

### **State Chair**

The Chair of the State Chapter Committee is the person responsible to the Board for all volunteers from the state, including state committee members. The chair is responsible for seeing that Weekends are registered with the Kairos international office, leader reports are submitted expeditiously, and all financial and accounting obligations are met. It is the state chairperson who will vouch to the prison administration for volunteers engaged in the ministry. If a questionable situation arises regarding the suitability of a given volunteer, it would be wise for the chairperson to seek the support of the committee before making a decision.

### **Committees**

The State Chapter committee will need to form the following committees and name chairpersons for them.

1. **Agape:** This person will encourage prayer for the ministry in the state. He or she will coordinate agape activities of the advisory councils, encouraging written expressions, both incoming and outgoing, to and from all Kairos ministries. He/she will keep the state Kairos community informed of Kairos activities elsewhere, urging them to prayer, to acts of sacrifice and written expressions of Agape for upcoming Kairos and 4th Day Short Courses.
2. **Lay Volunteer Recruitment:** Though the rector/leader of the Short Course makes the final choice of team members, it will be the assignment of this person to coordinate the development of a list of volunteers qualified to work in the ministry. As nearly as possible, the list should be balanced among the 4th Day movements. Ideally, at least 100 potential volunteers for the first Short Course will be identified and the list should grow with every weekend.
3. **Clergy Volunteer Recruitment:** A clergy member of the State Chapter committee should help recruit clergy for the Short Courses. There is a clergy person in each table family (one clergy for each six resident participants) at a Kairos Short Course and these positions are traditionally the most difficult to recruit. Kairos Outside uses two clergywomen on their weekends. These women must be from two different denominations. Kairos Torch uses at least one clergy person on their weekends.
4. **Church Liaison or Speaker's Bureau:** If the ministry is going to have the support necessary to accomplish its mission, the committee must keep "the church" informed of its work. This person will coordinate activities of the state's advisory council Outreach personnel, maintaining communication with "the church" and with those movements from which Kairos volunteers are drawn. The job also entails telling the Kairos story whenever the opportunity presents itself,

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keeping other denominations informed through requests for spiritual and temporal support. General community awareness is the responsibility of this person, providing speakers for service clubs, etc. Church communication should take place on the parish, diocesan, conference or state level as well as among the churches not represented by Kairos volunteers. Each Kairos committee member and each Kairos volunteer should tell the story wherever and whenever possible, but significant presentations should be brought to the attention of the Speakers Bureau, so they can encourage those areas of interest.

5. **Newsletter:** One person on the committee should be responsible for the publication of a state newsletter. This newsletter is published to keep the volunteers and supporters in the state informed of the ministry's work and responses to it. The newsletter should be exchanged with other states and the Kairos national office. The newsletter is not directed at residents in correctional institutions. A copy of the newsletter may be provided to the Chaplain, who then can determine where it goes from there.
6. **Secretary:** The secretary keeps minutes of the meetings of the State Chapter committee, assists the national board representative to register weekends with the Kairos national office, and help coordinate state correspondence.
7. **Treasurer:** This committee member will be responsible for the maintenance of all financial records, maintain the ministry's checking account, pay its bills, collect its accounts payable as per the state chapter agreement, and assist its fund raising efforts.
8. **Fund Raising:** This function will become more and more important to the ministry as it matures. The easiest approach to fund raising is to ask the team members to donate a proportional part of the cost of the ministry, and this is also the most destructive in terms of support burnout. By reaching beyond the team for funds, the Kairos story is continually told to new audiences. This serves to educate the free world concerning the truth as to who we encounter in prison as opposed to the prevailing image promoted by the media. It also allows a wider opportunity for involvement by the church.

**The lay volunteer recruitment, fund raising, and speaker's bureau functions are often combined as an Outreach Coordinator.**

Initially, the State Chapter committee will also need to appoint the following committees to function until institutional advisory councils can take over the functions and duties of the committee for their individual ministries.

1. **Institutional Liaison:** One member should function as the liaison between the committee and the chaplain, warden, security chief and other administrative and security personnel for each institution. This person should become acquainted and comfortable with the chain of command. This person is also responsible for

the maintenance of a high level of concern for good security and a full knowledge of the institution's security expectations for volunteers in the ministry. All communications with the institution will be initiated through this person. The liaison person maintains a current list of all regulations affecting volunteers in the institution and a complete list of items considered contraband.

2. **Kitchen and Housing Facilities:** This person is responsible for identifying available kitchen and housing facilities in the area, "shopping" among them for those best suited to serve the needs of the ministry. An up-to-date list of church, camp, armory, etc. housing facilities and kitchen facilities together with a full description of the facility, including rental cost, if any, should be maintained for coordinators.
3. **Equipment, materials, food and beverages:** The job of this committee member is to keep an up-to-date list of sources for all items needed in the ministry. Special food sources, sources for ice, photographers, poster board, fresh vegetables, crosses, candles, vans, trucks, rental tables, chairs, sound systems, etc. This will be used by the kitchen head, the coordinator and the chief steward. The storage and maintenance of all equipment owned by Kairos and all staple food is supervised by this person as is disposition of leftover food and perishable items which might be used in orphanages or halfway houses, etc. People filling this position should have served, or be serving, as a coordinator on a Kairos weekend.

The duties described above are simply suggestions, beginning points for the division and assignment of some of those tasks that must be assumed by the state committee.

## **AREA COMMITTEES**

In some large states, which have many correctional institutions, more than one Kairos Outside ministry or more than one Torch ministry, or where complex ministry situations exist, the State Chapter committee may allow various advisory councils to pass their authority to area committees. The State Chapter committee may then consist of a mix of advisory council and area committee representatives.

## **ADVISORY COUNCILS**

Advisory councils should be established for each institution where Kairos has an active ministry and for each Kairos Outside and Kairos Torch ministry. The Advisory Council is the primary footing for the Kairos organization. The Advisory Council runs the operative end of the ministry under the leadership and authority of the state committee. Whereas a ministry is launched in a new state through an ad-hoc committee which derives its authority from Kairos Prison Ministry, Inc., it is sustained and ultimately shaped through the work of the Advisory Council. As the ministry in a given state matures, retiring state committee members are replaced by