



Foothills Kairos #24

November 2-5, 2023

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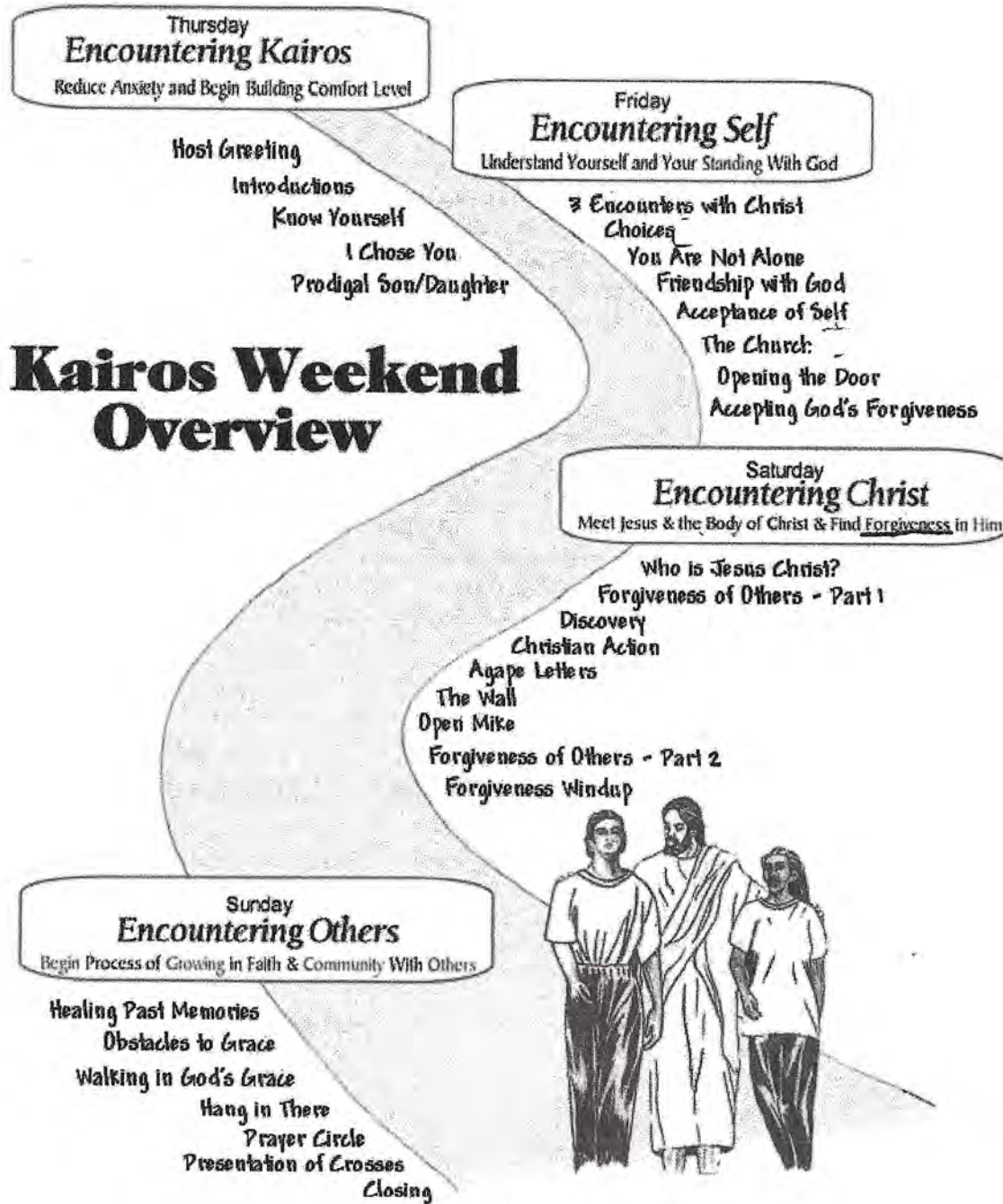
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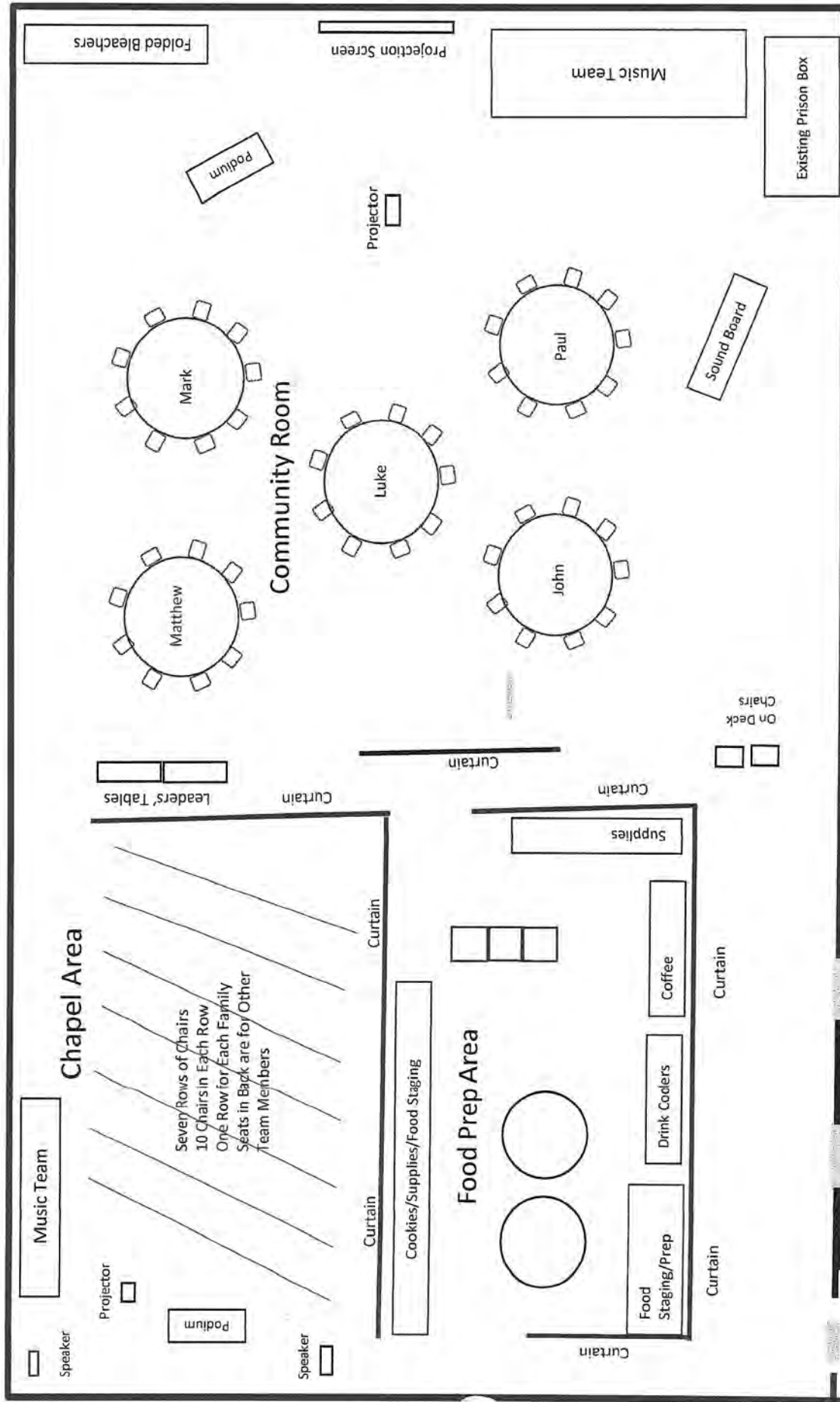
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FCI Kairos Weekend Setup



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As the Leader of this Weekend Event it is Critical that you Understand the Kairos Riverbanks

*Do not think that I have come to abolish the Law... I have not come to abolish them, but to fulfill them.
Anyone who breaks one of the least of these commandments and teaches other to do the same will be called least
in the kingdom of heaven... Matthew 5:17, 19*



The Kairos ministries have been developed over many years with the guidance of the Holy Spirit and the authority given by the Spirit to the Kairos Board of Directors, who are responsible to both God and authorities for the ministry. Over the years, and with thousands of worldwide volunteer experiences, the wisdom of the Spirit has been passed on through the ministry's Board of Directors. We call this accumulated wisdom the "Wisdom of Kairos," and as the Leader of this particular Weekend, you are expected, as a matter of obedience, to be faithful to the Kairos "laws" and to pass on an understanding of them to your Team so that they may grow in their understanding of the ministry.

The ministry might be described as flowing between the banks of a river. These riverbanks define the Kairos "river" and direct its flow. As the Weekend Leader, you have been delegated the authority to decide the exact path down the Kairos river for your Team --- but you **must stay between the riverbanks of the Kairos Method.**
In other words, Stay off the grass and stay in the river!

The Riverbanks define the boundaries of Kairos that must be honored!



As the Weekend Leader, you must be fully aware of these boundaries, and you are expected to be obedient to them. As you prepare the Team, you must help them grow in their understanding of the ministry and its boundaries.

Ezra provides you the tools to train your Team on these guidelines.
Print the various Guidelines in Section 6 - Team Meeting Preparations as handouts for your Team.

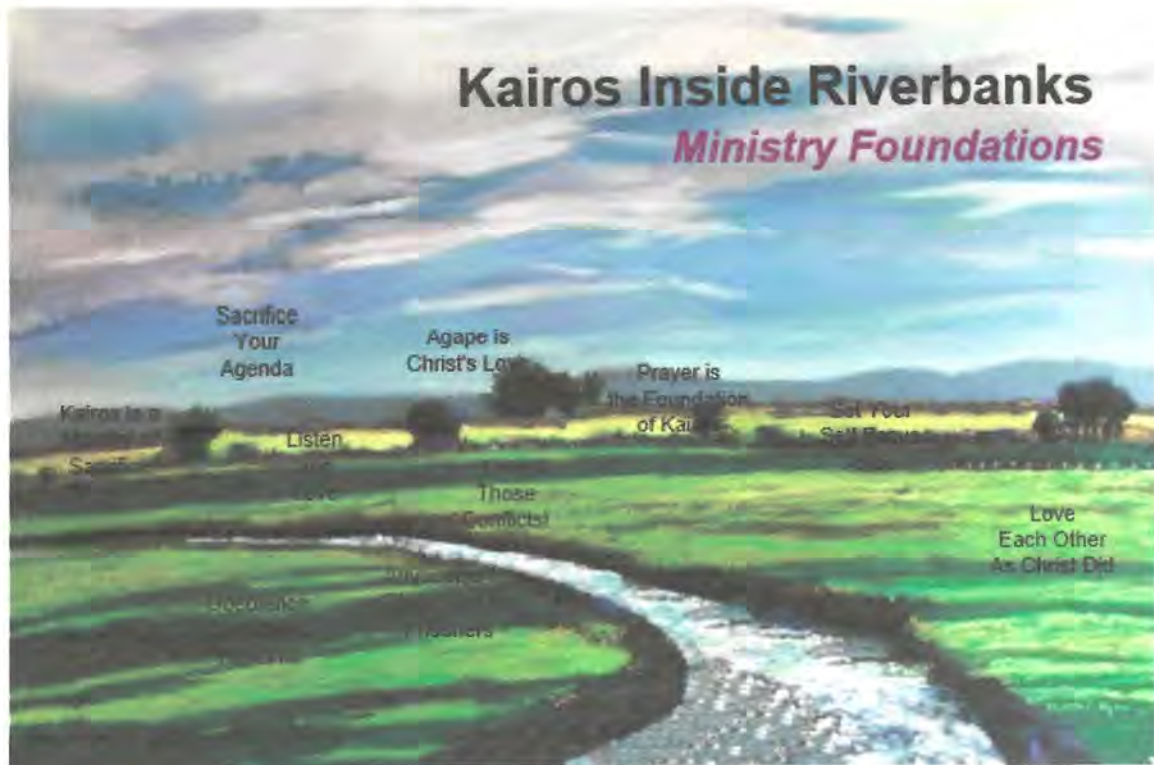
The Riverbanks Model of Kairos also allows a good deal of flexibility and creativity by the Weekend Leader in Team Preparation.

Each Weekend Leader is authorized to decide on the exact path down the Kairos river that is best for their Team - as long as you stay on the river and don't try to crawl out on to the banks of the river!



Kairos Inside Riverbanks

Ministry Foundations



1 Kairos Is Love

If you had to condense the essence of the Kairos ministry down to its fundamental core, it would be LOVE. Not just any love, but the love of Christ, delivered in wave after wave by His family. Do everything in a spirit of LOVE!

3 Prayer is Your Foundation

Prayer forms a key foundation to Kairos. The ministry is built on a realization that no matter how organized, smart, or experienced we are, success is totally dependent on how willing the team is to humble itself and adopt a prayerful spirit.

5 Sacrifice Your Agenda

Christ calls us to be servants. That means we are to give up our control. The servant's agenda is not important; the Master's agenda is! Give up your self-focus so that you can truly be His servant.

7 Advocates for Christ

The power of the ministry comes from being focused as advocates for Christ. When we are focused on Christ, the Spirit magnifies our efforts. Don't lose your focus and become an advocate for prisoners. The cornerstone of our ministry is Christ.

9 Listen, Listen, Love, Love

The theme for every Kairos is "Listen, Listen, Love, Love." This theme reminds us that Kairos is not about preaching or convincing. Instead, we sacrifice our need to be in control and listen with our hearts - a true act of great love.

2 Set Self Aside

Team members must learn to set their self-focus aside. The Team Formation process is intended to be a "practice field" where we shed our self-interests and put on the cloak of humility, obedience, sacrifice, vulnerability, and love - the face of Christ Himself.

4 Agape is Love

Agape is the Love of Christ, delivered through the Body of Christ. Cookies, posters, money, and letters are not Agape - they only represent Agape.

6 Obedience is Conforming Your Will

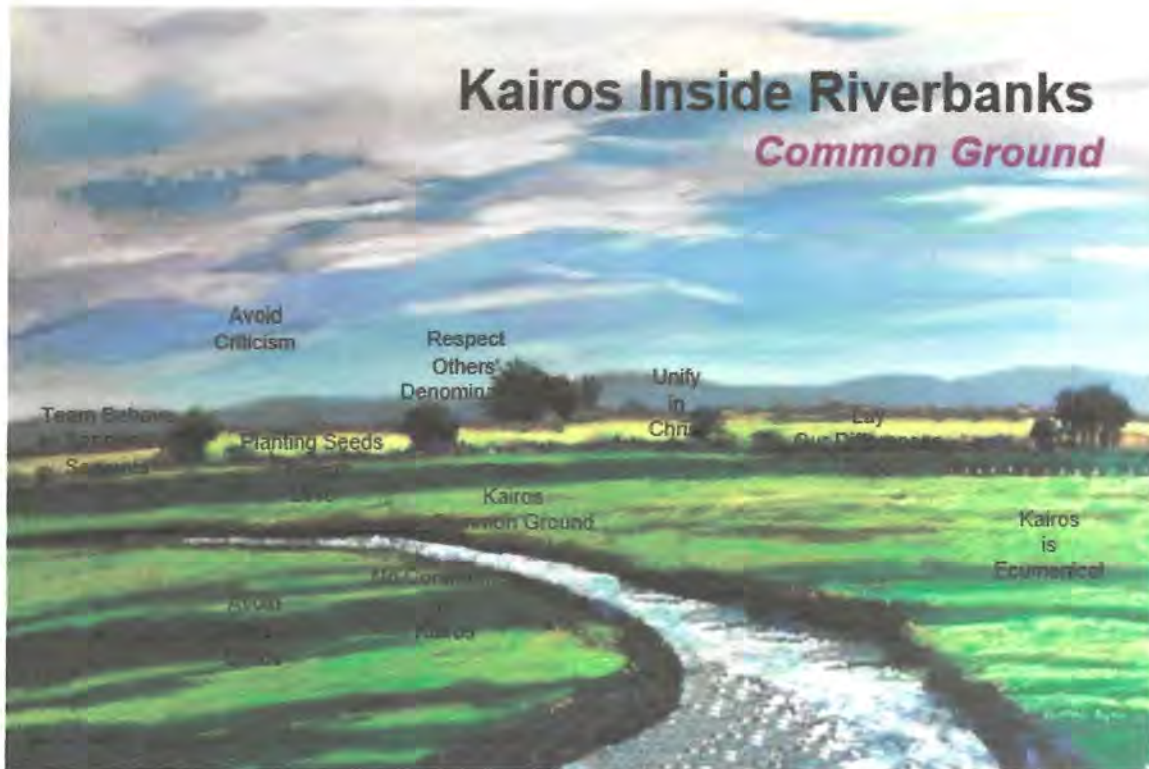
The Kairos life is one of learning to lay down our will and to joyfully serve in obedience. It starts with Christ, and extends to prison authorities and the Kairos method.

8 Love Those Conflicts

Don't be surprised when conflicts arise on the Team! If you are doing a good work for Christ, Satan will try to stir the pot and create conflict and distraction. Satan will use YOUR weaknesses to his advantage. The issue is how do you respond? We can be distracted from God's work, or rely on God to work through our Love.

10 Kairos is a Ministry of Sacrifice

You are called upon to make many personal sacrifices to serve in the Kairos ministry. It is a sacrifice to travel to and attend Team meetings. It is a sacrifice to spend a day away from your family to be with prisoners. You sacrifice your time and other resources, and sometimes even your pride. Be assured that God honors your sacrifice in a very special way.



1 Kairos is Ecumenical

Kairos is an interdenominational Christian ministry commonly referred to as ecumenical. All Christian denominations and Churches that believe in the Holy Trinity are welcome to share in the ministry. We refrain from our denominational traditions and focus on the unity of the love and hope of Jesus Christ. We call this staying on common ground.

3 Unify in Christ

Rather than focus on our differences in theological traditions, we focus on the one thing that unifies us - the love and mercy of God poured out on us by the sacrifice of Jesus. We call this staying on "common ground."

5 Avoid Criticism

We avoid any criticism of other's beliefs, and in return, they avoid criticizing our beliefs. We stay unified in our 'common ground' of Christ.

7 No Communion in Kairos

Because there are so many denominational differences surrounding communion, Kairos does not allow communion in the team formation process or during the Kairos Weekend, or as part of the Continuing Ministry of Kairos.

9 Planting Seeds Through Love

Our role in Kairos is to plant seeds - seeds of Love. We understand that we are just instruments of God's love, and that Kairos is an experience in God's love. We do not keep "count" of God's harvest. We come not seeking commitments, but we trust that God's harvest will be in Kairos time, not ours.

2 Lay Our Differences Aside

Because different denominations hold to different beliefs and practices, Kairos requires that volunteers lay those differences aside during the Kairos experience.

4 Respect Others' Denomination

We are all asked to respect each other's denomination. That doesn't mean that we are required to adopt a particular denomination's beliefs, but that in Kairos we will not focus on the things that divide us.

6 Avoid Activities That Divide

We are to avoid ANY activities that are denominationally dividing. For example, we avoid altar calls, laying on of hands, praying the rosary, baptism, marian theology, feminization of the diety, etc., even if there are no objections from team members.

8 Teach Kairos Common Ground

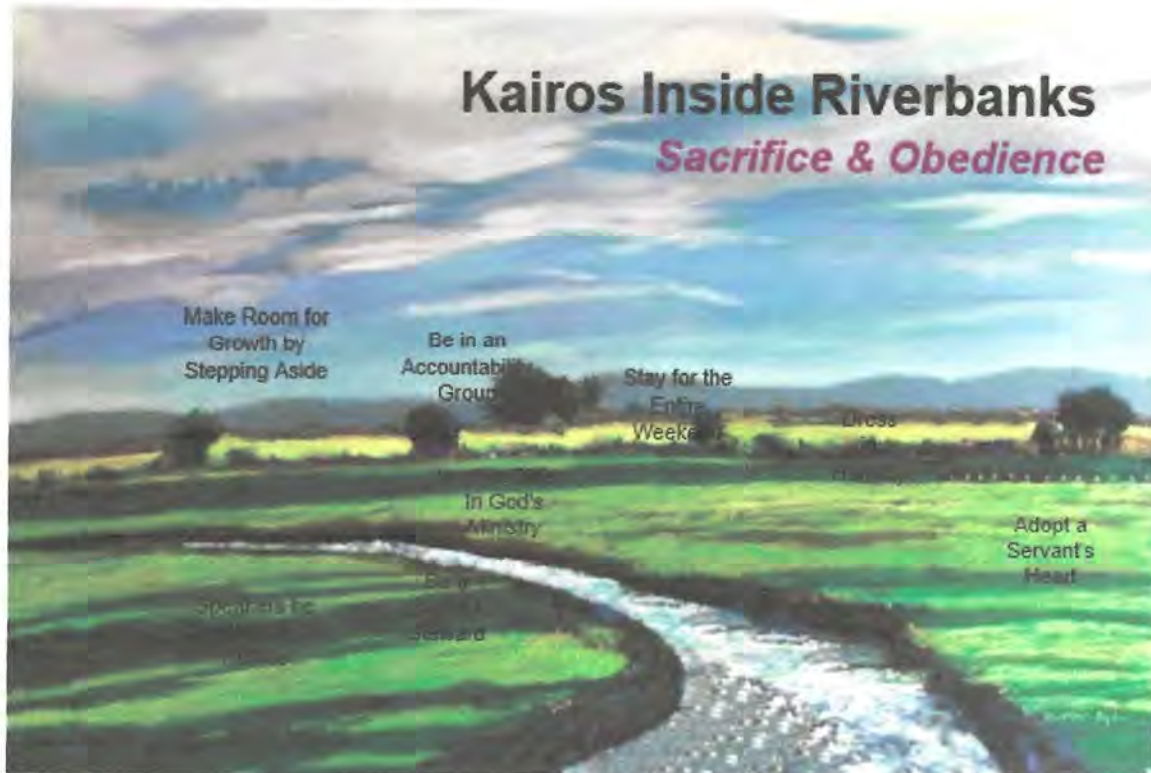
The issue of remaining on common ground is so foundational to the ministry that the Board of Directors has issued a policy that requires the Kairos Leader to make sure that every team member has been given a copy of the Interdenominational Christian policy.

10 Team Should Behave as Anonymous Servants

Team members should become living agape to other team members and especially to residents by serving humbly, selflessly and invisibly.

Kairos Inside Riverbanks

Sacrifice & Obedience



1 Adopt a Servant's Heart

Come with the spirit of a servant. Be willing to do whatever the Kairos leader asks of you. Avoid trying to "make things happen" the way you want them to happen. Just serve with the joy of knowing He is in charge.

3 Stay the Entire Weekend

As a member of the Kairos Inside Team, you make a commitment to be present for the entire Weekend. Participants will view your leaving as being abandoned. If you have a schedule conflict that will prevent you from staying, then you probably shouldn't be on this Team.

5 Make Room for Growth

Without new persons joining the ministry, it will stagnate and die. Be willing to step aside from time to time to make room for new people. Each Team should have 1/3 new first time team members. Unless on the leadership path, experienced members should serve a maximum of 3 consecutive teams before taking a break.

7 Be a Faithful Steward

The team is ultimately responsible for being good stewards of the funds raised for the Kairos Weekend. Be willing to be inconvenienced if it means being a better steward of those funds. Make sure that your ministry funds itself and its role in enabling the startup of other new ministries around the world.

2 Dress In Humility

Avoid wearing overly nice things on the Kairos Weekend. Your "nice" clothing can be a source of desire for a Participant. Avoid logos on clothing - even Kairos logos.

4 Be in an Accountability Group

The heart of the Kairos ministry is the ongoing Prayer and Share fellowship. That's why every talk has an element of testimony about the importance of our own Accountability group. Be authentic when you encourage Participants to commit to being in Prayer and Share.

6 Be Obedient to Talk Outlines

Speakers must be willing to be obedient to the talk outline. This is not the place to "get it off my chest." You are asked to sacrifice any desire to use the role of a speaker as an opportunity to say what you want - or even what "God told me to say." The outline and its role in the larger outline is a gift of the Holy Spirit and is sufficient.

8 Involve Others in God's Ministry

Kairos is God's ministry; Jesus called people to visit Him in prison. Don't prevent someone from following Christ's instruction because you failed to offer them a path to supporting the Kairos Weekend. Invite all you can, and the harvest will be plentiful.

Kairos Inside Riverbanks

Team Formation



1 Meetings Are A Must

It is a mistake to believe that attending team meetings isn't necessary if you are experienced in Kairos. Meetings are spiritual preparation - and everyone needs that! You must commit to attending and fully participating in every Team meeting.

3 Prayer is a Team Foundation

Prayer is a foundation of the Kairos experience. It starts with the leader and spreads to the team. Build the foundation for the Kairos by taking every opportunity during the team formation process to lead the team with prayerful responses.

5 Prepare Team Spiritually

Perhaps the most important purpose of team formation is the spiritual preparation of the team. We come as needy individuals and become transformed into God's agents - powered by the Holy Spirit. Team meetings must be filled with opportunities for spiritual preparation.

7 Prepare Team for Assignments

People want to do a good job for God. They want to be told their assignment and how to do it so they can do their job. It takes time and effort to get prepared, but doing so empowers our work for God. Failing to prepare for our jobs leaves us with a spirit of criticism and a distracted focus of God's purposes.

9 Agape Starts Here

The Team is responsible for building a channel of agape for the Kairos. All forms of agape, including financial support, are to be collected in quantities adequate for the needs of the Kairos. It starts with the team and spreads.

2 Formation Takes Time

It takes time together for a group of Christian individuals to become formed into the Body of Christ. The Kairos method requires 34-36 hours of team time for this process.

4 Preview All Talks

All talks are to be previewed during team meetings followed by a review to be done with an eye toward whether the speaker is being obedient to the outline and whether their witness is relevant to the topic of the talk.

6 Prepare for Prison

We are not prison residents. While some of us may know a lot about prison, it is not our life. It is foreign to us - especially for the newer team members. During team meetings, each person must be prepared for the prison experience and to meet the Department of Corrections requirements.

8 Stick to Talk Outlines

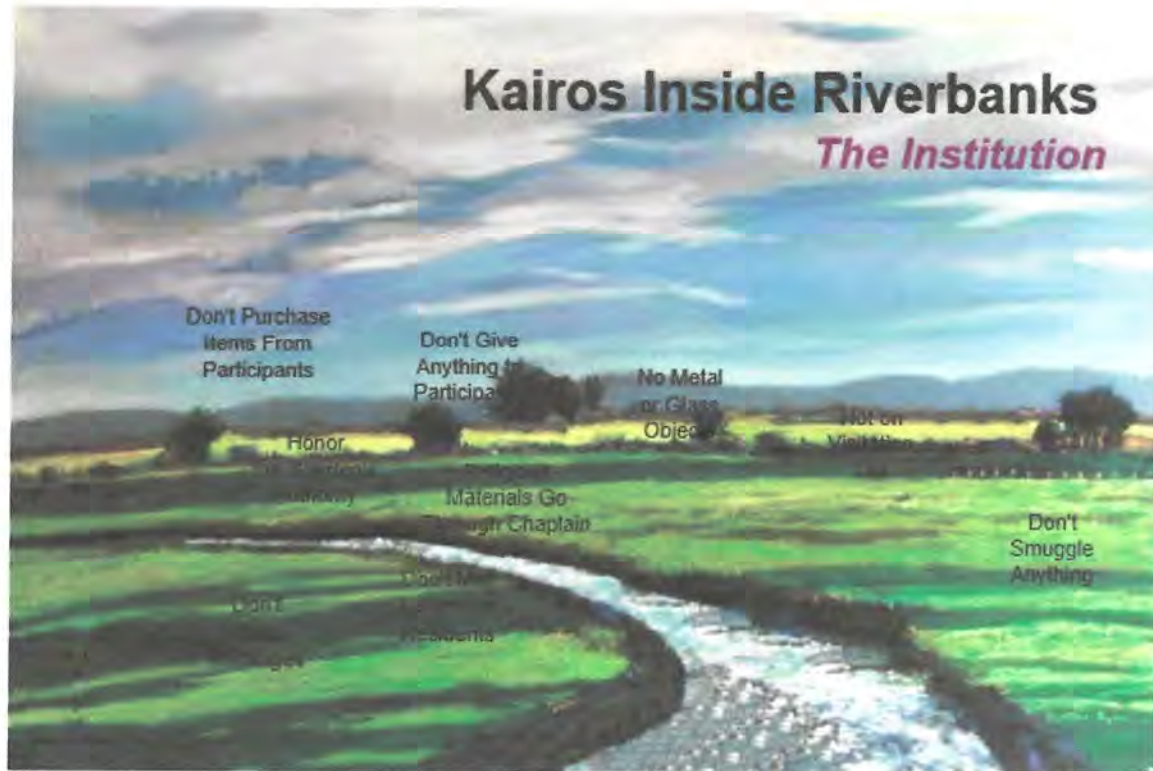
Speakers are reminded that "their" talk is only one piece of a larger talk. Each piece builds on prior talks and forms a foundation for subsequent talks. When a speaker is not obedient to the talk outline, they fail to prepare a foundation for subsequent talks.

10 Conflict is a Spiritual Issue

Conflicts WILL arise on the team. If the team is doing God's will, expect that satan will try to distract the team by using our weaknesses to create conflict. The important thing is that we respond in love!

Kairos Inside Riverbanks

The Institution



1 Don't Smuggle Anything

You may not realize that you are smuggling when you bring anything (including posters, letters, notes, etc) in and it goes to a resident or if you bring such things out from a resident. Everything should be disclosed in advance.

3 No Metal or Glass Objects

You are not allowed to bring metal (including notebooks with spiral bindings) or glass objects (including food seasoning bottles) into the prison environment. Both metal and glass objects can be fashioned into weapons.

5 Don't Purchase Anything

Your relationship with Residents is a spiritual one, and it is most significant when money is not involved in any way. Avoid purchasing items or financially supporting a resident even if the institution allows such activities.

7 Don't Mail Letters for Residents

There is an approved process for a resident to mail a letter or package. If you take a letter and mail it for the resident, you are assisting in violating the institution's security processes.

9 Honor the Warden's Authority

You are an invited guest in the Warden's "house." The Warden has the authority to set the rules for their house. Do not resist or complain about their rules, or you may not be invited back to the Warden's house!

2 Not on a Visitation List

Kairos volunteers are not allowed to serve in Kairos and also be on a resident's visitation list in that institution, even if the Department of Corrections allows such a practice.

4 Don't Give Anything to Residents

This includes notes, addresses, phone numbers, magazines, photos, posters, birthday cards - nothing! Don't send money to their account or give them cash.

6 Don't Pass Messages

Never agree to pass messages from a resident to outsiders, or vice versa. You do not know the situation, and you may be passing a hidden message. If you do it once, more and more may be asked of you in the future. It is best never to start.

8 Religious Materials Go Thru Chaplain

All religious materials that are to be given to a resident must be routed to the Chaplain, who will make the appropriate arrangement to get the materials to the resident after review.

Kairos Inside Riverbanks

The Weekend - Spirit



1 Have a Vulnerable Spirit

We come to Kairos as wounded healers. We are not the answer, and we don't know all the answers. We simply come with a loving and vulnerable spirit. We set our prideful nature aside. We are not in control, but we live in vulnerable obedience to God.

3 Focus on the Family

During the Weekend, we place our focus on establishing the family environment. Let everything we do be to help build up a new family in Christ. Avoid any distractions that take the focus off the family interaction and place it on the team.

5 Chapel is a Sacred Place

The team and Participants must understand that the space we have set aside as the chapel is a special place. It is reserved as a special place to be focused on God. It is to be held as a holy place. Treat it as if God Himself were standing there - because He is!

7 Prayer Vigil is a Priority

It is important that every minute of the Weekend be covered by prayer. Every team member must solicit the prayers of God's people to insure that this is done. When the prayer vigil is visually displayed to the Participants by means of a poster, prayer wheel, prayer clock, or prayer chain, they gain a sense of their worth in God's kingdom and the power of prayer in their lives.

9 Don't Manipulate

We are to be honest in all we do. We don't manipulate the situation to achieve a special effect. For example, we don't put red dye in the water used in the forgiveness ceremony to symbolize the spilling of Christ's blood, or use spotlights to create a special effect. The Holy Spirit will use our honesty and humility in much more significant ways.

2 Dress in Humility

We are asked to give up anything that sets us apart or draws attention to ourselves. That includes our clothing. Loud or fancy clothes or clothes with impressive logos (even Kairos logos) are to be laid at the cross and avoided on the Weekend. We strive for simplicity - to avoid creating a sinful covetedness in the Participants over our nice clothing.

4 Music is Teaching, Not Performance

Music is a very important part of the Weekend. Music is used to teach and inspire, but we must be careful that it does not turn into a performance by the music team. When we perform, we shift the focus off the Participants and on to ourselves.

6 Listen and Love

The theme of Kairos is Listen, Listen, Love, Love. That is our guide to our behavior on the Weekend - listen and love. We are to do more listening and less "preaching". We are to love the Participants, the team, the administration, and the officers - all on behalf of Christ.

8 Turn Over Control

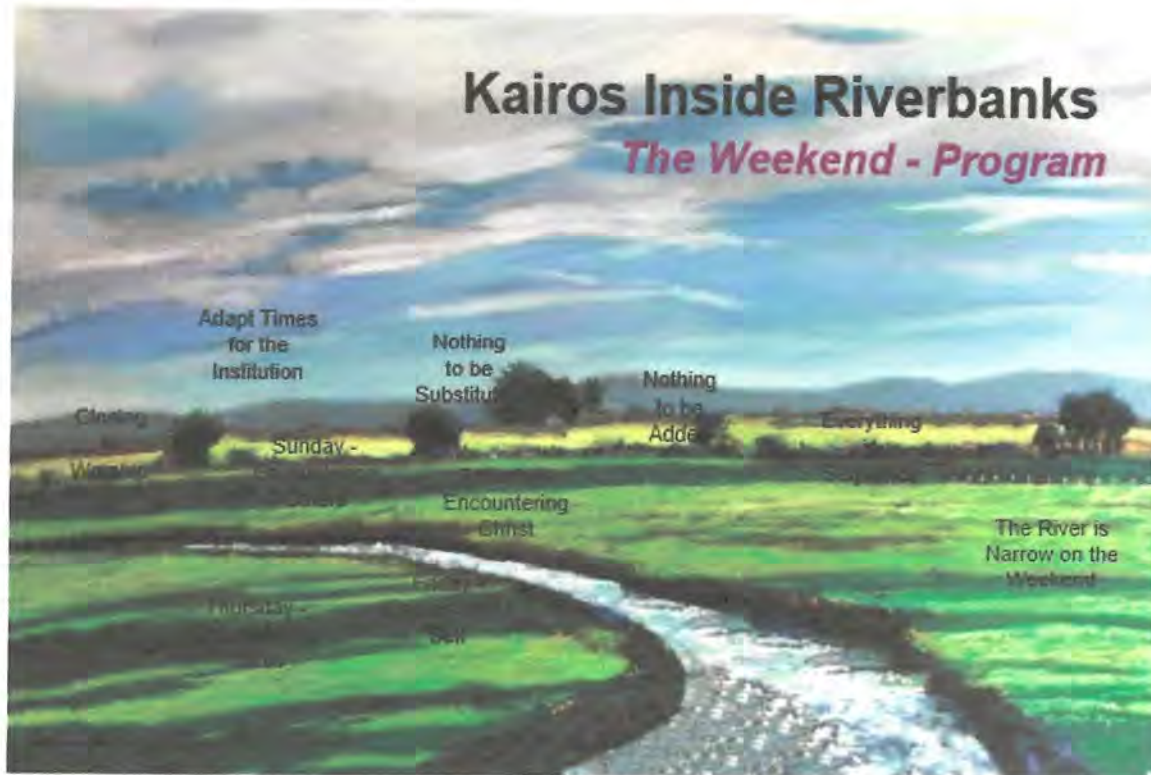
Nowhere is it more important for the team to give up its desire to be in control than when we are in the prison environment. If the participants see that we value or desire being in control, the spiritual message of the importance of giving up control is lost.

10 Affirm the Participants

Affirm the Participants through the Weekend. Affirm them by learning their names, by vigorous applause when they introduce themselves or speak in front of the group, by letting them make their posters and complimenting their work. Affirm them by really listening to them and by loving them unconditionally.

Kairos Inside Riverbanks

The Weekend - Program



1 The River is Narrow

Once the Kairos Weekend arrives, the Kairos river becomes very narrow! There are not many paths that can be chosen by the leader. You must avoid the temptation to get out of the water and go around the riverbanks!

3 Nothing Added

There is great temptation to add our thumbprint to the Weekend. Avoid this temptation which may be almost "institutionalized" in the Kairos program at your institution. But, as leader, you are called to lay down this temptation at the foot of the cross. Avoid adding things like: birthday parties, giving gifts (ie roses), serenades, or making a variation for the chaplain.

5 Adapt Times for the Institution

There may be institutional issues that require you to adjust the schedule times. For example, shift change may require you to enter the prison earlier or later than the standard schedule. You will have to adapt as your situation demands. Just don't leave out or add to the Kairos program elements.

7 Friday

This is a day where the Participants understand themselves and their standing with God. Avoid confusing them with anything that distracts their focus from their understanding of how much God loves them.

9 Sunday

On this, the last day, we begin the process of growing in faith and community with others. We focus on looking forward to life in the Christian community in the Institution.

2 Everything in Sequence

Every element of the Weekend program is to be done, and done in its proper sequence. Don't rearrange elements to suit your personal opinion about what works better. The wisdom of Kairos has established the program as the best method.

4 Nothing Substituted

The Weekend program is a gift from the Spirit. There is no reason to tamper with its proven power. Even if there is an element that we may personally think could be done "better," avoid the temptation to change the Kairos program.

6 Thursday

This is a time of reducing anxiety (for both the Participants and the team) and beginning to build comfort levels. Keep it light hearted and friendly.

8 Saturday

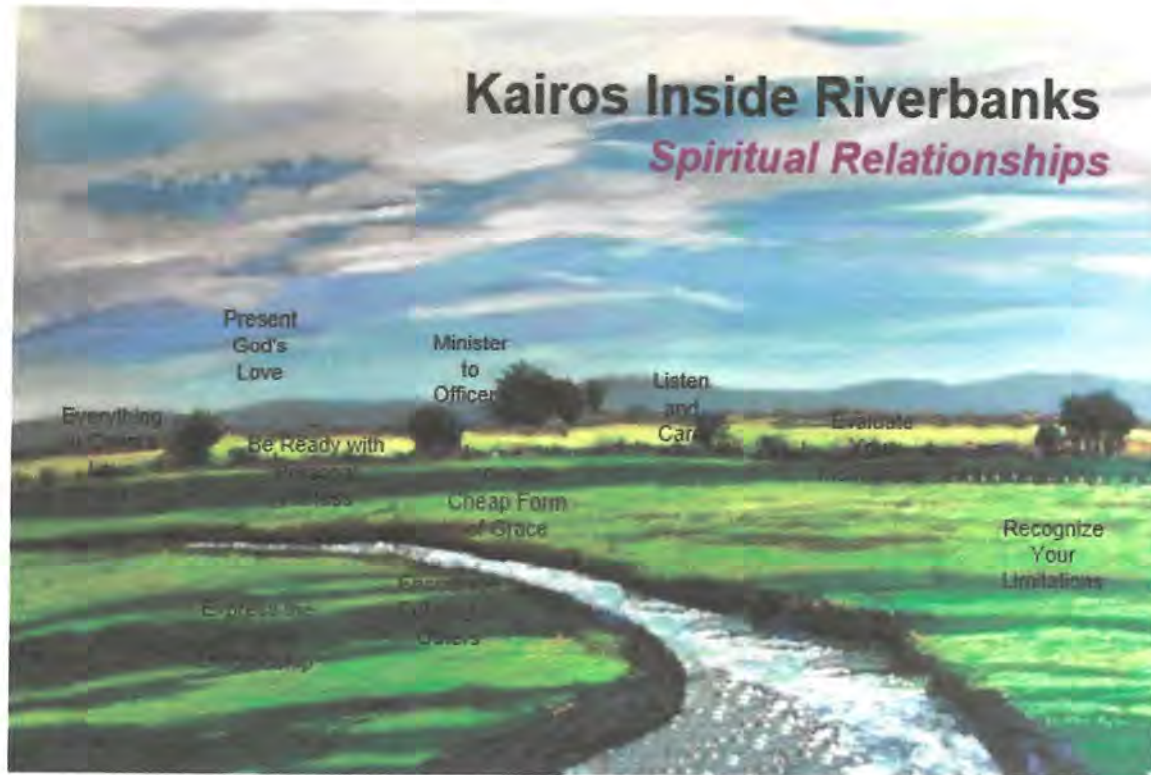
This day we examine our relationship with Christ and others and the role of forgiveness in those relationships. Encourage them to use this day to give and receive forgiveness.

10 Closing is Worship

The closing ceremony is a time of worship. While the atmosphere is joyful, don't let it become carnival-like. Instruct the guests about the proper spirit of closing.

Kairos Inside Riverbanks

Spiritual Relationships



1 Recognize Your Limitations

The ministry is about God's love. Acknowledge that you are just a tool that God is using for His purposes. Any good that comes from your efforts is due to God. You are in control of nothing!

3 Listen and Care

Honest listening is an act of love. It places your focus on the importance of the other person, rather than on yourself. Do you really care what the participant is saying? Are you listening, or are you planning a response?

5 Present God's Love

Help the Participants come to understand the nature of God's love - not one where He's trying to catch us failing, but one filled with understanding, forgiveness, and acceptance.

7 Encourage Relating to Others

Help the Participants understand that when we walk in the love of God, we become vehicles to pass that love on to others. Encourage them to relate to others in constructive ways, and to commit to God's control.

9 Be Ready with Personal Witness

It is one thing to talk about the grace of God, but it is a different thing to give personal witness to the grace of God evidenced in your own life. Be ready at any time to share how God's grace for YOU has occurred.

2 Evaluate Your Motivations

Why are you on this Kairos Team? Are you here to receive blessings, or are you here to be a servant for God's purposes? Be sincere in sacrificing your purposes and glorify God, not yourself, the team, or the leaders.

4 Minister to Officers

Not only do we minister to the incarcerated, but we also minister to the incarcerator! Make sure that you present the face of Christ to the Correctional Officers. They have a very hard job to do, and they need to see the loving grace of God, expressed through your actions.

6 Express the Need for Discipleship

God calls us to be disciples. That means we are to live the disciple's life of prayer, study and Christian action. At first, that may sound boring, but the Team is there because they have found great joy in living the life of a disciple! Help the Participants come to that same understanding.

8 Avoid Cheap Grace

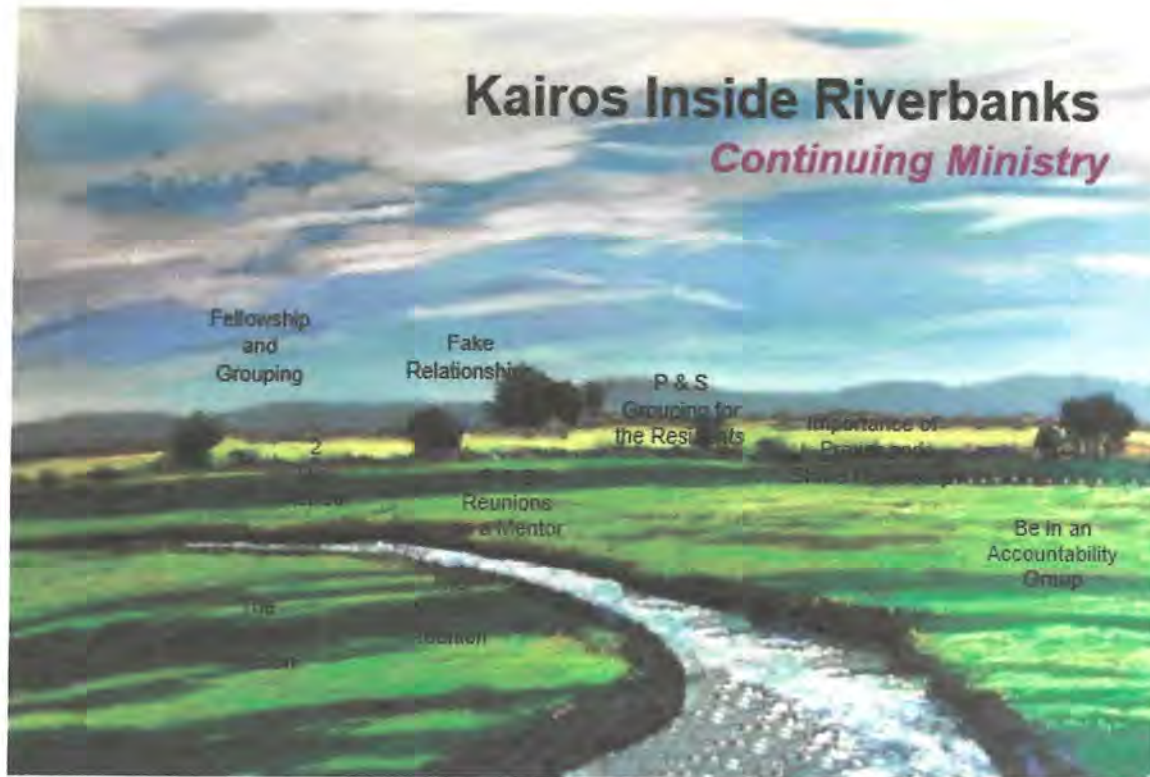
... as though it didn't matter how one conducts themselves since God forgives.
 ...as though spiritual vitality were indicated by emotional display.
 ... as though exercise of a particular gift were the ultimate in religious experience.

10 Everything in Christ's Love

The Christian experience is one that walks in the light of Christ's great love for us. We need to be models of that walk in the light. Everything we do should be done in the spirit of that love. Don't let petty differences or disappointments draw you out of that love.

Kairos Inside Riverbanks

Continuing Ministry



- 1 Be in an Accountability Group**
 The heart of the Kairos ministry is the ongoing Prayer and Share fellowship. That's why every talk has an element of testimony about the importance of our own accountability group. Be authentic when you encourage Participants to commit to being in Prayer and Share.
- 2 Importance of Prayer and Share Fellowship**
 The entire focus of the Kairos ministry is to build the Christian Community inside the prison. When there is regular, ongoing Prayer and Share fellowship among the Inside Kairos residents, the Christian community in the prison is strengthened and has a growing influence on others for Christ.
- 3 Weekly Prayer and Share Grouping for Residents**
 A relationship established with a team member requires no real vulnerability on the part of the Resident. Anything team members do to make Residents more dependent on them than upon the other Residents among whom they live is a disservice to the Resident. It is not about us, it is about them!
- 4 Fake Relationships**
 Fake relationships are common to all of us, but they are almost universal in relationships between volunteers and residents. The danger of fake relationships is greatly reduced when residents relate to each other. They are more likely to tell the truth to and about each other. Isn't that the true foundation of accountability grouping?
- 5 Fellowship and Grouping**
 This ongoing Prayer and Share fellowship may take on different forms, from the preferred and proven weekly grouping under the supervision of the chaplain and our team members, or the informal Christian fellowship among Residents throughout the week in the housing unit/cell block, mess hall or in the prison yard.
- 6 The Instructional Reunion**
 The Instructional Reunion is a critical element of the Kairos experience. It has been found that without the Instructional Reunion, as many as half of the Participants will drop out before the next 2 day retreat!
- 7 The Monthly Reunion**
 Preparation should be made by the resident Kairos Community Leader. Team members commit to actively participate in the Reunions in the 12 months following the Weekend they served. During the Reunion, typical activities may include prayer, praise, fellowship, the witness of resident community member, a very short talk by a team member selected by the Advisory Council and may also include Prayer and Share grouping.
- 8 Prayer and Share at Reunions - server as a Mentor**
 Kairos volunteers attending reunions should be thoroughly familiar with the grouping process. They should be prepared to, and capable of, serving not only as Participant in the group, but as a mentor and teacher. This role is different than participating in the weekly Prayer and Share in that you are not creating dependence on yourself, you are in a role of instruction.
- 9 2 Day Retreat**
 The primary purpose of the 2 Day Retreat is to give those not yet grouping some experience in the process of becoming vulnerable to other persons in the small group setting. The retreat leader is chosen by the Advisory Council with 2 months advance selection. Refreshments should not be a major focus of the retreat Weekend.

Kairos Prison Ministry International, Inc.



Policy Statement on Interdenominational Christian Ministry

All Kairos Volunteers should know and agree with the Kairos Mission, Vision, Core Values and Statement of Faith. Each Kairos leader and team member must read and follow the applicable program manual. Kairos is a ministry of persons drawn from a broad range of Christian Churches which includes denominational, racial and age diversity. We expect all God's people be treated with respect, love, integrity and equality.

Each team member must understand the importance of Kairos as a ministry of the church - a Ministry called by Jesus Christ to serve in the correctional institution and the lives of their relatives and friends. Kairos Prison Ministry is an interdenominational Christian ministry, commonly referred to as ecumenical. Ecumenical is promoting or relating to unity among the world's Christian churches. In Kairos, we are Christians who believe in the Holy Trinity and honor and live the teaching of the Bible and our Lord and Savior, Jesus Christ.

The ecumenical nature of Kairos Prison Ministry must be upheld which requires that team members come from a variety of denominations and that all participants refrain from activities that are practiced by their particular denomination, in contrast to others, while serving as a Kairos volunteer. Kairos Prison Ministry International presents only broad based, mainstream Christian teachings which we, as Christians, hold as 'common ground.' These teachings are built primarily around Jesus Christ's unconditional love. We recognize our limitations, acknowledging that with God's help, we can make a difference. Kairos volunteers present Christ's love, understanding, forgiveness and acceptance. We avoid putting down the theological concepts or practices of others, and conduct ourselves according to the love of Jesus Christ as demonstrated in the Scriptures.

Jesus Christ has transformed our lives and we, as volunteers, seek with a servant's heart to share our experience and faith with inmates, guests, and all impacted by incarceration. Kairos Prison Ministry does not promote or use religious practices of one Christian denomination over others. There are certain religious practices that are not followed by all Christian denominations or that vary from one Christian denomination to the others, such as baptism, Holy Communion, reciting the rosary, anointing with oil, etc. In all cases where participants/guests ask about such practices, they should be encouraged to discuss the matter with the chaplain or appropriate staff of their institution or with their own personal Christian priest or minister.

Kairos volunteers shall come from a variety of races and endorse racial equality and involvement. We strive to recruit and include all races to illustrate our world and the population of the Correctional Facilities we serve.

The spiritual unity of Kairos Prison Ministry is undergirded by our Statement of Faith and requires all participants to strive for spiritual maturity as believers in our Lord Jesus Christ. *"How good and pleasant is it when brothers live together in unity!"* (Psalm 133:1). We are called to lay down private agendas as we serve Jesus Christ to conduct Kairos Prison Ministry. *"And now I give you a new commandment; love one another. As I have loved you, so you must love one another. If you have love for one another, then everyone will know you are my disciples."* (John 13:34-35) *"After this I looked and there before me was a great multitude that no one could count, from every nation, tribe, people and language, standing before the throne and in front of the Lamb."* (Revelation 7:9)

The Kairos Prison Ministry International, Inc. Board of Directors directs all Kairos Leaders to provide copies of this policy statement to all volunteers prior to participating in a Kairos Inside, Kairos Torch, or Kairos Outside Weekend. All volunteers at all levels when serving in Kairos must follow this policy.

Originally approved by the Kairos Prison Ministry Executive Committee on March 16, 2004. Update approved by Kairos Board Executive Committee on June 16, 2009. Updated and approved Kairos Board of Directors April, 2015. Updated Board of Directors November, 2020.



The Wisdom of Kairos Spiritual Relationships

Foothills CI #24

1 Recognize your limitations

The ministry is about God's love. Acknowledge that you are just a tool that God is using for His purposes. Any good that comes from your efforts is due to God. You are in control of nothing!

God
Not
ME

2 Evaluate your motivations

Why are you on this Kairos Team? are you here to receive blessings, or are you here to be a servant for God's purposes? Be sincere in sacrificing your purposes and glorify God, not yourself, the team, or the leaders.



Take a good look!

3 Listen and Care

Honest listening is an act of love. It places your focus on the importance of the other person, rather than on yourself. Do you really care what the resident is saying? Are you listening or are you planning your response?

Listen
with your
Heart

4 Appreciate the Officers

Kairos ministers to the incarcerated AND to the incarcerator! Realize that Correctional Officers and other staff have a job to do, and it is different than the job you are focused on. Regardless, make sure the Officers see Christ in you!

Do They
See Christ
in You?



5 Present God's Love

Help the residents come to understand the nature of God's love - not one where He's trying to catch us failing, but one filled with understanding, forgiveness, and acceptance. How has that love been shown to you in your times of brokenness?

THE LOVE OF GOD





The Wisdom of Kairos Spiritual Relationships

Foothills CI #24

6 Present God's Holiness

Present God's holiness, and the gap between Him and us due to our sin. Jesus is the bridge between His holiness and us, and he wants to have a loving, personal relationship with us!

We are not
HOLY
God IS

7 Present the Need for Discipleship

God calls us to be disciples. That means we are to live the disciple's life of prayer, study and Christian action. At first, that may sound boring, but the Team is there because they have found great joy in living the life of a disciple!



8 Encourage Relating to Others

Help the residents understand that when we walk in the love of God, we become vehicles to pass that love on to others. Encourage them to relate to others in constructive ways, and commit to God's control.



9 Avoid Suggesting a Cheap Form of Grace

- as though it didn't matter how one conducts him/herself since God forgives...
- as though spiritual vitality were indicated by emotional display...
- as though exercise of a particular gift were the ultimate in religious experience...

Grace
But it is
Not Cheap!
Free

10 Avoid Putting Down Other's Theology

We come to Kairos as the Body of Christ, unified in the one thing that is most important - that God loves us all and wants us to love Him. We set the things that divide us aside for the Kairos as secondary things. We can differ on these things, but in Kairos, we are unified in the love of Christ.





The Wisdom of Kairos
Spiritual Relationships

Foothills CI #24

11 Say Everything in the Love of Christ

The Christian experience is one that walks in the light of Christ's great love for us. We need to be models of that walk in the light. Everything we do should be done in the spirit of that love. Don't let petty differences or disappointments draw you out of that love.



12 Seek Answers in the Bible

When offering guidance, seek answers in the Bible as a way of communicating that the source of our understanding is God's words, not our opinions.

**What Does
God
Say?**



Remembering the Basics Kairos Foundations

Foothills CI #24

1 The Heart of Kairos

If you had to condense the essence of the Kairos ministry down to its fundamental core, it would be LOVE. Not just any love, but the love of Christ, delivered in wave after wave by His family.

Of course, we think of love for the residents, but it's also love for fellow team members, love for people supplying agape, love for the Christian community, love for the prison officials, and love for Jesus.



2 Christ's Love Team

In order to be part of Christ's love team, you must set your self-focus aside. Easier said than done? Yes, but there is help! The Kairos Team Formation process is intended to be a "practice field" where we shed our self interests and put on the cloak of humility, obedience, sacrifice, vulnerability, and love - the face of Christ Himself.



3 Prayer

Prayer forms a key foundation to Kairos. The ministry is built on a realization that no matter how organized, smart, or experienced we are, success is totally dependant on how willing the team is to humble itself and adopt a prayerful spirit. This is especially true for the leadership. Prayer reminds us that this is not about us, but about God's will.



4 Agape

One of the great revelations in Kairos comes when inmates realize how real the love of Christ is! For many, it is the first experience of the "warmed heart" of Agape love. Agape is the love of Christ, delivered through the Body of Christ. Cookies, posters, money, and letters are not Agape - they only represent Agape.



5 Sacrifice

Christ calls us to be servants. Being a servant requires that we give up our control. A servant is at the beck and call of their master. The servant's agenda is not what's important, the agenda of the master is. So, you are asked to sacrifice your self-focus so that you can truly be His servant on this Kairos.





Remembering the Basics Kairos Foundations

Foothills CI #24

6 Obedience

The Christian life is one of learning to lay down our will and to joyfully serve in obedience. In Kairos, that obedience starts with Christ, of course. But it extends to being obedient to the Kairos leadership, the prison authorities, and to the Kairos method.



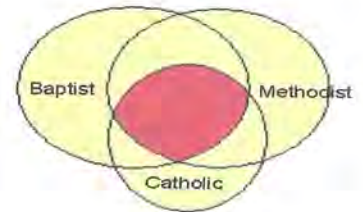
7 Staying Focused

The reason that Kairos has such a powerful impact on people's lives is that the Team comes as advocates for Christ! When we are focused on Christ in our relations with the inmates, the power of the Holy Spirit magnifies our puny efforts. But, when we begin to lose our focus and start becoming advocates for prisoners, you will find friendships growing, but your ministry being diminished.



8 Stay on "Common Ground"

In Kairos, we focus on the thing that unites us - the saving grace of Jesus - and we avoid those things that divide us. We all come with denominational differences, but we lay those differences down in Kairos and lift up the thing that each of us holds in common. This means we avoid practices and discussions that are denominationally dividing, such as Communion, altar calls, praying the Rosary, laying on hands, baptism, etc.



9 Kairos Conflicts

If Kairos is doing a mighty work for God, why would you be surprised that conflict appears so easily? Satan knows your weaknesses, and he will be very satisfied at using YOUR weakness to his advantage. An example is conflict on the team - usually when someone becomes harsh with others - often from a leader. Our response is critical. We can allow our spirits to become distracted from God's work, or we can rely on God to heal the wound and remove Satan's distraction.



10 Listen, Listen, Love, Love

The theme of every Kairos is "Listen, Listen, Love, Love." This theme reminds us that Kairos is not about preaching or convincing. Instead, we sacrifice our need to be in control and listen with our hearts - a true act of great love.





**This is the Warden's House
Prison Guidelines
Foothills CI #24**

These guidelines may seem like "rules" to you, but they have come from Kairos' wisdom derived from years of experience inside the prison. Many of these guidelines come from the realization after not doing what is suggested how much a volunteer wished that they had not gotten started down a path that seemed OK at the beginning, but later they saw the "wisdom" of avoiding that particular path all together. So, think of these guidelines as the loving advice of an older brother or sister who wants the best for you and the ministry.

1 Do Not smuggle anything into or out of the Prison

You may not realize that you are smuggling when you bring anything (including posters, letters, notes, etc) in and it goes to a resident, or if you bring such things out from residents. Everything should be disclosed in advance to the administration.

**Bring
Nothing
In or Out**

2 No Volunteer can be on a Visitation List

Kairos volunteers are not allowed to serve in Kairos and also be on an inmate's visitation list.

**NO
VISITATION
ALLOWED**

3 No Metal or Glass Objects

You are not allowed to bring metal (including notebooks with spiral bindings) or glass objects (including food seasoning bottles). Both metal and glass objects can be fashioned into weapons.



**No Metal
No Glass**

4 Do Not Give or Accept Anything from a Resident

This includes notes, poems, songs, addresses, phone numbers, magazines, photos, posters, birthday cards - nothing! And, likewise, it is NOT OK to hand any material to a resident. If confronted with a request to take something, always suggest checking it out with security or the chaplain first. That will usually end the request.





This is the Warden's House Prison Guidelines

Foothills CI #24

5 Do Not Purchase Anything from a Resident

Not even through a prison approved procedure. Your relationship is a spiritual one, and it is most significant when money is not involved in any way.



Don't Purchase

6 Do Not Pass Messages for Residents

Never agree to pass messages from a resident to outsiders, or vice versa. You do not know the situation, and you may be passing a hidden message. The residents know that you are not supposed to do this. If you do it once, more and more will be asked of you in the future. It is best to never start.

**Don't
Pass
Messages**



7 Do Not Mail Letters for Residents

There is an approved process for a resident to mail a letter or package. If you take a letter and mail it for the resident, you are assisting in going around the prison's security review of mail.



8 Religious Materials Must Come thru the Chaplain

All religious materials that are to be given to a resident must be routed to the Chaplain, who will make the appropriate arrangement to get the materials to the resident after review. This includes devotionals, neat internet stuff, and even Bibles.

**Religious
Materials**
GO TO THE
Chaplain

9 Honor the Warden's Authority

You are an invited guest in the Warden's "house." The Warden has the authority to set the rules and procedures for his/her house. Do not resist or complain about their rules, or you may not be invited back to their house!



PRISON DRESS CODE

Improper clothing/dress:

- * No mesh
- * No holes
- * No loud flashy colors
- * No colors matching the prison population uniform (khaki on khaki, beige on beige, gray on gray)
- * No excessive or expensive jewelry
- * No shorts
- * No advertising/slogans/logos on clothing
- * No sun glasses
- * No hats
- * No flip flops, sandals, or shoes with open holes
- * No overly expensive, nice clothing (name brand, coat and tie)
- * No T-shirts

Proper clothing/dress

- * Jeans
- * Khakis with a colored shirt/collared
- * Button-up shirts or golf (with collar) shirts
- * Lace shoes or loafers

KAIROS Inside - Do's and Don'ts

- * Follow all institutional & Kairos rules and policies
- * Dress appropriately; wear minimal jewelry
- * Pray about and for the Team Members and the participants
- * Enjoy the weekend, but return for all the weekends
- * Attend all team meetings
- * Cover the essential points in your talk or meditation
- * Keep your talk or meditation within the time allowed
- * Keep to the Kairos Common Ground
- * Share yourself; be honest, and encourage healthy attitudes
- * Keep all discussions within mainstream theological concepts
- * By your actions, make it easier for a person to believe in God
- * Avoid lengthy personal witness and prayers
- * Avoid trying to work out your own personal problems
- * Allow the participants to be themselves, encourage good behavior, and positive choices
- * Keep your introductions simple
- * Remember, we are not there to make them dependent on us
- * Remove any team member who is rebellious, disobeys an officer or any institutional regulation, or demonstrates unstable behavior
- * Personally write all your agape letters
- * Remember the four (4) L's
- * Remember our only purpose is to help participants develop Christian community within the prison - we are NOT in the prison-reform business or there to make best friends
- * Allow the participants to grow spiritually in God's time (i.e. KAIROS)
- * Avoid suggesting any easy or cheap form of grace
- * Remember emotional displays may not indicate true spiritual depth
- * Remember faith depends on Christ and His words, not ours
- * Be a volunteer or a visitor, but not both at the same institution
- * Attend as many monthly Reunions as possible, to pray with and encourage participants
- * Understand that we are not attending Reunions to become best friends



Keeping the Main Thing the Main Thing Agape Guidelines

Foothills CI #24

1 Why Agape?

Kairos is a ministry of passing on the love of God, and Agape plays a major role in that endeavor. Agape is the love of God, delivered by God's people. All those gifts of Agape are tangible examples of His love, passed on by the family of God.

THE
LOVE
OF
AGAPE
GOD

2 Prayer - The Foundation of Agape

The power of those gifts of Agape does not come from the items we call agape. The power comes from the spiritual significance behind the gifts. Prayer is the starting point for unleashing that power! Pray for the community of believers to decide on becoming part of His message of love.



3 Cookies - Empowering the Community

For many Kairos communities, cookies that are lovingly and prayerfully made by the Body of Christ are a wonderful example of Agape. Rather than focusing on your need to gather so many cookies, focus on the opportunity that Kairos offers to the Christian community. An opportunity to be part of the "pipeline" that will carry Christ's living waters directly to the hearts of the residents.



4 Posters - We Are Not Alone!

Posters and place mats put a face on the Body of Christ! Perhaps for the first time ever, men and women will see the Body of Christ through the tangible display of posters. Invite everyone you can think of to be part of stepping into the prison through their expression of Christ's love. Ask Sunday School classes (adult and children), Bible Study groups, Church organizations (men's and women's groups), weekly Reunion groups, the Church's office staff - everyone you can think of can get in on the love giving.



5 Love Letters from God

The personal letters are really love letters from God. Surely, God uses the hands and hearts of His people to transcribe His messages of love to a letter for the residents. Remember, it is not our letter, but a simple, profound message of love and hope that comes straight from God.





Keeping the Main Thing the Main Thing Agape Guidelines

Foothills CI #24

6 Financial Support

God uses Kairos' need for financial support as a way to empower the Body of Christ. For so many Christians, Jesus' call to visit the prisoner is beyond imagination. They just can't see how to respond to Jesus. Then, you open the door for them to be part of God's family to visit the prisoner on behalf of Christ. Asking for financial support isn't about underwriting the cost of a Kairos, it is about providing an opportunity for responding to Christ's call to all Christians.



WHY SUPPORT THE MINISTRIES OF KAIROS?

KAIROS PRISON MINISTRY INTERNATIONAL, INC. ministers to incarcerated men, women, youth and women in the community impacted by their incarceration.

FACTS:

- * 95% OF ALL INCARCERATED MEN, WOMEN AND YOUTH ARE ULTIMATELY RELEASED. MOST MOVE BACK INTO THE COMMUNITY.**
- * THEIR SUCCESS IS GREATLY MULTIPLIED WHEN:
 - * THEY HAVE A RELIGIOUS EXPERIENCE WHILE INCARCERATED**
 - * THEY HAVE FAMILY SUPPORT WHILE INCARCERATED AND UPON RELEASE FROM PRISON**
 - * THEY FIND A MEANINGFUL JOB****
- * KAIROS MINISTERS TO 25,000 INCARCERATED MEN, WOMEN, YOUTH AND WOMEN IN THE COMMUNITY IMPACTED BY THEIR INCARCERATION**
- * IF EX-OFFENDERS DO NOT GO BACK TO PRISON WE ARE ALL SAFER, WE SAVE AN INCREDIBLE AMOUNT OF MONEY AND THE COMMUNITY IS HEALTHIER. RECENT STUDIES INDICATE THAT KAIROS PRISON MINISTRY REDUCES THEIR RETURN-TO-PRISON RATE BY 70%. THIS SAVES THE TAXPAYERS MILLIONS OF DOLLARS EVERY YEAR**
- * KAIROS FOSTERS CHRISTIAN COMMUNITY IN ADULT MALE AND FEMALE PRISONS; THE KAIROS TORCH MENTORING MINISTRY HELPS THE YOUTHFUL OFFENDER END THEIR CRIMINAL CYCLE; KAIROS OUTSIDE SUPPORTS WOMEN WHO ARE INFLUENTIAL IN THE LIVES OF INCARCERATED MEN, WOMEN, AND YOUTH**

**WHAT ARE YOU WILLING TO DO IN THE
CHRIST CENTERED MINISTRY OF KAIROS?**



Enabling Believers
Kairos Outreach & Sponsorship
 Foothills CI #24

1 Outreach Attitude

Kairos is not "our" ministry, it is God's mission for all people. When we keep Kairos to ourselves, we are withholding the very blessings of God from His family of believers. We are fulfilling God's will when we tell people of the opportunity that Kairos offers them, and we are a stumbling stone to God's will when we fail to tell others of the opportunity.



2 The Body of Christ is Larger Than Us

Naturally, we are focused on the ministry right before us - the upcoming Kairos at our Institution. But we need to realize that Kairos is much bigger than our local ministry. We are a part of a larger picture - bringing Christ to every prison throughout the world. We are not independent of each other, any more than the parts of Christ's Body are independent of each other.



3 A Cloud of Witnesses

When the family of Christ works in unselfish unity, a great cloud of witnesses breaks forth and everyone throughout the Kairos family are encouraged and strengthened. When we work obediently and unselfishly on behalf of the total ministry, we truly become part of that great cloud.



4 Stewards of God's Ministry, Not Ours

Every Kairos Team is expected to not only raise funds for their local ministry but also to contribute to the total ministry. We are expected to be good stewards of our funds so we make the most of every gift to our ministry and the Kairos ministries beyond us.



5 Connecting Christians to Christ's Call

Christ calls us to visit Him in prison. Most Christians can't imagine themselves going into a prison. But, through Kairos, they have a way to be part of Christ's Body in prison, even if they personally never step inside a prison. Help them see the opportunity that Kairos affords them to be obedient to Christ's call.





Enabling Believers
Kairos Outreach & Sponsorship
Foothills CI #24

6 Put a Face On The Ministry

When you share the opportunity that Kairos provides to help Christians respond to Christ's call, tell stories of how people have been forever changed. Put a face on the ministry - paint a picture of men and women who got the opportunity of eternity because of the gifts of people like them.



7 Sponsorship - Making It Personal

When you speak to people about financially sponsoring an inmate to the Kairos, you are making it a more personal reality that they are a vital part of bringing souls to Christ. Help them understand that they are participating in soul saving for the Kingdom!



8 The Spirit of Giving in Kairos

"The Churches of Macedonia voluntarily gave according to their means, and even beyond their means, begging us earnestly for the privilege of sharing in the ministry to the saints." The people you come into contact with will likewise be moved by the Spirit to be part of God's great plan.





From Sorrow to Joy Understanding Kairos Outside

Foothills CI #24

The purpose of this Guideline is to build a heart-felt understanding of the importance and purpose of Kairos Outside in ministering, currently to female relatives/friends, impacted by incarceration. Understanding starts with the Kairos Team. It is important the Team be able to see beyond the logistics of Kairos Outside to the heart of the need for this sister ministry.

1 Multiple Sentences

In Kairos, we understand the sorrow and loneliness of the incarcerated. But what we may not realize is that the inmate's relatives/friends are doing time right along with their loved one. The resident's needs are met, while their loved ones struggle for basic necessities. It's a self imposed "prison" of shame, guilt, anger, rejection, isolation and sorrow.



2 Shame and Guilt

So often relatives/friends are filled with shame and guilt that their loved one is in prison. They feel like they have failed or are somehow to blame. They experience anger toward their loved one and they feel guilty for feeling angry. They have not learned there is a difference between being ashamed of what their loved one did, but not of them. Of loving them, but not loving what they did.



3 Living in Isolation & With Rejection

At work, school, and even at church, these relatives/friends feel isolated and alone. They have learned people around them won't understand their situation, won't accept them, will judge them, and will avoid being around them if they learn of their incarcerated loved one.



4 Secret Lives / Masks

Most relatives/friends live secret lives. They wear a mask. When they are around others, they appear normal - one of the crowd. In the privacy of their soul, they live in sadness, despair and loneliness. They build a "prison" around their hearts to protect themselves from the pain of isolation and rejection.





From Sorrow to Joy Understanding Kairos Outside

Foothills CI #24

5 The Heart of Kairos Outside

Kairos Outside is a ministry of time, compassion, and understanding about how incarceration affects not only the resident, but the rippling effect on family and friends. Kairos Outside currently offers a "Kairos like" experience for adult, female relatives/friends of the incarcerated. The weekend provides a journey into coming to know Christ and healing in Christ, through the loving care of His family and an accepting community of friends.



6 Healing a Sorrowful Soul

They come with a sorrowful, hurting soul. There are no marks on the outside; the hurt, shame, guilt, anger, self-blame, and fear are hidden behind a wall of secrecy. As the wall melts away in the presence of God's love, sorrow is exchanged for JOY - maybe for the first time in years!



7 Only They Can Understand

Even those who have attended a street weekend such as Walk to Emmaus or Cursillo find they still carry deep feelings of guilt and shame. When they find others who can relate to their situation and hold their hand as they journey together in mutual vulnerability, true healing through Christ occurs! This mutual journey can continue through reunions, community and lasting friendships



8 What Kairos Participants Need to Know

On Sunday of the Kairos Weekend, participants need to hear their relatives/friends are living with their own pain and sorrow and Kairos Outside is there to help them find healing, love and joy. They need to hear that their loved ones must want to come - not be coerced into coming, and they can support and encourage their relatives/friends by providing two "time" gifts: 1) giving up a weekend visit, and 2) when contacted by Kairos Outside, writing a special love letter.



9 In God's Time...

There once was a woman who had her own "sentence." She needed healing for 12 years. She, like us, tried to find healing on her own, but none was to be found. Then, in God's perfect timing, Jesus came - and she reached out in faith and hope - and found the source of healing. For many women, Kairos Outside is "Jesus walking by."



FOOTHILLS AC POLICY FOR LODGING

1. Rooms are available for weekend inside and outside team members only.
2. Rooms will be reserved for double occupancy only, with the only exception being the weekend team leader will be single occupancy.
3. If a private room is absolutely required, you may make your own reservations at the Comfort Inn but be aware that you are not guaranteed the Kairos rate. Kairos rates are based on rates contracted for a limited number of rooms (under the terms above) and you may be charged the Motel's regular rate.
4. If any weekend team member wishes to reserve a room for the Wednesday night before the weekend, the room can be reserved at the Kairos room rate but the team member must pay for that night. Any other nights must be reserved by the team member at the Motel's regular rate.
5. Weekend team members are not required to stay at the Comfort Inn in Morganton but any other arrangements must be made by the team member and is responsible for their own finances.

Kairos Prison Ministry International, Inc.



Code of Conduct

Laying out the expectations and guiding principles for appropriate behavior as we serve in Kairos Prison Ministry International, Inc.

Kairos, as ambassadors for Christ to those impacted by incarceration, requires the highest standards of ethical and biblical conduct from every person serving in the ministry.

"His master replied, 'Well done, good and faithful servant! You have been faithful with a few things; I will put you in charge of many things. Come and share your master's happiness!'" Matthew 25:21

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Introduction

Kairos Prison Ministry International is made up of thousands of volunteers. Accomplishing our Vision and Mission, while operating by our Core Values and Statement of Faith, is essential to the ministry. These documents are our overall guide for the ministry.

Vision, Mission, Core Values and Statement of Faith

VISION

A community spiritually freed from the effects of imprisonment reaching all impacted by incarceration, through the love, hope and faith found in Jesus Christ.

MISSION

The mission of Kairos Prison Ministry is to share the transforming love and forgiveness of Jesus Christ to impact the hearts and lives of incarcerated men, women and youth, as well as their families, to become loving and productive citizens of their communities.

CORE VALUES

Kairos Prison Ministry Core Values guide our behavior and actions as a board, staff, and volunteers:

Lay led, Christ centered Ministry

We are Christians who believe in the Holy Trinity and honor and live the teachings of the Bible and our Lord and Savior, Jesus Christ. We conduct the ministry while inviting all to attend as Guests or Participants in Weekends and program-specific follow-on activities to build Christian community.

Empowerment while Building Accountability

While we empower the local volunteers to conduct the ministry, we are accountable to excellence and performance at the highest standards and authority of the ministry. We empower Guests or Participants to be accountable for their lives and be transformed by Jesus Christ.

Continuing Ministry Model to Build Community

We believe in the importance of enabling relationships to build community, thus our model includes the Weekend experience, followed by Guests or Participants gathering regularly for accountability, support and prayer. The full complement of the well-defined returning model is necessary for the community to prosper.

Trustworthy

We believe that we must be honest and truthful in our personal conduct as we represent the ministry consistently and with integrity. We are obedient to God in everything we do and obedient to the guidelines of the Kairos ministry programs.

Respect and Love

We believe in respecting each person with dignity while modeling Christ love. We practice 'Listen, Listen, Love, Love.'

Stewardship

We believe that we must be good stewards of our ministry's programs, funds and resources, as well as our personal time, talent and treasures.

STATEMENT OF FAITH

The people of Kairos are called by God to share the love of Christ with those impacted by incarceration. Kairos encourages believers from a variety of Christian traditions to be volunteers in this Christ-filled ministry.

Kairos programs offer to prison residents, their families, and those who work with them the opportunity to receive God's forgiveness through faith in Jesus Christ, and to grow in their faith and servanthood in Christian community. We stand on the common ground of the following elements of faith:

We in Kairos believe:

- *The Bible is God's authoritative and inspired word for our faith and our lives.*
- *In the Trinity of the Father, Son and Holy Spirit.*
- *In the deity, death and resurrection of Jesus Christ.*
- *Friendship with God is a free gift, for God so loved the world that He gave His one and only son so that whoever believes in Him shall not perish but have eternal life.*
- *The love of Jesus Christ motivates His followers to provide food for the hungry, drink to the thirsty, welcome to the stranger, clothes for the naked and visits to the sick and those in prison.*
- *In sharing the love and forgiveness of Jesus Christ with all incarcerated individuals, their families and to those who work with them inside and outside the correctional institution.*

Expectations

Kairos staff and volunteers at all levels, as individuals and collectively in their respective teams or roles, must be committed to the Vision, Mission, Core Values, and Statement of Faith of Kairos as listed above.

By following the Code of Conduct in practice and implementation, the reputation and integrity of the ministry will be protected. It is expected each person serving in Kairos recognizes the ethical and biblical aspects of their service and strives to give proper attention to the Christian values and biblical standards that must determine their actions and decisions. Each person must also understand the implications of actions or decisions today, the impact for the future and for the entirety of Kairos.

We all are called to lay down private agendas as we serve as a body for Jesus Christ to conduct Kairos Prison Ministry. (*"And now I give you a new commandment; love one another. As I have loved you, so you must love one another. If you have love for one another, then everyone will know you are my disciples."* John 13: 45-35)

The participants/guests, their families, and the staff of the correctional institutions have the right to expect Kairos Prison Ministry to be conducted at the highest standards and with excellence. Other volunteers, staff and the Board also has the right to expect the ministry to be conducted at the highest standards and with excellence.

The Board of Directors, staff, and volunteers will work together in humility and faithfulness serving to share the transforming love and forgiveness of Jesus Christ to those impacted by incarceration according

to the approach of Kairos. Kairos occupies a position of trust with those we serve and the correctional institutions, therefore we will work to preserve and enhance the trust and the integrity of the ministry.

Kairos openly discloses our policies, program manuals, procedures and expectations for all who volunteer for the ministry. It is our expectation each person will willingly follow these directional documents to enable the ministry to operate with excellence. Ultimately it is up to Kairos staff and volunteers individually to recognize the ethical dimension of their service and to give proper attention to the Christian values and biblical standards that should determine their actions and decisions.

When an individual is unable in good conscience to follow Kairos guidelines, that person should consider moving out of Kairos and look to serve elsewhere. Service in Kairos is a privilege, not a right and requires a servant's heart. As our Core Values state we empower volunteers to conduct the ministry locally but with it comes accountability.

Nature of the Ministry

Kairos is a ministry made up of Christians (as defined in Statement of Faith) from various denominations and churches. Christians must belong to or be affiliated with Christian denominations or churches that agree with Kairos Statement of Faith as the core doctrine of Christianity. For example, the beliefs of groups such as Jehovah's Witness, Unification Church, Christian Science, and Church of Latter-Day Saints are not compatible with the Kairos Statement of Faith.

All volunteers at all levels when serving in Kairos should follow the Policy Statement on Interdenominational, Diversity and Spiritual Unity.

In line with the Interdenominational, Diversity and Spiritual Unity, any differences in doctrine, practice, or belief within the Christian body should be left outside of the Kairos environment.

The volunteer body and each team should be developed with denominational diversity. At the same time, focusing on the common ground as Christians, the staff and volunteers must present themselves, on teams and as a community, in a cohesive and unified manner.

Kairos has a rich history in 4th day movements, where volunteers are drawn from Cursillo, Tres Dias, Via de Cristo, Episcopal Cursillo, Presbyterian Cursillo, and Walk to Emmaus. Working positively with these local 4th day communities (as well as others) is highly encouraged. It is recommended that leaders have their own 4th day experience through one of the various 4th day ministries.

Kairos program motto is "Listen, Listen, Love, Love". Listening and loving on the part of the Kairos volunteer, during all ministry programs, will release participants and guests from their prisons of fear, mistrust, and rejection. They may then engage in a listening and loving relationship with God and others.

Compliance and Accountability

Voluntary compliance with Kairos policies strengthens the credibility and reputation of the ministry. Each program of the ministry must be conducted consistently across each community and by the program manual. In this way the Board of Directors, CEO, and all volunteers can vouch for the nature of any program to participants, families, Department of Correction staff, donors, and anyone encountering the ministry of Kairos. Volunteers must adhere to the policies and procedures of Kairos.

Kairos makes available to all Kairos volunteers the program manuals to be used in delivery of the program. These manuals must be used by each person representing Kairos. The manuals are registered copyrighted property of Kairos Prison Ministry International and should be protected as such.

Under the authority of the Board of Directors, new policies may be developed and adopted. All volunteers should be aware of and must follow all policies and procedures.

Security and training guidelines for correctional institutions must be available and followed by the team and each individual without exception. Failure to comply with correctional security guidelines will result in immediate suspension from Kairos.

Correctional facilities and States have their own rules and regulations that will apply to Kairos volunteers. Each Kairos community will obtain copies of these rules and regulations where available and inform their communities of these to ensure compliance.

Each volunteer must take responsibility for their actions and decisions, follow reporting guidelines to facilitate the effective resolution of problems, and ensure they do not exceed the authority of their position within Kairos Prison Ministry.

Each Kairos volunteer and staff person should see compliance and accountability with rules, regulations, policy and procedures as part of Christian service to be followed with a spirit of joy and obedience as we serve our Lord.

Governance and Legal Compliance

The affairs of the Kairos Prison Ministry International, Inc. are governed by its Board of Directors. The Board of Directors defines the policies and overall direction of Kairos, including governing procedures, financial and fiduciary practices to ensure the ministry is following the applicable state and federal laws, the Articles of Incorporation, and the Bylaws.

The Chief Executive Officer, as the Executive Director of the ministry, is responsible for the operations of the ministry.

Kairos will operate and comply with state and federal laws and regulations as a 501(c)(3) registered non-profit entity.

Kairos Prison Ministry International Inc. is one entity that operates in multiple states. The local teams, Advisory Councils (Areas), and States do not have the right or authority to change the standards or policies of the ministry. It is expected that all volunteers will abide by the governance of the legal entity of Kairos Prison Ministry International.

Financial Compliance

The financial affairs of Kairos Prison Ministry will be managed to the highest level of integrity, transparency, and accountability with diligent regard to laws and IRS regulations. ECFA standards are a basic guideline of ensuring compliance with financial requirements in a biblical manner and will be followed.

Proper systems of accounting and reporting will be in place at all levels of the ministry consistent with Kairos Financial Policies and Practices.

Failure to adhere to the Financial Policies and Practices will lead to corrective actions toward individuals, Advisory Councils, or States to ensure Kairos is conducting its financial affairs properly at all times.

Conflict of Interest

The Board of Directors, volunteers and staff must be aware of, disclose and properly handle any opportunity for a conflict of interest as stated in the Conflict of Interest Policy. Conflict of interest arises when a person participates in a decision about a matter which may benefit or be seen to benefit that person because of their direct or indirect monetary or financial interests in that matter.

Intellectual Property

Intellectual Property generated by Kairos Prison Ministry International or any individual or group representing Kairos remains the property of Kairos Prison Ministry International, Inc. The Kairos brand(s) including the Kairos logo, Kairos Outside logo, and the Kairos Torch logo are registered and must be used according the Kairos Style Guide.

All funds, programs, manuals, brochures, and materials representing Kairos Prison Ministry are the property of Kairos Prison Ministry International, Inc.

Program Evaluation

Kairos regularly reviews program effectiveness and ministry operations. Kairos is committed to improving the programs and organizational effectiveness, training, and positive impact to those impacted by incarceration. Various tools, including but not limited to EZRA, Excellence Initiative, and various reports, are utilized to monitor potential changes within the ministry or training needs of the volunteers serving within the ministry.

Volunteers may recommend changes through the appropriate channels which will review and make changes as warranted. Request for program changes may be submitted to the appropriate Program Coordinator or the CEO. Official changes to the program manuals require various levels of approval which could include the CEO, International Council, and Board of Directors.

Variances for running the programs in any way other than as stated in the current approved program manual may only be granted by the CEO.

Confidentiality and Trust

Volunteers and staff must respect and maintain the confidentiality of information gained, including, but not limited to, all computer software and files, Kairos ministry documents, Kairos program manual, and donor information. The use of Kairos volunteer or staff emails, addresses or phone numbers for purposes outside of Kairos is not allowed.

Volunteers and staff must respect and maintain the confidentiality of the participant/guest during Kairos ministry events. Exceptions may occur when disclosure of information is required by law, or if written permission to use the information is obtained, or if public domain information.

Kairos and the volunteers have a legal obligation to report certain activities or criminal offenses to the appropriate authorities. In the case of an inmate or their family disclosing a crime of which there has been no conviction, a report should be made as per the laws of that jurisdiction. Volunteers must also

follow the Prison Rape Elimination Act (PREA), along with the State laws, State Department of Corrections rules and regulations on disclosure.

Use of information about any person or group of people is prohibited unless written permission is obtained. This includes using information, photos, etc. in publications for church, newsletters, social media, websites, publications, promotional material, and voice recordings. If written permission is granted to use the persons' name, photo, video, or pertinent details connected to the person, in publications this must be on file at the International Headquarters.

If the person is incarcerated, the Department of Corrections must approve in writing use of photos, videos, and other materials in addition to the individuals written permission.

General sharing of the impact of Kairos on a persons' life, on a prison, on a family, or on society and using information as general descriptions is permitted for purposes of raising funds and for recruiting purposes on the local level.

Photos and video use must be per the Kairos Photo Policy.

Standards for Public Comment

It is expected that the local volunteers and the States representing Kairos will be conducting presentations, providing brochures, and using websites to promote Kairos for raising funds, recruitment of volunteers and general positive promotion of Kairos to churches and in various public venues.

A volunteer must understand their comments may be taken as officially representing Kairos. Any formal presentation regarding Kairos to a national organization should be undertaken with the permission of the CEO.

Any public responses to the media or inquiries from media should be directed to the CEO as the official spokesperson of Kairos. Any negative comments by the public or media should not be responded to by the local volunteers or body, but immediately brought to the attention of the CEO.

Filming of Kairos events or ministry must be preapproved by the CEO.

No volunteer or group of volunteers may sign petitions, join demonstrations, challenge the federal, state or local laws, take political positions, or advocate for a person(s) or the incarcerated using the name of Kairos or on behalf of Kairos.

Standards of Personal Behavior

Volunteers and staff must be conscious of their role in Kairos and the fact they represent the ministry as well as serve as an example of Jesus Christ. While serving in any Kairos event, program, or meeting they must:

- Comply with direction and authority of the local authority of leaders within Kairos, and correctional institution staff as applicable,
- Treat participants/guests with respect, showing no favoritism,
- Avoid inappropriate language including jokes, cursing, or crude comments,
- Avoid inappropriate body language or gestures; taking care when using descriptions,
- Dress appropriately,
- Ensure all Kairos events are alcohol free. This applies as long as the volunteers or guests are gathered together. Once the Kairos event has ended and the community is no longer gathered

together, the volunteer is free to make their own choices in relation to alcohol as long as not connected to Kairos in any way. (E.g. nametags, shirts, hats, events, funds, etc.)

Volunteers and staff should be beyond reproach with regard to written or verbal communications, remarks, touching or inappropriate actions at any time they are representing Kairos.

The volunteers are to follow the correctional institutions policies on specific behaviors in the prison.

Volunteers will not provide gifts to inmates directly or indirectly including funds. Knowledge of the State and/or Correctional Facility rules is very important as the volunteer can be dismissed and the inmate punished for inappropriate behavior. Volunteers never give or receive gifts from a participant/guest.

Volunteers are to ensure they practice appropriate relationships with participants and guests. Any special relationship must be disclosed to the Chaplain and local Kairos authority. This is most likely to happen with letters, asking for special help or funds, release of residents, or when residents' families become involved in Kairos. For the safety of the ministry, if there is any doubt, the institutional authority must be made aware and approve, as well as, the approach be in line with Kairos program rules.

Kairos Torch volunteers must undergo and pass a background screening. Special review of the volunteers working with youth is mandatory.

Kairos volunteers and staff are expected to treat one another with respect and in love.

Standards of Acceptable Behavior

Kairos Prison Ministry Statement of Faith represents what we believe, while our approach is one of sharing God's love. All volunteers and staff for Kairos must agree, believe in, and follow the Kairos Statement of Faith to serve in the ministry (See Statement of Faith). The purpose of this section is not to exclude people but to exclude behaviors that are outside the purpose of Kairos ministry and to provide guidance to leaders for handling situations as they occur.

Kairos is comprised of Christians drawn from various Christian churches and denominations on the basis of essential doctrines as found in our Statement of Faith. We serve focusing on the common ground of Christians that create unity among our body and not on the theological issues that divide or cause arguments.

Kairos Prison Ministry, as a group of Christians, strives to operate daily as humble servants. *(Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves, not looking to your own interests but each of you to the interests of the others. Philippians 2:3-7)*

There are behaviors sometimes tolerated in society, whether illegal or not, that do not reflect biblical standards and are therefore unacceptable for Kairos Prison Ministry staff or volunteers as they serve. While it is not practical to specifically list each biblical truth, Kairos does desire to make clear that Kairos staff and volunteers do not promote or discuss sexual activity or sexual preferences, abusive, immoral, destructive or addictive behaviors especially to those we serve in the ministry. Kairos uses sex assigned at birth for volunteers and for Kairos Outside Guests. Kairos believes in the Bible as God's authoritative and inspired Word for our faith and our lives as set forth in the Statement of Faith. Scripture is the authoritative and inspired Word upon which decisions are made. *(“But at the beginning of creation God made them male and female. For this reason a man will leave his father and mother and be united to his wife, and the two will become one flesh.” Mark 10:6-9)*

It is not ours to judge one another (*"There is only one Lawgiver and Judge, the one who is able to save and destroy. But you who are you to judge your neighbor?" James 4:12*) as we are all sinners (*"for all have sinned and fall short of the glory of God." Romans 3:23*). We do expect our staff and volunteers, as followers of Jesus Christ, to change our behavior and improve our walk with our Lord daily. Therefore, we do not condone any volunteer or staff to openly represent their sins or bad behaviors to others as appropriate. (*"You were taught, with regard to your former way of life, to put off your old self, which is being corrupted by its deceitful desires; to be made new in the attitude of your minds; and to put on the new self, created to be like God in true righteousness and holiness." Ephesians 4:22-24*)

During our ministry with guests/participants, our talks, table discussions, and personal discussions should not be representing inappropriate behavior or condoning behaviors that are contradictory to biblical principles, Kairos policies, and/or the correctional facility policies, such as, "I am addicted to pornography and keep doing it as I see no harm and think it is okay." Instead we look for behavior such as, "I was addicted to pornography and while it is a battle each day by the grace of God I am winning this battle." All inappropriate behavior or sinful nature should be characterized as our striving to overcome and not one of promoting as appropriate behavior. (*"Or do you not know that wrongdoers will not inherit the kingdom of God? Do not be deceived: Neither the sexually immoral nor idolaters nor adulterers nor men who have sex with men nor thieves nor the greedy nor drunkards nor slanderers nor swindlers will inherit the kingdom of God. And that is what some of you were. But you were washed, you were sanctified, you were justified in the name of the Lord Jesus Christ and by the Spirit of our God." (1 Corinthians 6:9-11)*)

Standards of Acceptable Volunteer Behavior in Correctional Institutions

Kairos Prison Ministry enters a correctional institution at the invitation of the institution and the endorsement of the Chaplain or Warden or appropriate delegate. Proper institutional relationships are essential between the ministry and the institution at the operational level, and between the ministry and the Department of Corrections at the policy level.

To ensure proper relations and understanding with the Correctional Institution, a memorandum of understanding will be agreed upon by Kairos and the institution. In special circumstances, the Kairos CEO or designee can work through different arrangements with the institution.

When information or special permission concerning participants/residents is required by Kairos teams, request must be made by an authorized team member to the Chaplain or a designated person who has authority to respond appropriately at the institution.

Kairos volunteer and teams while inside the correctional facility will follow all directives given by Correctional Staff without question even if this involves inconvenience, perceived injustice, or curtailing of an activity.

Kairos has a responsibility to follow the institutional rules and regulations of the Correctional Institutions we serve. These Institutions are concerned with security and personal interaction of inmates. One aspect of this is inmate sexual behavior which is prohibited as interaction among inmates. Kairos can in no way be seen as condoning behavior that is prohibited by the Correctional Institutions. Our example should be pointing them to Jesus Christ and His love.

Kairos volunteers must be trained by the Department of Corrections (as required by each state or correctional facility) on The Prison Rape Elimination Act(PREA) and fully follow the zero tolerance standards established in relation to promotion of sexual behavior in Correctional Facilities.

Reporting Breaches of Conduct

All staff and volunteers have a responsibility to report conduct that places at risk other staff or volunteers, program participants/guests, or Kairos ministry itself. Each individual has a responsibility to ensure that standards of behavior and practices that are inconsistent with this Code of Conduct are neither covered up nor tolerated. Appropriate biblical approaches should be undertaken when identifying potential issues or reporting potential violations.

The Policy of Suspected Misconduct, Dishonesty, Fraud and Whistleblower Protection should be followed. *(“In everything set them an example by doing what is good. In your teaching show integrity, seriousness and soundness of speech that cannot be condemned, so that those who oppose you may be ashamed because they have nothing bad to say about us.” Titus 2:7-8)*

Standards for Corrective Actions

Any person focused on promoting behavior contradictory to the correctional facility, the policies of Kairos, or the teaching of the Bible, should not be serving as Kairos volunteers or staff. In addition, persons focused on a personal agenda or whose words or actions create division in the body, or create an incident or issue in the correctional facility may be removed by the appropriate body in the ministry.

Kairos always reserves the right to decide which volunteers may serve on teams or otherwise represent the ministry. Suspension from Kairos represents suspension from all Kairos activity for the designated time frame.

Kairos will approach dispute resolution as described in Matthew 18: 15-20.

The Weekend Leader should not include persons on the team who are divisive and can lead to division or issues in the body which is formed to serve others. By avoiding at the formation of the team and not inviting these persons the division is eliminated. The removal of team members who are creating division or issues is the responsibility of the Weekend Leader for that specific Weekend. They should consult with the Advisory Council and/or State Chair as needed.

The Advisory Council, , and/or State Chapter Committee have the responsibility to temporarily (up to one year suspension) remove a person who is continually creating division or not following the policies of Kairos Prison Ministry International. The process is:

- For behavior issues, the leaders approach the person and ask for behavior modification by the person and gain agreement to address the concern. This is a reprimand, with assurance from the volunteer that the inappropriate conduct will not happen again.
- If the issue or new issues arise with the same person, the appropriate body decides course of action to correct the situation.
- The person is always provided the issue and details of the issue, and is provided the option to address the body and share their information before final decisions are made.
- Two-thirds vote by the appropriate body is necessary to take specific actions of temporary suspension. If the vote is for permanent suspension, the matter must be forwarded to the CEO.
- Documentation must be sent to the State Chair and the International Headquarters.
- If the correctional facility needs to be informed of an action, the appropriate person should do so with care of sharing only the details necessary to ensure notification.

The Kairos Board of Directors and/or CEO has the responsibility to temporarily or permanently remove a person who is continually creating division, breaking the law, or habitually disregarding the policies of Kairos Prison Ministry International. The process is:

- Review of documentation and minutes of meetings as appropriate.
- Discussions held by the CEO with the appropriate persons including the party in question if needed.
- Final decision taken by CEO and reported to the appropriate persons including the Board of Directors. The Board of Directors in extreme cases or high risk situations may be the deciding body.
- Notification to the person, the local body, the State, and if appropriate the correctional institution will take place.

At the end of the defined temporary suspension, the volunteer may re-enter the ministry with full rights of participation.

For situations where the ministry is placed at risk or where criminal behavior is involved, the CEO can take immediate action to suspend or permanently remove a volunteer. These situations may include, jeopardizing the security of a correctional institution or of another person, dishonest actions, arrests, actions or statements contrary to the Mission, Core Values, Policies and manuals of Kairos Prison Ministry, or actions or statements that can substantially hinder or are detrimental or contrary to the work of Kairos Prison Ministry.

Appeals for temporary or permanent suspension are taken by the suspended person to the State Chair and the CEO. The CEO is the deciding person in appeals.

If the correctional institution requests removal of a volunteer or has removed a volunteer, that request will be honored by Kairos and should be reported to the State Chapter Committee and the CEO. Determination of involvement outside of the correctional institution will be determined by the State Chapter Committee and the CEO.

As these situations occur, the persons involved must work in line with our Listen, Listen, Love, Love approach and with biblical standards.

"I am the vine; you are the branches. If you remain in me and I in you, you will bear much fruit; apart from me you can do nothing." John 15:5