

# KAIROS of TEXAS



**2<sup>nd</sup>** Quarter, April 14<sup>th</sup>, 2012  
8:30 AM – 3:30 PM  
Hill Country Bible Church,  
Austin, Texas  
[WWW.KAIROSTEXAS.ORG](http://WWW.KAIROSTEXAS.ORG)  
[WWW.KAIROSOUTSIDEOFTEXAS.ORG](http://WWW.KAIROSOUTSIDEOFTEXAS.ORG)  
[WWW.KAIROSPRISONMINISTRY.ORG](http://WWW.KAIROSPRISONMINISTRY.ORG)

Chairperson: **Bill Salser** Vice Chairperson: **Jim Irwin**

Secretary: **Tom Perdue**

## **KAIROS INSIDE UNIT AC's and KAIROS OUTSIDE AC's in attendance Grouped by Region: TAKEN FROM ROLL CALL approximately 10:15a.m.**

(Those represented in attendance shown by ✓ for **PRESENT**, or NOT present shown by ✗).

- NORTH:** ✓ Allred, ✓ Beto, ✓ Boyd, ✗ Coffield, ✓ Estes, ✓ Hutchins, ✓ KO East Texas, ✓ KO North Texas, ✓ KO Wichita Falls, ✓ Michael.
- SOUTH:** ✗ Briscoe, ✓ Connally, ✓ KO Corpus Christi, ✓ KO San Antonio, ✓ McConnell, ✗ Segovia, ✓ Stevenson, ✓ Torres.
- EAST:** ✓ Clemens, ✓ Darrington, ✓ Hightower, ✓ Huntsville, ✓ KO Houston, ✓ Polunsky, ✗ Stiles, ✓ Vance.
- WEST:** ✓ Daniel, ✓ KO Lubbock, ✓ KO Midland, ✓ Lynaugh, ✓ Montford, ✗ Robertson, ✓ Smith, ✓ Wallace.
- CENTRAL:** ✓ Bartlett, ✗ Eastham, ✗ Ferguson, ✓ Hobby, ✓ Hughes, ✓ Lockhart, ✓ Mountain View, ✓ Murray, ✓ KO Central Texas.
- PANHANDLE:** ✗ Clements, ✓ Dalhart, ✓ Jordan, ✓ KO Amarillo, ✗ Neal, ✓ Roach, ✓ Rudd, ✓ Torch.

## **Kairos Officers in attendance:**

### **Texas State Officers:**

- ✓ Chair: **Bill Salser**, ✓ Past Chair: **Louis Esquivel**, ✗ Vice Chair: **Jim Irwin**,  
✓ Secretary: **Tom Perdue**, ✓ Financial Secretary: **Bob Cole**, ✓ Treasurer: **Robert Robinson**.

### **Kairos International Board Reps:**

- ✓ **John Kennell**, ✓ **Julie Cole**, ✓ **Ed Davis**, ✗ **David Ross**, Rep. at Large: ✓ **Larry "Buck" Rogers**, ✓ **Mike Stumbaugh**.

### **Kairos Outside Officers:**

- ✓ KO Chair: **Julie Cole**, ✓ KO Chair Elect: **Joyce Boesche**, ✓ KO Secretary: **Carole Venhaus**,  
✗ KO Int'l Rep.: **TBD**, ✓ TDCJ Liaison: **Chaplain Bill Pierce**, ✗ Torch Rep.: **Dean Cooke**.

### **Committee Chairs:**

- ✓ Agape Chair: **Jaime Gonzales**, ✗ Advisory Council Chair: **Jim Irwin**, ✓ Communication Chair: **Tom Perdue**, ✗ Data Chair: **TBD**, ✓ Newsletter Coord: **Bettye Keefer**, ✓ Registrar: **Julie Cole**, ✗ Records & Archives Coord: **TBD**, ✓ Website Coord: **Bettye Keefer**, ✗ Webservant: **Bill Darnell**, ✓ Compliance/Program Training Chair: **John Estes**, ✓ Clergy: **Tom Damrow**, ✓ Excellence Init. Chair: **Walt Canady**, ✓ Financial Chair: **Bob Cole**, ✓ Food Control Chair: **Glenda Robinson**, ✓ Fund Raising/Sponsorship Chair: **Reb Bacchus**, ✓ International; Rep: **Ed Davis**, ✓ Music Chair: **Dale Mayer**, ✓ New Starts Chair: **David Savage**, ✓ Outreach Chair: **Michael Hill**, ✓ AKT Coord: **Mike Stumbaugh**, ✗ Regional Coord. Chair: **Rex Mason**, ✓ Trailer Coord. Chair: **Jim Lodovic**.

## ***STATE CHAPTER MEETING MINUTES AS RECORDED:***

**CALL TO ORDER:** Gather for fellowship and refreshments 8:30 – 8:45 a.m. Praise and Worship 8:45 – 9:00 a.m.

**OPENING PRAYER:**

**Tom Damrow**

**STATE CHAIRPERSON:****Bill Salser**

**Opening comments:** Bill addresses the State Chapter committee thanking everyone for attending and gives a special welcome and introduction to our two guest speakers, the Manager of TDCJ Chaplaincy Operations, **Bill Pierce** and the **NEW** Director of TDCJ Volunteer Services, **Linda Green**.

**SPECIAL GUEST SPEAKER:****Chaplain Bill Pierce**

**Chaplain Pierce** begins with: Our thanks go out to you for the help and work you did in the last legislative session, writing letters and making phone calls to your legislative representatives to help save the Chaplaincy budget in the State of Texas from the drastic cuts that they had proposed. I also thank the ministry for your service, care and concern that you have for the offenders that you minister to, and the effect we see on the offenders that are a part of your ministry, as well as the effect it has on their families as well as the effect that your presence has on the staffs of the prisons you are involved with and their families. By the end of **April 2012**, we will have **60 units** in TDCJ with **FAITH BASED DORMS**. We have a need for volunteers to man the faith based dorms and we desire to see **KAIROS VOLUNTEERS** be the majority of those volunteers doing that. That is over half of the units in the state of Texas, if the chaplain on your unit is not in favor of opening a faith based dorm, give me a call and I'm sure that I can persuade them to start the process of getting one opened. A question that I am hearing quite often is "**How can I help the Kairos program offenders once they are released?**" The best way to help them is to become a **MENTOR**, as a mentor you can do things with that offender that you cannot do as a regular volunteer. As a mentor you come in once a month spending one on one time with an assigned offender that is getting short on time before release, helping to prepare them to get out. It's not to be a bible study, it is to be time spent with them, helping them to understand the real world conditions and problems they may be facing when they do get the chance to return to society, how to do a checkbook, how to pay bills, how to realize and control their finances, how to dress for an interview, it's those everyday things that we take for granted in society, that is new to them and depending how long they have been in a real challenge for them. A mentor helps them to learn to think beyond the BACK GATE. A mentor's job is to help them prepare and learn how to leave prison, once they are out, we ask our mentors to spend at least six months with the former offender. A mentor can help take them to job interviews, acquire the tools they need for their jobs teach them how to use a cell phone, email, surf the internet. A man has to mentor a male, a female has to mentor a female, now a husband/wife team of mentors can mentor the opposite sex but only if that like gender mentor partner is present. To become a mentor you have to already be an approved volunteer, then you can go online and complete the mentor training, **(NOTE FROM SECRETARY) SEE THIS LINK TO START THE ONLINE TRAINING SESSION: [http://www.tdcj.state.tx.us/divisions/rpd/mentor\\_course/A-Introduction/01Intro.htm](http://www.tdcj.state.tx.us/divisions/rpd/mentor_course/A-Introduction/01Intro.htm)** (side note from secretary, while he was speaking I was able to get online and complete the mentor training by the time he was finished with his presentation on how to become a mentor, it is really easy). **SEE THIS LINK FOR THE MENTOR HANDBOOK: [www.tdcj.state.tx.us/documents/Mentoring\\_Handbook.doc](http://www.tdcj.state.tx.us/documents/Mentoring_Handbook.doc)** After you complete the course, print the certificate with your name on it and take it to your unit chaplain, they will go over the unit rules with you for mentoring on that unit, you will sign a mentoring agreement that basically says I will follow these guidelines and procedures for mentoring an offender. They will then pair you up with an offender that has about two years or less, now if you have someone in your Kairos program you would like to mentor, then get with the chaplain and see if they could be the one you mentor. With all that said there are still rules, some of them are; they can't live in your home with you, you can't give them money directly, but you can buy clothes for them, you can buy tools for them this is the best way to help them within the guidelines of being a mentor without jeopardizing your status as a volunteer. The mentoring certificate does not expire, but just like volunteer retraining it is good to retrain on it every once in a while. If your chaplain does not have a mentoring program, and doesn't want to start one call me, I'll make sure that one gets started. If you are going to be a mentor to someone that has already been released, you need to go to the parole chaplain at the office that they report to, and let them know who you are wanting to mentor and let them get with you and the ex-offender and setup guidelines and boundaries for the mentoring. If you are mentoring someone on the inside and they get out, you still need to go to that parole chaplain where they report to and setup a relationship for mentoring that ex-offender through them still. That is the best way to avoid being detected as having contact with them not under those guidelines and being removed from being a volunteer for not going thru the proper channels for contact after they have been released. We need to be able to track the mentors and their ex-offenders. You should try to mentor only one offender at a time until they are released and get themselves on their feet, then you start the process again.

**SPECIAL GUEST SPEAKER:****Director TDCJ Volunteer Services,  
Linda Green**

I want to thank all of you for being so patient with Volunteer Services on our backlog with getting your security applications for your ministry processed. As you know there have been some transitional changes since I have been put in charge, and we are trying to get the process faster and more streamlined. As you may or may not know, the change that

slowed volunteer services down so much is that when we get an application, and we verify that it is complete and everything has been filled out correctly we then send it off to TDCJ Human Resources to do the background check. And it sits there in line with all the other checks they have to do for employee records and such. So sometimes they fall right in place and sometimes the background checks get hung up in the system and it takes longer than usual, plus they are like all other agencies they are shorthanded also, so to make things flow better make sure the **ONLINE APPLICATION** that is sent to us is correct to begin with and that would greatly help us in getting it started in the process. I'm tracking the time delay that this is causing our department so as to make a case to them as to why we need to be able to do our own background checks, but it is an uphill battle, hopefully someday they will realize the problems it causes and allow us to resume the checks in our department. We are doing more of our communications by email, it is the best way to try to

contact us or me is my email address it is [Linda.green@tdcj.state.tx.us](mailto:Linda.green@tdcj.state.tx.us). My office number is 936-437-3027, my fax number is 936-437-2852, and my cell number is 936-435-5914. When you send us an application, first off make sure it is the right one, we have received your own Kairos team applications, and we can't accept those. If you send one of those there is nothing we can do with it and so the process for that volunteer doesn't even begin until we get the proper application in our office. You can download the TDCJ Security application by going to the website at <http://www.tdcj.state.tx.us/> there is a quick link there on the right hand side of the page that is listed as **Volunteer with TDCJ** click on that and it will take you to the Volunteer Services Program page, on there you will find two links, one is for downloading the volunteer Application in .PDF format for filling out by hand and mailing it back to us, that link name is **Volunteer Application – PDF** and the file link is

Please Use This Section to Indicate Program Areas of Interest for Volunteer Service

Chaplaincy  
 Faith Identification: YOUR FAITH  
 Place of Worship: YOUR CHURCH

Substance Abuse Treatment Program  
 Fellowship: \_\_\_\_\_  
 Sobriety Date: \_\_\_ / \_\_\_ / \_\_\_  
 Practicum Student:  Yes  No

Windham School District  
 Unit of Interest: \_\_\_\_\_

Sex Offender Treatment Program  
 Parole Division  
 Victim Services  
 Student Intern  
 TTC/Halfway House  
 Other (may include non-traditional programs, administrative/clerical assistance, or areas not indicated on this form)

Please Explain: KAIROS  
 Unit(s) of Interest (includes offices): YOUR UNIT

Example of a portion of the current TDCJ online application mentioned here.

[http://www.tdcj.state.tx.us/documents/Volunteer\\_Application.pdf](http://www.tdcj.state.tx.us/documents/Volunteer_Application.pdf). Or better yet the preferred method we suggest that **all volunteers use** is that you click on the link above it that is listed as **VOLUNTEER APPLICATION (ONLINE FORM)** the page link for that form is [https://www.tdcj.state.tx.us/php/volunteer\\_application/](https://www.tdcj.state.tx.us/php/volunteer_application/). I personally work on those online applications everyday, and that helps us to get the process of clearing your volunteers rolling much quicker, rather than someone from my staff having to re-enter the information from a mailed in application back into the system to get it started. Make sure on that application whether you are completing the PDF version or the online version that you put a **CHECK MARK** in the **Chaplaincy** box, and on the **FAITH IDENTIFICATION**, don't put Kairos, it has to be the denomination of your faith, and the **PLACE OF WORSHIP** is the name of your church that you attend regularly. *See the examples above.* The reason we ask for these is that if the chaplain on your unit has a question or needs help with a denominational or faith issue, they would be able to identify that help in their volunteer database. Best case on the applications right now is once we get an ONLINE application and verify that everything is correct on it and submit it to human resources that takes about ten days, then a few more days for us to review it when we get it back, and once again if you have any issues in your background or you are an ex-offender it may take a lot longer, so a normal application may take a minimum of **SIX WEEKS**, so don't call my office to check on the applications for your volunteers until at least **SIX WEEKS** after they have applied **ONLINE**. Those volunteers that have prior offenses or are on probation, it may take longer, a **MINIMUM OF SIX MONTHS** for them to be cleared. So what I'm suggesting is that you set your first team meeting at least **EIGHT WEEKS** prior before your training schedule. Have all the new volunteers for that team come in with all their information they need to submit for their application at that **FIRST** meeting and have them sit down with an experienced application mentor, a seasoned volunteer that knows how to step them thru the process, with a laptop that has internet connectivity, and have them mentor them as they fill out the application, and to get all those applications turned in at the same meeting, it will be much easier to track them in the future if you know for sure that they were turned in and when they were turned in.

There a lot of questions about the **CRUSADE PROVIDER**, as a Kairos volunteer on a **Kairos WEEKEND**, the way I interpret the policy for a **Crusade Provider**, and I've been given the authority to set the policy as I interpret it, I see the **whole 4 Day Kairos WEEKEND event as ONE VISIT** for those that are classified as **Special Volunteers**, that is those volunteers that haven't been completely cleared and TDCJ approved and trained to be in the units, but are given **special approval** to attend the weekend events, this is crucial to their retention as a volunteer. Since I am now the director of Volunteer Services and as I interpret policy and have been given authority to interpret policy, **"KAIROS IS A**

**CRUSADE PROVIDER, THE EXCEPTION TO THE RULE, AND THIS IS FOR CRUSADE PROVIDERS ONLY, THAT SPECIAL VOLUNTEERS ARE ALLOWED FOUR VISITS A YEAR, NOT THE FOUR TIMES IN A LIFETIME AS WAS PREVIOUS POLICY.”** They are not penalized for being a part of the whole weekend and being locked out of the unit after serving on only one weekend, this allows them to return as a team volunteer again to serve on another weekend. Now let me go through this again. As the policy was previously interpreted before by the chaplains, Special Volunteers included those special volunteers that were part of a Kairos weekend therefore after four visits they were not allowed to return, and that was counted as a lifetime record for that volunteer. Now this is where the policy is tricky, as a **TEAM MEMBER, SPECIAL VOLUNTEER**, you are allowed **FOUR VISITS A YEAR**, which would allow them to serve on **TWO TEAMS**, after that you should really get them to attend TDCJ Security Training so that it doesn't become an issue in the future. Now if you have a **SPECIAL VOLUNTEER THAT DOES NOT SERVE ON A TEAM** and they attend your Prayer and Share Program or other Kairos INSIDE functions, or even to lead a Bible study or some other type of class, **OTHER THAN SERVING ON A CRUSADE TYPE OF EVENT LIKE A KAIROS INSIDE WEEKEND**, then that volunteer is limited to only **FOUR VISITS IN A LIFETIME**, unless they get certified through a TDCJ Security Training Classes. The secret to all this is to get your **NEW** volunteers to do their **initial** TDCJ Security Application **ONLINE**, that will assure that they get the quickest service to get their applications processed. Then get them to attend an authorized TDCJ training session as soon as possible, **AFTER** they get their letter of approval. And also be sure to get your **VETERAN** volunteers to do thier second training (about two years after their last “face-to-face” training session) **ONLINE**, don't let your TDCJ security approval lapse for your volunteers. *(NOTE FROM SECRETARY) a suggested practice would be to have a data coordinator or the liaison for your unit to keep a database of your volunteers with THEIR security training dates, when they complete their training, log it in to the database, likewise any updates to the training dates should be updated also. (Possibly this could be added to EZRA).*

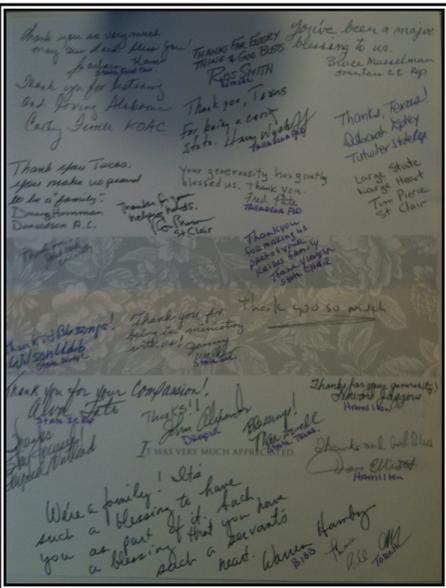
Another question that has been brought up was can Kairos volunteers come in and help TDCJ Volunteer Services with the backlog of applications? **Yes**, you are more than welcome to come in as a volunteer to assist us with the applications. You would have to go through another level of background check than what you were previously approved at and be fingerprinted also. The real problem you may face is that we can't separate the applications and allow you to just assist in processing just the Kairos Volunteer applications; you would have to assist us with all applications in the order that they are submitted. *(NOTE FROM SECRETARY) In the first three months of 2012 there were over 2700 applications submitted for approval, they were not all Kairos either.*

We will be working on our schedule for future training sessions in 2013 probably around October. Go online and read our monthly newsletter at our website, [http://www.tdcj.state.tx.us/divisions/rpd/rpd\\_volunteer.html](http://www.tdcj.state.tx.us/divisions/rpd/rpd_volunteer.html) there you can access the latest newsletter which will be featuring a article about Kairos, *you can access it at this link at [http://www.tdcj.state.tx.us/documents/Volunteer\\_Newsletter\\_2012-04.pdf](http://www.tdcj.state.tx.us/documents/Volunteer_Newsletter_2012-04.pdf)*. We are also working to improve our website to provide better information and also to streamline our online application process. I am going to be sending out communications to all the wardens and chaplains with an explanation about the changes to the Crusader Provider designation, it will take a while to get them all to understand the change but that is one of my personal goals.

I want to personally thank you as a fellow Christian for your service to the Lord and His Kingdom and for the lives that you are affecting and families you are changing through the Kairos program.

**FINANCIAL SECRETARY:**

**Bob Cole**



**Bob** starts off describing the thank you card we received from **Kairos of Alabama**; they as a state, had been hit hard with weather related and economic disasters in that state in the last year and were struggling with the possibility of having to cancel two of their weekends for this year. They were in need of financial help, so at the Winter Conference we conferred as the Kairos of Texas Executive Council and voted to give them a \$12,000.00 donation for two of their weekends and this is the thank you card they sent us expressing their gratitude.

We have completed our annual audit. Ten units were selected to be audited; they were Eastham, Estes, Huntsville, KO North Texas, KO San Antonio, KO Wichita Falls, Polunsky, Stevenson, Stiles and Wallace. We had less than two weeks to get our information in; overall we got about a **B-** two units were exceptional in their audit; Polunsky Unit was one of them, a couple of years ago they were on probation, but they have completely turned their program around, and the Huntsville Unit was the other, they both turned in excellent **A+** documents to the

auditors. We will be auditing ten different units each year so tell your Financial Secretaries they should always be prepared should they be called upon to participate in an audit.

Another item we need to be sure and this is the AC Financial Secretaries responsibility is to be sure that we are using our **RECIPT LOGS** at all of our team meetings, we need to be sure that we are properly filling these out according to the Donor program guidelines. It takes about four to eight hours depending on how well organized your financial secretary is to get together all the needed documentation for an audit.

The audit fee has been \$60.00 for the past five years and so Texas only sends in about \$5800.00 a year for the audit fee for KPMI. The annual audit costs about \$100,000.00 so the IC is going to be meeting to discuss how we are going to be paying for this. What they are going to be recommending is that we raise our audit cost from \$60.00 to \$200.00/per weekend to cover our estimated share of the audit cost is about \$18,000.00. We should be paying for the audit on the actual cost of the audit. Some are arguing at the national level that we should be paying by the number of accounts that we have that is fine for a model one state that only has one account but we are a model two state where each unit has their own account. I'm trying to convince them we should be doing the audit and being charged by state for the actual cost of the audit, the reason I say this there are states that don't have their act together, this is the reason for the higher cost of the audits. Texas has their act together and we should be seeing our overall cost of the audit for our state reducing in the next few years. Our cost for this year should be lower as well as in the coming years. So we should be seeing the benefits of our improved and consistent practices by having reduced audit costs in the coming years. When we do get to the IC approving this, I'm going to ask the Financial Secretaries for each unit to send in their \$200.00 (or \$400.00 if you have two weekends a year) pay it in advance so we can send it to KPMI because they are already paying fees instead of waiting till June to collect the money they have already paid \$34,000.00 in fees already and we should be stepping up to the plate and pay our part up front. All fees that we pay to KPMI are to go to the **KOT TREASURER FIRST**. The checks for those FEES are to be made out to **KPMI-TEXAS** and then send me a note to know what that check is for, the reason we need to know this is some units are helping the startup units and KO's financially and if you run that money through your books then you are going to have to pay a 15% fee on that to KPMI, if you send the money directly to us then we cut the checks back to those units then we don't get "double-taxed" on those moneys that are being used to help other units and KO's.

**Bob** presented an example of the budgets of each one of the units to show where you are at in your budget and fundraising efforts, some units have a budget as high as \$46,000.00 for two weekends a year and some are as low as \$12,000.00 for two weekends a year.

**Bob** discussed the Profit & Loss (P&L) and the Balance Sheet for the year. Last year we had almost \$1.3 million total gross income, about 9.5% greater than the previous year. Our cost went up by 11.9% so overall we had a net increase of about \$42,000.00 for the year. On housing we spent almost \$275,000.00 last year on housing, we are now going to be able to get an exemption on the hotel tax from the state of about 6% that should save us about \$16,000.00 on taxes. (**NOTE FROM SECRETARY**) *There is a PDF Format of the TAX EXEPMTION CERTIFICATE attached to these minutes.*

**Bob** discussed what each one of the banks accounts had as of December 31, 2011 compared to December 31, 2010. at the end of the year we had \$610,000.00 in 53 bank accounts, right now we have about \$613,000.00 because this is the period of second quarter when we have more income coming in for weekends.

#### **PERFORMANCE EVALUATION COMMITTEE:**

**John Kennell and Ed Davis**

**John** reports on the Kairos Program Evaluation and the Excellence Initiative. Kairos Torch has an online Excellence Initiative now; Kairos Outside will have an online Excellence Initiative similar to Kairos Inside by the first part of the next year. Kairos Inside will have online web based application for the Excellence Initiative forms. At the Advisory Council level you won't notice a thing is different, the State Chapter Designee finishes reviewing the form after it is submitted, and it will get posted to a webpage. It will then be available to review and/or look at the reports that can generated from it. There will be six weekends worth of data available for each unit on their section of the website for the AC Chair to review and will either be able to get graphical data on how the weekend compares to the manual but also be able to compare it to the average of all the AC's in the state, and eventually be able to compare it to data nationwide. We were one of the three State Chapters that had 100% compliance to the Excellence Initiative for 2011.

#### **LONG RANGE PLANNING COMMITTEE**

**Buck Rodgers**

**Buck** starts by saying that there was a presentation made at the Winter Conference to the BoD, concerning aftercare for the Kairos residents that are released and have no other opportunities for residence, that there would be a Kairos focused aftercare programs, why do we want an aftercare program, we don't want it, WE NEED IT. That is part of our mission statement. This gives our program the opportunity to continue ministering to those brothers and sisters in white after they

have returned to the freeworld. The BoD gave approval for an Ad-Hoc committee proceeding with getting a Best Practices Manual together to make another presentation in July. As far as long range planning we are talking about what will Kairos be in the next five years.

## **ADVANCED KAIROS TRAINING REPORT:**

**Mike Stumbaugh**

### **The 2012 Texas AKT Schedule:**

**April 27 – 29, 2012**

**AMARILLO, TX**

#### **Kairos Inside**

**Location:** Bishop DeFalco Retreat Center, 2100 North Spring, Amarillo, TX 79107, 806-383-1811. Arrive by 6:00 pm and start at 7:00 pm.

**Cost:** \$260.00 - single, (limited number of available) \$225.00 - double, (each) and \$175.00 - commuter. Fee includes two nights lodging (Friday and Saturday), all training materials and the following meals: Sandwiches Friday evening; Saturday breakfast, lunch and supper and Sunday breakfast.

**Contact:** Mike Stumbaugh: [mstumbaugh@sbcglobal.net](mailto:mstumbaugh@sbcglobal.net) or 817-247-5403 (cell), 526 Westview Terrace, Arlington, Tx. 76013 for application and additional information. Checks should be made payable to KPMI – Texas.

**June 29 – July 1, 2012**

**HUNTSVILLE, TX**

#### **Kairos Inside**

**Location:** Criminal Justice Center of Sam Houston State University. Housing in Hotel operated by Sam Houston State University, Huntsville, TX. Arrive by 6:00 pm and start at 7:00 pm.

**Cost:** \$315.00 for single (limited number available). \$245.00 for double (each). \$175.00 for commuters. Fee includes two nights lodging (Friday and Saturday), all training materials and the following meals: Sandwiches Friday evening, Saturday breakfast, lunch and supper and Sunday breakfast.

**Contact:** Mike Stumbaugh: [mstumbaugh@sbcglobal.net](mailto:mstumbaugh@sbcglobal.net) or 817-247-5403 (cell), 526 Westview Terrace, Arlington, Tx. 76013 for application and additional information. Checks should be made payable to KPMI – Texas.

**September 14 – 16, 2012**

**MIDLAND, TX**

#### **Kairos Inside AND Kairos Outside**

**Location:** Circle Six Ranch Baptist Camp – Stanton, Tx. Arrive by 6:00pm and start at 7:00 pm.

**Cost:** \$225.00 per person. \$175.00 for commuters. Fee includes two nights lodging (Friday and Saturday), all training materials and the following meals: Light Supper on Friday night, Saturday breakfast, lunch and supper and Sunday breakfast. RV hookups available at reduced price.

**Contact:** Mike Stumbaugh: [mstumbaugh@sbcglobal.net](mailto:mstumbaugh@sbcglobal.net) or 817-247-5403 (cell), 526 Westview Terrace, Arlington, Tx. 76013 for application and additional information. Checks should be made payable to KPMI – Texas.

**November 9 – 11, 2012**

**GRANBURY, TX**

#### **Kairos Inside AND Kairos Torch**

**Location:** Camp Crucis, 2875 Camp Crucis Ct., Granbury, Tx. 76048. Arrive by 6:00pm and start at 7:00 pm.

**Cost:** \$245.00 per person. Commuter \$175.00. Fee includes two nights lodging (Friday and Saturday), all training materials and the following meals: Sandwiches Friday evening, Saturday breakfast, lunch and supper and Sunday breakfast.

**Contact:** Mike Stumbaugh: [mstumbaugh@sbcglobal.net](mailto:mstumbaugh@sbcglobal.net) or 817-247-5403 (cell), 526 Westview Terrace, Arlington, Tx. 76013 for application and additional information. Checks should be made payable to KPMI – Texas.

**Note: Attendees need to bring personal items only to any of the above training sessions.**

**ATTENDEE'S MUST COMPLETE THE ENTIRE COURSE TO BE CERTIFIED AS A WEEKEND LEADER.**

Mike reports that he serves on the Ministry Coordination Committee at the International Council as part of that the Kairos Inside subcommittee which is chaired by Jim Key who is stepping down and he will be appointed as the new chairman for the committee. We are attempting to identify what is working well with the new manual and what parts of the program are causing issues. Of the issues identified as problematic with the new manual. There were four items I will list here.

- 1. ONE on ONE Hosting.**
- 2. Team Size.**
- 3. Team Composition.**
- 4. Sunday Morning Prayer (Past Memories).**

There was general opinion that these were the items of most concern throughout the ministry nationwide. Our subcommittee's recommendation at this time is not to change the RED Manual, which the changes would be made by modifying the weight of some items in the Excellence Initiative, like lowering the ONE on ONE Hosting from a four to a three. Another recommendation would be to make the prayer on Sunday morning optional. We got a response from the BoD stating that the BoD had given the authority to approve any changes in the manual solely to the Executive Director. So the response to the email that I sent to the Exec. Dir. and his response, is that these items have been tabled for further

research and discussion, in essence he believes this is not the time to change the manual. Until further updates to the manual or the Excellence Initiative program we need to strive to follow the manual programs as they are currently written.

**KAIROS OUTSIDE:**

**Julie Cole**

**Julie** reports I am also an IC Rep, on the Programs Evaluation Committee. We have a new manual and the checklist for the Excellence Initiative checklist is now updated with the new manual. We voted on ACOP and SCCOP and those passed and they are also on the website. Also we have a NEW IC Rep. at Large from Texas, Carolyn Jones, and her primary ministry is Kairos Inside Women's Program, and gives us another IC Rep. from Texas.

**Julie** continues with a report about Kairos Outside of Texas; we had a great meeting last night, we now have TEN REGIONS in Texas and all were present at the Kairos Outside State Chapter meeting last night. Joyce Boelsche, as vice Chair, showed us a map to try to establish a boundary area for us to determine where guests would be best placed according to their residence. This will help us in the long range planning for weekends to be able to place guests closer to their residence and not from where we may have had the application mailed from because of where there loved ones may be incarcerated at. Our next option for a region to open up may be down in the Rio Grande Valley and that may possibly be a Hispanic KO. We believe the program for KO women coming to KI Closings and speaking about KO for the loved ones of the candidates who have just attended a weekend seems to be going really well and it looks like we are getting lots of publicity from it and it really helps us get more ladies to our weekends. At Winter Conference the thing that KO is going to focusing on this year is the Advisory Councils, a survey was sent out to many of the AC's to find out where we think our weaknesses are as Advisory councils and develop a training program to help improve those areas.

I received a resignation letter from Kim Roubison, who has been our KO International Rep., which is a different position than being a IC Rep. as KO International Rep. she attends the conferences to hear and be a set of additional eyes and ears for us at the Conference meetings. We will be retaining the position and appointing a new person for the position in the future to Replace Kim, and many thanks to her for the fine work and service she provided while she was in that position and she will be sorely missed.

About every six months KO puts out a new National map for the KO's that are nationwide and also lists all the locations that are international also. As you can see on the map we have two that are new in Texas in the Tyler (East Texas area) and Waco (Central Texas area), they have not had weekends yet, but they are in the process of getting everything in place to have one. There are quite a few new KO's that are opening in out country this year, so if you have a man or woman in your unit that has family living elsewhere in the country, we may have a KO area near them to attend, we are hoping to get these maps in as many of the chaplains offices as we can. *(NOTE FROM SECRETARY) There is a PDF Format of the map attached to these minutes.* And the last thing I have is that our website is now up it is [www.KOTexas.org](http://www.KOTexas.org) that is the short URL, the full address is [www.KairosOutsideofTexas.org](http://www.KairosOutsideofTexas.org) it is not completely finished yet but we do have quite a few sections ready and we do have our calendar up to date.

**CHAIRMAN, BOARD of DIRECTORS, KPMI:**

**Ed Keefer**

**Ed** reports that after the Winter Conference, John Thompson Executive Director of KPMI, announced his Resignation and retirement from KPMI. Since that time we as the BoD have been working as a team to work on the transition to find a new Executive Director for KPMI. There has been two surveys sent out recently, one for is for priorities for the ministry, and the other is for comments on the Executive Director, if you have not completed those surveys please do so and submit them back to us for evaluation. Tom Kemner, is the new Interim Executive Director for KPMI. Tom is from Burleson, Texas and still resides there with his wife, they have a grown daughter living and working in Austin, has another child still in high school. Tom has a wealth of experience in non profit organizations, there is a certain uniqueness to this ministry, and he brings a great deal of knowledge and experience to the table. He has also been a consultant to our KPMI Foundation Board. We currently have two Executive Directors, one for the Foundation and one for KPMI; we will be going to one Executive Director for both in the future. Tom's intent is to be available and he will be available to handle the needs of this ministry.

John Thompson has given this ministry ELEVEN years of his life; he came to us in June of 2001. what was the world like in June of 2001, 911 had not happened yet, how many us were involved in Kairos at that time, times were good, teams were large we had lots of resources available to us. Then 911 happened, we had a resurgence of volunteers, people started turning back to God and were willing to give Kairos a try. Then that began to change, the wars hit, economics turned the wrong way, and people started to wane in their commitment and we started to have difficulties in recruiting and retention. We take a look around this room, what is our number one need? Our number one need, recruitment and retention, I feel we've lost a generation, there aren't a whole lot of folks in their mid forties, which are actively, deeply involved in the day to day functions of this ministry, and that's where a lot of us started, and that is essential to our growth and stamina as a ministry. Sure we have the financial audits and that is necessary, to take this ministry further to the next level in fund

raising. We are ONE MINISTRY, KPMI, but overall we have three ministry elements; Kairos Inside, Kairos Outside and Kairos Torch; three distinct and different ministries all of which are marvelous ministries with the same focus, the same mission. His ministry, bringing lost souls back to Christ. All of us as leaders in this ministry what is our job? Equipping those volunteers that serve this ministry on the weekends with the very best of tools, materials and knowledge that we can come up with. Some of it is tangible, some of it is mental. We are the ones that should be equipping them. There are a whole lot of people that aren't in the leadership position, and that is where we need to be opening up the ministry for newer, fresher leadership. Another problem we are having in our ministry is communication, I know there are folks in this room today that did not know of John's resignation, and that is sad, not that they didn't know, but that we didn't communicate it effectively. We need to get back to our roots, we are a praying ministry. I don't know how many of you are on, or even aware of Kairos E-News, but you can go to [www.mykairos.org](http://www.mykairos.org) and right there on the front page you can sign up and receive a once a month update on what is happening in the ministry. We are going to be adding links to the site also to make it backwards capable so that you can look at past postings also.

My last item to talk about and a personal request from me is that you if you do sign up and for those that are already on it know this, is that every Wednesday on the Kairos E-News there is also a weekly devotional and prayer posted concerning this transition time in our ministry, written by one of our own members. We can not join together physically in a corporate manner because of the vastness and geographical size of our ministry, but we can join together spiritually in a corporate manner all across our ministry in a common weekly devotional and prayer for this transition and even after the transition to continue with a weekly focus on the needs of Kairos as a spiritual corporate body.

#### **AGAPE COMMITTEE:**

**Jaime Gonzales**

**Jaime** started with thanking everyone for supporting him and his committee talked about all the different ways there are to generate agape and the prayer chains. The problem with the agape program is that we are having problems with communication. Out of 48 units, in January I was at 100%, now I am missing 8 units, when I have a unit that is missing I will send out an email to that unit's Agape Coordinator so that they will know what is required. Out of the 8 emails I sent out I got back response from ONE unit. In order to keep providing agape to each of the 48 units twice a year, I have to have agape to send. The board's stance on this is that if a unit does not supply agape then that unit does not get any agape. But who suffers from taking a stance like that, the brothers and sisters in white. I am a humble servant I need to get the agape out, so I send what I have out to each unit, having enough agape for that is an enormous task. We all need to do our share this is an important part of the tools we use in our weekends. Keep me in prayer for this job it is an awesome responsibility and a very rewarding one at times.

#### **FUNDRAISING AND SPONSORSHIP COMMITTEE**

**Tom Venhaus**

**Tom** starts off taking about how Allred uses mail outs before each weekend as a fundraising tool and they mail out between 600 to a 1000 letters requesting assistance in funding their weekends. I looked at their budget for doing this and they allow about \$1200.00 for postage for the year. Then looking at their revenue for donations from Friends of Kairos they usually average around \$14,000.00, they must be doing something right. There are ways to link the Donor Program with Ezra to keep track of all the donors and then we do a mass envelope stuffing party at one of the weekend meetings to get them mailed out at one time. That is one of the main fundraisers for Allred. Talked about grants, many communities have local foundations willing to help fund local ministries, one such foundation in Wichita Falls funds KO Wichita Falls annually with \$10,000.00 a year. There are non profit management groups in some areas and they can help connect your group with a other local foundations. There are trust funds and people want to do large donations by the end of the year, when you connect with someone like that you want to make sure you stay in contact with them and remind them of your needs and how appreciative you are for their support. Some companies will donate money to a group. Talked about many of the KO's are using Butter-Braids as a fundraiser, costs \$12.00 you get \$5.00 for everyone you sell. Maybe ideas like making a CD of your music group. Some stores like Kroger's will give you a donation, El Chico will donate a percentage of a nights profit, etc. There are opportunities out there we just have to get out and ask.

#### **NEW STARTS COMMITTEE**

**David Savage**

**David**, the biggest news from the New Starts Committee is Lockhart Men had their first weekend here a few weeks ago. For new starts KI weekends, we are going to recommend that they start up with 24 candidates for the first two weekends and increase that number as your volunteer base increases and can support the one on one sponsoring. KOET is making in their progression to having their weekend in September of this year. KOCT is still working on getting some items in place still and I will be sitting in on their Ad-hoc Committee meeting after this meeting. We have a preliminary proposal from a group looking to go into the Luther unit near Navasota. We have some groups seeking to startup Prayer and Share in some units where there has been no Kairos before but we have Kairos alumnus there. We are still working on them still but the latest version of the New start procedures are on the KPMI website. Link: <http://mykairos.org/downloads.html>.

## **OUTREACH COMMITTEE**

**Michael Hill**

**Michael**, we were talking about how we have been getting reports on successes from some of the folks taking tips from the Outreach presentation done last October. **Joyce Boelsche** talked about their Outreach effort with a radio show in the Austin area called Nubian Queen Lola's Creole Soul Food Show on 1060AM Gospel Radio. She had an all Kairos show on one of her programs recently and interviewed several ladies connected with Kairos Inside women's units and Kairos Outside. She is planning on doing a Kairos ONLY show on the Second Wednesday of every month the rest of this year. I've talked with several ministerial alliances and god is opening up doors left and right for us thru that. Try going to the alliance in your community and see what doors god opens up through that.

**Michael** finished talking about throwing more spaghetti on the walls the more we throw out the more will stick and how eventually we will be in the hearts and minds of everyone we talk too. We are talking to a group in Lancaster that is involved with the black rodeo association in Texas and they are very interested. Things are really starting to open up for us as we get out and present the blessing that Kairos is to others. You can print applications for each of your members to carry around with them in their cars, when they meet someone who is interested, sign them up right there rather than waiting for another time or someone else to do it.

## **EXCELLENCE INITIATIVE COMMITTEE:**

**Driskoll Tubbs**

**Driskoll** started with thanking everyone for supporting the EI program this last year. We are looking for more folks to join our committee the committee is about helping you improve your weekends and help your weekends to be more consistent and closer to the program manual. We have 20 weekends already this year. We had 100% compliance on the EI reports last year we've only had 4 turned in out of 16 so far this year. The Reviewer is the name for what we used to call the Observer, if you have two weekends we ask you to have at least one reviewer a year from another unit. To go through at least one team meeting weekend if not two with your group, for them to be on your weekend and to even come back to the Instructional weekend afterwards. The reviewer will be the one to turn in the EI Report. We will try to assign a reviewer from a unit as close as possible to yours. It will be up to your Unit's AC Chair or the Advising Leader for the weekend to contact that unit for a reviewer; this is going into effect for the second half of this year. We will have a copy of the reviewer guidelines posted on the website, *see this link*:

<http://kairostexas.org/documents/AdvisoryCouncilGuidelinesforReviewers.doc>.

We are not trying to gather information on how our weekends are doing not to degrade your unit but to help improve your units program.

**Marsha Wiseman** with KOH, spoke about she works with the Excellence Initiative Program for Kairos Outside and in January of 2012 they started using the NEW KO Purple Manuals for their weekend. The Excellence Initiative is very lengthy it has 129 questions, each question references back to the manual for the appropriate action. Those of you that go to be an observer, whether KI, KO, or KT should take their manual with them to refer back to as they answer the questions. We have observers in our area that go to KONT and we get observers from KONT. In 2012 we have 15 weekends scheduled for KO, we have had three successful weekends so far this year and each one has submitted a EI Report for review either by myself or Julie Cole. We believe that KOT has a good understanding of the procedures to complete the EI Reports and get them in a timely fashion.

## **TRAILER COMMITTEE:**

**Jim Lodovic**

**Bob** started by asking the St. Reps. To go back to their units and be sure that their upcoming Team Leaders and/or Trailer Coord. To respond to any phone calls in a timely manner. Also we need to know what is going on with the trailers, whether they are new, being sold, repairs etc. and we also need to know who has insurance on the trailers.

## **COMPLIANCE AND PROGRAMS COMMITTEE:**

**John Estes**

**John** starts off with there have been some major changes in the SCCOP and ACOP, we will have a new document out here in the future plus an updated accountability standards. The new ACOP has some changes that may not be in the best interest of how we do things in Texas. Under the new ACOP you can now have TWO 3 year terms consecutively that may not be a good idea for some of our AC's, that was made because some of our states have a lot smaller communities that they can develop leadership from. The other thing we are looking into is a training program for the AC's we have a program that is requiring some updates and we will be getting that out soon. One of the biggest changes is that we are to have AC meetings at least bi-monthly now.

## **COMMUNICATION COMMITTEE**

**Tom Perdue**

**Tom** says we are still working on finding a way to better communicate with all the activities that are happening in this state and it is even more important for the KI groups to communicate with the KO groups now that there are ten KO regions in the state and they have all been assigned a set of KI units to co-minister with.

**Johanna Pelham** continues with we are thinking about exploring using skype as a means for units that have vast geographical areas to cover as a way of being able to have more meetings face to face so to speak via skype.

**STATE CHAIRMAN:**

**Bill Salser**

**Bill** has some news business to discuss *a letter was passed out with a motion to discuss (NOTE FROM SECRETARY) There is a PDF Format of the motion attached to these minutes*, with concerns with the budget cuts to TDCJ and the number of officers leaving TDCJ and the lack of new officers to take their places. TDCJ has had about a 5% cut across the board in their budget, plus many officers are retiring or going to work in the private sector where there are better wages available to them. Some units are functioning at half of their staffing that they used to have. We are seeing more competition for the facilities available to us and that makes scheduling ever more critical. We are having scheduled weekends cancelled because the chaplains change priorities on the facilities being used, and is limiting us to specific dates and requiring the teams to have to refocus their training and weekend dates that were previously set and agreed upon to accommodate the chaplains changing the dates we can use, and that is creating issues with team management after date and schedules have already been set. So likewise when they finally get to have a weekend rather than going in with 35-36 men teams, because of the rescheduling of the weekends and the issues with volunteers being able to get that time off now they are entering with 20-22 men teams and you can't effectively have a weekend with 42 candidates that way. So what we need to do is look at the situation at hand the way it is and the way the future seems to be pointing, we are not seeing funding increases at TDCJ, we are going to be seeing more officers on staff, we need to take a proactive approach to this problem. We need to go to our chaplains and say we are looking at these scenarios and seeing these issues arising in the future, and in order to be able to provide the residents with the best possible attention and care during a Kairos weekend event we need to think about guaranteeing the number of participants that would be attending the weekend be reduced from **42 to 30**, (from **7 tables to 5**), with **18** participants selected as first choice alternates rather than **6**. These alternates would then be selected **as team size allows** according to current Kairos policy for ONE on ONE counseling. We are not saying that you can't have 42 participants on a weekend but one of our main goals should be to provide the participants with the best quality program we can present given the ability to be able to effectively staff a team to minister to them. If we can't provide that then we are no longer thinking about the participants we are more concerned about our ministry, Kairos isn't for us it is for the men and women in white. The policy of Kairos is to provide the best quality weekends we can to the participants. So what I am asking as the governing body of the Kairos Ministry of Texas is to be open minded and think about how we can best provide a QUALITY program to the PARTICIPANTS, to be proactive to the Chaplaincy with these issues and show that we are thinking about the men and women in white and that they are our number one care in this ministry.

We present the **motion** for a statewide ministry response to these uncertain times. Our manual defines a method of how to determine the number of participants. **By acceptance of this motion**, we will be proactive and go to our Chaplains and, based on current uncertainties, urge that the approved participants be limited to 30 with a list of 18 alternates for possible addition on Thursday morning (or the latest possible time for comfortable inclusion) of their acceptance for the weekend. Programs operating consistently under 30 volunteers should request the guaranteed participants be limited to no more than 24 approved and 12 alternates.

We do have at least four units that are operating at less than 30 volunteers going in that is what that last part is for.

That is the motion as presented do I have a second. YES, second was made by Ed Davis, I think we should take a roll call vote on this one.

**Question is asked:** if a unit does not have any problem with their weekends dates or with team size does this apply to them too?

**Bill** responds, **YES**, this applies to everyone but the impact of having to reduce the number of participants from 42 to 30 will not impact those units that have the volunteer base and can provide sufficient team size to be able to effectively minister to 42 participants. The concern we have is that a unit (Bartlett) was shutdown on the Wednesday of their weekend and told they couldn't start or finish the weekend on the dates that were set, but that

they could have the weekend at a date in the future, that caused issues for team members that couldn't reschedule their time off and they had to go in with a bare bones team and try to have a quality weekend with a reduced team ministering to 42 participants.

**Question is asked:** if then when the names are drawn for the participants only 30 names are drawn, then if everything is going well as far as team size then you would bring in more participants as deemed possible because of team size?

**Bill** responds, **YES**.

**Comment from floor**, this creates a difficulty with logistics as far as them putting their lives on hold in anticipation of attending the weekend by them having to cancel visits just in case they make the weekend, I'm not sure the chaplains would appreciate having to bring in more participants at the last minutes notice.

**Many more Comments from floor**, mostly not in favor of this motion.

Motion was made that we table this motion on the floor already, until we can consult with our local communities and chaplains.

**Bill** responds, in reality that rule is already there in the manual. We are trying to be proactive here and keep this from being a problem in the future. We may not win the election, we won't win everyone, but we have to stand up for what is right for the long-term health of this ministry and the ones that we minister too.

**Many more Comments from floor**, mostly not in favor of this motion.

Motion was accepted to table this motion already on the floor. Many spoke up to second this. Vote passed by acclamation to table this motion till the July 14<sup>th</sup> meeting.

**Bill** discusses an upcoming event in April in Houston with Kit Cummings and presents details about it and there will be a likewise conference in Dallas on June 3<sup>rd</sup>. This is truly a great opportunity for us to bring in many more volunteers through folks hearing his message about Kairos.

**Motion was made to approve the minutes from the January meeting, MOTION PASSED minutes approved as submitted.**

This meeting was adjourned at 3:30 pm. MEETING CLOSED WITH "SURELY THE PRESCENSE"

**NEXT MEETING: JULY 14<sup>TH</sup>, 2012**

**SAME LOCATION as today's meeting:**

**HILL COUNTRY BIBLE CHURCH; 12124 RANCH ROAD 620 NORTH;  
AUSTIN, TX 78750**

**(Same accommodations for the hotel, Hampton Inn, Pecan Park Blvd, Austin, Tx. 78750)**

**BE SURE TO CONTACT ROBERT ROBINSON WITH YOUR ROOM  
RESERVATION NEEDS BY JUNE 9<sup>TH</sup>, HIS EMAIL ADDRESS IS**

**RROBINSON3870@SBCGLOBAL.NET**

# TEXAS HOTEL OCCUPANCY TAX EXEMPTION CERTIFICATE



**NOTE: This certificate is for business only, not to be used for private purposes, under penalty of law. The hotel operator may request a government ID, business card or other identification to verify exemption claimed. Certificate should be furnished to the hotel or motel. DO NOT send the completed certificate to the Comptroller of Public Accounts. The certificate does not require a number to be valid. Refer to Hotel Rule 3.161 for exemptions.**

Check exemption claimed:

- United States government or Texas government official exempt from state, city, and county taxes.** Includes US government agencies and its employees traveling on official business, Texas state officials or employees who present a Hotel Tax Exemption Photo Identification Card, and diplomatic personnel of a foreign government who present a Tax Exemption Card issued by the US Department of State.
- Religious, charitable, or educational organization or employee exempt from state tax only.** Educational organizations include school districts, private or public elementary and secondary schools, and Texas institutions of higher education as defined in Section 61.003, Texas Education Code. Beginning October 1, 2003, non-Texas institutions of higher education (public and private universities, junior colleges, community colleges) must pay the state hotel occupancy tax. Religious and charitable organizations must hold a letter of exemption issued by the Comptroller of Public Accounts to claim the exemption.
- Other. Organization exempt by law other than Chapter 156, Tax Code.** Specify reason for exempt status below. **Supporting Documentation Required.**

Name of exempt organization <b>Kairos of Texas</b>	Organization exempt status ( <i>Religious, charitable, educational, governmental</i> ) <b>Religious</b>
Address of exempt organization ( <i>Street and number, city, state, ZIP code</i> ) <b>P.O. Box 10252, College Station, TX 77842-0252</b>	

**GUEST CERTIFICATION:** I declare that I am an occupant of this hotel/motel on official business sanctioned by the exempt organization named above and that all information shown on this document is true and correct.

Guest name (*Please print*) \_\_\_\_\_

<b>sign here</b> ▶	Date _____
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**FOR HOTEL/MOTEL USE ONLY (OPTIONAL)**

Name of hotel/motel				
Address of hotel/motel (Street and number, city, state, ZIP code)				
Room rate	Local tax	Exempt state tax	Amount paid by guest	Method of payment

**You have certain rights** under Chapters 552 and 559, Government Code, to review, request and correct information we have on file about you. To review or correct your state tax-related information, contact the Texas State Comptroller's office.

Hotels may require verification before accepting a hotel occupancy tax exemption certificate. An organization may qualify for hotel occupancy tax exemption even when it does not have a Comptroller's letter of hotel tax exemption or cannot be found on the Comptroller's list of exempt organizations. Some examples include churches, public schools and community colleges.

You may need to pay the tax until verification of hotel tax exemption can be obtained from the Comptroller's office. You can apply to the hotel for a refund or credit.

A list of charitable, educational, religious and other organizations that are exempt from state and/or local hotel tax is online at [http://window.state.tx.us/taxinfo/exempt/exempt\\_search.html](http://window.state.tx.us/taxinfo/exempt/exempt_search.html). Other information about Texas tax exemptions, including applications, is online at <http://window.state.tx.us/taxinfo/exempt/index.html>.

You can also send an e-mail to [exempt.orgs@cpa.state.tx.us](mailto:exempt.orgs@cpa.state.tx.us) or call (800) 252-1385.

S U S A N  
C O M B S

TEXAS COMPTROLLER *of* PUBLIC ACCOUNTS

WWW.WINDOW.STATE.TX.US



March 27, 2012

Kairos of Texas  
C/O Mr. Bill Salser  
PO Box 10252  
College Station, TX 77842-0252

Our records have been updated with the exemption. Vendors that require verification of the exemption may use our search located online at: [window.state.tx.us/taxinfo/exempt/exempt\\_search.html](http://window.state.tx.us/taxinfo/exempt/exempt_search.html).

Effective April 30, 1993, Kairos Prison Ministry International, Inc. has been granted exempt status from Texas franchise tax, sales and use tax and the state portion of hotel occupancy tax as a religious organization. This date represents the date the corporation filed their certificate of authority to do business in our state.

We have assigned Texas taxpayer number 30116689156 to the organization. Please reference this number in correspondence with us.

The sales tax exemption extends to goods and services purchased for use by your organization. The exemption does not apply if the purchase is for the personal benefit of an individual, or is not related to the organization's exempt purpose. For more information, please see our publication # 96-122, *Exempt Organizations – Sales and Purchases*.

The sales tax exemption certificate (form 01-339/Back) can be issued instead of paying tax when buying taxable items necessary to the exempt purpose of the organization. The exemption certificate does not need a taxpayer identification number to be valid, but you may provide your taxpayer number if the seller requests it.

The religious exemption allows employees traveling on official business for the organization to issue a valid hotel exemption certificate (form 12-302) in lieu of paying the state portion of the hotel occupancy tax. The hotel may require a copy of your exemption letter or other verification, such as a printout from the Comptroller's list of exempt entities (online search), showing the organization is exempt from hotel tax. This information allows the hotel to accept the exemption certificate in good faith.

The exemption certificates and publications are available from our website at <http://window.state.tx.us/taxinfo/exempt/index.html>

If you have any questions, please do not hesitate to contact our office.

Sincerely,

Exempt Organizations  
Texas Comptroller of Public Accounts  
PO Box 13528  
Austin, TX 78711  
800-531-5441



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# Kairos of Texas

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*Changing Hearts – Changing Lives – Impacting the World*

To: All Advisory Councils

From: Kairos of Texas State Executive Committee

## **Motion Re: Participation on a Kairos Weekend**

Several key factors have contributed to the uncertainty of our Kairos weekend schedules. They include but are not limited to: State Budget cuts, job competition depleting Officers ranks, more frequent security lockdowns, tighter schedules and unit physical space and time limitations. Some of these issues are temporary, but in the bigger picture TDCJ funding, job competition for potential officers and resource limitations are likely to be long-term negative influences. We also have our own Kairos guidelines to maintain in light of these types of operating distractions.

We have already had three weekends, Ferguson, Bartlett and Connally cancelled/postponed/restricted due to unanticipated and negative situations on the units. We do not have the ability to predict the occurrence of such situations and at this time we are being forced to react with a makeshift program in one form or another. In all three of the aforementioned situations, the delays came after the Chaplain had already advised the weekend participants of their approval for participation on the weekend. We are in the business of ministering to “Men and Women in White” and should all know the negative affect telling a participant that he or she has been dropped from a list once they have already been approved. The weekend schedule changes have also altered the number of volunteers working the weekend. The end result is that both Ferguson and Bartlett have witnessed/are witnessing to our Kairos bodies (and a full participant list of 42 men) with 22 or less volunteers total on the inside team. While some last minute conditions may arise that will not allow us to arrive at the program “One-on -One” desired ratio, the Spirit of Kairos should compel us to provide a real Kairos presence that is representative of our love for the ministry and our commitment to our “Men and Women in White”.

We present the **motion** for a statewide ministry response to these uncertain times. Our manual defines a method of how to determine the number of participants. **By acceptance of this motion**, we will be proactive and go to our Chaplains and, based on current uncertainties, urge that the approved participants be limited to **30** with a list of **18** alternates for possible additions on Thursday morning (or the latest possible time for comfortable inclusion) of their acceptance for the weekend. Programs operating consistently under 30 volunteers should request the guaranteed participants be limited to no more than **24** approved and **12** alternates.

God’s Blessings,

Bill Salser, Kairos of Texas State Chairperson