

ToCI Kairos Advisory Council - Job Descriptions

Basic Descriptions are from the Advisory Council Operating Procedures of Kairos Prison Ministry International, approved on July 25, 2012. They can be found on Pages 7 through 18 on the K.P.M.I. website address for A.C.O.P.: <http://mykairos.org/docs/ac/acop.pdf>. Revisions for ToCI ad council are added for existing and new positions.

1. **Chairperson** - is a servant leader with a loving heart, not a CEO.

(a) Assures that the Advisory Council operates in compliance with current State Chapter Committee and KPML policies and procedures. Communicates information received from the State Chapter Committee.

(b) May call special meetings from those not already scheduled and creates agendas before each meeting.

(c) Announces and conducts meetings. Two weeks prior to each meeting, particularly when considering potentially controversial issues, sends out the minutes of the previous meeting and the proposed agenda to all active members of the local Community and the Council members. Note: The Secretary/Administrative Coordinator may assist the Chairperson as needed.

(d) Provides guidance and assistance to each Council position to confirm that their responsibilities are being adequately performed.

(e) Communicates with Weekend Leaders to provide guidance and assistance.

(f) In the event the State Representative is unable to attend a regular State Chapter Committee meeting, selects another council member to represent the Council.

(g) Answers to the State Committee. Communicates concerns and issues through the State Representative and/or State Executive Committee.

(h) May not be the Institutional Liaison (Inside), the State Chapter Committee Representative or the Mentoring Coordinator (Torch), or Weekend Leader while serving as the Chairperson.

(i) Maintains State and International web sites with weekend info and current Ad Council members.

(j) Maintains EI (Excellence Initiative) Information on the State web site.

2. **State Chapter Committee Representative**: - This position cannot be combined with the Advisory Council Chairperson.

(a) Provides representation for the Council to and from the State Chapter Committee.

(b) Reports on any motions approved by the State Chapter Committee and the KPML Board of Directors to the Advisory Council, as well as shares general information provided at the state meeting.

(c) Is expected to perform State Committee responsibilities (see SCCOP), in addition to Council duties.

(d) Presents upcoming Weekend Leader names for approval by the State Chapter Committee.

3. **Institutional Liaison**: - This position cannot be combined with the Advisory Council Chairperson.

ToCI Kairos Advisory Council - Job Descriptions

- (a)** Provides the day-to-day link between the Institution, the local Council and the Weekend Leader, except during the weekend program. Communicates with the Institution's Chaplain at least monthly.
- (b)** Coordinates Kairos continuing ministry activities at the Institution for the Advisory Council, consistent with the Program Manual. Ensures that the Chaplain has the most current program manual.
- (c)** Reports regularly to the Council, the status of Kairos activities at the Institution.
- (d)** In conjunction with the Institution's Chaplain or other facility assigned designee, arranges meetings between the Weekend Leader, Inside Coordinator (Kairos Inside only) and appropriate Institution staff in preparation for each Kairos Weekend.
- (e)** Keeps Council informed of all institutional rules, policies and directives.
- (f)** Provides a current list of Kairos Community individuals who are cleared to enter the Institution, including visitors attending a Closing ceremony.
- (g)** Ensures that the Chaplain has received the access lists and paperwork necessary for all Kairos activities at the Institution.

4. Food Control Coordinator/Inventory Coordinator

- (a)** Provides the names of qualified volunteers for the Weekend Leadership to select their team.
- (b)** Advises and assists the Weekend Leadership in following the standard menu and purchasing procedures established by the State Chapter Committee.
- (c)** Makes arrangements with local vendors to reduce food costs & standardize payment.
- (d)** Ascertains that the Weekend Leadership completes and submits the required financial reports after the conclusion of a weekend in a timely manner, especially if a cash advance was provided.
- (e)** Works with and follows the directions of the State Chapter Committee/Area Committee Food Control Committee Chairperson.
- (f)** If the Inventory Coordinator position is not utilized on the Advisory Council, then the Food Control Coordinator shall also serve as the Inventory Coordinator.
- (g)** Coordinates inventory accounting and provides a bi-annual report to the Council with an up-to-date report at least two months in advance of an upcoming Weekend.
- (l)** If the Inventory Coordinator position is not utilized on the Council, then the Financial Secretary/Kairos Donor Coordinator shall also serve as the Inventory Coordinator

5. Outreach/Recruiting Coordinator

- (a)** Develops and maintains a subcommittee for recruiting activities
- (b)** Establishes and maintains a speaker's bureau working with the Outreach subcommittee (using resources such as the Kairos Outreach program).

ToCI Kairos Advisory Council - Job Descriptions

- (c)** Solicits and arranges speaking engagements by speakers' bureau for presentations for all Kairos programs.
- (d)** Develops and maintain records of outreach contacts in database format, preferably Kairos Donor and EZRA.
- (e)** Utilizes the Advisory Council Volunteer Resource Building document developed by KPMI.
- (f)** Provides reports on the Outreach and Recruiting efforts.
- (g)** In conjunction with the Fundraising/Sponsorship Coordinator develops and maintains contacts with 4th Day communities and churches in the area.
- (g)** Focuses on generating positive awareness of the Kairos ministry through all types of media.

6. Fund Raising/Sponsorship Coordinator

- (a)** Utilizes the State Chapter Fund Raising Committee's programs for securing funds.
- (b)** Develops and shares new methods/programs to raise funds for Kairos ministries. Note: The KPMI website (www.MyKairos.org) list several examples of successful fund raisers.
- (c)** When the Council utilizes a financial sponsorship program, acts as trainer and resource contact to explain the program to the Team.
- (d)** In conjunction with the Outreach/Recruiting Coordinator, utilizes the Advisory Council Volunteer Resource Building Document developed by KPMI.
- (e)** Develops and maintains a subcommittee for fund raising activities.
- (f)** Provides reports on the Fundraising and Sponsorship efforts.
- (g)** In conjunction with the Outreach/Recruiting Coordinator, develops and maintains contacts with 4th Day communities and churches in the area. Selects Representatives to Emmaus, Chrysalis, Tres Dias, and Great Banquet.
- (h)** Utilizes Kairos Donor to maintain lists of financial donors.

7. Agape/Reunion/Prayer and Share Coordinator

- (a)** Keeps informed of upcoming Kairos and other 4th Day weekends in order that written expressions of agape can be prepared for those weekends. Agape should be prepared for other programs in the state, nationally and internationally. An intentional effort should be made to provide agape for #1 weekends.
- (b)** Creates prayer vigil/chain sign up sheets for other Kairos weekends and 4th Day communities. Solicits prayer commitments from Kairos community (including Kairos Inside graduates) and forwards finished agape to appropriate Agape Coordinators (per direction of State Agape Coordinator)
- (c)** Advises Weekend Agape Coordinator on acceptable forms of agape, pursuant to Kairos manuals and institutional regulations.

ToCI Kairos Advisory Council - Job Descriptions

- (d)** Assists Weekend Agape Coordinator in registering prayer vigil/chain on www.3dayol.org and other appropriate Internet sites including the KPMI website (www.MyKairos.org).
- (e)** Facilitates transportation of material for creation of written forms of agape, (i.e., prayer commitments, posters, place mats, etc.), and supplies to and from the institution.
- (f)** Periodically mails/delivers (possibly through the Institutional Liaison or Weekend Leader) a replenishment supply of KO brochures and Guest Reservation forms to prison chaplains and teams.
- (g)** Supervises monthly Reunion activities and directs leader to fill leadership roles and makes sure necessary supplies are delivered.
- (h)** Supervises weekly Prayer and Share providing a leader and music.

8. Secretary/Communications Coordinator

- (a)** Records minutes of Council meetings and sends out a draft within fifteen days of the Advisory Council meeting.
- (b)** Provides copies of minutes to Council members within two weeks and other community members upon request.
- (c)** Maintains permanent record of all minutes that are easily accessible by all members of the Council.
- (d)** Provides Annual Advisory Council Reporting Form (see Appendix II) to State Chapter Committee Secretary annually after elections and then updated as changes occur. This form is available for download from the KPMI website. (www.MyKairos.org)
- (e)** Maintains a list of all active members of the Kairos community and delivers election notices and ballots to them in accordance with the election procedures.
- (f)** As directed by the Chairperson, initiates official correspondence for the Council.
- (g)** Provides Outreach/Recruiting Coordinator with information to be used in promoting Kairos.
- (h)** If a Data Coordinator position is not utilized on the Advisory Council, then the Secretary/Administrative Coordinator shall also be responsible for the duties of the Data Coordinator.
- (i)** Notify KPMI of approved weekends for posting, using the "Register Weekend Info" link on the www.MyKairos.org website.
- (j)** Reports Community information/news to State Chapter Committee/Area Committee/Advisory Council Webmaster and State Chapter Committee Newsletter Editor.
- (k)** In consultation with State Chapter Committee Chairperson, provides information to the Public Media in accordance with ministry guidelines.
- (l)** Communicates with local Kairos communities news and prayer concerns about its members.
- (m)** Sends Weekend Closing invitations to Prison Wardens/Superintendents, Kairos Inside Institutional Liaisons, and State Chapter Committee members

ToCI Kairos Advisory Council - Job Descriptions

(n) If the Communications Coordinator position is not utilized, then the Secretary/Administrative Coordinator shall also serve as the Communications Coordinator

9. Financial Secretary – This position cannot be combined with Treasurer. Performs duties below as directed in the *Financial Policies and Practices* document found on page 22 at this website: <http://mykairos.org/docs/kpmi/fpp.pdf>.

(a) Together with the Advisory Council Treasurer, oversee and provide advice to ensure that the collection of all monies by the Advisory Council at team meetings, fund raising events, from a PO Box or by any other means is in accordance with these Policies and Practices.

(b) Use the Kairos Donor software to record and maintain a data base of donors and to issue feedback and acknowledgement letters.

(c) Send IRS acceptable acknowledgement letters to all donors. This letter must contain the phrase, "We acknowledge that no goods or services were rendered in exchange for this donation." (Note: Another person could perform this activity at the direction of the Advisory Council Financial Secretary.)

(d) Prepare the Annual Budget, using Exhibit E or its equivalent, for submission to the Advisory Council for approval at its first meeting of the year.

10. Treasurer – This position cannot be combined with Financial Secretary/Kairos Donor Coordinator. Performs duties below as directed in the *Financial Policies and Practices* document found on page 21 at this website: <http://mykairos.org/docs/kpmi/fpp.pdf>

(a) Together with the Advisory Council Financial Secretary, oversee and provide advice to ensure that the collection of all monies by the Advisory Council at team meetings, fund raising events, from a PO Box or by any other means is in accordance with These Policies and Practices.

(b) Maintain a supply of deposit slips and rubber endorsement stamps for the State bank account. Provide for secure, locked storage of same.

(c) Provide a supply of deposit slips and an endorsement stamp to the team or fund raising event person designated as Counter 2 before the first team meeting or the start of the fund raising event. Obtain custody of any excess deposit slips and the endorsement stamp from Counter 2 within one week after the completion of the weekend or the fund raising event.

(d) Provide a supply of deposit slips and an endorsement stamp to the person designated as Counter 2 for the Advisory Council PO Box.

(e) When direct deposit to the State bank account is not feasible for the team Counter 2, fund raising event Counter 2 or the PO Box Counter 2, receive cash and make deposit to the State bank account. Send deposit slip and deposit receipt from the bank to the State Financial Secretary.

(f) When a Post Office Box or other mailing address is maintained by the Advisory Council, appoint two persons to retrieve the mail and count any cash received. The Advisory Council Treasurer may be one of the appointees. If the donations received by mail are, on average, less than six per month, the Treasurer or the person designated as Counter 1 may perform both Counter 1 and Counter 2 functions.

ToCI Kairos Advisory Council - Job Descriptions

1. Designate one person as Counter 1 who will retrieve the mail at regular intervals commensurate with the volume of mail.
2. Designate a second person as Counter 2 who will help count and document any cash received.
3. Counter 1 and Counter 2 open the mail and count the cash together.
4. Counter 1 prepares a list, using the Receipt Log attached as Exhibit D or its equivalent, showing name, address, check number, amount, & date.
5. Counter 2 verifies the cash count, stamps checks with endorsement, prepares the deposit slip and compares the total to the Receipt Log prepared by Counter 1. If the two totals are not in agreement, reconcile the difference until they are in agreement. When the two totals are in agreement, Counter 1 and Counter 2 sign the Receipt Log. Counter 1 sends the original of the Receipt Log to the State Financial Secretary; and, sends a copy to the Advisory Council Financial Secretary for entry into Kairos Donor within 5 days. Counter 2 deposits the funds in the State bank account and sends copy of deposit slip and deposit receipt from the bank to the State Financial Secretary within 5 days, and, sends a copy of the deposit slip to the Advisory Council Financial Secretary within 5 days. The State Financial Secretary notifies the State Treasurer and the Advisory Council Treasurer that the deposit has been made. When making the deposit directly is not feasible, Counter 2 sends the cash collected to the Advisory Council Treasurer for deposit. Counter 2 provides for secure, locked storage of unused deposit slips and endorsement stamp.

(g) Upon receipt of disbursement authorization from the Advisory Council Financial Secretary, make payment as soon as possible after receipt. When payment has been made, return a copy of the check and the supporting documentation to the Advisory Council Financial Secretary noting on the documentation when the check was mailed.

(h) Together with the Advisory Council Financial Secretary, oversee and provide advice to ensure that the collection of all monies by the Advisory Council at team meetings, fund raising events, from a PO Box or by any other means is in accordance with these Policies and Practices.

11. Clergy/Spiritual Director

- (a)** Assumes the role of Spiritual Leader for the Council and helps it stay focused on the Lordship of Christ.
- (b)** Assists in meeting spiritual needs of Council.
- (c)** Assists Weekend Leader and Outreach/Recruiting Coordinator in identifying and recruiting clergy for the Weekends (based on KPML guidelines).
- (d)** With assistance from Secretary/Administrative Coordinator, maintains a list of clergy qualified to serve on weekends.
- (e)** Initiates and maintains contact with prison chaplains to foster community and facilitate continued support and awareness of the ministry. Sends them weekend Closing invitations. (Kairos Inside and Kairos Torch only)

12. Data/Web Site/Music Coordinator

Data Duties

- (a)** Maintains a roster of all Council members, including name, address, phone number, e-mail address, position, term of office (by term expiration date), religious affiliation, and ethnicity for Advisory Council positions.
- (b)** Maintains database records of the following:

ToCI Kairos Advisory Council - Job Descriptions

- Team member contact information
- Potential volunteers
- Outreach contacts
- Resident and Guest participants
- Active Advisory Council members.

(c) Maintain ToCI formal records of Weekend, Volunteers and Residents involved.

(e) Maintain permanent record of minutes form all Advisory Council meetings

Web Site Duties

- (a) Maintain web site with current information and data.
- (b) Ensure that the domain name(s) used by ToCI Kairos community are properly registered, the ICANN records are correct and the associated charges/bills paid.
- (c) Select a web hosting company for the web site(s) and ensure that the associated charges/bills are paid

Music Duties

- (a) Provides publications and/or PowerPoint of approved music and ascertains and ensures that the Kairos community respects all copyright requirements, including use of overheads.
 - a. Maintain current license allowing for our use of the music (i.e. CCLI)
 - b. Add new songs to the songbook
 - c. Add lyrics for new songs to the PowerPoint of other presentation medium
 - d. Make changes/corrections to the songbook and lyrics presentation as requested by serving musicians.
 - e. Ensures that the community musicians all have (or have access to) all of the music scores, chord sheets and other material necessary to provide music for a weekend to other Kairos function.
- (b) Assists Weekend Team Leader and Outreach Coordinator by recruiting qualified musicians.
- (c) Maintains a database of local musicians available to serve on Kairos weekends.

13. Equipment Coordinator (ToCI Advisory council position)

- (a) Maintains database of Kairos assets, including their location and provides this information annually to the local advisory council and State Chapter Committee Financial Secretary.
- (b) Supervises and arranges trailer maintenance and security.
- (c) Follows up on license renewals, and insurance coverage.

ToCI Kairos Advisory Council - Job Descriptions

(d) In addition to keeping data on equipment, insure that **all** is in proper working order and arrange for repair if needed. This includes the “music box” and other music property. Any totes, boxes or kitchen equipment that need replacing or repair is included.

(e) Work with Food/Inventory Coordinator to make sure that all assets are in good order and useable.

14. Member At Large (ToCI Advisory Council position)

- (a) Provides Weekend Leader support for assisting in team formation and providing information on gathering resources.
- (b) Will investigate new projects, and initiate preliminary information on vision projects
- (c) Assist Advisory Council members at their request.

15. Weekend Leader (Advisory position for all programs) Weekend Leaders shall attend Council meetings before and after their weekends to ask questions and provide their reports in person.

16. Advising Leader (Advisory position for all programs)

17. Observing Leader (Advisory position for all programs)