

# GOLDEN STATE KAIROS POLICY GUIDELINES & PROCEDURES

## FOR

### SELECTING LEADERS FOR THE 3-DAY AND 2-DAY WEEKENDS

The Kairos Prison Ministry is designed to provide an enlightening spiritual experience to the participants. Each 3-Day (KI) or 2-Day (KO) Weekend is led by a Leader who personalizes the weekend with his or her own special touches while at the same time following the guidelines of the respective Kairos Manual. Although this personalization is an integral part of each weekend, certain minimum policies and procedures in choosing each Leader are important in order to maintain the integrity and the continuity of the ministry. **Those items marked by an asterisk (\*) are considered essential.** All other items may be waived or modified at the discretion of the particular Advisory Council. All GSK Advisory Councils shall be guided by the below listed minimum policies and procedures when selecting Leaders.

(Note: Wherever appearing, KI = Kairos Inside ministry; KO = Kairos Outside ministry.)

#### *Criteria for Leadership.*

##### I. Commitment.

- \* A. KI - Participate as Observing Leader on a 3-Day Weekend prior to the 3-Day Weekend for which he or she will serve as Leader. Serve as Leader for the designated 3-Day Weekend. Participate as Advising Leader on the 3-Day Weekend following the 3-Day Weekend at which he or she served as Leader. This commitment is for at least 18 months.
- \* B. KO - Participate as Observing Leader 2 then Observing Leader 1 on a 2-Day Weekend prior to the 2-Day Weekend for which she will serve as Leader. Serve as Leader for the designated 2-Day Weekend. This commitment is for at least 18 months.
- C. KI - Participate on the team for at least one 2-Day Retreat. Serve as the Retreat Master on at least one other 2-Day Retreat.
- \* D. KI - Participate on the team for at least one Instructional Reunion. Serve as the Reunion Leader on the Instructional Reunion following the 3-Day Weekend for which he or she served as Observing Leader.
- E. KO - Serve as the Reunion Leader immediately following the 2-Day Weekend for which she served as the Leader
- F. KI - Attend all monthly reunions for 12 months after each 3-Day Weekend in which he participated on the team.
- G. KI and KO - Maintain regular attendance at all team meetings for the 3-Day or 2-Day Weekends in which he or she participates on the team., unless excused by the Leader.
- H. KI and KO - Attend all Advisory Council meetings during the time he or she is serving as an Observing Leader.
- \* I. KI and KO - Attend all Advisory Council meetings during the time he or she is serving as Leader.

##### II. Kairos Weekend Experience. Prospective Leaders need to experience and to demonstrate an understanding of the purpose of the Kairos Prison Ministry and its process through the following experience.

- \* A. KI and KO - Work at least two 3-Day Weekends or 2-Day Weekends as a team member with at least one weekend being in the community room at a table.
- \* B. KI and KO - Work at least one 3-Day or 2-Day Weekend in a Core Team position other than as an Observing Leader.
- C. KI and KO - Present at least two talks or meditations with adequate speaking skills.

- \* D. KI and KO - Rest the 3-Day or 2-Day Weekend immediately prior to serving as the Observing Leader or Observing Leader 2.

### III. Leadership Abilities. (KI and KO)

- \* A. Attend Kairos Advanced Training at least 12 months prior to the 3-Day or 2-Day Weekend for which he or she will serve as Leader.
- B. Be able to build a loving community during team formation.
- C. Understand the concept of “service to others”.
- D. Be able to delegate responsibilities to, and encourage the “leader” in others.
- E. Develop a strong spirit of cooperation and teamwork.
- D. Demonstrate organizational skills by meeting commitments and being prepared to lead Team Formation as well as the 3-Day or 2-Day Weekend itself.
- E. Inspire trust by keeping both promises and confidences and by following through on commitments.
- F. Create an environment in which:
  - \* a climate for learning is created that is characterized by trust and openness;
  - \* shared values and visions are developed;
  - \* the value of others is understood and appreciated;
  - \* the concept of “service to others” is understood; and,
  - \* team members are able to feel positive about the potential for success.
- \* F. Follow the procedures outlined in the respective Kairos Manuals and the policies of the respective Advisory Council.

### IV. Spiritual Life.(KI and KO)

Continued growth in his or her spiritual life with an ongoing relationship with Jesus Christ, a continued involvement in the worship and pastoral activities of the religious community from which he or she originates, and ongoing involvement in a small sharing group are important.

### Procedure for Leader Selection

1. KI - No more than one Observing Leader should be selected for any given 3-Day Weekend.  
KO - No more than one Observing Leader 1 and one Observing Leader 2 should be selected for any given 2-Day Weekend.
2. KI and KO - Potential Leaders should be identified by the Advisory Council and their Kairos experience tracked. Potential Leaders should be groomed for the leadership role by holding the various positions specified above. Each 3-Day or 2-Day Weekend Leader should be aware of those individuals being groomed and should give them positions on their team that will help them meet the leadership criteria. The Advisory Council should oversee this process.
3. The Advisory Council should select the Leaders as far in advance as is reasonable, for KI preferably at least 18 months before the designated 3-Day Weekend; for KO preferably 24 months before the designated 2-Day Weekend.
4. KI and KO - Selected Leaders will be recommended to the State Chapter Committee for final confirmation. KI - These recommendations should be agreed to by the Sponsoring Chaplain of the institution before being submitted to the State Chapter Committee.
- \* 5. KI and KO - The Advisory Council Chairperson shall notify newly selected Leaders by phone and in writing and request their presence at a future Advisory Council meeting to discuss this selection.

6. KI and KO - Removal of a Leader is a very serious matter and will be recommended to the State Chapter Committee only in extreme circumstances, and then only after every step has been taken by the Advisory Council to provide counsel concerning the offending behavior and to support the Leader in carrying out his or her responsibilities. Possible reasons for removal include, but are not limited to: acting irresponsibly in a leadership position; excessive use of alcohol or drugs; a lifestyle that does not represent a positive role model for team and inmate participants; failing to follow the procedures outlined in the respective Kairos Manuals and/or the policies of the respective Advisory Council.