

The fundamental principal in KPMI is:

Listen

Listen

Love

Love

This applies to all members of the Kairos Community whether on the inside or the outside.



God's Special Time



Guidebook

For

Experienced Team  
To Train  
Non-4<sup>th</sup> Day Volunteers

10-26-06

The Kairos Prison Ministry International, Inc. (KPMI) has historically drawn its volunteers from Christians who have participated in one of the various 4<sup>th</sup>-Day movements: Catholic Cursillo, National Episcopal Cursillo, Presbyterian Cursillo, Walk to Emmaus, Lutheran Via de Cristo, and Tres Dias. Kairos has its roots in Cursillo. It began as a Cursillo in prison and was later modified to adapt to the prison environment.

Utilizing volunteers with a 4<sup>th</sup>-Day background offered two important advantages.

First, it spoke, in a general sense, to the spiritual background and/or maturity of the individual volunteer. It can be generally assumed individuals who have participated in a 4<sup>th</sup>-Day movement have a basic knowledge of Christianity.

Second, volunteers who have participated in a 4<sup>th</sup> Day movement weekend event will have a familiarity with, and acceptance of, the basic Cursillo method, which is the basis of the Ministry's activities and events.

This potentially made training more efficient and added understanding of the Kairos model.

Since the Ministry began in 1976, it has grown significantly, and the need for new volunteers has increased dramatically. The Kairos International Board of Directors has recognized this need and the need to foster a greater diversity of Christians in its volunteer base to strengthen the interdenominational and cultural nature of the Ministry.

### **Follow-up After The Weekend**

- 1) Within a few days after the Weekend, contact the new member and find out how they felt about their experience with what the Holy Spirit did during the Weekend. A call asking about how they feel may boost their feelings about being a part of the Kairos Community.
- 2) Make an effort to attend Grouping with the new member to help them understand this process and to feel comfortable with it. Each institution has its own way to process the entry into the institution, so you being with the new member and your experience will be a comfort to them.
- 3) Talk with the new member about the possibility of their going on their own 4<sup>th</sup>-Day weekend. Share how much you enjoyed the experience and meeting even more Christians who love the Lord. Share how being involved with a 4<sup>th</sup>-Day community may allow them the possibility of inviting new team members to join an upcoming team and give other Christians an opportunity to join the Ministry, physically and financially.
- 4) Invite the new member to attend Closings for Kairos Outside and other institutions.
- 5) Ensure the new member is receiving a copy of God's Special Time.
- 6) Invite new members to participate in joint fund raising activities.

- **Physical**

- 1) Meet with the new team member immediately before the first team meeting either in person or phone.
- 2) If practical, arrange for them to travel to team meetings, the Weekend, and the first reunion with you.
- 3) Sit with them during team formation meetings and be prepared to answer all questions on a personal, confidential basis.
- 4) Review the Weekend logistical arrangements with them to include lodging and meals.
- 5) Encourage them to give others the opportunity to be a part of the Ministry through prayer, team member participation, sponsorships, baking cookies, donations (green agape), and general and personal agape.
- 6) Explain to them the meaning of “General and Personal Agape” (letters, placemats, posters, prayer vigils, colored shields, etc.).
- 7) Offer any assistance needed in completing forms necessary for meeting the prison system’s security requirements.

Accordingly, the Board, at its August 2004 meeting, approved the following motion:

*“That beginning September 1, 2004, Kairos Inside and Kairos Outside Leaders, after exhausting all other sources and training methods, may invite up to twenty percent (20%) of their team from persons who do not have fourth day experience, but who do have the support and recommendation of their pastor/minister.\*\* It is required that the advisory council or team leadership thoroughly discuss the contents of the Kairos Program and Kairos Organizational Manuals with the new non-fourth day volunteers to assist them in becoming Kairos team members, and requiring the team leader to assign an experienced volunteer to serve as a mentor using structured guidelines during the team formation and weekend process.”*

*\*\*In the case of Kairos Outside, the support and **written** recommendation of their pastor/minister.*

When we take a strong, personal interest in the new team member before, during, and after the Kairos Inside or Kairos Outside Weekend, we will make them feel welcome and more quickly bring them into the Kairos Community.

The following are guidelines for those who will coach new Ministry volunteers and may vary for Kairos Inside and Kairos Outside.

The coaching process should take three forms: Spiritual, Educational, and Physical.

- **Spiritual**

- 1) Pray each day for the new team member.
- 2) Become their prayer partner by praying with them at every opportunity as your friendship grows.
- 3) Invite them to join your reunion group or assist them in identifying a reunion group for their spiritual accountability and encouragement.
- 4) We are a pastoral rather than an evangelical ministry.

- **Educational**

- 1) Provide them with the appropriate Kairos Inside or Kairos Outside “Guidebook For Team Members”, and review the information contained within it.
- 2) Introduce them individually to other team members.
- 3) Help them prepare for their Weekend assignment. NOTE: It is recommended first time team members not be placed in core positions or give a talk/meditation.
- 4) Review with them the security requirements and regulations of the institution.
- 5) Throughout the Weekend, frequently check with them to ensure they understand what is happening with each phase of the Weekend.

- 6) At the end of each day of the Weekend, review the day’s events and preview the next day’s activities.
- 7) Ensure they obtain a copy of the current Weekend Manual.
- 8) Give them the website address for the International office and your State or Country.
- 9) Explain about Reunions, the Journey program, and Prayer/Share Groups.
- 10) Explain various ways to raise funds:
  - Sponsorship
  - Church line item budget
  - Individuals
  - Joint fund raising activities between Kairos Inside and Kairos Outside
- 11) Explain about the three ministries of KPMI and the purpose of each.
- 12) Help them see “the big picture” by explaining the Ministry hierarchy:
  - Local Advisory Council
  - State Chapter Committee
  - International Board
- 13) Confidentiality