Kairos Weekend.
  - Reports regularly to the Advisory Council the status of Kairos activities at the Institution;
  - Keeps Advisory Council informed of all institutional rules, policies and directives;
  - Maintains a current list of Kairos Community Individuals who are cleared to enter the Institution, including visitors attending a Closing ceremony;
  - Ascertains that the Chaplain has received the access lists and paperwork necessary for all Kairos activities at the Institution.
  - Coordinates, if/when applicable, Weekend housing.

★ **Liaison to Facility (Kairos Outside)**

- Responsible for identifying and inspecting Facilities suitable for Weekends
- Determines the adequacy of tables, chairs, etc. at each Facility. Maintains a list of potential Facilities (including contact persons) for future consideration
- Makes arrangements (preferable one year in advance) for Facilities for Weekends and overnight or all day Team retreats to include signing documents and arranging for required deposits
- Coordinates with Facility Director for the possible temporary storage of some equipment and supplies
- Determines the Facility is available for the early arrival of Guests and Team Members on the Weekend

★ **Food Control Coordinator (All Ministries where food is allowed)**

- Makes certain the menu and purchasing procedures established by the State Chapter Committee are followed;
- In conjunction with the Weekend Leader, selects the Weekend Support Team Coordinator;
- Advises and assists the Support Team Coordinator in following the standard menu and purchasing procedures established by the State Chapter Committee;
- Makes arrangements with local vendors to reduce food costs & standardize payment;
- Ascertains that the Support Team Coordinator completes and submits the required financial reports after the conclusion of a Weekend to the Weekend Leader in a timely manner;
- Works with and follows the directions of the State Chapter Committee Food Control Committee Chairperson.

★ **Outreach / Housing Coordinator (All Ministries)**

- Develops and maintains a subcommittee for recruiting activities; develops contacts with 4<sup>th</sup> Day Communities, and non 4<sup>th</sup> Day churches in the area;
- Establishes and maintains a Speaker's Bureau working with the Outreach subcommittee (using resources such as the Kairos Outreach program);
- Solicits and arranges speaking engagements by speakers' bureau for presentations for all Kairos ministries;
- Coordinates, if applicable, in providing Weekend Housing for Team;
- Develop and maintain records of Outreach contacts in database format, providing quarterly updates to the Outreach Volunteer Recruitment Sub-Committee of the State Chapter Committee.

★ **Fund Raising / Sponsorship Coordinator (All Ministries)**

- Utilizes the State Chapter Fund Raising Committee's programs for securing funds;
- Develops new methods/programs to raise funds for Kairos ministries;
- When the Advisory Council utilizes a financial sponsorship program, acts as trainer and resource contact for the Team Member, selected in conjunction with the Weekend Leader, who explains the program to the Team;
- Ensures that all donors are responded to according to the financial program instructions (see Financial Secretary);
- Forwards information to State Chapter Committee Fund Raising Chairperson of the identity, location and dates of all fund raising / sponsorship contacts.

★ **Agape Coordinator (All Ministries)**

- Facilitates transportation of material for creation of written forms of agape, (i.e., prayer commitments, posters, place mats, etc.), and supplies to and from the Institution;
  - Periodically delivers/mailed replenishment supply of KO brochures and Guest Reservation forms to prison chaplains and teams.
  - Identifies the dates of upcoming Kairos and other 4<sup>th</sup> Day Weekends;
  - Creates prayer vigil/chain sign up sheets for other Kairos Weekends and 4<sup>th</sup> Day communities, solicits prayer commitments from Kairos community (including Inside graduates) and forwards finished agape to appropriate Agape Coordinators (per direction of State Agape Coordinator);
  - Advises Weekend Agape Coordinator on acceptable forms of agape, pursuant to Kairos Manuals and Institutional regulations;
  - Assists Weekend Agape Coordinator in registering prayer vigil/chain on [www.3dayol.org](http://www.3dayol.org) and other appropriate Internet sites including the Kairos International website;
- Follows directions of the State Agape Coordinator.

★ **Secretary / Administrative Coordinator (All Ministries)**

- Records minutes of Advisory Council meetings and sends out a draft within two weeks of the last council meeting;
- Provides copies of minutes to Advisory Council members; other Community members upon request;
- Maintains permanent record of all minutes;
- In accordance with the "Election Responsibilities of the Current Advisory Council Secretary or Administrative Coordinator" found on Page 15 of this document, provides election notification to the Kairos Community;
- Maintains a roster of all Advisory Council; members, including name, address, phone number, e-mail address, position, length of term on Advisory Council, and religious affiliation. Provides roster to State Chapter Committee Secretary quarterly
- If a Data Coordinator position is not utilized on the Advisory Council, then the Secretary shall develop and maintain all EZRA database information for use by Weekend Leaders and Advisory Council members
- Develops and maintains a list of all eligible voting members of the Kairos community and delivers ballots to them in accordance with the election procedures.
- As directed by the Chairperson and/or the Advisory Council, initiates official correspondence for the Council.
- As soon as known, (preferably one year in advance), responsible for reporting dates and Leaders of upcoming Weekends to the State Chapter Committee.

★ **Financial Secretary (All Ministries)**

- Maintains accurate and thorough financial records of all financial activities in support of the local Kairos Community in accordance with the fiscal policies of the State Chapter Committee and the KPMI Board of Directors;

- Responsible for coordinating liability insurance for premises or trailers with State Chapter Committee.

*(Refer to Financial Policies and Practices on the [www.kairosprisonministry.org](http://www.kairosprisonministry.org) website)*

- Maintains database of Financial Donors in the KairosDonor software.

- Sends acknowledgements to donors and IRS Charitable Contribution letters via KairosDonor software.

★ **Treasurer (All Ministries)**

- Maintains custody of the monetary assets of the Advisory Council in accordance with the fiscal policies of the State Chapter Committee and the KPMI Board of Directors.

*(Refer to Financial Policies and Practices on the [www.kairosprisonministry.org](http://www.kairosprisonministry.org) website)*

- Performs duties as directed in the *Financial Policies and Practices* document.

**Team Mentoring Coordinator (Kairos Inside and Kairos Outside)**

- Assists Weekend Team Leader in selection of Team members to serve as Mentors for new Team Members and any potential non-4<sup>th</sup> Day volunteers, utilizing materials approved by the Kairos Prison Ministry International Board of Directors.

★ **Mentoring Coordinator (Torch only)**

- The Mentoring Coordinator should be a separate voting position on the Torch Advisory Council and not combined with any other position of the Torch Advisory Council.

- The Mentoring Coordinator is tasked with insuring that all mentoring is conducted via the Kairos Torch Mentoring Guide. Additionally he/she will coordinate with the Institutional Liaison to insure that all the institution's policies are being adhered to during the mentoring sessions.

- The Mentoring Coordinator may be assigned other tasks relative to coordinating the mentoring as directed by the Advisory Council that are compatible with the policies and directives of the KPMI Board of Directors.

## 2. Optional Positions

**Data Coordinator (All Ministries)**

- Maintains databases of the following:

Team Member contact information,

Emergency information and history (if a team member has a long-standing illness or medical condition someone needs to know how to contact their physician).

- Outreach Volunteers

- Resident and Guest participants

- Closing Guest Registrations (if required by Institution)

- Current Advisory Council members to include phone numbers, email, and mailing addresses, Council positions held, and term expiration dates (furnishing updates to State Chapter Committee Secretary). In addition, for Kairos Outside, furnishing Chairperson updates to the International KO Committee Chairperson.

- Inventory (in coordination with the Inventory Coordinator)

- Following each Weekend, sends names and contact information for new Team members and Guests to the State Chapter Committee.

**Music Recruiter / Coordinator (All Ministries)**

- Communicates with State Chapter Music Coordinator (or Committee) for assistance in securing music approved for use in the Kairos ministries.
- Provides publications and/or overheads of approved music.
- Assists Weekend Team Leader and Outreach Coordinator in recruitment of Weekend Music Team members, and keep database of local musicians.
- Ascertains and ensures specific Kairos community respects all copyright requirements, including use of overheads.

**Communications Coordinator (All Ministries)**

- If applicable, reports Community information/news to State Chapter Committee Webmaster and State Chapter Committee Newsletter Editor.
- In consultation with State Chapter Chairperson, provides information to the Public Media in accordance with ministry guidelines.
- Provides Outreach Coordinator with information to be used in promoting Kairos ministries.
- Communicates with local Kairos communities news and prayer concerns about its members.

**Inventory Coordinator (All Ministries)**

- Coordinates inventory accounting and provides a bi-annual report to the Advisory Council with an up-to-date report at least two (2) months in advance of an upcoming Weekend.
- If applicable, coordinates trailer schedule with State Trailer Committee.
- In conjunction with the Weekend Leader, coordinates trailers logistics for the Weekend.
- Confirms with treasurer that proper insurance is in place for trailers and premises.

**3. Additional Kairos Outside Positions**

**Observing Chairperson – (Optional)**

- May succeed Chairperson.
- Serves a one-year term
- Assists the Chairperson when needed to include substituting in his/her absence.
- Aids Communications Coordinator, as needed.
- With assistance from Outreach Coordinator, coordinates attendance and participation at any State sponsored prison conference.
- When applicable, coordinates Advanced Training.

**Advising Chairperson - (Optional)**

- Serves a one-year term as advisor to Chairperson
- Assists in development of new ideas for Kairos Outside
- Sends Weekend Closing invitations to Prison Wardens, Kairos Inside Institutional Liaisons, and State Chapter Committee members
- Sends liaison packets to *Kairos Inside* and *Kairos Torch* Agape Coordinators at least four (4) weeks prior to each Inside & Torch Weekend. Packets should contain enough materials for 42 residents, or the number requested by the Weekend Leader:

- Cover letter to Institutional Liaison
- KO Placemats

- “Talk” Guidelines
- KO Brochures
- Letter-Size Envelopes
- Guest Reservation Forms
- “Dear” Letters
- Closing Comments

**Historian (*Standard Position*)**

- Works with Team Agape person to preserve important information pertaining to Team formation and the Weekend.
- Obtains Reunion information (primarily photos) from Reunion Coordinator.
- Keeps a copy of each Kairos Outside newsletter.
- Obtains / keeps a copy of each Weekend Going Forth Book.
- Develops scrapbooks of Team meetings, Weekends, Reunions, Council meetings, and other Kairos Outside activities.
- Provides a continual historical perspective of Kairos Outside.
- Brings scrapbooks to reunions, team meetings, and Council meetings.

**Talk Facilitator (*Standard Position*)**

- If applicable, Works with the Team Talk Facilitator, and is responsible for reviewing Talks/Meditations to be given on each Weekend and providing feedback/communicating changes to speakers
- Notifies Speakers and Observing Leader #2 after reviewing Talks
- As determined by the Advisory Council, maintains copies of Talks/Meditations from previous Weekends (to be shared as samples with future Weekend speakers, if needed). Talks will be obtained from Observing Leader #2, all names and personally identifying information must be blackened out.

**Newsletter Editor / Printing (*Optional Position*)**

- Responsible for generating a semi-annual newsletter at least 3 weeks prior to each Weekend and mailing to those on the contact list provided by Data Coordinator.
- Responsible for mailing reunion flyers.
- Includes a blank Volunteer Questionnaire and Angel Application with each newsletter mailing.
- Responsible for gathering newsletter inputs including:
  - Weekend and Reunion information;
  - Council information;
  - Stories of interest;
  - List of “lost” team members and guests (obtained from Data Coordinator);
  - Weekend guest closing comments; and Kairos and Kairos-related articles.
- Responsible for soliciting articles from upcoming Weekend Leader, Spiritual Director, Council members, team members, etc.
- Responsible for providing postal address updates or return notices to Data Coordinator.

**Reunion Coordinator (*Standard Position*)**

- Selects Area Reunion Leaders.
- Encourages participation in Reunions and aids in planning program content.
- Plans a minimum of two regional Reunions after each Weekend and two State Reunions during the year.

- Prepares Reunion flyers (with complete Reunion information) for inclusion in newsletters and Going Forth Books and provides to Newsletter Editor and Team Agape Leader, respectively.

**Document Custodian (*Standard Position*)**

- Two or three-year term preferred
- Responsible for maintaining, distributing proposed changes to Advisory Council Members, and finalizing same following Council approved soft copies of:
  - Leader's Checklist
  - Weekend job duties
  - Weekend Schedules
  - Forms
  - Templates
  - Kairos Outside Brochure
- Ensures adequate supplies of forms, stationery and brochures are available when/where needed
- Responsible for obtaining new forms or templates from International Central Repository
- Ensures copies of Weekend job duties, schedules and updated inventory lists are included in Core Team notebooks prior to the Core Team meeting
- Provides Core Team Notebooks to Weekend Leader prior to first Core Team Meeting
- When updated, provides softcopy Guest Reservation, Volunteer Questionnaire, and Angel Application forms to State Chapter Committee for posting on its' website.

**Interim Guest Liaison (*Optional Position*)**

- Nominated by Chairperson and approved by Council
- Following each Weekend, where expected Guest did not attend, sends letter informing of future Weekend dates, and includes a new Guest Reservation form for re-application
- To protect confidentiality, destroys the old form by shredding
- Following each Weekend, where expected Guest did not attend and only where resident is **NOT** on death row, returns special letter to the resident. Where resident **IS** on death row, retains special letter in a file indefinitely
- Maintains a master list of death row resident names and AIS numbers (as listed on Guest Reservation forms)
- Provides copy of death row master list to the Observing Leader #1 who will check for match as Guest Reservations are received. Takes one of the following actions:
  - Where there is a match and resident has not been executed, contacts resident to determine if special letter on file should be returned (for replacement with new one) or retained and given to Guest. Guest is to receive only one special letter.
  - Where there is a match but resident has been executed, if Guest attends Weekend, she will receive the special letter.
  - Where there is a match but resident has been executed, if Guest does not attend the Weekend, coordinates forwarding of the special letter to her through the Prison Chaplain
- Forwards Guest Reservation forms received from out of State Guests to appropriate State IF they have Kairos Outside (if unknown, contacts their National Trainer)

**Clergy / Spiritual Director - (*Standard Position*)**

- Assumes the role of Spiritual Leader for the Council and helps the Council stay focused on the Lordship of Christ.
- Assists in meeting spiritual needs of Advisory Council.

- Assists Weekend Leader and Outreach Coordinator in identifying/obtaining clergy for the Weekends (based on national's guidelines reflected in the most current ministry manuals).
- With assistance from Council Data Coordinator, maintains a list of clergy qualified to serve on Weekends.
- Opens and closes each Advisory Council meeting with prayers and/or meditations and leads the Advisory Council in prayer for future Leaders and Advisory Council Members
- Initiates and maintains contact with prison chaplains to foster community and facilitate continued support and awareness of the ministry; also sends them Weekend Closing invitations