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**Kairos of Texas**

**Guidelines for a Kairos New Start**

**Revised 1/6/15**

A step-by-step guide for the ministry best practices in starting a new Kairos Inside, Kairos Outside, or Kairos Torch ministry to help ensure a healthy, successful, sustainable ministry.

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**Introduction**

**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 community.

**Terms**

* **Kairos** - Kairos Prison Ministry International
* **KOT** – Kairos of Texas
* **SCC** – State Chapter Committee made up of State Representatives from all Advisory Councils, KOT officers, KOT Sub-Committee chairs and Advisory Members.
* **ACOP** – Advisory Council Operating Procedures
* **Ad Hoc Group** – Initial group formed to investigate the likelihood that a unit and community would be suitable for establishing a formal Kairos program (Inside, Outside or Torch). Group requires the approval of KOT New Start Sub-Committee.
* **New Start Advisory Council** –Group of volunteers established after approval by SCC and Kairos to continue the activities to begin a formal Kairos program. This group will remain active until after the first program weekend and operates under provisions of ACOP.
* **Advisory Council** – Formal organization that elects its officers after the first program weekend. This Advisory Council may begin with a minimum of 6 members and will grow to the minimum of 14 members within two years – also operating under provisions of ACOP.

**Purpose**

The purpose of this document is to provide a set of instructions or guidelines by which an interested group of volunteers may proceed in forming a viable Kairos Inside, Kairos Outside or Kairos Torch program in the state of Texas. Additional guidance may also come from Kairos or any of the three specific Ministry Programs, including the “New Start Kit” available under the Download Link at [www.mykairos.org](http://www.mykairos.org).

**Overview**

The document assumes significant commonality exists in the steps necessary to establish a Kairos presence for all Kairos programs. There are a few exceptions and these are noted when unique to a program. The New Start process is generally divided into multiple phases:

* Phase 1 – Defining the Interest and basic requirements (applies to all programs)
* Phase 2 – Initial Preparations, addresses the steps for KI, KO and KT separately
* Phase 3 – Preparation and Presentation of the Formal Proposal (applies to all programs)
* Phase 4 – Establish New Start Advisory Council (applies to all programs)
* Phase 5 –Establish Advisory Council (applies to all programs)

**This table relates which groups/councils are involved by Phase**

|  |  |  |  |
| --- | --- | --- | --- |
| **Phase** | **Ad Hoc Group** | **New Start Advisory Council** | **Advisory Council** |
| 1 - Define Interest | X |  |  |
| 2 - Initial Preparations | X |  |  |
| 3 - Prepare/Present Proposal | X |  |  |
| 4 - Prepare for/Run 1st Weekend |  | X |  |
| 5 - Elect Ad Council members |  |  | X |

**This table summarizes the roles of each group/council and identifies their basic differences:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Ad Hoc Group** | **New Start Advisory Council** | **Advisory Council** |
| Minimum Number Members | Not specified | 6 | 14 |
| Okay to Raise $$ | No | Yes | Yes |
| Requires SCC approval | Yes | Yes | Yes |
| Requires KPMI approval | No | Yes | Yes |
| Order Donor | No | Yes | Yes |
| Set up Bank Acct | No | Yes | Yes |
| Order EZRA | No | Yes | Yes |
| Officers & Members | Volunteers | Volunteers | Elected |
| Follow ACOP | No | Yes | Yes |
| Run a weekend | No | Yes | Yes |
| Vote at State Quarterly Meetings | No | No | Yes |

**Phase I – Define the Interest  
 and Basic Requirements**

1. All programs Kairos Inside (KI), Kairos Outside (KO) and Kairos Torch start as a result of interest. The interest may come from a group of interested volunteers, a facility administration, a warden, a chaplain, alumni, a potential participant, a family member or any other interested party.
2. The initial action is for someone to identify the degree of actual interest and identify a group of volunteers willing to pursue the opportunity to establish a new program.
3. Contact the KOT State New Starts Sub-Committee chairperson in writing expressing an interest in forming a new program and request the sub-committees assistance. The group should identify one person to be the Chair and spokesperson for the group and this person should plan on attending the next meeting of the KOT New Starts sub-committee and, if possible, present their interest for the sub-committee’s consideration.
4. The New Starts Sub-Committee will consider and make a recommendation to the SCC based on the information presented. If approved by the SCC, the group will be considered an Ad Hoc Group. This group’s role will be to determine and define the tactics and strategy for moving forward. Approval in writing from this sub-committee is required to use the name of Kairos in any form of formal communications or a commitment. KOT New Start Sub-Committee will communicate the SCC’s approval to Kairos office via the applicable Program Coordinator.
5. Define the Ad Hoc Group; identify roles each person on the Ad Hoc group will play and the intent of the effort. The Ad Hoc Group should meet monthly. Provide a copy of the minutes to the New Starts Sub-committee Chairperson.
6. A program weekend (KI, KO, or KT) cannot be conducted under the leadership of an Ad Hoc Group.
7. Contact all supporting KOT sub-committees (Outreach, Fund Raising, Agape, Food Control, etc.) for support and guidance for the new program.

**Phase 2 – Initial Preparations for  
 Kairos Inside**

**Note:** No monies can be received until after the Ad Hoc Group has been approved by the State Chapter Committee and designated a New Start Advisory Council and has an official bank account. (Transition from Ad Hoc Group to New Start Advisory Council happens when the Formal Proposal is approved by SCC and Kairos.)

* + - 1. If not already done, the selected Ad Hoc Group representative should contact the Chaplain and Warden of the target facility and request a meeting to determine the interest of the institution to establish/support for a Kairos program. Chairperson of the Ad Hoc Group will report, to the Chair New Start Sub-Committee, the level of interest expressed at the meeting.
      2. All potential Kairos volunteers should immediately apply for Texas Department of Criminal Justice volunteer approval.
      3. No commitment to the resident community should be made until the Ad Hoc Group is confident that there is legitimate interest via a local volunteer community to support at least a minimal and sustained Kairos program.
      4. Once the support of the Institution is determined and gained, the existing population of resident Kairos Alumni should be evaluated by the Unit Chaplain.
      5. Through the Chaplain a scheduled process of formal grouping of Kairos graduate residents interested in participation in a Kairos program may begin. Weekly small accountability groupings are recommended.
      6. Approved volunteers should meet with the existing resident Kairos Alumni community to explain the intent to move forward with a formal Kairos community, starting with, if possible weekly grouping of the Kairos Alumni.
      7. Arrange a meeting through the Chaplain with the Warden to discuss the specifics about how Kairos conducts a program weekend. One of the objectives of the meeting will be to review the Kairos Institutional Memorandum of Understanding (KIM) with the Warden and Chaplain. (To make the meeting as productive as possible, it is suggested that an advance copy of the KIM document be sent to the Warden/Chaplain before your meeting.) It is also suggested that a copy of the Kairos Program Manual be provided to both the Warden and the Chaplain.
         1. Kairos Institutional Memorandum is found on KairosTexas.org at:

http://kairostexas.org/documents/InstitutionalMemorandum.pdf

* + - 1. Other items to discuss with the Chaplain/Warden might include:
         1. Review the general structure of the program weekend such as time schedules, trailer usage, inventory items, consumables and non-consumables, arrivals, departures, runner/drivers, etc.
         2. Discuss food requirements for the program weekend
         3. Discuss cookie distribution
         4. Discuss parking for team members and visitors at closing
         5. Survey the area to be used for the program weekend
         6. Discuss entry points for runner/drivers
         7. Discuss setting up resident Advisory Council for enhancing grouping
         8. Obtain permission to bring in camera/film for group photo
         9. Suggest proposed dates for the first two program weekends.
      2. In the review of the Kairos Institutional Memorandum, the Warden or Chaplain may requests additions to or subtractions from the document. Those requested changes should be noted and a copy of the annotated KIM document sent to the New Start Sub Committee chair. The chair will coordinate the KIM deviations with KOT leadership and Kairos leadership.
         1. It is not the intention to seek formal approval of the KIM from the Warden at this time. The KIM primarily serves as an information document that provides a scope of understanding about what beginning a Kairos program entails.
         2. The proposed KIM will be included in the Ad Hoc Group’s formal proposal.
      3. Ad Hoc Group will continue to meet monthly and begin pulling the information together for their formal proposal to the New Start Sub Committee. A representative from the Ad Hoc Group is encouraged to attend quarterly state KOT meetings and report your team’s progress and status.
      4. Providing quarterly status reports using the format of the “Formal Proposal” will build toward the final proposal and is a good method for determining progress.
      5. When ready, follow the instructions in the section – **Preparation and Presentation of the Formal Proposal**. (Phases 3)

**Phase 2 – Initial Preparations for  
 Kairos Outside**

**Note**: No monies can be received until after the Ad Hoc Group has been approved by the State Chapter Committee and designated a New Start Advisory Council and has an official bank account. (Transition from Ad Hoc Group to New Start Advisory Council happens when the Formal Proposal is approved by SCC and Kairos.)

1. Communicate with the KOT Kairos Outside Sub-Chapter Chairperson in writing and express your desire to initiate efforts to start a KO program.
2. Contact Kairos Women’s Ministries Coordinator Chair in writing to notify them of your interests and your current activities at the state level. The KOT New Starts Sub-Committee will advise the Kairos Outside Program Coordinator of the request.
3. The New Start Sub-Committee will assist with the recruiting an experienced Kairos Outside individual. If that isn’t possible, they will assist in recruiting a core group of interested women.
4. KO has a leadership track made up of the Program Weekend Leader, Observing Leader # 1, (the next leader and responsible for the guest); Observing Leader # 2 (timekeeper for the Program Weekend and collects all monies during team formation).
5. Select at least 2 observers (denominationally diverse) to be sent to observe the presentation of a Kairos Outside weekend-this community is designated by the Kairos Women’s Ministries Coordinator. Preferably, these two people should be the first two upcoming Leaders – but depending on money and the community, you may choose to also send the Ad Hoc Group Chair and other interested participants.
6. Set a date for the program weekend – about 18 months out. You will need time to gather volunteers, guests, necessary funds, and for the Ad Hoc Group members to bond. All Leaders are required to attend AKT- Advanced Kairos Training for Leaders prior to starting team formation for their upcoming program weekend.
7. When raising funds, also consider the needs of program weekend #2. Some facilities require deposits 6-12 months in advance.
8. Keep in contact with the Kairos Women’s Ministries Coordinator and advise her of your progress.
9. Ad Hoc Group will continue to meet monthly and begin pulling the information together for their formal proposal to the New Start Sub-Committee. A representative from the Ad Hoc Group is encouraged to attend quarterly state KOT meetings and report your council’s progress and status.
10. Providing quarterly status reports using the format of the “Formal Proposal” will build toward the final proposal and is a good method for determining progress.
11. When ready, follow the instructions in the section – **Preparation** **and Presentation** **of the** **Formal Proposal**. (Phases 3)

**Phase 2 – Initial Preparations for  
 Kairos Torch**

**Note:** No monies can be received until after the Ad Hoc Group has been approved by the State Chapter Committee and designated a New Start Advisory Council and has an official bank account. (Transition from Ad Hoc Group to New Start Advisory Council happens when the Formal Proposal is approved by SCC and Kairos.)

1. Communicate with the KOT Torch Sub-Chapter Chairperson and express your desire to initiate efforts to start Kairos Torch program.
2. Contact the Kairos Youth Ministries Coordinator and the KOT New Starts Sub-Committee to notify them of your interests and your current activities at the state level.
3. Select a chairperson for the Ad Hoc Group. The chair and Ad Hoc Group will oversee the process.
4. Arrange a meeting through the Chaplain with the Warden to discuss the specifics about how KT conducts a program weekend. One of the objectives of the meeting will be to review the Kairos Torch Institutional Memorandum with the Warden and Chaplain. (To make the meeting as productive as possible, it is suggested that an advance copy of the document be sent to the Warden/Chaplain before your meeting.) It is also suggested that a copy of the Kairos Torch Program Manual be provided to both the Warden and the Chaplain.
5. Kairos Torch Institutional Memorandum is found on MyKairos.Org at: *http://www.mykairos.org/docs/kt/kt\_mou.pdf*
6. In the review of the Kairos Torch Institutional Memorandum, the Warden or Chaplain may request additions to or subtractions from the document. All requested changes should be noted and a copy of the annotated document sent to the New Start Sub Committee chair. The chair will coordinate the deviations with KOT and Kairos leadership.
   1. It is not the intention to seek formal approval of the KTIM from the Warden at this time. It is primarily an information document that provides a scope of understanding about what beginning a Kairos Torch program entails. For example, the agreement must contain permission to hold no less than bi-weekly mentoring sessions and weekly reunions.
   2. The proposed KTIM will be included in the Ad Hoc Group’s formal proposal.
7. The Ad Hoc Group should identify the first Team Leader and hopefully two. A schedule should be established for the leader/leaders to attend Advanced Kairos Training for Torch.
8. At least two members of the Ad Hoc Group should seek clearance and observe a Torch Weekend, at the direction of the Youth Ministries Coordinator.
9. Ad Hoc Group will continue to meet monthly and begin pulling the information together for their formal proposal to the New Start Sub-Committee. A representative from the Ad Hoc Group is encouraged to attend quarterly state KOT meetings and report your group’s progress and status.
10. Providing quarterly status reports using the format of the “Formal Proposal” will build toward the final proposal and is a good method for determining progress.
11. When ready, follow the instructions in the sections – **Preparation and Presentation of the Formal Proposal.** (Phases 3)

**Phase 3 – Preparation and Presentation   
 of the Formal Proposal**

1. Preparing the Proposal (see attachment for suggested outline)
   1. Cover page ( what, where and who, when)
   2. Introduction
   3. Ad Hoc Group and Members (to become the New Start Advisory Council upon approval by the SCC)
   4. The Proposal
   5. Include the proposed next two program weekend dates and leaders (including Support Team leaders) and their schedule for attending AKT.
      1. If necessary, it is possible to requests that a previous program weekend leader be allowed to lead the first program weekend. Doing so requires that the Executive Director of Kairos approve the exception.
   6. Supporting activities
   7. Ongoing Activities
   8. Original Copy of the approved or proposed Kairos Institutional Memorandum (KI/KT only)
2. Formal Proposal Presentation
   1. It is recommended using the Formal Proposal (attachment to this document) as a beginning point to identify strengthens and weaknesses of your program in the beginning and as a tool to gauge your progress toward a formal Proposal.
   2. A request should be made one month in advance to the New Starts Sub-committee Chairperson to be included on the agenda at the next formal meeting.
   3. It is suggested that an advance copy of the formal proposal be furnished (email) to the New Starts sub-committee Chairperson. Copies of the proposal will be distributed to the members of the New Start sub-committee for review prior to the meeting.
   4. Six copies (not including the original) will be made of the proposal. The original will be delivered to the New Starts sub-committee Chairperson and the remaining six copies will be distributed to the sub-committee members.
   5. A presentation will be made to the New Starts Sub-committee by the Chairperson of the Ad Hoc Group or their designee. After the presentation the floor will be open for discussion by the sub-committee.
   6. The Sub-committee will vote to:
      1. Take the request under advisement - If under advisement the sub-committee will inform the Ad Hoc Group of a timeline for voting on the proposal.
      2. Vote for acceptance – The KOT New Starts Sub-committee Chair will make a motion to the SCC for a floor vote recommending that the request to start the appropriate program be approved. If approved, SCC will request approval by Kairos.
      3. Vote for acceptance with changes or conditions – If a vote of acceptance with changes occurs, the sub-committee will require changes to be made. A sub-committee vote on the changes may occur at the next scheduled meeting but could also be by email or voice vote on a scheduled conference call. The recommendation to approve will then be forwarded to the KOT State Chapter Committee Chairperson. Depending on the circumstances, the state chapter Executive Committee may make the decision or may choose to defer the decision to the SCC at the next regularly scheduled meeting.
      4. Vote for non-acceptance – The proposal is denied at this time and a letter of explanation is provided to the Ad Hoc Group Chairperson and the SCC Chairperson.

**Phase 4 – Establish the New Start  
 Advisory Council**

1. When the KOT SCC and Kairos approve the proposal, the team is now authorized to establish the New Start Advisory Council. They should conduct their first official meeting and appoint their New Start Advisory Council officers.
2. A New Start Advisory Council operates under the provisions of the ACOP, except that the Council members are volunteers or appointed, not elected. The New Start Advisory Council can set up a bank account and request a copy of Donor. The purpose is to give experienced Kairos volunteers the opportunity to serve on one Advisory Council but also participate in establishing Kairos at a new unit.
3. All prospective New Start Advisory Council members should have received a copy of ACOP and be fully aware of the roles and responsibilities of the New Start Advisory Council and each specific position. Many questions will be answered and many conflicts avoided if the ACOP is well understood by all New Start Advisory Council members.
   1. ACOP allows, if necessary, a New Start Advisory Council to be established with a minimum of six members, transitioning into a full 14 member Advisory Council within two years (see the ACOP for the specifics).
4. The New Start Advisory Council must sign an Affiliation Agreement. The members of the New Start Advisory Council commit in this agreement to cooperative partnership for the fulfillment of the affiliation agreement as part of the Kairos Ministry Mission. (Find copy on KOT Website under “Annual Agreement” in the download section.)
5. The New Start Advisory Council submits Spiritual Resumes of prospective program weekend leaders to the KOT Registrar on a timely basis. Spiritual Resume form is found at:

<http://kairostexas.org/documents/SpiritualResume.pdf>

1. The Financial Secretary should contact the State Financial Secretary and initiate the process of getting the Official Bank account from Kairos. Kairos will provide specific step by step guidance.
2. Order Kairos Donor and assign use for fundraising, tracking donors and donations. Ensure the person holding the Donor Coordination position is trained in Kairos Donor (via webinar). Contact Kairos International Office for details. Ensure that Financial Policy and procedures (FPP) are followed for all income and expenses, and reporting. (FPP found in mykairos.org search window)
3. **Remember no monies can be received until the official financial activities are complete and the official bank account is in place.**
4. Secure the formal approval of the Kairos Institution Memorandum of Understanding. (If not already done) The New Starts Sub-Committee will assist in reconciling deviations requested by the Warden/Chaplain.
   1. Members of the New Start Advisory Council or any other team member are not authorized to request additions/subtractions, nor are we authorized to approve deviations.
   2. Only the Warden and Kairos Executive Director can approve the KIMU with or without deviations.
   3. An approved KIMU is required before a Kairos program weekend can take place.
5. The New Start Advisory Council should continue to meet monthly and provide a copy of the minutes to the New Starts Sub-Committee Chairperson and to the KOT Vice chairperson.
6. The community should be advised of the formal approval. Major recruiting and training activities should begin, in not already well under way.
7. For KI and KT, the Institutional Liaison and the Advisory Council Chair person should formally visit with the Institutional contact, Chaplain or Administrator to advise them of the successful transition to an approved formal program.
8. Contact the KOT Registrar. The Registrar will advise Kairos regarding your #1 Program Weekend and post to *mykairos.org/register.html* to record the Program Weekend on the Kairos website.
9. Select an Advance Kairos Training (AKT) location and date from the Kairos Kalendar to send at least two people for the appropriate program 6-8 months prior to the #1 program weekend. (After the first program weekend, AKT training should be scheduled 12-24 months before a weekend.)
10. Leaders and community members targeted to observe program weekend activities should also be approved for attendance/participation at the desired program weekend activity. Observing another unit’s program weekend is essential if the new leadership does not have previous Kairos weekend experiences.
11. Recruiting efforts should be full speed now with presentations to all possible social support groups including local churches, and groups like Lions and Rotary Clubs, etc. Advisory Council should recruit enough volunteers to have adequate team members for the first Program weekend. See Program Manual for team size and positions needed.
12. Especially for KO, an Advisory Council Continuing Ministry Coordinator position is needed early to develop the ongoing KO community. The first Reunion is two weeks after the program weekend and SWAP (Prayer & Share) groups will need follow-up and directions. SWAP meetings are held in member’s homes. Quarterly Reunions need planning and funding. The Continuing Ministry Coordinator will need a team of members to help as the community grows.
13. Contact information for team members must be maintained. In the case of KO, make sure contact information is maintained for the guests. Contact information is not static so a pro-active effort is required to keep up with team and guest changes. The New Start Advisory Council Secretary is responsible for this effort.
14. Kairos Torch Only – recruit volunteers and schedule a Kairos Torch 101 information meeting through the KOT Torch Sub Chapter Chair.
15. Kairos Torch Only – create presentation. Coordinate with Kairos for insertion of the pictures or participants, if allowed. May be DVD or PowerPoint.
16. Kairos Torch Only – Obtain Mentoring guides for all mentors and Mentor management for the Advisory Council.
17. Obtain Kairos Program Manuals for each team member by calling the Kairos International office to order.
18. Program specific approval activities, both Kairos and Institutional requirements, should be actively tracked to maximize the number of approved volunteers for the community.
19. Formal Schedules for Institutional or Kairos training activities should be defined and advertised to all. The Leader must provide 34-40 hours of training for the team, according to the appropriate Program Manual.
    1. Kairos Torch Only – Kairos will send, at community expense, a trainer to the second team meeting to provide 12 hours of team training.
20. As soon as the Training and observing activities of the program weekend Leaders are defined and a firm understanding of the potential volunteer base is confirmed, the first program weekend event should be scheduled and the targeted Core team and team meetings scheduled. It is wiser to set the date more conservatively than aggressively because there are numerous unanticipated hurdles. Nine months to a year out is a good target to provide time for team organization and commitments of the needed logistical support.
21. Make sure a direct line of communication is maintained with all applicable KOT Sub-Chapters and Sub-committees as you progress. Most of your support will now come from these groups.
22. As events and progress is made please advise the New Starts Sub-committee and always seek their assistance if you have any concerns. Their role is to assist you have a successful “New Start” for a permanent Kairos activity.
23. The New Start Advisory Council will be expected to send a representative to the New Starts Sub-committee to report on your progress at all scheduled KOT State Chapter meetings.
24. Conduct your first program weekend.

**Phase 5 – Establish Advisory Council**

1. After the first program weekend is completed the New Start Advisory Council must transition into an Advisory Council where the officials are elected positions. The ACOP defines the process for holding elections.
2. The ACOP also provides that New Start Advisory Councils can begin with a minimum of 6 members but must grow to the full 14 minimum members within two years.
3. Elected members of the new Advisory Council are expected to sign the Affiliation Agreement. (Find copy on KOT Website under “Annual Agreement” in the download section.
4. Experienced Kairos volunteers are welcome and encouraged to continue to support the New Start process.
5. Please remember that a person cannot simultaneously serve on two Advisory Councils. If you are currently serving on an Advisory Council for another unit and you’ve served on the New Start Advisory Council helping to establish a new start-up, you now have three choices:
   1. Resign your current position on the Advisory Council if you want to serve on the new start Advisory Council, or;
   2. Decline from being a nominee for the new start Advisory Council.
   3. Remain a member of your Advisory Council and requests to serve the New Start Advisory Council in an advisory capacity – which means you, can participate and provide guidance but cannot vote.

**Attachments**

**Ad Hoc Group Program Identification**

1. Unit/Program Location,
2. City, Texas, Zip Code
3. Date of the Proposal

**Introduction**

A group of committed Christian volunteers has come together for the purpose of directing a (Specify Kairos Inside [KI], Kairos Outside [KO], Kairos Torch [KT]) new start. For several years, members of these volunteers have had a desire in their hearts to develop a ministry to this segment (incarcerated men/women, female loved ones of the incarcerated, youthful offenders) of our community.

**The New Start Advisory Council** (a minimum of 6 members)

1. Member name – Chairperson with contact information
2. Member name – Vice Chairperson with contact information
3. Member name - Secretary with contact information
4. Member name – Treasurer with contact information
5. Member Name - Financial Secretary with contact information
6. Member name - State Representative with contact information
7. Member name – Outreach Leader (highly recommended)
8. Member name
9. Member name
10. Member name
11. Member name

**The Proposal** (two to three paragraphs max)

Provide a brief but concise two to three paragraph statement of the intent of the group. Similar to the following:

Upon approval by the KOT New Start Sub-Committee and the SCC, this committee will organize officers into a New Start Advisory Council based on ACOP guidelines. We have an abundance of qualified volunteers with an ecumenical and ethnic diversity. We have two projected program weekend leaders prepared to attend Kairos Advanced Kairos Training as soon as possible. We have two veteran program (KI, KO, KT) volunteers to provide guidance and serve as Advising Leaders. We also have two committed clergy.

* ACOP allows, if necessary, a New Start Advisory Council to be established with a minimum of six members, transitioning into a full 14 member Advisory Council within two years (see the ACOP for the specifics). It is highly recommended that your core team include someone responsible for Outreach.

(**For KI and KT**) define the history of and the nature of the relationship with the Institution**.** Identify the relationship with the Chaplain (name and contact information), Warden, and Security Warden, Administrator and/or any other party of significance to the formal chain of operation. Include copy of Institution Memo of Understanding with any changes noted by Warden or Chaplain.

**Program Logistics and Support**

1. **Church**: (Church or facility name) of (city name) has given their permission to use their facilities as the team base of activities for the proposed activities. Ad Hoc Group members (number of) toured the church and reviewed the available resources and the facility is suitable for our needs. A second Church has also been identified that will assist us in the event of an emergency. Also identify other churches or organizations that have agreed to provide support in one form or another establishing community.
2. **Team Housing**: Team housing is more than adequate due to local volunteer base. (Define)
3. **Financial Support**: Identify committed sources of financial support short term and any sources believed to be long term ongoing supporters.
4. **Outreach:** Define all ongoing and scheduled outreach activities and be sure to define your relationship with the KOT Outreach sub-committee.
5. **Fund Raising**: same as above and with KOT Fund raising sub-committee.

**Any previously unspecified Ongoing Activities:**