

**KAIROS PRISON MINISTRY
INTERNATIONAL, INC.**



2012

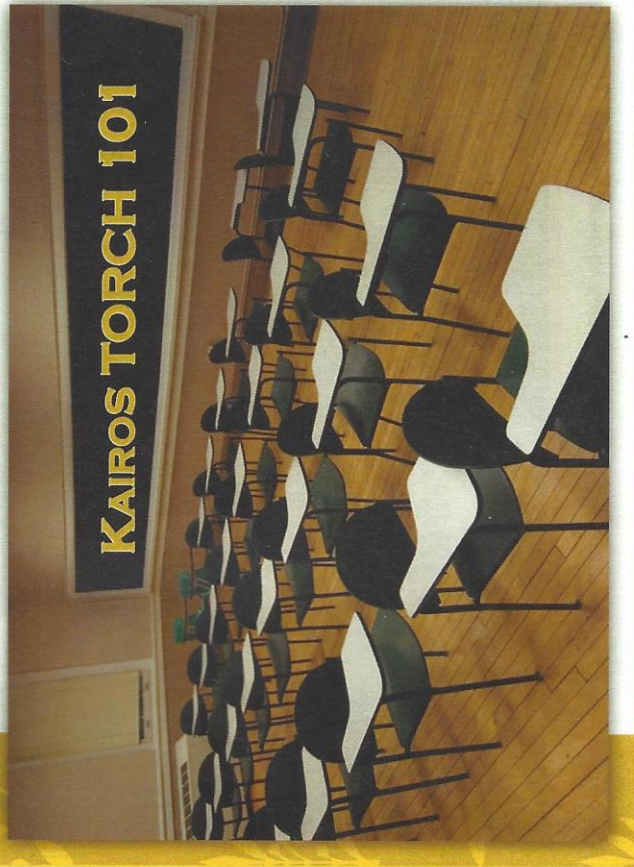




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See, I have engraved you on the palms of my hands; your walls are ever before me.

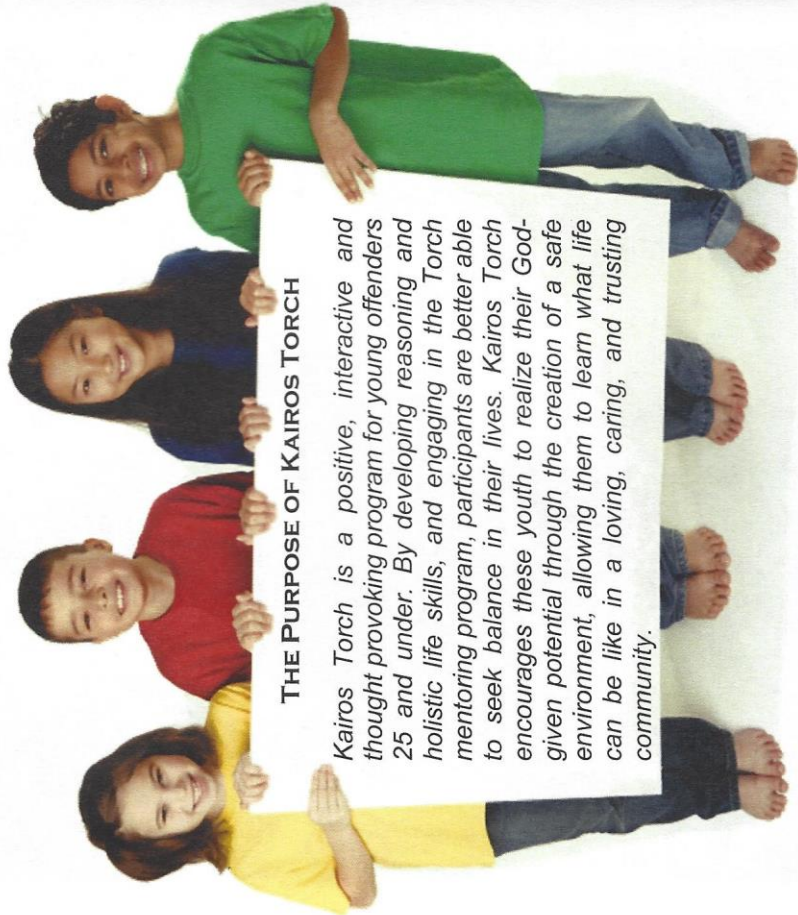
Isaiah 49:16



KAIROS PRISON MINISTRY INTERNATIONAL INC.

Mission Statement

The Mission of Kairos Prison Ministry International 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.



THE PURPOSE OF KAIROS TORCH

Kairos Torch is a positive, interactive and thought provoking program for young offenders 25 and under. By developing reasoning and holistic life skills, and engaging in the Torch mentoring program, participants are better able to seek balance in their lives. Kairos Torch encourages these youth to realize their God-given potential through the creation of a safe environment, allowing them to learn what life can be like in a loving, caring, and trusting community.

Kairos 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 servant hood in Christian community.

We stand on the common ground of the following elements of faith.

We in Kairos believe:

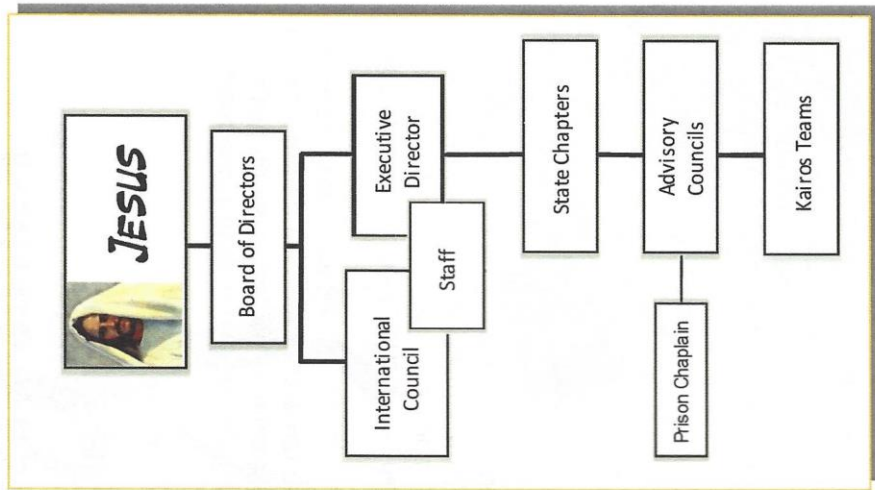
- ◇ The Bible is God's authoritative and inspired word for our faith and our lives.
- ◇ In the Trinity of the Father, Son, and Holy Spirit.
- ◇ In the deity, death, and resurrection of Jesus Christ.
- ◇ Friendship with God is a free gift, for God so loved the world that He gave His one and only Son so 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.

What Is Kairos?

Kairos Prison Ministry International, Inc. (KPMI) is the parent organization of a body of programs addressing the spiritual needs of incarcerated men, women and youth, to their families and to those who work in the prison environment.

KPMI is a not-for-profit corporation governed by an international board of directors. The Board accomplishes its work through the Executive Director, the staff and the International Council, which address key activities and needs of the ministry. The International Office, consisting of the Executive Director, Coordinator of Men's Ministry, Coordinator of Women's Ministry, Coordinator of Youth Ministry, Coordinator of International Ministry, Chief Financial Officer, Volunteer Support Coordinator, Office Manager, Administrative Assistant, and Website Administrator who run the day-to-day operations of the ministry. The Board of Directors is the final human authority for the organization.

The International Council is made up of proportional representation from each State/International chapter and program. Each State and International Chapter certified to conduct Kairos Prison ministry is required to follow the Kairos Model (all policies and procedures) and operates under the authority of the Kairos International Board of Directors. The State and International Chapters are made up of members elected from each of their Advisory Councils.



Each local Kairos ministry is managed by an Advisory Council. The Advisory Council is composed of volunteers active in that ministry and is responsible for managing the logistics and operations of that ministry. In a few limited situations, the State Chapter may authorize an Area Committee to represent a number of Advisory Councils.

KPMI now ministers to three distinct groups of people. Kairos Inside is a program dedicated to incarcerated men and women followed up by monthly reunions using talks and "grouping cards". Kairos Outside is designed to support the female loved ones of men, women and youth who are or have been incarcerated. Kairos Torch is a program that reaches out to incarcerated youth and children of prisoners through a weekend experience of recognizing the masks people wear, the value of forgiveness of self and others, monthly reunion meetings, and a follow-up mentoring program.

KPMI does this with its paid staff of ten people and over 40,000 volunteers who pay for over 800 weekends presented each year. Recidivism studies in Florida and South Carolina found that the Kairos experience brought a drop in recidivism of about one-third when compared to a control group.

KPMI is now active in 34 states and in the countries of Australia, Canada, Costa Rica, England, Honduras, Nicaragua, Peru, South Africa and United Kingdom. The ministry is active in over 300 ministry sites and has requests for its program in Jamaica, Puerto Rico, Nigeria, and several other countries.

By bringing the love and forgiveness of Jesus Christ into prison, Kairos Prison Ministry International, Inc. is widely recognized as a highly effective program to positively change inmate attitudes.

Kairos is a Greek word that means, "special time". In Kairos, volunteers use the term to say "God's special, or appointed time."



Learning the History of Kairos Torch

How did Kairos Prison Ministry International, Inc. get its start? The answer to that question takes us back to a prisoner awaiting his execution in Majorca, Spain in 1949. Three young laymen had developed and carried a program called Cursillo to a death row inmate. The laymen requested that the man facing execution ask God to open an opportunity for Cursillo to be implemented in Spain. Upon realizing that he was in fact going to see God - the death row inmate repented of his criminal life and asked for forgiveness. A complete change of heart occurred, and the inmate asked the young laymen go with him to his execution. Six days after this execution took place, approval was granted for the implementation of Cursillo. Shortly thereafter, the program gave birth to 4th day movements such as the Great Banquet, the Walk to Emmaus, and others.

In 1975, Tom Johnson, an attorney and Catholic Cursillista from Miami, Florida, attended an ecumenical Cursillo gathering in Atlanta, Georgia. Though delegates came from several denominations presenting Cursillo weekends, this Atlanta gathering was heavily Lutheran. Tom Johnson had been imagining a Cursillo program in prison for some months. During the Atlanta meeting Tom learned some of the delegates were planning a prison weekend in Iowa. Tom approached the Iowa delegate, Pastor Gene Hermeier and asked permission to attend. One week later, Tom was observing a Cursillo weekend in an Iowa prison. Excited by the experience, he returned to Miami determined to begin Cursillo weekends in Florida prisons. That first weekend was held at Union Correctional Institution at Raiford, Florida in the fall of 1976.

By 1978, six or seven states were presenting a Cursillo short course in prison. The national Cursillo office in Dallas surveyed these prison Cursillos and determined they should be ecumenical, and supervised by a central authority. They felt the format should be modified to better meet inmate needs. Cursillo asked the Florida group to design such a program. The first Kairos was presented in 1979. Following that first "Kairos" weekend, Cursillo asked other areas who were doing Cursillo weekends in prison to stop using the Cursillo name and join Kairos.

The original "Torch" was a weekend devised by Tom Johnson at the request of a Federal Prison Chaplain in Miami, Florida who was looking for a retreat for single, male inmates, thirty-five years old or younger. The Chaplain asked for a model that would give the inmates a "positive family experience". Tom already had grown concerned that Kairos needed to work further upstream and address inmates while they were still young. Knowing that several old time Kairos volunteers and their spouses were looking

for something they could do together . . . the first concept of "Torch" was born.

Tom and his team worked this first version of Torch in adult institutions for three years before formally presenting it to the Kairos board at the summer conference of 1990. One member of the board from Alabama, a fourth generation Methodist minister, liked what she saw, and since Kairos was not ready to incorporate this type of program into their ministry, she developed what has come to be known as Epiphany Ministries. In the August 1995 Summer Board Meeting, the idea of serving youth between the ages of 10 and 18 was presented by Board Member, Charles Lewis on behalf of the Florida Kairos Committee. At that time the State Florida Department of Corrections reported that approximately 34% of their inmate admissions were 24 years of age or under. It was pro-

posed that the National office form a committee or study group to consider development of a program for this age group. Oklahoma joined Florida's, enthusiasm of working with incarcerated youth.

When searching for a model, the Tom Johnson "Torch" idea was proposed. In September of 1997 Tom observed his creation as presented in a youth facility in Oklahoma. He was adamant that the model was inappropriate in the form he observed. The talks were not what were needed for this age group!



On March 13-15, 1998 the newly formed Torch Committee meet in the National Kairos office to begin working on a more appropriate program based on the work of Tom Johnson. Through trial and error and with the help of numerous volunteers, Kairos Torch was born. The only thing left of the original "Torch" is the use of the name, and the coed team component.

Kairos Torch has evolved to uniquely fit a youthful audience. The concept of mentoring was seen as an essential element for the youthful offenders to make lasting changes in their lives.

One ministry, one mission, three programs!



Kairos Inside
for incarcerated
men and women.
Began in 1976.



Kairos Outside
for women whose lives are
impacted by incarceration.
Began in 1991.



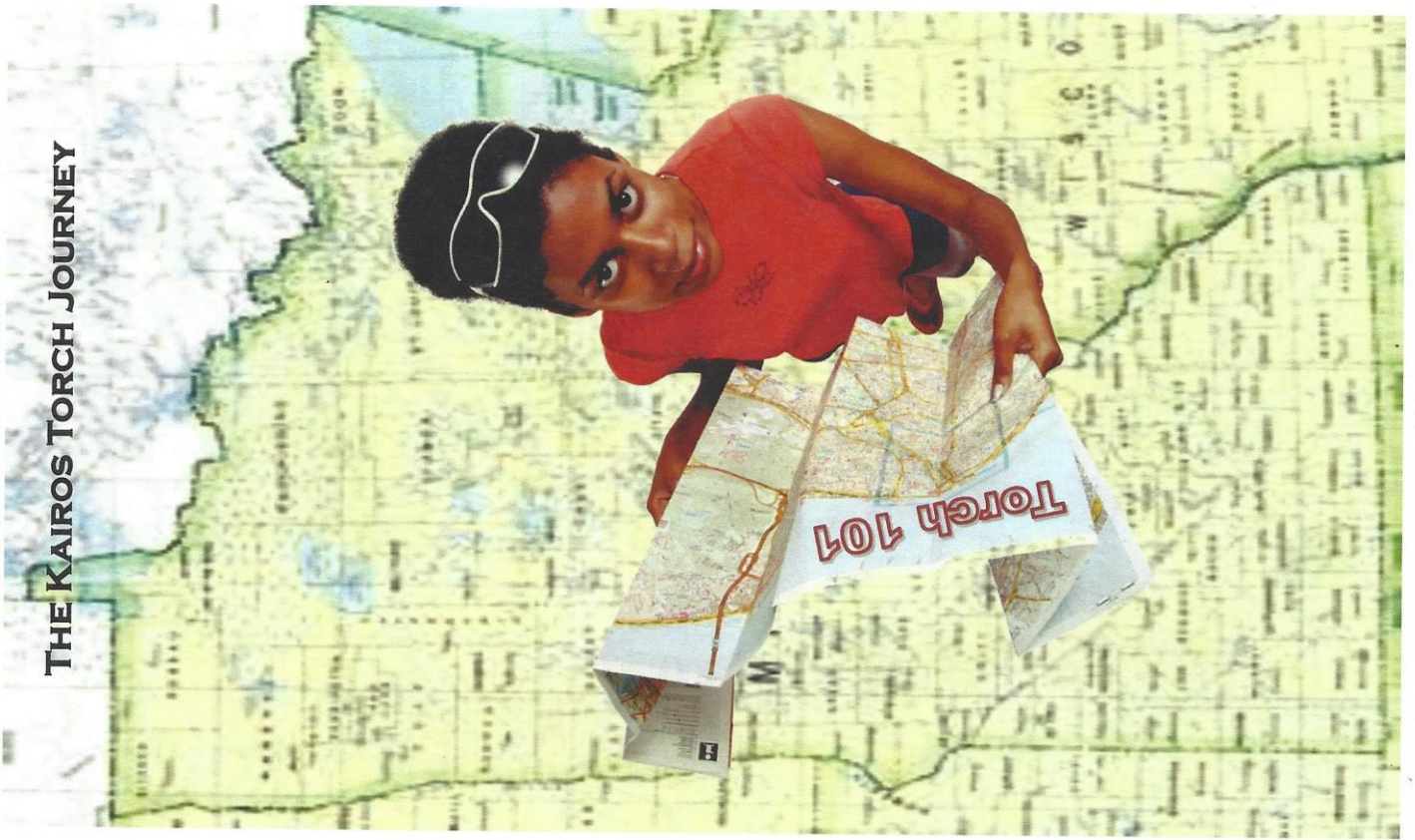
Kairos Torch
for youthful offenders.
Began in 1997.



- 4. Youth live a transformed life through the power of Jesus Christ's love and grace.
- 3. Youth are being transformed by removing masks, forgiving others and themselves, and seeking relationships in Christian mentoring.
- 2. The flame represents a purification process. It also is representative of God's light/truth that reveals the masks and behaviors that led to incarceration.
- 1. Kairos Torch is the program that emulates Christ's love and forgiveness, encouraging change in youth.

Torch is the program that emulates Christ's love and forgiveness, encouraging change in youth.

THE KAIROS TORCH JOURNEY



NEW START-UP ADVISORY COUNCIL

Note: If this is the first Kairos ministry starting within the State and there is no existing State Chapter Committee, these operating procedures do not apply; see the Kairos Organization Manual and contact the International Office.

To start up an Advisory Council in a State that has an existing Kairos ministry, the following should be accomplished in the order listed:

1—The body of the New Start-Up Advisory Council should be made up of volunteers approved by the State Chapter Committee in accordance with the policies of the KPMI Board of Directors. The composition and responsibilities of the New Start-Up Advisory Council will include the following functions:

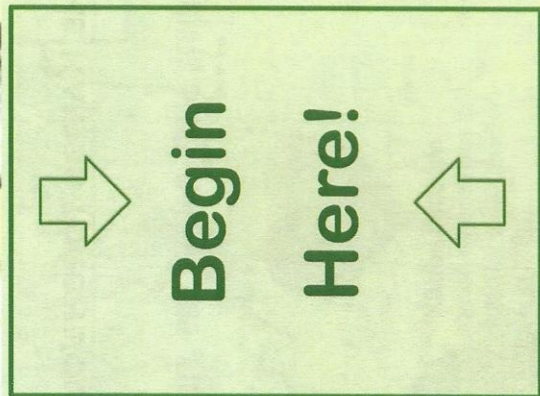
Chairperson	Outreach Coordinator
Financial Secretary	Food Coordinator
Treasurer	Agape Coordinator
Liaison to Institution	Mentor Coordinator
Fund Raising / Sponsorship Coordinator	*Clergy

Note: Every new Advisory Council is required to have minority (ethnic) representation on the Advisory Council. If it can't meet this requirement, then the Advisory Council goes to the State Chapter for assistance. If the State Chapter can't resolve the matter, then the State Chapter may seek a variance to this requirement through the Executive Director.

2—The New Start-Up Advisory Council will function until a formal Advisory Council is elected, which should occur no later than the end of the second weekend or the passage of up to one (1) year, whichever occurs first.

3—The first two Weekend Leaders should be nominated by the New Start-Up Advisory Council with final approval by the State Chapter Committee.

**Not a required position*



FORMATION OF NEW START-UP ADVISORY COUNCIL

- STATE CHAPTER COMMITTEE APPROVAL
- MENTOR/VOLUNTEER RECRUITMENT
- MINORITY REPRESENTATION

MENTOR/VOLUNTEER RECRUITMENT

Recruiting mentors and volunteers is an ongoing challenge. There are no easy solutions for the challenges of recruiting. However, a systematic recruitment plan, carefully developed and implemented, will increase your chances of success. Kairos Torch has a more detailed recruiting plan that will be provided to the leaders of your local Torch community. The following are some suggestions for recruiting:

- Promote a broad recognition of the Kairos Torch name and ministry purpose in your community, so when people are ready to volunteer they will know how, where, and who to contact. Create a recruiting message and materials unique to your community.
- Identify groups and target your recruitment so you are reaching people who are more likely to respond to your recruitment efforts, given the characteristics of Kairos Torch.
- Create a written plan with a goal for the number of mentors needed and a date to reach that goal.
- Create a timeline for a variety of recruiting activities and assign one or two people to be responsible for each activity.
- Use a variety of strategies to get your message out; i.e. word-of-mouth, presentations at churches & community groups, mentors share experiences, radio and television public service announcements, set up a booth at mission fairs, etc.
- Budget for the cost materials such as brochures, marketing CD's, creating and producing materials, expenses in making presentations, etc.
- Familiarize yourself with the requirements for mentors; i.e. time commitment to mentoring, age policy, transportation requirements, screening policy, any language requirements, etc. See Mentor Job Description on page 37.
- Think about what could motivate people to volunteer for Kairos Torch.

RECRUITING/MARKETING MATERIALS

Brochures, flyers, and posters can be placed where they will attract the attention of the groups you are targeting for volunteers. Brochures can be ordered from the national office at no charge.

- A Torch commercial has been produced for presentations at churches or groups and can be used for television public service announcements. The Torch commercial CD can be ordered from the Kairos national office at no charge.
- The Kairos national office will provide at no charge a marketing CD which has the Kairos logo that can be used to print stationery for letters and correspondence.
- Print out a Volunteer Packet to be given to new volunteers when they decide to join the ministry that will include Kairos screening forms (found on the KPMI website), any screening forms that may be required by your state, an instruction letter on how to complete the forms, guideline for the institution, Kairos Volunteer Medical Form (which is voluntary and not required), and any other information pertinent to your local ministry.
- Write a newsletter for your local Torch community; and send to churches, organizations and any individuals who might be interested in Torch.
- Place an ad or announcements in local or community newspapers about Torch recruiting events or presentations.
- Use other media such as radio and cable TV for announcements about recruiting events.



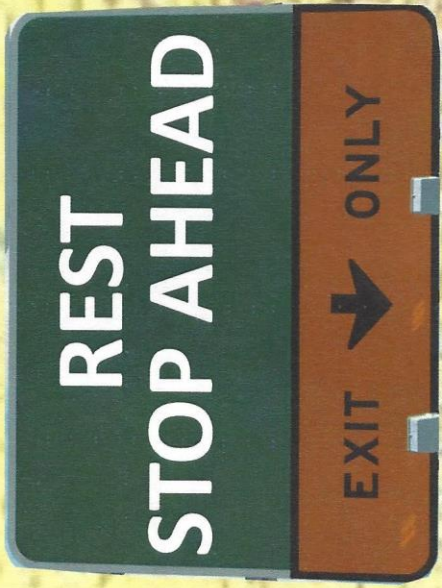
TARGET a FACILITY

- Contact the warden and/or chaplain/volunteer coordinator to set a meeting to present the Torch program.
- Give warden and/or chaplain/volunteer coordinator a copy of the Torch Program Manual and Boys' or Girls' Mentor's Guide, depending on which gender will be mentored.
- Kairos volunteers conduct themselves as guests in the warden's house. We honor and respect prison staff, policies and guidelines.
- The chaplain is the pastor or minister over the flock in the institution. We are there to compliment or assist him/her in ministry to their flock.
- The Institutional Memorandum of Understanding is to be signed by the warden and/or chaplain/volunteer coordinator, a representative of the local Advisory Council, the coordinator of Kairos Torch youth ministry, and the Chairperson of the Kairos State Chapter Committee.
- Set a projected date for first weekend in the facility.



TARGET A FACILITY

- CONTACT WARDEN / CHAPLAIN / VOLUNTEER COORDINATOR
- GET INSTITUTIONAL MEMORANDUM OF UNDERSTANDING SIGNED



ADVISORY COUNCIL

- OPERATES BY ADVISORY COUNCIL PROCEDURES
- OPERATES UNDER AUTHORITY OF STATE CHAPTER COMMITTEE



THESE ARE THE REQUIRED TORCH ADVISORY COUNCIL POSITIONS FOR A KAIROS TORCH ADVISORY COUNCIL





Camp
Here

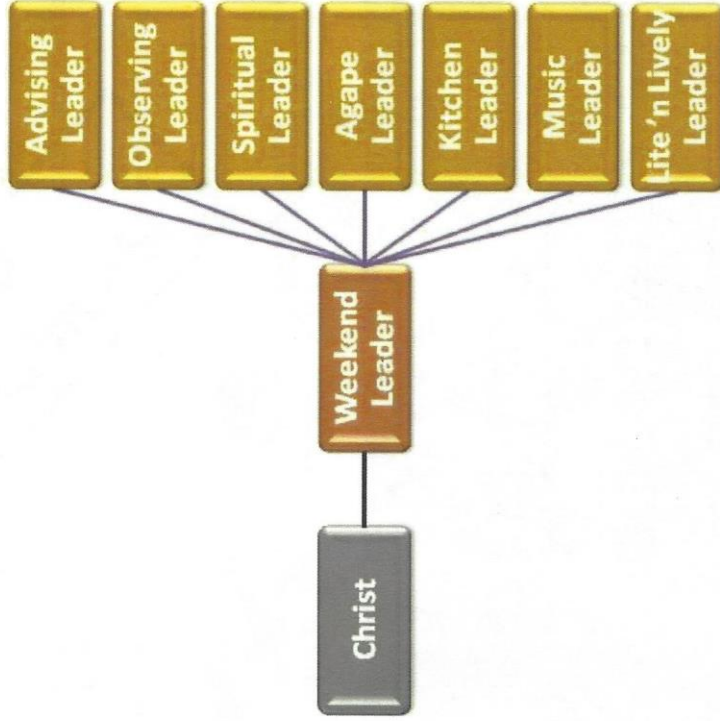


TEAM FORMATION

- TEAM SELECTION 4-6 MONTHS PRIOR TO WEEKEND
- COED TORCH TEAMS
- COMPLETION OF TEAM SCREENING PROCESS
- 2-5 MORE TEAM MEMBERS THAN PARTICIPANTS



Core Team



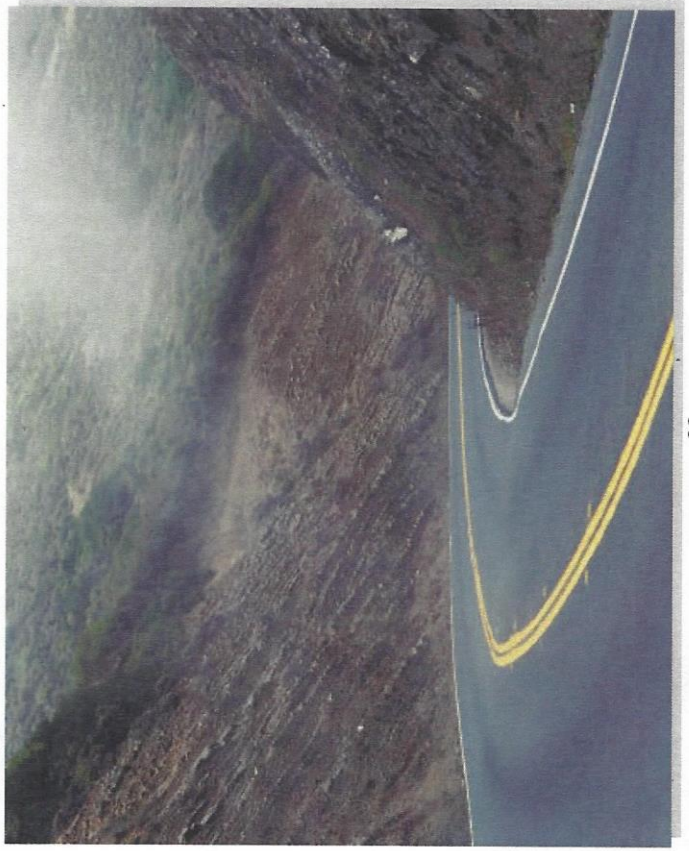


TEAM FORMATIONS MEETINGS

1. SERVANTHOOD
2. VULNERABILITY
3. COMPASSION
4. HUMILITY
5. AFFIRMATION

TEAM FORMATION MEETINGS

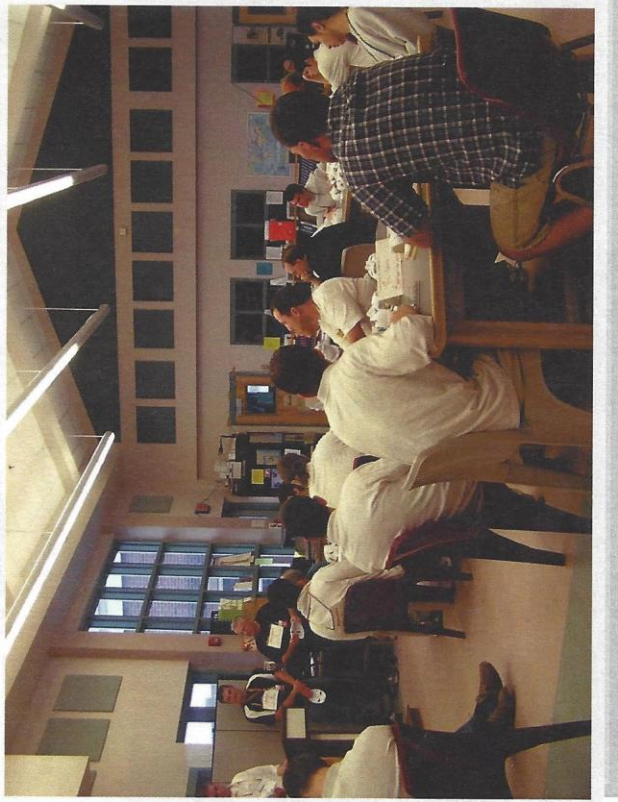
- Team Formation meetings are designed to mold the individuals on the team into a Christian team family during a series of team meetings to bring team members to love each other and function as the body of Christ.
- A minimum of 40-hours of training is required. Each meeting builds upon the previous meeting.
- Attendance at all meetings is important. Any missed meetings should be made up.
- Weekend Leader and Advisory Council will set dates and location of team meetings.
- Weekend Leader leads team meetings as outlined in the Kairos Torch Program Manual.
- A spiritual theme supports each of five team meetings.
- Agendas and resources for each team meeting are provided in the Kairos Torch Program Manual.



WEEKEND

IN THE

FACILITY



THE CLIMB

TABLE FAMILY COMMUNITY

TALKS

MASK MEDITATIONS

AGAPE

SPIRITUALITY

GUIDE MEETINGS

LITE 'N LIVELY

MUSIC

FOOD

TABLE FAMILY COMMUNITY

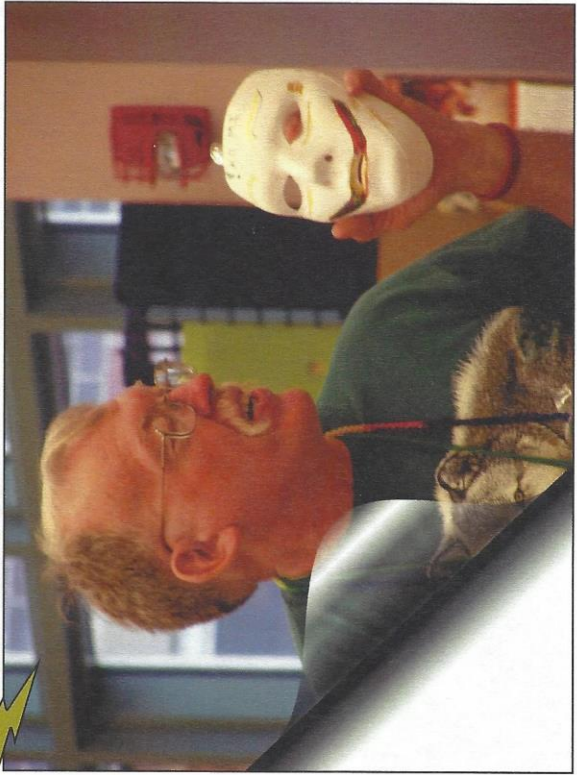
- * A safe place
- * Table family meals
- * Table family name and crest
- * Table family discussions after talks
- * Posters and skits
- * Father Forgiveness
- * Chapel visit
- * Closing Celebration



TALKS



- * Creation (techno presentation)
- * Get Real (make your mask)
- * You Are Not Alone (prayer chain and Agape)
- * Who You Gonna Trust?
- * Walled Off (build a wall)
- * God Squad—Stickin' Together (family chapel visits)
- * Choices (video and talk)



MASK MEDITATIONS



RELIGIOUS



I DON'T NEED ANYONE



KING OF THE HILL



VICTIM



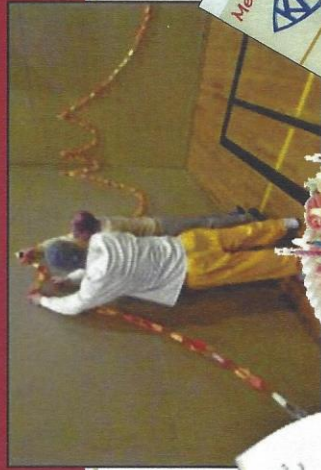
LAUGHTER

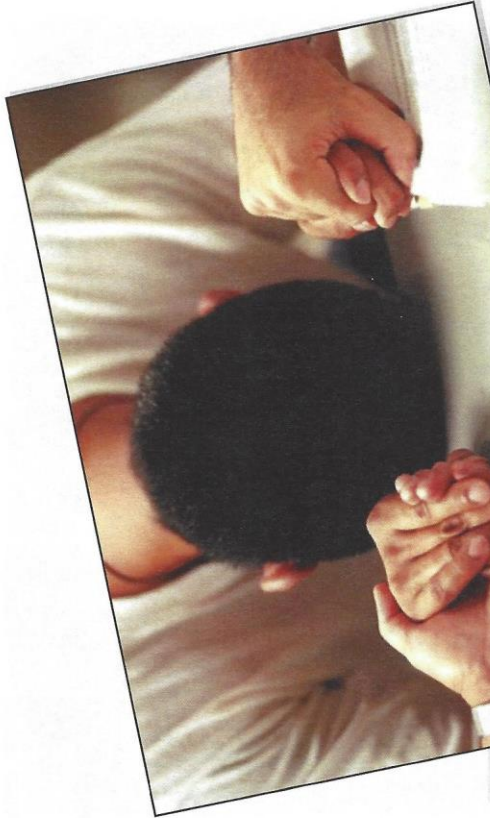


ANGER

AGAPE

- * Prayer chain
- * Agape posters from other facilities, outside churches, and youth groups
- * Birthday cakes with the participants' names
- * A Letter to You from God
- * Letters from Torch team
- * Personal Youth Study Bibles
- * Celebrate You!
- * Placemats for meals





SPIRITUAL

- * Creation—Psalms 139
I am God's special creation
- * Prayer chapel and prayer requests
- * Spiritual Leader guidance
- * God Box, masks, forgiveness list
- * Forgiveness Service and father's blessing
- * Blessings before and after meals
- * Chapel visit
- * The Chaplain



GUIDE RESPONSIBILITIES

- * Greet youth each day.
- * Participate in four guide meetings.
- * Saturday afternoon—Discuss forgiveness list
- * Sunday morning—Reflections on Forgiveness Service
- * Sunday morning—Discuss mentoring
- * Sunday afternoon—Discuss Closing Celebration and mentoring



LITE 'n LIVELY

- * Mrs. Mumbly
- * Pass the Face
- * Big Wind Blows
- * Crocodiles & Frogs
- * Questions Ball
- * Simon Says
- * Molasses Tag
- * Wake Up In the Jungle
- * Rainstorm
- * Big Sigh



MUSIC

- * Includes contemporary and traditional Christian.
- * Worship! Not entertainment.
- * Sets the tone.
- * Facilitates and supports community building.
- * Compliments and enhances the weekend dynamics.



FOOD

* Cookies

* Taco Bell Tacos

* Banana Splits

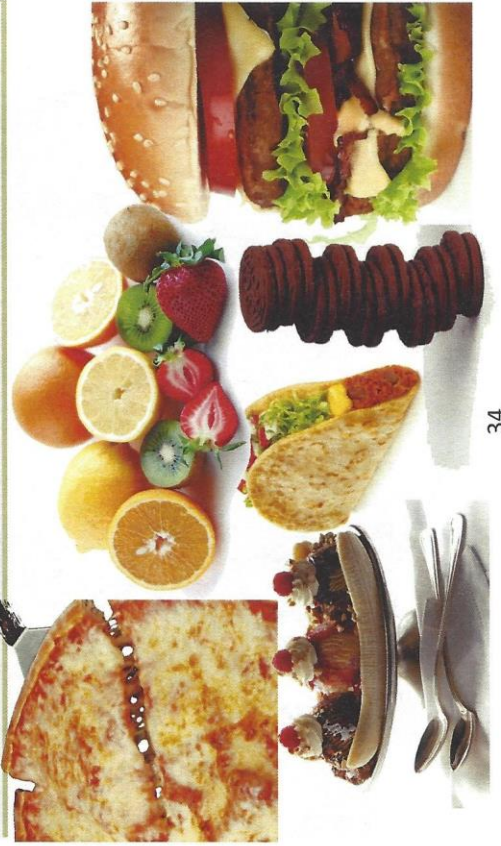
* McDonald's Hamburgers

* Special Saturday evening dinner
(recommend family style)

* Sonic Blast

* Pizza

* Fruits



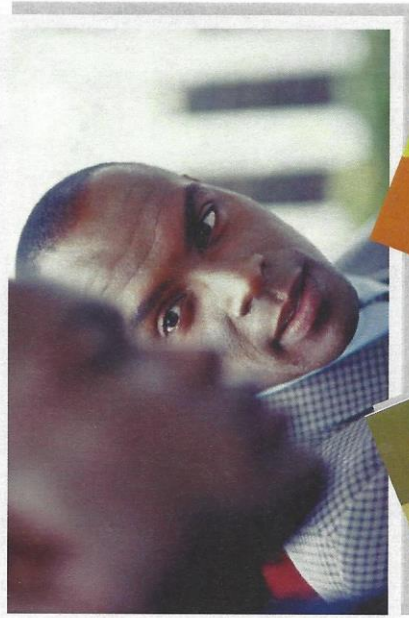
Arrive
At the
Summit

FINAL DESTINATION MENTORING

CONGRATULATIONS!
YOU MADE IT!

MENTORING: THE PURPOSE OF TORCH

- Mentor youth who participated in the weekend.
- Mentor Coordinator assigns mentors to mentees/participants.
- Mentoring begins one week after the weekend.
- Mentoring is most effective if done weekly, but can be biweekly.
- Mentors use Mentor's Guide for mentoring sessions.
- Mentoring Coordinator monitors mentoring process.
- Mentors commit to six months of one-to-one mentoring.
- Some Advisory Councils choose to continue mentoring until the mentee is released from the facility.
- Some Advisory Councils choose to offer a Bible Study (approved by KPMI) to the participants once the mentoring phase has been completed.
- The Advisory Council or the New Start-Up Advisory Council should make a determination of the terms of commitment before the first weekend.



* Mentor Job Description *

General Description of the Program and Mentor's Role:

The intent of the Kairos **Torch** Mentoring Program is to keep alive the Christian principles taught on the weekend and set the stage for deeper sharing and discovery to bring healing at a deeper level, and to help the mentee set both short and long term goals.

The mentor is the vessel used by God to guide, nurture, and coach the mentee into a closer relationship with family and Jesus Christ. The mentor will help the mentee build a foundation for maturing into a person of integrity and purpose.

Mentor Responsibilities:

- Pray for the mentoring program and mentee daily.
- Submit to Kairos Torch and institution rules.
- Choose to walk in unity with other mentors.
- While mentoring, be emotionally present and attentive to the mentee and be distracted (listen, listen, love, love).
- Keep confidences to build a trust relationship.
- Submit monthly reports to Mentor Coordinator.

Eligibility Requirements:

- Be called by God to this ministry and committed to this call.
- Be a mature Christian and disciplined in their walk with God.
- Be a good listener, non-judgmental and non-biased.
- Be a person of integrity.
- Be able to redirect the mentee if need be.
- Complete all of the required mentor training prior to the weekend.
- Have completed a Torch weekend within the past 1½ years.
- Remain in good standing with the institution and the Torch Program.

Benefits:

- Minimize the chance of the youthful offender's return to prison.
- See confidence and self-esteem restored to the mentee.
- Know the mentee is better prepared to transition into the mainstream of society.
- Know you are doing God's will.

Kairos Prison Ministry International, Inc.