

Kairos Prison Ministry International, Inc.

Policy Statement on Interdenominational Christian Ministry

The Kairos Prison Ministry National Board of Directors directs all Kairos, Kairos Torch, and Kairos Outside leaders to provide copies of this policy statement to all participants of the Kairos Team prior to participating in a Kairos, Kairos Torch, or Kairos Outside Weekend. Each Kairos Leader should have and read the Kairos Organizational manual prior to the Kairos Weekend.

It is imperative that each Kairos team member understand the importance of Kairos as a ministry of the church – a ministry of the apostle whom Jesus, the Christ has called into community, and sent forth into the environment of the correctional institution. Kairos Prison Ministry is an interdenominational Christian ministry. Kairos is a ministry of persons drawn from a broad range of denominational churches.

It is vital to insure that the ecumenical nature of the Kairos ministry be upheld, and this requires not only that team members come from a variety of denominations, but also that ALL who participate refrain from activities that are practiced by their particular denomination while serving as a Kairos volunteer. Kairos Prison Ministry is not nondenominational; we are ecumenical.

Kairos Prison Ministry presents only broad based, mainstream Christian teachings which we as Christians hold as common ground. These teachings are built primarily around Christ's love. We all recognize our limitations, acknowledging that with God's help we can make a difference. We as Kairos volunteers present Christ's love, understanding, forgiveness and acceptance. We avoid putting down the theological concepts or practices of others, and say everything in the love of Christ.

Kairos does not present a denominational bible study or try to be a final authority on Christian doctrine. As volunteers, Jesus Christ has transformed our lives, and we seek with a servant's heart to share our experience and faith with inmates. Clergy and lay persons who participate in Kairos must be willing to support and uphold the ecumenical nature of this ministry. In so doing, it is also imperative that we do not teach (in our words, writings or actions) against the beliefs or demean any Christian denomination.

Each of us is called upon to lay down private agendas, die to ourselves, and serve with all our heart and mind. "And now I give you a new commandment; love one another. As I have loved you, so you must love one another. If you have love for one another, then everyone will know you are my disciples." John 13:34-35.

Approved by the Kairos Prison Ministry Executive Committee on 3/16/04

Kairos of South Carolina State Chapter Committee Operating Procedures

ARTICLE I

Name and address of Ministry

The name of this ministry is Kairos of South Carolina (hereinafter, the Ministry). The principal mailing address is Post Office Box 1363 Travelers Rest, South Carolina, 29690. This Ministry is a state chapter of Kairos Prison Ministry International, Inc. a non-profit corporation having its principal office at: 6903 University Boulevard, Winter Park, Florida 32792.

ARTICLE II

Purpose

The purpose of the Ministry is to provide the ministry directed by the manuals and policies of Kairos Prison Ministry International, Inc., pursuant to the state chapter agreement. Any questions concerning the interpretation of this article shall be resolved by the Board of Directors of Kairos Prison Ministry International, Inc.

ARTICLE III

State Chapter Committee

Section 1. Composition

Membership on the Committee is divided into three categories: Advisory Council Members, At-large Members and Ex-officio Members. Every effort should be made to maintain theological balance on the Committee.

Section 2. Selection of Members

A. Advisory Council Members

Depending upon the number of advisory councils in your chapter and upon the direction of the Chapter Committee, each Advisory Council shall elect at least 1 person to be a representative to the State Chapter Committee for a three (3) year term. Representative(s) may not serve as the Advisory Council Chair or the Institutional Liaison during any portion of their terms of service. After serving two (2) consecutive full terms, a representative may not be re-elected until at least one (1) full term has elapsed since their last service on the State Chapter Committee. For the purpose of defining a term, any appointment to the State Chapter Committee which occurs prior to July 1 shall be considered to have begun on the preceding January 1; any appointment made on or after July 1 shall be considered to begin on the following January 1.

B. At-large Members

The State Chapter Committee Chairperson may nominate, and the full Committee elects, at large members to fulfill designated roles on sub-committees such as Outreach & Volunteer recruiting, Fund Raising, Food Control, Clergy Recruiting/Training, Newsletter, Advisory Council coordination, Observer Program, Historian, Agape Coordination, Website

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development, etc. Such persons, if not advisory council representatives, serve as members at the pleasure of the sitting State Chapter Committee Chairperson. In addition, all officers are At Large members for the term of their election. After serving two (2) consecutive full terms, such members may not be re-appointed until at least one (1) full term has elapsed since their last service on the State Chapter Committee. For the purpose of defining a term, any appointment to the State Chapter Committee which occurs prior to July 1 shall be considered to have begun on the preceding January 1; any appointment made on or after July 1 shall be considered to begin on the following January 1.

Clergy Members

Clergy members, each meeting the Kairos definition of qualified clergy, may be approved by the State Chapter Committee to serve on the Clergy Recruiting / Training sub-committee as at large voting members for (1) year appointments. After (3) consecutive full terms, such members may not be re-appointed until at least one (1) full term has elapsed since their last service on the State Chapter Committee. For the purpose of defining a term, any appointment to the State Chapter Committee which occurs prior to July 1 shall be considered to have begun on the preceding January 1; any appointment made on or after July 1 shall be considered to begin on the following January 1.

The Clergy members shall support and promote the ecumenical nature of this ministry. The Clergy members are responsible for providing advice and assistance in the recruitment of clergy team members for the weekends. They may also be called upon to serve as spiritual counselors in matters coming before the State Chapter, and provide or coordinate prayer and worship activities at State planned meetings and events. However, as to matters involving spiritual or theological policy, the decision of the Kairos Prison Ministry International board is acknowledged as the final authority.

C. Ex-officio Members

The State Chapter Committee may elect up to five (5) uniquely qualified individuals, who by virtue of their experience, expertise, or gifts, will bring special talents to the State Chapter Committee. Ex-officio members have no voting rights and are not counted toward reaching a quorum in any meeting. Their term on the State Chapter Committee shall be specified at the time of their appointment but no more than three (3) years per term.

Section 3. Qualification of Members

With the possible exception of Ex-officio Members, all members of the State Chapter Committee shall be active Kairos volunteers meeting the basic qualifications required of Kairos volunteers as declared by the International Board of Directors of Kairos Prison Ministry International, Inc.

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Section 4. Governing Powers

The State Chapter Committee shall have all of the powers and duties that are consistent with the Kairos state chapter agreement for the administration of the affairs of the ministry within their state. All other powers and authority are reserved to the Board of Directors of Kairos Prison Ministry International, Inc.

Section 5. Meetings

Regular meetings of the State Chapter Committee may be held at such times and places as shall be determined by the Committee or Chairperson, but not less than three (3) times during each calendar year [quarterly meetings are recommended]. Special meetings may be called by the Chairperson or by one-third (1/3) of the State Chapter Committee. Written or electronic notice of every meeting of the State Chapter Committee shall be given to each member at least thirty (30) days prior to the meeting. Such notice shall give the date, time, place, and purpose of the meeting.

Section 6. Quorum and Procedure

A majority (51%) of the State Chapter Committee membership shall constitute a quorum for conducting the Ministry's business. Voting by proxy is not allowed. A quorum which exists at the beginning of any meeting does not lose such status upon the departure of any number of members before adjournment. In a spirit of Christian love, every effort should be made to achieve true consensus in the decision-making process of the Committee.

Section 7. Removal from Membership

At a properly called meeting of the State Chapter Committee, any one or more of the members may be removed for cause by a majority vote, except the International Board Representative, who may only be removed by the Board of Kairos Prison Ministry International, Inc. Any member who has three (3) absences from the regular meetings of the Committee in a calendar year shall automatically be considered to have resigned from the State Chapter Committee.

Section 8. Resignation, Illness, or Incapacity of Representative to International Board.

In the event that the representative to the International Board shall resign, become ill or otherwise incapacitated and unable to fulfill their duty of attending the International board meetings, the State Chapter Committee shall be empowered to appoint a representative to the International Board to complete the remaining term created by such resignation, illness or incapacitation, and shall notify the International board Secretary and the International office of such appointment, in writing (including by email).

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ARTICLE IV

Officers, Representatives and Sub-Committees

Section 1. Designation

The principal officers of the Ministry shall be a Chairperson, Vice-Chairperson, International Board Representative, Secretary, Financial Secretary, and a Treasurer, all of whom shall be elected by majority vote by the State Chapter Committee. The offices of the Treasurer may be held by the Vice-Chairperson or Secretary Office. Otherwise, no two offices may be held by the same person.

Section 2. Chairperson

The Chairperson shall be the chief servant of the Ministry. The Chairperson shall preside at all meetings of the State Chapter Committee. The Chairperson is not an executive officer and can not legally bind the ministry, but shall otherwise have the power to appoint, from time to time, such committees as the Chairperson may, in his/her sole discretion, deem necessary or appropriate to assist him/her in the conduct of the affairs of the Ministry. The Chairperson shall remain an at large member of the state chapter committee for one (1) year following the end of his/her official term of office.

Section 3. Vice-Chairperson

In the absence, or disability, of the Chairperson, the Vice-Chairperson shall perform the duties and exercise the powers of the Chairperson. The Vice-Chairperson shall also perform such other duties as shall be prescribed by the Chairperson, and shall serve on the Executive Committee of the State Chapter Committee.

Section 4. Secretary

The Secretary shall keep the minutes of all meetings of the State Chapter Committee and the Executive Committee. Dissemination of such minutes to all committee members shall take place within thirty (30) days subsequent to such meetings. All state committee & executive committee minutes shall be made available upon request to advisory council members. The Secretary shall also maintain a current roster of the State Chapter Committee membership, including each member's name, address, phone number, date of appointment to the Committee, record of attendance at Committee meetings, type and term of membership, religious affiliation, and, if an officer, date of election and term of office. The Secretary shall be responsible for ensuring that the composition of the State Chapter Committee conforms to these procedures and shall alert the Committee whenever members should be added or replaced.

Section 5. Treasurer

Receives cash, which is checks and currency, from any source. Deposits cash in the bank; providing a copy of the deposit slip and deposit receipt to the State Financial Secretary using two-part deposit slips. If source is other than a 3-Day Weekend Team or a Fund Raising Event (i.e. mailed in donations), sends a completed Receipt Log along with the deposit slip

and deposit receipt to the Financial Secretary. Upon receipt of disbursement information from the State Financial Secretary, writes check and mails to payee as soon as possible after receipt

Section 6. State Financial Secretary

Receives all invoices and requests for reimbursement and advances. Verifies the expenditure is in accordance with the State Chapter Financial Policies. If not, contact the State Committee Chair for disposition of the charge or request. Enters data into QuickBooks, creates disbursement data and emails the information to the State Treasurer who will write the check and mail to the payee. Reconcile donor lists, acknowledgment letters and deposits. Maintain all records, including documentation of receipts/deposits and disbursements / payments. Reconcile the monthly bank statement. Submit all required reports to the International Office in QuickBooks format. Include a copy of the bank statement for each account. Provide financial reports (P&L and Balance Sheet, etc) at the State Committee meetings, and whenever requested by the State Chapter Executive Committee. Sends an IRS acceptable acknowledgement letter for all donations that are received, except those received by an Advisory Council for a 3-Day Weekend or Fund Raising event. This letter must contain the phrase, "We acknowledge that no goods or services were rendered in exchange for this donation." (Note: Another person could perform this activity at the direction of the Financial Secretary.)

Section 7. International Board Representative

The International Board Representative shall represent the State Chapter Committee at meetings of the Kairos Prison Ministry International, Inc. Board of Directors, and shall at the subsequent State Chapter Committee meeting present full oral and written reports of such Board deliberations.

Section 8. Election, Terms and Qualification of Officers

In or about August of each year, a Nominating committee, numbering at least three (3) persons (and preferably outgoing members) selected by the Chairperson, shall actively publish and seek volunteers from the State's Kairos ministries who are willing to be nominated for election as an officer for the coming year. More than one nominee per position is preferable, so that there may be an actual election between 2 or more nominees for each position. A separate slate shall also be proposed for service on the State Chapter Executive Committee. The election may be held at the last State Chapter Committee meeting of each calendar year. The Nominating Committee shall publish the names of all nominees to the State Chapter Committee at least thirty (30) days prior to the election. Additional nominations from the floor of the State Chapter Committee are allowed. The officers, except the International Board Representative, shall be elected annually by the State Chapter Committee at the last meeting of each calendar year. Unless sooner removed by the Committee, they shall serve a term of one (1) year or until their successors take office. The International Board Representative shall be elected to a three (3) year term. All officers (except the Chairperson and International Board Representative) may (A) serve more than one (1), but not more than six (6) terms, and (B) may be elected from outside the present committee. The Chairperson and International Representative must, except for new state chapter committees, have served as state chapter committee members for at least one (1) year before the election occurs. The Chairperson may not serve in that office for more than two

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(2) consecutive one (1) year terms, but may serve again in said position after a three (3) year absence from this position. The International Board Representative, if elected to that position during his/her second consecutive term on the State Chapter Committee, may continue to serve in such capacity for the remainder of the three (3) year International Board Representative term as a voting member on the State Chapter Committee. Any vacancies occurring in offices shall be filled by the State Chapter Committee. The State Chapter Committee shall appoint such temporary or acting officers as may be necessary during the temporary absence or disability of the regular officers.

Sub-Committees

Section 9. Outreach / Volunteer Recruitment

An Outreach Volunteer Recruitment Sub-Committee shall be established to be responsible for the coordination of volunteer recruitment, maintenance of a statewide database of active volunteers, and act as liaison between Kairos and all 4 Day ath nd non-4th.Day communities in the state. The Chairperson shall be selected by the State Chairperson.

Section 10. Fund Raising

A Fund Raising Sub-Committee responsible for coordinating Advisory Council fund raising efforts (i.e., programs for individual, group and corporate sponsorship) shall be established to achieve the mission of Kairos Prison Ministry International, Inc. The Chairperson shall be selected by the State Chapter Chairperson.

Section 10. Agape

An Agape Sub-Committee shall be established to coordinate the solicitation and sharing of (non financial) agape between the advisory councils and all 4thDay communities, including other Kairos communities.

Section 11. Food Control

A Food Control Sub-Committee shall be established to (1) develop standard menus and purchasing procedures to be followed by Advisory Councils in the administration of every Kairos program; (2) set spending limits on food expenditures; and develop ways and means to be good stewards of Kairos resources. The Chairperson shall be appointed by the State Chapter Chairperson.

Section 12. Observer Program

An Observer Sub-Committee shall be established to coordinate a statewide observer program in accordance with Article V, Section 3. The Chairperson shall be appointed by the State Chapter Chairperson.

Section 13. Program Committee

A Program Committee shall be established to encourage the presentation of the Kairos programs in their state consistent with the manuals and policies of Kairos Prison Ministry

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International. The program committee should have sub-committees for each of the three Kairos programs (KI, KT, & KO). The Chairperson shall be appointed by the State Chapter Chairperson. The Chairperson position of the Program Committee will rotate annually among the Kairos programs being presented in that state.

ARTICLE V

Executive Committee

Section 1. Designation

The Chairperson, Vice Chairperson and any odd (1, 3, 5, etc.) number of State Chapter Committee members elected by the State Chapter Committee shall constitute an Executive Committee. The Chairperson of the State Chapter Committee shall be the Chairperson of the Executive Committee.

Section 2. Powers

During the intervals between meetings of the State Chapter Committee, the Executive Committee shall have and may exercise all the authority of the State Chapter Committee in the management of the Ministry within this state chapter; provided that, the executive committee should not use its authority to avoid full state chapter committee discussion of potentially controversial issues. The Executive Committee shall make a full report of its actions to the State Chapter Committee at the next meeting of the State Chapter Committee.

Section 3. State Chapter Committee Representative Observers

As a means of facilitating the principles and objectives of Kairos Prison Ministry International, Inc., the State Chapter Observer Sub-Committee shall, if reasonably attainable, appoint an Observer to represent the State Chapter Committee at every Kairos weekend being held within the State, in accordance with guidelines developed by the Executive Director of Kairos Prison Ministry International, Inc. This representative shall observe the specified program and provide a written report to the State Chairperson, the team's Observing Leader, and the Advisory Council Chair. The representative shall be from an area outside the area offering the program being observed. Reimbursement, if requested, for reasonable out-of-pocket expenses by the State Chapter Committee Observer will be reimbursed by the State Chapter Committee Treasurer upon submission of an expense reimbursement form approved by the State Chapter Committee Treasurer. Mileage reimbursement shall be at the current IRS rate.

ARTICLE VI

Advisory Councils

Each Kairos inside ministry program, Kairos Torch ministry program, and Kairos Outside ministry program shall be administered by an advisory council authorized by the state chapter committee. Each advisory council shall be composed of at least seven (7) volunteers

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who are active in the particular Kairos ministry which the council represents. All Advisory Councils shall follow operating procedures approved by the State Chapter Committee under the authority of the Board of Directors of Kairos Prison Ministry International, Inc. Advisory Councils should maintain an ecumenical balance in their membership.

ARTICLE VII

Fiscal Management

Section 1. Fiscal Year

The fiscal year of the Ministry shall be January 1 through December 31.

Section 2. Books and Accounts

Books and accounts of the Ministry must be kept in accordance with the requirements of the State Chapter Committee, and the policies and procedures of Kairos Prison Ministry International, Inc. No Kairos volunteer may expend Kairos funds for any purpose other than payment of expenses for Retreats, reunions and weekends for Kairos, Kairos Torch or Kairos Outside, without prior written approval from the State Chapter Committee. Ministry funds may only be spent in accordance with Kairos International Board policy and IRS regulations for a 501(c)(3) non-profit ministry.

Section 3. Affiliation Agreement and Accompanying Reports

A state chapter agreement between the Ministry and Kairos Prison Ministry International, Inc. shall be signed initially by all members of the State Chapter Committee; any new members shall sign the joinder agreements, and these shall be immediately presented to Kairos Prison Ministry International, Inc.

At the close of each fiscal year, the Chairperson (in office for that year) shall cause to be prepared a full and correct statement of the affairs of the Ministry including the following:

- A. State Chapter Committee membership
- B. Institutional activity report (past year)
- C. Institutional activity report (coming year)
- D. Kairos Outside report
- E. Report on institutions having only retreats and reunions
- F. The State Financial Secretary will submit a Profit & Loss Statement, Balance Sheet, and final affiliation fee payment for that calendar year. All reports are due at the office of Kairos Prison Ministry International, Inc. by February 15 annually.

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ARTICLE VIII

Discipline and Suspension of Advisory Council authority.

The discipline or temporary suspension of advisory council authority may be made by the state chapter executive committee; permanent suspension may only be determined by the Board of Kairos Prison Ministry International, Inc.

ARTICLE IX

Amendments

Except as otherwise required by law, these operating procedures cannot be amended without the prior written approval of the Executive Director of Kairos Prison Ministry International, Inc. or the International Board of Directors.