

# Kairos Prison Ministry International

## State Committee Chairs Conference Call Notes

Tuesday, January 22, 2019

Present: AL, AR, AZ, CA, CO, CT, DE, FL, GA, ID, IN, KS, LA, MD, ME, MO, MS, NC, NE, NH, NM, NY, OH, OK, OR, PA, SC, TN, TX, VA, WA, WV

Absent: IL, KY, UT, WI

Please remember you or a delegate should be on the call on each month. Please put on your schedule the dates and times.

### Agenda and Notes

1. Short devotion and prayer - Exodus 4: reminder of Moses hesitation to lead yet the importance of serving from Upper Room devotional. Shared by Susan Benson, WV.
2. State Leadership
  - a. New State Chairs
    - i. Welcome to all and look forward to working together; we are all serving together
    - ii. Ask for help or how to or... whenever needed
    - iii. Use entire State Chapter committee and don't try to do all the work yourself – use their gifts and their roles well to lighten the load and to build up leadership
    - iv. Call or email anytime there is a question as I or the staff is available to help with needs.
  - b. Meetings and special needs in states/calendar
    - i. Please send me your state meetings dates. I will attend if I can.
    - ii. If a specific meeting or special meeting you would like me to attend please just ask – including but not limited to - state meetings, DOC, Juvenile Justice, church leaders, volunteers, working to open a facility and meeting with warden or chaplain, etc.
  - c. Domain names and websites registrations
    - i. Reminder the state does the website, hosting and content.
      1. Best practice to have one state site and have the Advisory Council within as pages with their content. Creates more traffic and awareness.
    - ii. Kairos office will renew and manage all domain names and registrations.
      1. We pay for them
      2. We do the renewals or changes
      3. We manage those we are not using any longer.
    - iii. Reason for domain management at office is when not managed well the domain names are picked up by others using a Kairos domain for non-Christian sites.
  - d. Ordering Supplies
    - i. All supplies are to be ordered through the Kairos office including crosses.
      1. No other crosses should be used outside of Kairos crosses as provided.
      2. First 200 brochures to any Advisory Council are free.
      3. Media DVD's and promotional items are free.
      4. Banners can be ordered with order form on MyKairos.org.
  - e. Reporting Weekends and timely AKT training
    - i. The state is to approve all Weekend Leaders.
    - ii. Ensure someone at state level is monitoring that all Weekends reported and

- iii. All Weekend Leaders (Observing Leaders) are approved
      - iv. And everyone goes to AKT timely
    - f. ACT training
      - i. Process through State Chair. Form for request is on MyKairos.org
      - ii. We send trainer to you
      - iii. Desire to have all of Advisory Council at training and combine two or three for cross learning and to manage costs
      - iv. Encouraged to do the training annually especially as new leadership comes in or for any Advisory Council struggling.
      - v. Focus is the role of Advisory Council as a whole and for each position.
    - g. Variances
      - i. Bylaws state only CEO can grant a variance to the policies of Kairos or the program manuals
      - ii. Variances are one time and will have conditions to follow the manual, use EZRA, do Leaders report, and ensure Excellence Initiative done. Along with plan to not need a variance again. (dependent on type of variance)
      - iii. Variances come to CEO from State Chair – to ensure state is in the know and recommends the need for the variance.
    - h. Using team
      - i. Kairos has a team structure – to use the body of Christ in our work
      - ii. Empower each role to do their job
      - iii. Hold each person accountable to doing their role
      - iv. Builds leadership and teamwork
      - v. Makes the workload lighter for everyone
    - i. Addressing issues/opportunities
      - i. While we always want to prayerfully and slowly address some issues, I have found if we do not address issues they just become bigger problems with time and it is more difficult to address. Please don't think a problem will just go away, but address it. If need help or advice then call.
      - ii. Look for opportunities to praise the work.
      - iii. Look for opportunities to expand the ministry and grow, while ensuring current work is with excellence.
    - j. Develop a plan
      - i. See State Chair Orientation Guide – Section VII. G.
      - ii. Short plan that has goals for the State for the year including but not limited to:
        - 1. Recruitment needs
        - 2. Funding
        - 3. Needs of current ministry
        - 4. Growth of new ministry/new starts
        - 5. Leadership development
      - iii. Without a plan you are just reacting to what occur. With a plan you are leading the direction of the state. Work with SCC or SCC Executive team to develop goals for the year.
      - iv. Also look at the Strategic Plan – three parts to it: Market overview; Kairos overview; Vision Priorities (objectives) for Kairos with some basic approaches under each. See attached. It's also on MyKairos.org.
3. 4<sup>th</sup> day forum meeting

- a. 4<sup>th</sup> day leaders from Catholic Cursillo, Episcopal Cursillo, Tres Dias, Via de Cristo, Walk to Emmaus, and Kairos meeting annually to discuss working together, overall trends, issues, opportunities, challenges, etc.
  - b. Kairos hosts this at our office this weekend.
  - c. The point is we have positive relations with the national leaders of the major 4<sup>th</sup> day groups. Please look at having positive relations locally. Note it needs to be win/win. Not just Kairos getting volunteers but also people attending to have their own 4<sup>th</sup> day experience, attending reunions/accountability groups, etc.
4. Financials
- a. Reporting monthly and tracking – it's the same every month due by end of next month. Be on time and have all documentation. It's going to happen so be on top of it and it is easier to manage. If hold for long time it delays all and it is harder to enter the data.
  - b. Fourth Quarter financials – due for final reporting to government, our board, and auditors. We need this timely please.
  - c. Financial Secretary training – Julie will train all new Financial Secretaries either in groups or individually or both. Anyone needing help or how to for financials please ask her.
5. Kairos Donor reports
- a. Purpose of the system – to track all donations, provide donor lists, provide way to do end of year statements, keep us compilation with IRS rules, fundraising tool for mailing appeals...
  - b. Managing use – review the reports you get monthly to ensure all Advisory Councils are using Kairos Donor to track donations. Ensure the donor file is reconciled with QuickBooks monthly.
6. Reminder End of year 2017 – Statement to Donors
- a. The IRS requires a non profit to send an itemized donor statement each year. These are due by end of January to be mailed to all donors. KairosDonor if it has been used properly will print this report with all the right information on it.
  - b. Make sure you remind the KairosDonor persons to send these out and of the importance for tracking properly in 2019.
7. Items needed:
- a. State Covenant agreement – required from each state with signature of officers to the Kairos office. Please get it in.
  - b. Elections entered into KairosMessenger – work to ensure the Advisory Councils are getting this in. Call Andy or email [andy@kpmi.org](mailto:andy@kpmi.org) for help at the office. Biggest problem is Weekend Leaders not doing EZRA properly to have the volunteer information transferred to the system. What triggers the transfer is doing the leaders report and making the jump drive for the next leader while on line. Please reinforce this to the teams now for spring and get the retro data in also. Andy can help here too.
8. Annual Conference overview and location
- a. Who should attend – anyone and everyone. All volunteers welcome and encouraged to come. Also any leaders the state are grooming for future. Definitely IC reps and State Chairs.
  - b. When should attend – IC meeting is Wednesday all day. State Chair meeting is Thursday and Friday morning. All meetings are open. Agenda outline is on MyKairos.org under Annual Conference.
  - c. How it works at the hotel and the need to register early. – We have to guarantee certain numbers and have deadlines for providing rooming lists and numbers. The earlier we can get registrations the better it is for us. Go ahead and register as soon as can.

- d. State paying? Hardship needs, etc. If state is paying we will bill the state accordingly. That is much easier for those sponsored by the State to go such as IC rep and State Chair. States do this very differently.
  - i. Do not allow funds to not allow you or key persons to go for your state. Let me know if funding is the issues and we will find a sponsor or support to enable your attendance if possible.
- 9. KairosMessenger update
  - a. Biggest problem is Weekend Leaders not doing EZRA properly to have the volunteer information transferred to the system. What triggers the transfer is doing the leaders report and making the jump drive for the next leader while on line. Please reinforce this to the teams now for spring and get the retro data in also. Andy can help here too.
- 10. Closing Prayer by a State Chair