

## ROCK Checklist

I Outreach Team - Formation / Composition		Available Guidance/ Best Practices / Examples
#	Yes/No	ITEM
1		<p><b>Outreach/Recruiting Coordinator role is filled.</b></p> <p>A description of the Outreach/Recruiting Coordinator role is provided in the AC Operating Procedures.</p> <p><a href="#">ADVISORY COUNCIL OPERATING PROCEDURES (see page 14)</a></p>
2		<p><b>A sub-committee for performing recruiting activities is identified and established.</b></p> <p>Remember the focus of this role is <b>Coordination</b>. It is <a href="#">KOT State Recruiting &amp; Outreach Committee</a></p>
3		<p><b>Establishes and maintains a speakers' bureau</b></p> <p>Establish a speakers' bureau and equip them with presentations appropriate for the target audience. Make it personal with the speakers' personal witness and how they got involved in Kairos. KMPI has developed an excellent reference guide!</p> <p><a href="#">Kairos Outreach 2 Program - Presentation Guide</a></p>
4		<p><b>Solicits and arranges speaking engagements by speakers' bureau for presentations for all Kairos programs.</b></p> <p>There numerous ways to Identify potential groups to educate them about Kairos to ensure your speakers bureau is actively engaged. See Section below for ideas to pursue.</p>
5		<p><b>Develops and maintain records of outreach contacts in database format, KairosDonor and EZRA required.</b></p> <p>Maintaining records of what groups have been contacted and their status is vitally important. A database format consistent with KairosDonor and EZRA is recommended.</p>
6		<p><b>Utilizes the Advisory Council Volunteer Resource Building document developed by Kairos.</b></p> <p>The link below provides a list of Best Practices associated with Recruiting volunteers which is also reflected in much of this Outreach/Recruiting Excellence Checklist.</p> <p><a href="#">Volunteer and Guest Recruiting Best Practices</a></p>

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7		<b>Provides reports on the Outreach and Recruiting efforts.</b>	Keeping the AC and Kairos community well informed and aware of Outreach/Recruiting activities is very important. For example coordinating special events requires good planning and the engagement of the entire Kairos community. See Section III.
8		<b>In conjunction with the Fundraising/Sponsorship Coordinator develops and maintains contacts with 4th Day communities and churches in the area. Ensure new volunteers without 4th Day experience have 4th day volunteer training (Kairos Inside and Kairos Outside).</b>	There are numerous groups that should be regularly engaged and informed on the opportunity to engage in Kairos and to be enormously blessed. See Section II.
9		<b>Knows and shares the resources available for recruitment, including brochures, videos, testimonials, endorsements, and others from Kairos.</b>	Available to provide resources to facilitate Outreach and Recruiting activities. KPMI website MYKairos has a wealth of information.  <a href="#">MYKairos - Downloads - Recruiting</a>
10		<b>Very familiar with the Kairos Style document. You are strongly encouraged to become familiar with these guidelines and to use them wherever possible.</b> <b>Very familiar with the Kairos Style document. You are strongly encouraged to become familiar with these guidelines and to use them wherever possible.</b>	The Kairos Style document is an important reference that helps KPMI, and in turn your Outreach and Recruiting efforts, to achieve a strong and consistent written and visual image.  <a href="#">Kairos Style Guide</a>
	<b>0%</b>	<b>% Achieved</b>	

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II		Recruiting Activities	Available Guidance/ Best Practices / Examples
#	Yes/No	ITEM	
1		<p><b>Speakers Bureau engages participation from across the community including ex-offenders.</b></p>	<p>Create a 5 minute, 10 minute and 15 minute talk and be sure to time them! Then when asked “How long do you need?” you can respond clearly and honestly, “We have 5, 10, or 15 minute presentations ready to go!”</p> <p><a href="#">Kairos Speakers Bureau Assignment / Presentation Check List</a></p> <p><a href="#">Kairos Outreach 2 Program - Presentation Guide</a></p> <p><a href="#">Produce a Kairos Story-Board</a></p> <p><a href="#">Interest / Contact Card</a></p> <p><a href="#">Suggested Elevator Speeches</a></p>
2		<p><b>Seek and Regularly engage Christian Groups, and in particular 4th day communities (Emmaus, Cursillo, Tres Dias and others)</b></p> <p><b>Seek and engage with small groups meeting on a regular basis (4th, group accountability groups, SWAP)</b></p> <p><b>Seek and Regularly engage Christian Groups, and in particular 4th day communities (Emmaus, Cursillo, Tres Dias and others)</b></p> <p><b>Seek and engage with small groups meeting on a regular basis (4th, group accountability groups, SWAP)</b></p>	<p>Approach these groups, and become visible in their 4th day community activities. Be deliberate! Seek opportunities to speak and introduce them to the mission field of prison ministry and how God is using Kairos to bless so many...</p>

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3	<b>Clergy Recruitment</b>	<p>Clergy engagement is critically important to Kairos. Engaging clergy to participate in Kairos must be an ongoing activity and can be challenging. Engaging congregation members and clergy already involved in Kairos can be helpful.</p> <p style="text-align: right;"><a href="#">Clergy Recruitment - Where to Look</a></p>
4	<b>Get out of your comfort zone ... identify and approach churches, congregations you are unfamiliar with!</b>	<p>A structured approach for the identification and recruitment of volunteers has been developed. Remember diversity is a key to our success. We seek Church communities that are Christians who believe in the Holy Trinity and honor and live the teachings of the Bible and our Lord and Savior, Jesus Christ. A structured approach for the identification and recruitment of volunteers has been developed. Remember diversity is a key to our success. We seek Church communities that are Christians who believe in the Holy Trinity and honor and live the teachings of the Bible and our Lord and Savior, Jesus Christ.</p> <p style="text-align: right;"><a href="#">Structured Approach for Outreach and the Recruitment of Volunteers</a></p>
5	<b>Review Churches currently engaged in Kairos and confirm they are regularly recruiting for volunteers.</b>	<p>Don't assume that Churches attended by active Kairos volunteers necessarily have active recruiting programs. Examine church representation utilizing EZRA data to identify churches to approach.</p>
<b>MAX:</b>	<b>0%</b>	<b>% Achieved</b>

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III		Conduct Special Events	Available Guidance/ Best Practices / Examples
#	Yes/No	ITEM	
1		<p><b>Arrange for a "prison open house" with presentations from prison officials and Kairos participants. This would allow for potential volunteers to understand the opportunity and impact of growing Christ in prison.</b></p>	<p>While arranging an event of this kind will take some work, the impact upon drawing volunteers to this ministry could be significant. While some prisons have allowed events of this kind in the actual prison, it can also be creatively done elsewhere.</p> <p>Some units have used an event of this kind as an opportunity to invite and recognize prison officers for their contribution and support of Kairos.</p>
2		<b>Be deliberate and plan an event with other Christian groups to</b>	<p>Be open to the invitation to promote Kairos with other groups and organizations. Use a Kairos pull up banner to attract attention and provide a level of professionalism to the booth. Have interest cards, trifolds and other materials to hand out. A looping video from the Kairos videos could attract interest.</p>
3		<b>Attend church and mission conferences and fairs and seek opportunities to inform others about Kairos.</b>	
4		<b>Secure a booth at fairs, Christian concerts, Faith and Family Days, and use a Kairos pull up banner to attract attention and provide a level of professionalism to the booth. Have interest cards, trifolds and other materials to hand out. A looping video from the Kairos videos could attract interest.</b>	
MAX:	0%	% Achieved	

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IV	Kairos Community Engagement - Retaining Volunteers		Available Guidance/ Best Practices / Examples
#	Yes/No	ITEM	
1		<b>Good use of communication media (e.g. Facebook, Web Site, email, text etc.) to communicate Kairos community activities.</b>	The key here is to keep all volunteers in the “loop” of unit activity however is applicable and efficient. In this way they are consistently reassured that they are a vital and integral part of the Kairos team even when they are not actively involved in a current volunteer activity.
2		<b>Are AC minutes sent to the Kairos community</b>	Or perhaps a 'highlights' version might better serve. Always confirm the need for volunteers and ask for their continued support.
3		<b>Is the Kairos community made aware of AC meetings and are invited to attend.</b>	Six meetings are required. Use themes to draw in volunteers not on the A.C. Board. “Never been to a meeting” meeting, “Less than one year in Kairos” meeting, “Bring a new idea to Kairos” meeting, etc. Basically, liven up your invitations!
4		<b>Kairos community well represented at closings.</b>	Are carpools encouraged and organized? Are the reasons closing attendance is important made known on a regular basis?
5		<b>Church engagement. Are they well represented?</b>	Identify the most productive church sources. Ask those pastors for referrals and references.
MAX:	0%	% Achieved	

## ROCK Checklist

V	Kairos Team Health / Retention		Available Guidance/ Best Practices / Examples
#	Yes/No	ITEM	
1		<b>3 Weekend limit respected to avoid burnout and attract new volunteers.</b>	Kairos policy is that volunteers should work no more than 3 consecutive weekends. Silver Manual p.75.
2		<b>Team meetings allow for some flexibility - meeting location, meeting times versus meeting at the same time and same location</b>	<p>Versatility and flexibility may very well increase the attendance at your team meetings. Team members may become bored by all of the meetings being relatively the same, at the same time, and at the same place. Have an afternoon bar-bar-q meeting! Plan a picnic! Your team can have an evening dinner meeting in restaurant meeting rooms! Be creative and innovative! The possibilities are endless.</p> <p>There is additional information under Team Meeting Planning And Design on pgs. 107 &amp; 108 in the Silver Manual.</p>
3		<b>Kairos team comprised of some ex-offenders.</b>	<p>Ex-offenders have served very successfully on numerous KI teams. They obviously bring enormous credibility and shared experience with the Kairos participants. However it is important that any talks given adhere to Kairos requirements. It may also be necessary to provide additional coaching and guidance to ensure that the ex-offender is not treated differently from other volunteers. There are also TDCJ considerations when a ex-offender is permitted to participate, see the link below.</p> <p style="text-align: right;"><a href="#">TDCJ Considers - Ex-offenders and KI.docx</a></p>

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4	<b>Ethnic composition / diversity</b>	<p>Information may be found on the KPMI website under the tabs Volunteer and Where We Serve. Also on the KPMI website, scroll down to Recent Blog Posts, Click on 5 Stories that make you feel good and Anatomy of a Volunteer.</p> <p>On the Kairos of Texas website, Under the tab Links and Downloads, click on the link NEW! Recruiting-Outreach page, Best Practices.</p> <p>The Free World Christian Community pg. 59 Silver Manual.</p> <p><a href="http://www.kairosprisonministry.org/">http://www.kairosprisonministry.org/</a></p> <p><a href="http://kairostexas.org/Recruiting-Outreach.html">http://kairostexas.org/Recruiting-Outreach.html</a></p>
5	<b>Accommodation for various levels of educational ...</b>	See (4) above.
6	<b>Ecumenical composition / diversity</b>	<p>Policy Statement on Interdenominational Christian ministry. Pg. 3 Silver Manual.</p> <p>Kairos is an Ecumenical, Interdenominational Christian Ministry. Pg. 25 Silver Manual.</p> <p><a href="#">Clergy Recruitment - Where to Look</a></p>
<b>MAX:</b>	<b>0%</b>	<b>% Achieved</b>