



**Guidebook**  
**For**  
**Kairos Outside**  
**Team Members**  
(formerly called KO101)

## **What is Kairos Outside?**

Kairos Outside is a pastoral ministry designed to support the relatives/friends of men and women who are or have been incarcerated in the country's state or federal correctional facilities, as well as county jails and youthful offender programs. By providing a safe environment during a weekend with Christian people and opportunities to interact with other women in similar situations, support becomes a beacon of light in the dark world these women live in.

## **Why does the ministry exist?**

We believe spouses, parents, siblings, relatives, and friends of the incarcerated often “do time” right along with those incarcerated. We want to let them know they are not alone and there is a Christian community who cares about them and their needs – particularly unconditional love and support.

This support is demonstrated in a safe environment with Christian people over a 2-½ day weekend retreat. During this weekend, our Guests have a chance to interact with other women who are in similar situations, and learn how to form small support groups, thereby giving them strength to press forward in their life journey.

## **Purpose Statement**

The purpose of Kairos Outside is to demonstrate God's grace and love through Christian support for women who have relatives/friends who are or who have been incarcerated.

## **Goals**

The goals of Kairos Outside are:

1. To provide a safe place;
2. To offer unconditional love and acceptance in a Christian setting;
3. To encourage the sharing of one's life journey;
4. To create an opportunity for a relationship with God;
5. To foster spiritual growth; and
6. To promote participation in support groups.

## **Confidentiality and Privacy Statement**

To make this a safe environment for all, we ask that you honor points of common understanding. By accepting to be a member of a Kairos Outside Team or Advisory Council, you agree to abide by the Confidentiality/Privacy Statement at Team Meetings, the Kairos Outside Weekend, Advisory Council meetings, at all Kairos Outside activities and beyond.

Confidentiality and sensitivity are crucial. Unless Team Members and Guests are assured their confidence will be honored, sharing true feelings will be limited. The talks given by the Team Members often reveal very deep hurts and emotional scars. Team Members and Guests need to be shown unconditional love and acceptance.

**PERSONAL QUESTIONS ABOUT THE GUEST'S INCARCERATED RELATIVE/FRIEND ARE NEVER ASKED.** If information is volunteered or shared, then it is fine but, otherwise, do not ask. Please keep the following questions in mind. **DO NOT BREAK THESE RULES:**

**DO NOT ASK THESE QUESTIONS OF GUESTS OR TEAM:**

- **What did he/she do?**
- **How long has he/she been incarcerated?**
- **When will he/she be released?**
- **Why did you marry him/her?**
- **Are you going to wait or stay with him/her?**

**PLEASE DON'T SAY:**

- **But you don't look like someone who would care about someone who is/has been incarcerated."**
- **"But by the grace of God go I."**

**REMEMBER: WHAT YOU HEAR HERE, WHAT YOU SHARE HERE, WHEN YOU LEAVE HEAR, LET IT STAY HERE!**

**ADDITIONAL REMINDER: Sharing is encouraged by Team Members and Guests. However, it is extremely important the sharing you do is ONLY of YOURSELF. Sharing information you may know regarding those incarcerated or their family/friends can be considered as a 'breach of confidentiality'.**

**EVERYTHING SHARED DURING TEAM FORMATION AND ON THE WEEKEND MUST BE HELD IN STRICT CONFIDENCE. THIS IS VERY IMPORTANT.**

## **The Origin of Kairos Outside**

Kairos Outside began in 1989 as an idea from Chaplain Earl Smith at San Quentin State Correctional Facility in California. After the first Kairos Prison Ministry weekend, he felt, along with others involved in this ministry, those who became involved in the Kairos Program were now open to family unity, more so than ever before.

James Rowland, then Director for the Department of Corrections for California, often said, "Three things will keep an inmate from coming back to prison: The first is some type of spiritual awakening while in prison, the second is support by their family during and after incarceration, and the third is a skill to find a job on the outside after release." Jo Chapman, a Kairos volunteer from California, took his idea and developed Kairos Outside.

The Kairos Prison Ministry is an excellent vehicle to provide for a spiritual experience on the inside, while Kairos Outside is designed to bolster the relatives/friends who are supporting those incarcerated persons. The women on the outside, in many ways, have to be stronger than those on the inside to survive in today's world.

Kairos Outside is a blend of the movement on the street, Cursillo, which years ago spawned the Kairos Prison Ministry that has spread into many of our nation's correctional institutions. The presenting members are all involved in either Cursillo, Walk to Emmaus, Tres Dias, Via de Cristo, etc., also known as "Street Weekends" and / or the Kairos Prison Ministry International. More importantly, they are concerned and committed Christians who believe in these women and want to encourage them on their life journey.

There are two Greek words for time. One of them, which we are all familiar with, is "kronos" meaning linear time: hours, days, weeks, etc. The other is "kairos" used in the sense of a time set by God for a particular occurrence. "Kairos" was found to be a word of very special significance in the correctional institution environment where the word "time" carries many special connotations. We have found the word "Kairos" also has some very special meaning for relatives/friends of those inside.

### **Where was the first Kairos Outside Weekend held?**

Jo Chapman, founder of Kairos Outside, felt God was calling her to a ministry for those women, and so after much prayer, planning, and preparation, the first Weekend was held in the Spring of 1990 at St. Vincent's in Marinwood, California.

### **Some things you might like to know:**

- Kairos is a Greek word meaning "God's Special Time."
- Kairos Outside is patterned after Kairos Inside with some adaptations to meet the special needs of the Guests.
- There are usually two Weekends a year.

- The Weekend is two full days and one evening in duration, beginning Friday around 7:00 pm and ending Sunday around 3:00 pm.
- There are no formal religious liturgies on the Weekend (i.e. communion), however, we do pray. We have a Forgiveness Service and an Agape Service/Thanksgiving Celebration on Saturday night. On Sunday morning there is a formal Prayer Service.

NOTE: Some areas provide the location and time of a nearby Mass Service, but Guests are on their own for transportation.

- The Guests are wives, mothers, grandmothers, sisters, daughters, other female relatives and friends of the incarcerated (past or present).
- Guests do not need a sponsor to attend.
- Sponsors do NOT have to have attended a Kairos Inside Weekend.
- Guests need not be Christian to attend, but should be open to presentations and discussions from a Christian point of view.
- There are no less than 36 hours of Team Formation in preparation for the Weekend.
- There are two (2) Observing Leaders. They will be the Leaders for the next two Weekends.
- The Observing Leaders are the time keeper and make initial phone calls to prospective Guests.
- Bells are not used on the Weekend, with the possible exception as a method for wake-up calls. If a bell is used, remember that **we do not 'steal bells' on a Kairos Outside Weekend**, that is a "Street" weekend tradition.
- There is an Advising Leader (a qualified/approved Leader from a previous weekend).
- The terminology is different from Kairos Inside or Cursillo (i.e. the term "Leader" is used instead of "Rectora", Agape is substituted for Palanca, and Guests instead of Pilgrims, Candidates or Participants).
- There are both men and women on the Team. The men serve as cooks / servers and **they do not enter the Community Room once the Weekend begins**. However, they are part of the Team, attend all Team Meetings and are an important part of the Weekend.
- The Teams are comprised of approximately 1/3 former Team Members (including previous Guests), 1/3 outside community, and 1/3 previous Guests who have never served on a Team.
- Some of the Talks/Meditations are different than Kairos Inside. They are designed to meet the needs of the Guests.

- The Talks/Meditations are reviewed at Team Formation prior to the Weekend.
- There is a co-ed Las Mananitas (Flowers at Dawn) on Sunday morning.
- Unlike Cursillo, there is no formal Closing party at the end of the Weekend. There is an open Closing on Sunday around 2:30pm. Outside community members are invited to come and welcome the Guests into the community. The Guests are provided with an opportunity to share their experience of the Weekend.
- Emphasis is on written Agape, **not** on gifts. 'Quality over quantity'.
- The Team Member may write Agape for the Guests, but are encouraged to NOT send Agape to each other.
- Previous Guests are encouraged to serve on Teams as Team Members or Day Angels.
- Table Servers are assigned one to a table. They not only serve snacks, drinks, etc, but they also arrange for any arts and crafts materials the table may need. They may or may not sit at the table. However, they are part of the Table Family and are treated as such. They should sit with their Table Family at meals.
- Guests are given the option of wearing their watches or putting them away. If Team Members remove their watches, this will, generally, encourage Guests to do the same.
- An overview of the Weekend is provided on Friday to reduce anxiety.
- Team Members (women only) will be the Team Contact for a Guest(s) on the weekend (i.e. pray for her, call her prior to the Weekend, share meals, and maintain contact with her for at least six months after the Weekend.)

## **Presentation of Symbols**

We will now give you some symbols, which we hope will help you relate to the rest of the training. If you are a visual person, they will help you to understand some of the principles on which Kairos Outside was founded.

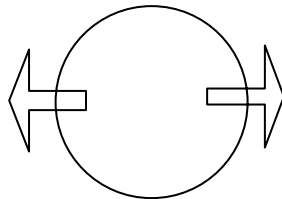
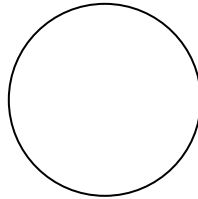
**Kairos Outside** is an Interdenominational Christian **Ministry** for women whose lives have been affected by incarceration.

- **Kairos Outside**
- **Interdenominational**
- **Ministry**
- **Prison**

## KAIROS OUTSIDE: God comes to us

**First, draw circle above and below: "In the beginning there was God. (Point to the upper circle)**

- A circle has no beginning and no end, so it is appropriate that this symbol be used to represent God. We were created in God's own image. God created male and female. He created us. We know what happened: **(draw arrows left and right on bottom circle)**. We drifted away. The plan was flawed.

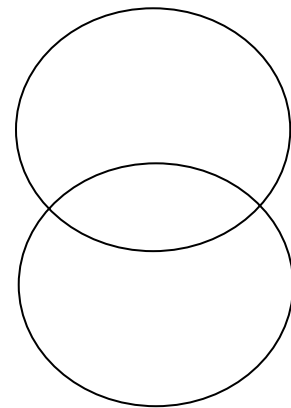


**Erase above and replace with this symbol. Draw the bottom circle first.**

- God said, "Since you cannot come to me, I will come to you," and He did so - through Jesus Christ, who came to share life with us."

**Draw intersecting circles.**

- Through Christ, God came down and resided with us.



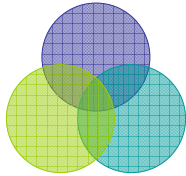
**Highlight the vesica pices – write KAIROS in the middle of it.**

- This became a symbol for Christian community. It was drawn on the doorsteps of Christians' homes as a symbol of a safe place from persecution. So, this is an appropriate symbol for us to use because the prison environment may not be a safe place to be a Christian.

## INTERDENOMINATIONAL:

What does that mean? It means we share this ministry with people from all Christian faiths.

- We come from many different denominations. We do not consider ourselves to be non-denominational. We are fiercely denominational. While serving on Kairos Outside, we don't ask volunteers to give up anything they hold dear.



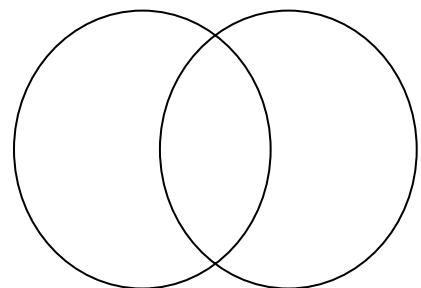
Marian Theology, Speaking in Tongues, Altar Calls, Communion, Rosary Beads

**Draw surrounding circles to represent these practices, leaving common area in the middle.**

- We come from many different denominations, and it is our policy to not present anything on a Weekend that makes Team Members uncomfortable from the standpoint of their faith. We present only broad-based, mainstream Christian teachings. In the core is Christ's love. Outside the core are some Christian practices, which we do not universally hold in common.
- We don't want you to give up those things, but we don't use them in Kairos Outside. This is not the place for them. We must all give up something. Almost all of us give up Communion. What words will be said, who will preside, what Communion will look like, etc. Since we cannot agree on the particulars, we don't do communion on a Kairos Outside weekend.

## MINISTRY: Moving into someone else's life

- When we move into the life of another person to share Christ's love with them in a sacrificial manner that can be called ministry.



**Draw intersecting circles.**

- This **vesica pices** in the middle is just turned from one position to the other, from the horizontal to the vertical. This is an interesting symbol. It is found in any number of icons, particularly from the orthodox tradition. Quite often, saints are portrayed in a background of the **vesica pices**. If you are Anglican, your diocesan symbol is encased in a **vesica pices**. It is an appropriate symbol to hold the saints portrayed in icons. When we move into the life of another person sacrificially, we are truly followers of Christ and spread His love.

## PRISON: Matthew 25:36 "I was in prison..."



- As we go through this training weekend, we will refer to these symbols. We will be talking about Kairos Outside, the interdenominational aspects of the ministry, what it means to minister and how to do that, the methods and tools that we use, and we will be talking about those impacted by incarceration.

### Understand relationship with Kairos Inside and Kairos Torch (Brochure)

#### Common Understandings

- Difference of Kairos Outside from Kairos Inside and Kairos Torch.
- Why not make a street weekend like Cursillo, Walk to Emmaus, Tres Dias, or Via de Cristo?
- The “ticket” to attend a Kairos Outside Weekend is having (or having had) a relative/friend inside (life has been affected by incarceration) - not that one is a potential church leader as in a Street Weekend.
- Sponsoring a Kairos Outside Guest is NOT the same as sponsoring a Candidate for a Street Weekend.
- Understand Guests may be suspicious of “religion” and the church. They may also be uncomfortable with “church” things.
- Overall attire for the Weekend should be simple and casual so not to be divisive. It is recommended expensive jewelry and valuables be left at home.
- Changing clothes to dress up before giving a Talk or Meditation is unnecessary.
- The gift we have to share is unconditional love.
- De Colores is not to be sung on the Weekend. That song doesn’t hold any special meaning for the Guests.
- Kairos Outside is not here to FIX anyone or any situation. We are not to preach, convert, or evangelize. We are not able to solve their problems, but we are able to love and affirm them. Remember to **LISTEN, LISTEN, LOVE, LOVE.**
- Team Formation Meetings and Weekends are drug, alcohol, and fragrance free.

## State Chapter Organizational Structure (Appendix)

## Advisory Council Structure (Appendix)

## Kairos Outside Training Deployment (Appendix)

## Core Team Organizational Structure (Appendix)

### Who are our Guests?

- Any adult female 20 years or older, whose life has been affected by the incarceration of relatives/friends is eligible to attend a Kairos Outside Weekend. Women who did not have an opportunity to attend a Kairos Weekend while incarcerated may also attend provided they have obtained the appropriate approvals from the Department of Corrections (Board approval Summer 2001). To allow an adjustment period to life outside of prison, a former resident should be on parole or EOS 12 months before attending a Weekend. (Advisory Councils to set the number limit of these attendees).
- Guests attending Kairos Outside Inside programs must have a relative/friend inside the facility who is a Kairos Inside graduate.
- Kairos Outside **is not** limited to those women whose relatives/friends have attended a Kairos Inside Weekend. Her relative/friend **may or may not** have made a Kairos Inside. It is important to reach out to women where there is no Kairos Inside.
- Women who are in a **long-term/committed relationship** with an incarcerated relative/friend, though they may not be married, relative/friend of youthful offenders, those in county jails or transitional facilities, relative/friend in another State.

### Logo and Theme Song – How did they develop?

Take a look at your Kairos Outside Manual, the picture you see was drawn by a friend of a Kairos Outside volunteer, it was first drawn with the idea of putting it on stationery to use for writing the love notes. The symbol showing the outline of a man and a woman within a heart, shaded in part by bars seemed perfect for the movement's permanent logo.

The theme song for Kairos Outside is "In This Room." The Leader for Kairos Outside #6 in the San Francisco Bay Area wanted another song with a similar title for her theme song, but could not secure copyright permission. Her Music Director, Annette "Sam" Kauffman, said she had written a song she thought the Team might like. It was short, easy to learn, and beautiful...speaking to the hearts of the women with whom we share the Weekend.

In addition, each Weekend will have its own shield (aka logo) chosen by the Weekend Leader. A copy of this is given to each Team Member to be colored and stapled or taped together for placement around the walls of the Community Room on Saturday morning. Each shield is prayed over – in essence we surround them with prayers in the form of colored pictures. Shields are a form of general agape.

## Growth of Kairos Outside

**Kairos Outside Map (Appendix)** – We are currently in 24 States and 4 Countries.

### **Kairos Outside Communities & PO Boxes (Appendix)**

Workshops are held in areas/States that are interested in starting Kairos Outside, where a representative from the Kairos Prison Ministry International Office explains the entire Weekend. An Ad Hoc Committee is then formed. Working with a Kairos Outside Trainer, the first Leaders observe an approved Weekend in another State. A representative from the International office then gives an overview workshop at the first Team Meeting.

Any U.S. State or International Country, without an existing Kairos Outside community, having an interest in starting a new Kairos Outside Community must do the following:

- Contact the Kairos National Women's Coordinator
- Form an Ad Hoc Committee and select a Chairperson
- Send two observers to an approved Kairos Outside Weekend to work with a Kairos Outside Trainer – as coordinated and approved by the Women's Coordinator; ideally these observers should be the first and second Weekend Leaders
- Decide on a date for the 1st Kairos Outside Weekend and contact the Women's Coordinator
- At the first Team Meeting, a representative from the International Office will present an all day workshop explaining the details of the Ministry; which counts toward the 36 hours of required Team Formation training
- Present the #1 Kairos Outside Weekend with the Women's Coordinator acting as the Advising Leader.

All U.S. States and International Countries that have Kairos Outside are asked to send a representative to the Kairos Outside Committee meeting held bi-annually in conjunction with the Ministry Conferences.

The mid-winter Conference is **always** held in Orlando, Florida in late January or early February. The Summer Conference is held in different States every year in late July or early August.

The Kairos Outside Committee meets to discuss areas of concern, share ideas, and to learn about any changes. Many workshops are offered at the Summer Conference as a way to share and learn more about Kairos Inside, Kairos Outside, and Kairos Torch.

Kairos Outside Inside – In 2005, the Board approved this program as an additional alternative whereby the Kairos Outside Weekend is conducted inside a prison.

## **Kairos Outside Inside Guidelines (Appendix)**

### **Choosing a Weekend Leader—Who makes the selection and who is eligible?**

(Manual, Chapter 3, pages 7-13)

The local Kairos Outside Advisory Council nominates, discusses the nominee's qualifications, and votes upon the selection for a Weekend Leader. The Council grooms potential Leaders to fulfill the requirements by suggesting they be placed in Core Team positions to gain the leadership experience.

The woman chosen to be a Weekend Leader needs to have served on at least three (3) Kairos Outside Weekends, which includes one position outside the Community Room. The prospective Leader is also required to have held a Core Team position and presented at least two Talks and/or Meditations. There is an expectation for the upcoming Leader to attend and complete Advanced Kairos Outside Training conducted by a National Training Committee Representative. The future Leader must be deeply committed to serving on Teams for three to four Weekends in a row since she will be serving as Observing Leader 2, Observing Leader 1, Leader, and possibly Advising Leader.

### **Choosing a Team:**

#### **Team Members: Who are they?**

Men and women of all Christian faiths and ethnic backgrounds, who have experienced either a Cursillo, Walk to Emmaus, Tres Dias, Kairos, Kairos Outside, or any other approved three-day Christian movement, can serve on a Kairos Outside Team. Men and women who have been qualified through the use of the Extra Table program (aka Qualifying Table).

NOTE: A 2 year pilot program was instituted at the 2004 Summer Conference. It was decided that upcoming Leaders, **after exhausting all other sources and training methods**, may invite up to 20% of their Team from persons who do not have 4<sup>th</sup> day, Kairos, Kairos Outside, or Torch experience, but who do have the support and **written** recommendation of their pastor/minister. This decision was made with the hope of broadening the volunteer base by creating opportunities for racial and ethnic diversity.

It is required that the Advisory Council or Team leadership thoroughly discuss the contents of the Kairos Outside Program and Kairos Organizational Manuals with the new non-Fourth Day volunteers to assist them in becoming Team Members, and that the Weekend Leader assign an experienced volunteer to serve as a Mentor, using structured guidelines, during the Team Formation and Weekend process.

#### **What is the ratio?**

The Team should consist of at least 1/3 new volunteers (including the non-Fourth Day volunteers coming from the "Street" communities), 1/3 former Kairos Outside Guests, and 1/3 "seasoned" volunteers. All together there are about 40-50\* people on the team. (*\*The size of your team will depend on the needs of your area.*)

## **What is the role of the men on the team?**

Men chosen to serve on the Team, are in the Kitchen only. Other than cooking, serving the meals, possibly entertaining during meals, participating in the Agape Service or Thanksgiving Celebration, and Las Mananitas (Flowers at Dawn), they have no contact with the Guests. The man's role should exemplify servant hood. With the exception of entertaining during meals and escorting the Guests on Saturday night, the men are to remain in the background, not drawing attention to themselves. They are prayer warriors and likewise fully supportive of the women serving on the team, whatever their needs may be. It is important the men remember this is a women's ministry and to always consider her comfort level. The women need to experience a "safe place." Usually by Saturday night, the Guests will feel honored and respected by the men, recognizing the unconditional love they have received from them through their quiet presence.

## **How is the Team chosen?**

This is a prayerful time for the Leader. Asking guidance from the Holy Spirit, the Weekend Leader will telephone and ask people to be on her Team. Former Guests and Team Members may complete and return a Team Application (or a Volunteer Questionnaire). The Council Statistician should be keeping a database of previous Guests and volunteers who have served on prior Weekends. The Leader chooses the Team, with the exception of the two Observing Leader (they are elected by the Advisory Council). During this process, she may seek advice from the Kairos Outside Advisory Council, her Advising Leader, former Weekend Leaders, and her Core Team.

## **What are the Team areas?**

The Team serves either in the Community Room where the Talks, Meditations, and table discussions are held, in the Kitchen/Dining Room, or in Agape. The Community Room is comprised of: Table Leaders, Spiritual Directors, Table Servers, Core Team (except Head Chef and Head Agape), and the Music Team. Observers from other areas may also be in the Community Room.

## **What are the Core Team positions?**

The Core Team consists of the Leader, Advising Leader, Observing Leaders #1 and #2 (both are elected by the Advisory Council), Head Musician, Spiritual Directors, Agape Leader, Kitchen Chef, Head Table Leader, Head Table Server, Facility/Angel Coordinator, and Talk Facilitator (optional).

- **Leader:** The key organizer of the Weekend, selecting the Team, making sure the Kairos Outside guidelines are followed for Team Formation and the Weekend, as well as being the MC during the Weekend.
- **Advising Leader:** Prays for, lifts up, and supports the Leader in every way possible. She is available to answer questions of the Core Team, resolve

problems that may occur during the Weekend, and help the Leader solicit funds for the Weekend.

- Observing Leader #1: Learns the process from the Leader. Her primary function is to interact with the Guests, compile telephone and address lists, arrange for transportation, send informational packets to Guests, assign a Team Contact for each Guest, send letters to the incarcerated relative/friend to acquire the special letters for the Guests, and assist in Table Family assignments.
- Observing Leader #2: Learns the process from the Leader, assists Observing Leader #1 with interaction with the Guests, is the time-keeper for the Team Meetings and during the Weekend, collects and accounts for all money collected for the Weekend (ie Team Fees, donations, fund raising income) and supports the Leader in any way possible.
- Music Leader: Obtains songbooks and music for Team Meetings and Weekend, ensures full compliance with copyright laws, collects special song requests from speakers before the Talks, anticipates musical needs, and is prepared to fill in as needed. A trap to be avoided by the Music Leader and her Team is the temptation to entertain.
- Spiritual Directors: Handle the spiritual preparation of the Team throughout Team Formation and the Weekend, are spiritual support for the Leader, are in charge of the Forgiveness Service on the Weekend, suggest speakers for the meditations, are responsible for decorating the Chapel, and ensure the Chapel is cleaned-up on Sunday following the Weekend.
- Agape Leader: Requests Agape, colored shields, and prayer sheets from the Team, completes Going Forth booklets/packets, directs Agape distribution, makes name tags for Guest beds, makes large name tags for Team Formation meetings, makes Guest and Team name tags for the Weekend, gives the Agape talk on the Weekend. Is responsible for all Agape for the Weekend. Explains to the Team during Team Formation the need for Agape (shields, names for prayer scroll or prayer chain, bed/dining table Agape, monetary donations "green Agape" or in-kind donations. Coordinates the Team only picture, the Weekend group picture, and the developing of the pictures.
- Kitchen Chef: Supervises the kitchen staff, coordinating all kitchen activities, ensuring that meals are prepared and served at designated times during the Weekend, being flexible when necessary to accommodate the needs of the Community Room activities. Provides special meals for all Team Members and Guest who have special dietary needs. Responsible for Saturday night's Agape Service/Thanksgiving Celebration (**includes choosing which service will be used**). Coordinates Serving of meals and clean-up after meals. If possible, may suggest to the Agape Leader to have a member of the Kitchen staff take the picture for the Going Forth booklets.
- Head Table Leader: With the help of the Core Team, selects, trains, and assists the Table Leaders. Communicates with the Advising Leader whether there is adequate time for table discussions and activities.

- **Head Table Server:** Sets up the Community Room on Friday night for Saturday morning, coordinates with the Kitchen for snacks, drinks, and ice during the Weekend. Trains and oversees the Table Servers. Assists Agape Team by making sure needed supplies are in the Community Room and available as needed by the Table Families.
- **Facility/Angel Coordinator:** Assigns beds for Team and Guests (?), is in charge of Day Angel volunteers for the Weekend, and works to obtain transportation for Guests to/from the Weekend. Day Angels are volunteers who cannot commit to the whole Weekend, but give time to help in whatever area requires assistance. Day Angels volunteer for an hour or more, but no longer than a day. Day Angels may prepare the inventory list (a physical count) of every item going back into storage for the next weekend.
- **Talk Facilitator (optional):** Along with the Advisory Council Talk Facilitator, works with the women who have been assigned Talks/Meditations, giving loving suggestions and ideas. Coordinates the Talk/Meditation Review process during Team Formation.
- **Council Rep (optional):** Is appointed by the Advisory Council. Is not a Core Team member, but should be present at Core Team meetings and attend all Team Formation meetings. Must be thoroughly familiar with the Weekend Manual and all duties required by the Team. Is available to advise in all areas during the Weekend. Records Guest comments at the Sunday Closing. Invites State Chapter Committee members to attend the Closing.

## **Team Formation:**

### **What is the goal of the Weekend?**

The Weekend is designed to provide a safe place in which the Guests are encouraged to share their journey. It is a place where unconditional love, acceptance, and support is given and spiritual growth in Christ is fostered. It is designed to promote ongoing participation in support groups.

### **How and when are the Talks and Meditations assigned?**

The Core Team “prayerfully” assigns each Talk and Meditation. Each speaker has been carefully chosen so that the key points of the Talks and Meditations are supported by the story of their journey.

## **Talks**

Some of the Talks have been developed out of the unique needs of our Guests. All Talks and Meditations are interrelated and build upon one another. Ideally, each Talk/Meditation should reference the previous and also the next Talk/Meditation.

Talks are 12 minutes long, including any accompanying song. They illustrate and explain one or more points which the speaker wishes to communicate. Talks have a

logical progression, stating the speaker's ideas at the beginning, building on those ideas, and coming back to them during the Talk. They provide a starting point for follow-up discussions at the tables.

The Talk titles are: Choices, Isolation and Rejection, The Church, Communication with God, Anger Talks (given by a mother, wife, daughter, sister, or grandmother), Home Environment, Relationships, and Perseverance Through Christian Community, or after your third weekend, you may choose to have a panel of two presenting "When They Come Home" and "How to Stay Involved."

## **Meditations**

Meditations are 8 minutes long, including any accompanying song. They are a disclosure which express the author's reflections and to guide others in contemplations. A Meditation builds a picture in the listener's minds so they will have something to think about and be able to see themselves in that picture. The Meditations provide a starting point for thought. There is a time of silence before and after Meditations.

The Meditation titles are: The Prodigal Daughter, I Am Worthy, Accepting God's Forgiveness, and Forgiveness of Others (given by a Spiritual Director).

## **The Weekend:**

**Friday:** There may exist a certain amount of distrust, fear, anxiety, and hesitancy. We, therefore, try to keep things low-key; using "camp" music, a light meal in the Community Room or Dining Room, and the familiar story of the Prodigal Daughter, things that seem to build faith and trust with each other. There is a very easy flow to the evening.

**Saturday:** Coffee and juice are served in bed, or in the Community Room, depending on your set-up, on Saturday morning. As Saturday progresses, heavier issues enter in, the walls and defenses start to come down, and people begin to trust, share, and reach out. The Talks and Meditations are very important, but we need to let God do what God does best through us. We plant the seeds and because of the on-going unconditional love shown, the Guests come to know they are accepted just the way they are, and that they are not alone. The Saturday night dinner lets the Guests know how much they are loved and respected by the whole Team. It is an incredible day of love and forgiveness. The Forgiveness Service and the Agape Service/Thanksgiving Celebration are usually very moving events on Saturday evening.

**Sunday:** Usually by Sunday, hope, joy, and peace are prevalent. The Guests are ready to establish long-lasting relationships with each other, to be there for one another, and let another be there for them. Coffee and juice are served in bed or in the Community Room. The outside community arrives early Sunday morning for Las Mananitas (Flowers at Dawn). By mid-morning the Guests will also receive their special letter. At lunch, the Guests are surprised with a birthday cake and a birthday card signed by the entire Kitchen Team. During the cross ceremony, the Guests have the choice of accepting, or not accepting a cross which says "Christ is counting on you". The Weekend ends with the Closing, where each Guest has an opportunity to share what the Weekend has meant to her.

## Reunions:

### What is the goal and purpose of Reunions?

The goal is to form small prayer and share groups while connecting these women together in love and support for each other.

The purpose is to renew friendships, experience community, share and listen, and to be “renewed.” To be reminded WE ARE NOT ALONE and don’t have to do it all by ourselves - we have each other and we now have team friends.

### When and where are Reunions held?

Reunions should be held 2-3 weeks after each Kairos Outside Weekend. Other Reunions may be periodically scheduled during the rest of the year and may rotate locations to be near various institutions.

## My Responsibilities:

You will probably be assigned a Guest (women team members only) to contact before the Weekend starts. You may have more than one Guest to contact if there is a large number of Guests anticipated. Many Guests are very fragile, therefore, as soon as you receive their names and phone numbers from one of the Observing Leaders, call them and begin to send them encouraging notes or cards. Keep in touch on a weekly basis until the Weekend arrives. **After the Weekend, you are to keep in touch with them for a six-month period**, again sending cards, notes and phone calls. Also encourage them to attend the Reunions, and if they live close enough to you, offer to pick them up and go to the Reunions together.

## Getting Started

There is a detailed process for starting a Kairos Outside Community. This process is defined in the Kairos Outside Manual and is briefly summarized here.

- Notify the District Board / Committee in your State that you are interested in starting Kairos Outside. They will help you establish communication with the Kairos Prison Ministry International, Inc. Women’s Ministries Coordinator, Jo Chapman.

Email: [tandichapman@comcast.net](mailto:tandichapman@comcast.net)  
Telephone: 1-925-829-5329

Kairos International Office  
Telephone: 1-800-298-2730

- Recruit an Ad Hoc Committee and select a Chairperson.
- Send two observers to an approved Kairos Outside Weekend to work with a Kairos Outside trainer – as coordinated and approved by the Women’s Ministry Coordinator; ideally these observers should be the first and second Weekend Leaders. They should be denominationally diverse.

- Decide on a date for the 1st Kairos Outside Weekend and contact the Women's Coordinator.
- At the first Team Meeting, a representative from the National Office will present an all day workshop explaining the details of the Ministry; which counts toward the 36 hours of required Team Formation training.
- Present the # 1 Kairos Outside Weekend with the Women's Coordinator acting as the Advising Leader.
- Several Kairos Outside forms may be obtained by visiting the Kairos website: [www.kairosprisonministry.org](http://www.kairosprisonministry.org)

## **The End**

We hope this ending is a NEW BEGINNING. A new beginning for each of you, and you will be filled with some of our enthusiasm for this ministry.

The need is great and your commitment, support, enthusiasm, willingness to serve, faith in our God, and love is needed.

...And the question was: **WHOM SHALL I SEND?**

...And the answer is: **HERE I AM LORD, SEND ME!**