Kairos Texas 2026 State Chapter Officer Election Process

Adopted by the Kairos Texas State Chapter Saturday, August 8, 2026

Introduction

Kairos Prison Ministry International requires annual elections of executive committee officers for each State Chapter by December 1st. Preparations for the Kairos Texas 2026 State Officer Election will begin in late September and end with the election in early November. The Election will be conducted in accordance with Kairos Prison Ministry International's 2026 State Chapter Committee Operating Procedure (SCCOP), in particular, Section II., Paragraph C. Qualification of Members, and Section IV. Nominations and Terms of Service, Paragraph A. Nominating Committee.

The election process is designed to result in an accurate and verifiable election through which qualified candidates are nominated, vetted and elected to executive level positions. The election will be conducted via KairosMessenger during designated dates leading up to the Kairos Texas 4th Quarter meetings on Friday, November 6th and Saturday, November 7th, 2026.

State Chapter Elected Positions & Qualifications

Positions up for election include: State Chair, Vice Chair, Secretary, Financial Secretary, and Treasurer, each serving one-year terms, and open International Council Representative positions, each serving three-year terms.

"All members of the State Chapter Committee shall be active Kairos volunteers meeting the basic qualifications required of Kairos volunteers. Those qualifications are:

- A Christian that is active in their church community.
- Have served on a Kairos team within the past three years and/or have been active in the continuing ministry during the past three years.
- Adhere to Kairos Core Values and Statement of Faith, along with the Mission and Vision. **Kairos Core Values include:**
    - **Lay-Led, Christ-Centered**: Believing in the Holy Trinity and honoring the teachings of the Bible and Jesus Christ while operating through committed lay volunteers.
    - **Empowerment and Accountability**: Equipping and empowering local volunteers to run the ministry while remaining accountable to high standards of performance and program excellence.
    - **Integrity and Trustworthiness**: Remaining honest, truthful, and obedient to God in personal conduct and consistent representation of the ministry.
    - **Respect and Love**: Treating each person with inherent dignity, embodying Christ's love, and practicing the motto **"Listen, Listen, Love, Love"**.
    - **Stewardship**: Acting as responsible stewards of ministry programs, financial donations, and community resources.
    - **Community Building**: Fostering long-term Christian support networks through a structured weekend experience followed by regular accountability, prayer, and small-group gatherings.

Kairos encourages members to be active in a Christian accountability group. It is recommended that leaders have had their own 4th day experience through one of the various 4th day ministries" (2026 State Chapter Committee Operating Procedures (SCCOP)).

Nominating Committee

A committee of **five (5) volunteers** will be appointed by the State Chapter Chair as the **2026 Nominating Committee**. The **State Chapter Secretary will be an ex-officio voting member** of the Nominating Committee as the Secretary possesses the required knowledge of and access to **KairosMessenger** and is designated by the 2026 SCCOP to conduct the election. The Nominating Committee will select one of its members to serve as the Nominating Committee Chair. The Nominating Committee Chair is responsible for ensuring that every step of the election process is conducted appropriately in accordance with established procedures.

The Nominating Committee administers the full election process, including but not limited to:

- Communicating with all eligible State Chapter voters;
- Seeking and receiving nominations;
- Vetting nominated candidates;
- Determining candidate eligibility or ineligibility and notifying candidates accordingly;
- Verifying voter eligibility;
- Conducting the election using KairosMessenger;
- Ensuring the accuracy of all votes and verifying election results.

All decisions made by the Nominating Committee must be unanimous. In the event an issue is unresolved, the Nominating Committee Chair will seek counsel from the State Chair, who will then bring the matter before the State Chapter Executive Committee.

Eligible Voters

Eligible voters include the State Chapter Vice Chair, Secretary, Financial Secretary, Treasurer, International Council representatives, Programs Subcommittee Chair, Agape Subcommittee Chair, Fundraising Subcommittee Chair, Volunteer Recruitment Subcommittee Chair, and each Advisory Council Chair. **Note:** The State Chapter Chair only votes in the event of a tie vote.

Election Process

Members of the Nominating Committee, and the State Chapter Secretary, will complete the following steps as designated below:

1. **Tuesday, September 1st**:
   The **Nominating Committee** will request State Chapter Officer nominations from State Chapter members by email. A deadline of **5:00 p.m., Sunday, September 13th** is established for all nominations to be received by the **Nominating Committee Chair. No exceptions.**

   Nominations are to include:
   - the candidate's bio;
   - validation of their past and future commitment to the Kairos Statement of Faith and Core Values;
   - their commitment to being accountable and holding others accountable to the Code of Conduct; and
   - names and contact information for three (3) Kairos volunteer character references.

   Note: ". . . Additional nominations from the floor are **not** allowed. The election will be done through KairosMessenger by the State Secretary" (2026 SCCOP).

2. **Monday, September 14th thru Friday, September 25th**:
   Upon receipt of nominations by email, **the Nominating Committee shall evaluate** State Officer nominees' eligibility using:
   - candidate qualifications as stated in the 2026 SCCOP;
   - candidate qualifications as stated in Candidate Bio;
   - adherence to Kairos Statement of Faith, and Core Values;
   - conduct record of adherence to and holding others accountable to the Code of Conduct; and
   - three (3) Kairos volunteer character references.

3. **By no later than Wednesday, September 30th:**
   The Nominating Committee will:
   - **notify** nominees of their eligibility/ineligibility as a candidate; and
   - **publish** by email the names of all [eligible] nominees for each position to the State Chapter Committee voting members (required at least thirty (30) days prior to the election 2026 SCCOP).
   - **The State Chapter Secretary will create** the election message/ballot and voting instructions in KairosMessenger.

4. **Monday, October 5th**:
   The **State Chapter Secretary sends** an email message to all eligible voters asking them to confirm their email addresses in KairosMessenger are accurate or provide corrections, if needed. **All confirmations or updates must be submitted by 5:00 p.m., Sunday, October 11th.**

   The **State Chapter Secretary** and **Nominating Committee members** will **call** any non-responsive eligible voters to verify their email addresses.

5. **Monday, October 12th:**
   The **State Chapter Secretary** will send a KairosMessenger **test** message to all eligible voters, requesting they reply **"Message Received"** by **5:00 p.m., Friday, October 16th**. This confirmation ensures that email addresses are accurate and that KairosMessenger is functioning as designed.

   Note: In the event of technical issues with KairosMessenger, the **State Chapter Secretary** will **contact Andy Perry at KPMI** immediately to resolve all issues.

6. **Monday, October 19th:**
   The **State Chapter Secretary** and **Nominating Committee members** will **call** all eligible voters who have not replied to the **KairosMessenger test** message to verify their email address, confirm that the message was received, and resolve any issues.

   The **State Chapter Nominating Committee hosts a 6:00 p.m. Zoom meeting** with all eligible voters and eligible candidates, during which candidates may present their qualifications and the basis of their desire to serve as a State Chapter Officer. **Attendance at this meeting is mandatory** for all eligible voters, including each Advisory Council Chair or their designee.

7. **At or about 8:00 a.m., Sunday, November 1st:**
   The **State Chapter Secretary distributes** the KairosMessenger election message, ballot, and voting instructions to **all eligible State Chapter voters only**. The deadline for submitting votes is Noon, Thursday, November 5th.

   The noon deadline ensures the **Nominating Committee** has sufficient time to tabulate all votes and verify the accuracy of the election results, and prepare for presenting the results at the Q4 meetings on Friday November 6th and Saturday, November 7th.

8. **At or about 8:00 a.m., Tuesday, November 3rd:**
   The **State Chapter Secretary sends a reminder** message via KairosMessenger to all eligible State Chapter voters about the **Noon, Thursday, November 5th** voting deadline.

9. **At or about Noon Wednesday, November 4th**:
   - The **State Chapter Secretary sends a second reminder** via KairosMessenger to all eligible voters about the Noon, Thursday, November 5th voting deadline.
   - The **State Chapter Secretary and Nominating Committee members** will **call** eligible voters who have not yet voted to remind them to vote.

   Note: Only votes from eligible voters submitted via KairosMessenger are valid. Votes submitted verbally, by text message, or by traditional email are **invalid**.

10. **Noon, Thursday, November 5th through up to 4:00 p.m., Friday, November 6th**:
    The **Nominating Committee will:**
    - tabulate all votes and verify the accuracy of the election results;
    - provide all election data (e.g., votes, ballots, and related records) to the **State Chapter Secretary**; and
    - prepare and submit a **one-page 2026 Election Results** document, bearing the **original signatures** of all Nominating Committee members, to the State Chapter Secretary.

    All election records will be archived by the State Chapter Secretary for 2 years.

11. **5:00 p.m., Friday, November 6th and 8:30 a.m., Saturday, November 7th:**
    - The **Nominating Committee Chair announces election results at:**
      - Q4 Executive Committee meeting; and
      - Q4 State Chapter meeting.
    - The **State Chapter Secretary obtains** the **signatures** of the **2027 officers-elect** on the **2027 Kairos Prison Ministry International Covenant Agreement**.

12. **Thursday, December 31st:** The deadline for the **State Chapter Secretary** to enter the election results in KairosMessenger.