

## ROCK Worksheet

I Outreach Team - Formation / Composition		Available Guidance/ Best Practices / Examples	
#	Yes/No	ITEM	What, Who, By When:
1		Outreach/Recruiting Coordinator role is filled.	
2		<p>A sub-committee for performing recruiting activities is identified and established.</p> <ul style="list-style-type: none"> <li>- Understands that "every" volunteer should be recruiting new volunteers</li> <li>- Seeks help and guidance from KOT State Recruiting &amp; Outreach Committee.</li> <li>- Ensures that the AC in the first 3 months of the year are engaged in developing recruiting strategies and the scheduling and planning of special events.</li> </ul>	
3		Establishes and maintains a speakers' bureau	
4		Solicits and arranges speaking engagements by speakers' bureau for presentations for all Kairos programs.	
5		Develops and maintain records of outreach contacts in database format, KairosDonor and EZRA required.	

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6		Utilizes the Advisory Council Volunteer Resource Building document developed by Kairos.	
7		Provides reports on the Outreach and Recruiting efforts.	
8		In conjunction with the Fundraising/Sponsorship Coordinator develops and maintains contacts with 4th Day communities and churches in the area. Ensure new volunteers without 4th Day experience have 4th day volunteer training (Kairos Inside and Kairos Outside).	
9		Knows and shares the resources available for recruitment, including brochures, videos, testimonials, endorsements, and others from Kairos.	
10		Very familiar with the Kairos Style document. You are strongly encouraged to become familiar with these guidelines and to use them wherever possible. Very familiar with the Kairos Style document. You are strongly encouraged to become familiar with these guidelines and to use them wherever possible.	
	0%	% Achieved	

## ROCK Worksheet

II		Recruiting Activities	Available Guidance/ Best Practices / Examples
#	Yes/No	ITEM	What, Who, By When:
1		<p><b>Speakers Bureau engages participation from across the community including ex-offenders.</b></p>	
2		<p><b>Seek and Regularly engage Christian Groups, and in particular 4th day communities (Emmaus, Cursillo, Tres Dias and others)</b></p> <p><b>Seek and engage with small groups meeting on a regular basis (4th, group accountability groups, SWAP)</b></p> <p><b>Seek and Regularly engage Christian Groups, and in particular 4th day communities (Emmaus, Cursillo, Tres Dias and others)</b></p> <p><b>Seek and engage with small groups meeting on a regular basis (4th, group accountability groups, SWAP)</b></p>	
3		<p><b>Clergy Recruitment</b></p> <ul style="list-style-type: none"> <li>- Recognize that recruiting clergy (and lay people) is an ongoing proposition.</li> <li>- Some clergy will find the Kairos experience genuinely is about redeemed lives. Their investment in time is as fulfilling of any ministry in which they participate</li> <li>- Face to face meetings with clergy are far superior to email blasts</li> <li>- Recognize that some clergy may not be suited to the rigors of the Kairos ministry (long hours)</li> </ul>	

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4		Get out of your comfort zone ... identify and approach churches, congregations you are unfamiliar with!	
5		Review Churches currently engaged in Kairos and confirm they are regularly recruiting for volunteers.	
MAX:	0%	% Achieved	

## ROCK Worksheet

III		Conduct Special Events	
#	Yes/No	ITEM	What, Who, By When:
1		Arrange for a "prison open house" with presentations from prison officials and Kairos participants. This would allow for potential volunteers to understand the opportunity and impact of growing Christ in prison.	
2		Be deliberate and plan an event with other Christian groups to expand awareness of Kairos.	
3		Attend church and mission conferences and fairs and seek opportunities to inform others about Kairos.	
4		Secure a booth at fairs, Christian concerts, Faith and Family Days, and use a Kairos pull up banner to attract attention and provide a level of professionalism to the booth. Have interest cards, trifolds and other materials to hand out. A looping video from the Kairos videos could attract interest.	
MAX:	0%	% Achieved	

### ROCK Worksheet

IV Kairos Community Engagement - Retaining Volunteers			
#	Yes/No	ITEM	What, Who, By When:
1		Good use of communication media (e.g. Facebook, Web Site, email, text etc.) to communicate Kairos community activities.	
2		Are AC minutes sent to the Kairos community	
3		Is the Kairos community made aware of AC meetings and are invited to attend.	
4		Kairos community well represented at closings.	
5		Church engagement. Are they well represented?	
MAX:	0%	% Achieved	

## ROCK Worksheet

V		Kairos Team Health / Retention	
#	Yes/No	ITEM	What, Who, By When:
1		3 Weekend limit respected to avoid burnout and attract new volunteers.	
2		Team meetings allow for some flexibility - meeting location, meeting times versus meeting at the same time and same location.  Invest extra energy in making sure minority team members are welcome and a necessary component of team development	
3		Kairos team comprised of some ex-offenders.	
4		Ethnic composition / diversity	
5		Accommodation for various levels of educational ...	
6		Ecumenical composition / diversity	
MAX:	0%	% Achieved	