

Advisory Council Guidelines for Reviewers

Duties of Advisory Council (AC) that is being reviewed: Six weeks prior to a weekend, the unit to be reviewed (AC chair of the weekend leader) will contact the AC chair of unit that is to review with the dates and times of all team meetings, week-end date, or other appropriate information like:

- Where the TDCJ unit is located
- What are the overnight sleeping accommodations
- The name and location of the outside facility utilized for the team retreat
- Contact information (telephone number and e-mail)
- Any other information that would be helpful

Note: If the AC that is being reviewed has not been contacted within three weeks of a weekend then the AC chair should immediately contact the **State Programs and Excellence Initiative Standing Committee** Chair (see directory page).

Duties of the AC providing reviewer:

Four weeks prior to weekend, the AC chair of that unit will:

- Provide a reviewer that will contact the AC chair or weekend leader of the weekend being reviewed the appropriate information required for the entry of a reviewer into the TDCJ unit (normally this is a copy of a photo ID or state driver's license with photo).
- Provide the **State Programs and Excellence Initiative Standing** Committee Chair shall be so notified by the AC that is to be reviewed.

Reviewer Guidelines: There are many “opportunities” for you to be of assistance as a “State Chapter Committee Reviewer” on a Kairos weekend. You are the representative for the Kairos of Texas State Chapter; therefore all your words and actions come from this body. Be very careful what you say or do (i.e. Do not criticize the staff in any way. You don't have to tell the staff or anyone else how things are done at your unit.

If at all possible, attend the entire weekend. Begin on Wednesday with the final team formation retreat through Sunday closing.

Let the Leader know who you are and how many nights you will need a motel room. The Leader will make the reservations in order to get the Kairos rate.

As the Kairos of Texas State Chapter Reviewer, there are several roles that you may be able to fulfill. These could include:

- Liaison to the prison officials. This will rarely be required, but be ready to help the Leader when needed. Remember that you speak with the authority of the State Chapter, so anything you agree to will become “The State Board said.” (Be careful)
- Support the Leader. The weekends rarely go according to schedule. Let the Leader know that you are there to help. If a team member that is scheduled to give a talk has to leave the team for any reason and you are comfortable with giving that talk, let the Leader know you are able to do this. The Leader may have contingency plans, but if not, just be available for him. The only jobs that the State Reviewer should not do are outside team and runner/driver. Always discuss with Advising Leader, Observing Leader, and Advisory Council Chairperson what the State Chapter would recommend be changed before the next weekend.
- There may be a few instances when the Leader is getting away from the intent of the weekend. (There have been instances of special services and other liturgy that is not in the Manual or Kairos ladies entering the unit before the closing,) These should be DISCOURAGED. When something of this nature occurs, ask to speak to the Observing Leader about what should and should not be allowed on future events, and then ask to speak to the Leader briefly, in private. Explain why this occurrence is not in the best interests of the candidates. Listen to what the Leader has to say (listen, listen – love, love). Pray together, then keep quiet about it, and don’t bring it up again. Write up what you witnessed in your report to the State Chapter Chairman. Always remember the focus should be on JESUS.
- Print two copies of the reviewer’s report found at the mykairos.org website. Click on “Excellence Initiative” under the Documents to Download list and look for Excellence Initiative checklist. On Thursday afternoon of the weekend, give the extra copy of the reviewer’s report to the Advising Leader. He/she and the reviewer should review the findings after the closing on Sunday. The Advising Leader will provide his/her report to the chair of the Advisory Council. The reviewer will either mail or e-mail the report to the following people:
 - State Chapter Chairman
 - Advisory Council Chair of the unit reviewed –get e-mail address from weekend Leader.

Be sure to include the things that were done that you felt were done well. (Consider using these at YOUR unit on future weekends.)

As one of the Premier Prison Ministries in Texas, we want to continue to improve the quality of the weekends. One way to do this is to review what other units are doing very well, share the information in your report to the State Chapter Chairman, and take this information back to your Unit Advisory Council and recommend it’s use. Contact the State **Programs and Excellence Initiative Standing Committee** Chair if you have any needs.