

GEORGIA PLANNING GUIDE FOR INSIDE LEADERS

(Rev. Feb. 2017)

This planning guide has been designed to help you understand both the requirements of being a Kairos weekend leader and the forms/documents required to successfully complete a weekend. This guide does not supersede any instructions contained in the Kairos Program Manual or the EZRA Software program. As you conduct your weekend, we actively encourage you to note tasks that your weekend required that are not addressed here (or anywhere else) so that they may be considered for inclusion.

Weekend Date: _____

Assumptions: This Leader's Timeline assumes that you will schedule 8 Team Meetings before the weekend. Other team meeting options are available in the Program Manual and EZRA.

_____/_____/_____ **As soon as you are selected to lead a weekend -**

1. Begin praying daily for:
 - A. a spirit of obedience and sacrifice of your self-will.
 - B. God's purposes fulfilled in the Team and the Candidate's lives.
 - C. the exact Team Members that God wants on this team.

2. Start looking for the Advanced Kairos Training opportunity that is closest to you. Training dates and locations are published on the Kairos of Georgia website Calendar as well as on the www.MyKairos.org website.

3. Start becoming VERY familiar with the following:
 - A. The Kairos Program Manual.
 - B. The EZRA Software program - order your EZRA disk following AKT training, but no more than 6 months prior to weekend to assure you have the most current version.

4. Begin the Leader's Application Process:
 - A. Fill out the Leader's Application Form: This can be obtained from your AC Chair and/or from your State Chapter Committee Representative.
 - B. Submit the form to your Advisory Council Chairperson for their comments.
 - C. Ensure the completed form is sent to your Representative to the State Chapter Committee who will take it to the State Chapter Committee for approval. It is wise to be an approved weekend leader prior to make any financial commitment to attend AKT.

_____/_____
Ideally 12-18 months but at least 6 months prior to the weekend -
Schedule yourself and attend Advanced Kairos Training (AKT). ALL LEADERS ARE REQUIRED TO TAKE AKT. Dates and application procedures for AKT training locations are posted on the calendar in the [Kairos of Georgia](http://www.Kairos.org) website and on the www.MyKairos.org website. Please make every attempt to attend an AKT in Georgia. The 2 forms that must be completed for Georgia AKTs are the AKT Voucher and the AKT Application. For Georgia AKTs, you don't send in any money and you will get reimbursed for travel expenses (mileage, if you drive yourself). **Remember, the form must be signed by the Advisory Council Chairperson.**

_____/_____
As soon as you have a confirmed date for the weekend: Complete the electronic form on the Kairos of Georgia Calendar page. This will automatically notify all concerned in Georgia and at the Kairos International Office of the necessary details for the weekend.

_____/_____
As soon as you have a confirmed date for the weekend: Sign your weekend up for the online 3 Day Prayer Vigil at <http://www.3dayol.org/Vigil/index.html> and they will e-mail you every time someone signs up for a prayer vigil slot and then right before your weekend so you can print out the Prayer Vigil for posting as agape and for use during the YOU ARE NOT ALONE talk.

_____/_____
6 months prior to the weekend - Work closely with your Institutional Liaison & Advisory Council chairperson so that State Certification Training and Badge Renewals are obtained in the manner negotiated with your specific institution.

_____/_____
As soon as you complete AKT, but not more than 6 months prior to your weekend - Order EZRA disk using the procedures on the Supply Ordering page of the www.MyKairos.org website.

_____/_____
As soon as you receive EZRA - Load the software and register it. You will receive a password that will enable you to use the software.

_____/_____
As soon as you unlock EZRA using the password that was provided - Obtain a copy of the previous weekend leader's EZRA data either directly from the weekend leader or the Data Coordinator or Secretary/Administrative Coordinator for your Advisory Council (Load Files from Previous Leader). **Note: The basic idea of Ezra is that when a weekend leader finishes their weekend, they pass on their updated historical databases to the next leader who loads it in and is automatically starting with an updated history.** Since you should have attended AKT prior to the start of the previous Kairos weekend, then you are ready to start working on your weekend immediately after the previous weekend ends. That gives you 6 months to prepare. Once you install your copy of Ezra and get it registered, then you are ready for the updated history files from the previous leader and you prepared to begin updating the information for your weekend. Make sure that if your previous leader has a modified weekend schedule that you check the box labeled **Load Previous Weekend Schedule.**

WARNING! WARNING! WARNING!

One of the biggest complaints about EZRA is from Leaders who have received a modified weekend schedule from their previous Leader and at some point in the process...LOST IT! Here's how to avoid that:

1. Make sure when you **Load Files from Previous Leader** that you check **Load Previous Weekend Schedule**. This put the schedule in your EZRA that the previous leader used. There is only 1 schedule in your EZRA at this point (the schedule modified for your institution).

2. At this point the amended Schedule is in EZRA. NEVER, EVER, EVER click on any button that says **Select Your Master Schedule**. It is already selected as there is only one schedule available (Texas is the only state that has more than one).

OK, worst case scenario. If you accidentally hit the **Select Your Master Schedule** and then inadvertently click on **Select Schedule** button, then ignore the warning that says: **Warning! Schedule Previously Selected**, and then do not read the pop-up message on the screen that says you have already made a selection of a schedule for your Kairos... you WILL overwrite all yours or somebody else's hard work in modifying the schedule for your institution. Insert the same disk/Flash Drive you used when you copied the previous leader's files.

1. Click on **Copy Files from Previous Leader**

2. **STOP!** If you don't do this step correctly, then you will lose any changes you have made to the recruiting/team selection databases. **ONLY** select **Load Previous Weekend Schedule**. Unselect any of the remaining 5 boxes that may be checked. Then when you are sure, click **Start Load**.

3. All the existing data would be intact and only the modified weekend schedule would be copied.

_____ / _____ **As soon as you get EZRA up and running - Install the software to create PDF files.**

First, what is a PDF file? A PDF (Portable Document Format) file is a type of file that can be viewed by any kind of computer and is a fairly universal standard for sending documents electronically from one person to another. The IRS uses it, lawyers use them (I recognize that this may not be a ringing endorsement for PDF files), there are almost no limit to who can benefit from using PDF files.

Second, Why use a PDF file? In Kairos, a PDF file can be very useful for sending documents between weekend leaders and team members. Every document that can be downloaded from the website is in PDF form. The program (Adobe Acrobat Reader) comes preinstalled on almost every computer, and if isn't installed it is free to download and installed.

Thirdly, How to create a PDF file? Downloading and using a PDF file is the easy part, but how do you create one to send to someone else? First you must have the program to create it on your computer. PDF995.com has a free PDF creator. Once you download and install the program, you will see a PDF995 printer in your Printers and Faxes folder. Creating a PDF file is as simple as printing a document to a printer. The primary difference is that you will print your document to the PDF995 printer. Once you hit Print, you will see a PDF995 Save As box. Select the folder you want to save your document in, normally My Documents and then type in a recognizable file name. You can then attach that to an e-mail message and be assured that anyone with a computer can read your document. Not everyone automatically has Microsoft Word or Microsoft Excel, but with a PDF file, you can rest assured that if they don't have Adobe Acrobat Reader on their computer, that they can go download it and install it for free.

To install the PDF995 printer:

Got to <http://www.pdf995.com>

In the PDF995 Paragraph, click on Download Now

In the Pdf995 Printer Driver box, click on the Download (you'll get the converter later)

Click Run, say Yes when it ask you to download the free converter.

_____/_____ **6 months prior to the weekend** - Schedule Hosting Facility/Church for your Team Meetings.

_____/_____ **6 months prior to the weekend** - Schedule your Team Meetings, avoiding your institution's reunion schedule.

_____/_____ **5 1/2 months prior to the weekend** - Begin the Team Formation process, meet with the Advisory Council and discuss Leadership candidates. **Invite (Mail and/or E-mail) prospective Team members to consider becoming part of the Weekend. Include a "save-the-date" message so that prospective team members can start planning for the date. Include all of your contact information (name, address, phone numbers, and e-mail address). Follow-up with a phone call, as required.**

_____/_____ **5 months prior to the weekend** - Confirm Music Team and send the Music Leader the Music Guidelines (Program Manual, Section III, Pages III-37 through 40) and songbook with chords.

_____/_____ **5 months prior to the weekend** - **Schedule Team Meetings and notify (Mail and/or e-mail) prospective Team members. Include meeting start times, location, duration and all of your contact information.**

_____ **5 months prior to the weekend** - Confirm Clergy - make a priority of being ecumenical and select clergy based upon the representation of denominations in your community.

_____/_____ **4 1/2 months prior to the weekend** - Arrange for Kairos Outside speaker for one of the Team Meetings and Closing. The Where We Serve page of the Kairos of Georgia website has contact information for the Advisory Council Chairperson for our Kairos Outside community. Obtain KO packages for handouts at Closing from the Downloads section of the Kairos of Georgia website (look in the Kairos Outside section near the bottom).

_____/_____ **4 months prior to the weekend** - Select Team Members and call them to confirm their selection. Verify their contact information during this call and tell them when the team formation meeting dates are and confirm they can attend most of them.

_____/_____ **4 Months prior to the weekend** - request a short list of potential candidates from the Chaplain for the 4th Day Speaker at Closing. Ask for that list to be provided at the next monthly reunion.

_____/_____ **3 1/2 months prior to the weekend** - send confirmation letters to Team Members and include in this letter the meeting dates and locations.

_____/_____ **3 1/2 months prior to the weekend** - Contact the State Agape Chairperson and confirm the procedures by which you will receive Kairos Wall Agape.

Greg MacDonald

_____/_____
3 1/2 months prior to the weekend - Confirm that your Coordinator has inventoried your supplies on hand and then order any necessary weekend supplies (crosses, Freedom Guides, etc.) from the Georgia State Financial Secretary using the Supply Ordering Form on the website. Determine from your Advising Leader how you obtain the lanyards for name tags and crosses. Make sure your Coordinator (or anyone else that buys on behalf of the weekend) will only be reimbursed after providing **ORIGINAL** receipts.

_____/_____
3 1/2 months prior to the weekend - Check with Institutional Liaison and determine what is necessary for registering participants for Closing. Be prepared to communicate that to the Team.

_____/_____
3 1/2 months prior to the weekend - Meet with Prison Chaplain (or responsible party) and review issues from previous weekends, any special procedures for your Weekend. Review security issues, including check-in procedures and time involved. Confirm timing when you need to provide Team and Closing List and confirm when you can expect the Candidate List. Give the Chaplain the Guide for Choosing Inmates to Attend Kairos Weekends (<http://www.kairosgeorgia.org/downloads/ChoosingInmates.pdf>) and brief the Chaplain on their responsibilities for selecting participants and alternates, completing applications, photo releases and desired remarks at Closing. Please see the Program Manual for additional guidance.

***Please note: There are several website addresses in this document that will direct you to documents that are in the "pdf" format. If you would like to use MS (Microsoft) Word versions go to kairosgeorgia.org website and click on "Documents" in the menu on the left side of the page. Scroll down to "Weekend Leaders and Coordinators Downloads". There you will see several available downloads of documents you will need throughout your Weekend's preparation You will also see the State Financial Secretary's (Walter Straham) address, something else you will need when submitting some of the forms.

_____/_____
3 months prior to the weekend - Make sure you get the list of candidates for the 4th Day Speaker.

_____/_____
9 Weeks prior to the weekend - Meet with the Advisory Council Chairperson and the Weekend Coordinator to review and become familiar with the financial procedures involved in conducting a weekend, including the Kairos Sponsorship Program. The Kairos of Georgia Expense Instructions are at:

http://www.kairosgeorgia.org/downloads/KAIROS_Expense_Instructions.pdf

_____/_____
9 Weeks prior to the weekend - Prepare for **Team Meeting #1**

- ___ Send Reminder w/ map if necessary.
- ___ Confirm Team Meeting Location
- ___ Confirm Music Leader will have Music
- ___ Confirm songbooks for meeting
- ___ Begin assigning Talks

If administration is not one of your spiritual gifts, consider the following administrative EZRA tasks when preparing for team formation meetings:

1. Print out a copy of the Meeting Agenda (Click **6**, then **Team Meeting Preparation**, the **Select and work with your Team Meeting Agenda**, the **Agenda Central**, select Meeting number, the click **Print Meeting Agenda**).
2. Assign specific tasks as required to your team members to help you during the meeting (setup, attendance, skits, meditations, talk and meditation reviews, scriptural focus, etc.)

For the first meeting, and then as required:

3. Print out a Meeting Attendance Form (click on **6**, then **Print Meeting Attendance Form** on the right-hand side).
4. Print out a Team List (click on **6**, then **Print Updated Team Info List**). Use this list to pass around at the team meeting for team members to verify/update their information.
5. Printout any Leader's instructions for the Meeting. Look at each item in the Meeting Agenda (Click **6**, then **Team Meeting Preparation**, the **Select and work with your Team Meeting Agenda**, then **Agenda Central**, select Meeting number). As you select each item, those items on the agenda will cause the **View Instructions** button under **View Videos and Related Instructions** to become visible (not grayed out). These are the Leader's Notes and Instructions.
6. Print out the handouts you will need for this meeting.
7. Small 3-ring binders will help you stay organized. Consider one for the Meeting Attendance Form and Team List and another binder for your agenda and instructions.

_____/_____ **8 Weeks prior to the weekend - Team Meeting #1**

_____/_____ **8 Weeks prior to the weekend** - Call Speaker candidates and invite them to be a weekend speaker (actual Speaker selection may not occur until Team Formation meetings).

_____/_____ **8 Weeks prior to the weekend** - Determine who the Chaplain has selected for the 4th Day talk at the Closing.

_____/_____ **8 Weeks prior to the weekend** - Prepare for **Team Meeting #2**

- ___ Send Reminder w/ map if necessary.
- ___ Confirm Team Meeting Location
- ___ Confirm Music Leader will have Music
- ___ Confirm songbooks for meeting
- ___ Begin assigning Talks

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1. Print out a copy of the Meeting Agenda (Click **6**, then **Team Meeting Preparation**, the **Select and work with your Team Meeting Agenda**, the **Agenda Central**, select Meeting number, the click **Print Meeting Agenda**).
2. Assign specific tasks as required to your team members to help you during the meeting (setup, attendance, skits, meditations, talk and meditation reviews, scriptural focus, etc.)
3. Printout any Leader's instructions for the Meeting. Look at each item in the Meeting Agenda (Click **6**, then **Team Meeting Preparation**, the **Select and work with your Team Meeting Agenda**, then **Agenda Central**, select Meeting number). As you select each item, those items on the Agenda will cause the **View Instructions** button under **View Videos and Related Instructions** to become visible (not grayed out). These are the Leader's Notes and Instructions.
4. Print out the handouts you will need for this meeting.

If required or necessary:

5. Print out a Meeting Attendance Form (click on **6**, then **Print Meeting Attendance Form** on the right-hand side).
6. Print out a Team List (click on **6**, then **Print Updated Team Info List**). Use this list to pass around at the team meeting for team members to verify/update their information.

_____ / _____ **7 Weeks prior to the weekend - Team Meeting #2**

_____ / _____ **7 Weeks prior to the weekend - Prepare for Team Meeting #3**

- Send Reminder w/ map if necessary.
- Confirm Team Meeting Location
- Confirm Music Leader will have Music
- Confirm songbooks for meeting
- Confirm which Speakers are ready for reviews (try to review 3 talks at this meeting)
- Print Updated Team Info List for Meeting
- Have application forms ready for Team Members to complete.

If administration is not one of your spiritual gifts, consider the following administrative EZRA tasks when preparing for team formation meetings:

1. Print out a copy of the Meeting Agenda (Click **6**, then **Team Meeting Preparation**, the **Select and work with your Team Meeting Agenda**, the **Agenda Central**, select Meeting number, the click **Print Meeting Agenda**).
2. Assign specific tasks as required to your team members to help you during the meeting (setup, attendance, skits, meditations, talk and meditation reviews, scriptural focus, etc.)
3. Printout any Leader's instructions for the Meeting. Look at each item in the Meeting Agenda (Click **6**, then **Team Meeting Preparation**, the **Select and work with your Team Meeting Agenda**, then **Agenda Central**, select Meeting number). As you select each item, those items on

the Agenda will cause the **View Instructions** button under **View Videos and Related Instructions** to become visible (not grayed out). These are the Leader's Notes and Instructions.

4. Print out the handouts you will need for this meeting.

If required or necessary:

5. Print out a Meeting Attendance Form (click on **6**, then **Print Meeting Attendance Form** on the right-hand side).

6. Print out a Team List (click on **6**, then **Print Updated Team Info List**). Use this list to pass around at the team meeting for team members to verify/update their information.

_____ / _____ **6 Weeks prior to the weekend - Team Meeting #3**

_____ / _____ **6 Weeks prior to the weekend:** Order your supplies. Send a completed Supply Ordering Form (http://www.mykairos.org/docs/kpmi/supply_order_form.doc) to the State Financial Secretary, Walter Straham (see Contact page).

_____ / _____ **6 Weeks prior to the weekend - Prepare for Team Meeting #4**

- ___ Send Reminder w/ map if necessary.
- ___ Confirm Team Meeting Location
- ___ Confirm Music Leader will have Music
- ___ Confirm songbooks for meeting
- ___ Confirm which Speakers are ready for reviews (try to review 3 talks at this meeting)
- ___ Print Updated Team Info List for Meeting
- ___ Have application forms ready for Team Members to complete.

If administration is not one of your spiritual gifts, consider the following administrative EZRA tasks when preparing for team formation meetings:

1. Print out a copy of the Meeting Agenda (Click **6**, then **Team Meeting Preparation**, the **Select and work with your Team Meeting Agenda**, the **Agenda Central**, select Meeting number, the click **Print Meeting Agenda**).
2. Assign specific tasks as required to your team members to help you during the meeting (setup, attendance, skits, meditations, talk and meditation reviews, scriptural focus, etc.)
3. Printout any Leader's instructions for the Meeting. Look at each item in the Meeting Agenda (Click **6**, then **Team Meeting Preparation**, the **Select and work with your Team Meeting Agenda**, then **Agenda Central**, select Meeting number). As you select each item, those items on the Agenda will cause the **View Instructions** button under **View Videos and Related Instructions** to become visible (not grayed out). These are the Leader's Notes and Instructions.
4. Print out the handouts you will need for this meeting.

If required or necessary:

5. Print out a Meeting Attendance Form (click on **6**, then **Print Meeting Attendance Form** on the right-hand side).

6. Print out a Team List (click on **6**, then **Print Updated Team Info List**). Use this list to pass around at the team meeting for team members to verify/update their information.

_____ / _____ **5 Weeks prior to the weekend - Team Meeting #4**

_____ / _____ **5 Weeks prior to the weekend - Prepare for Team Meeting #5**

- Send Reminder w/ map if necessary.
- Confirm Team Meeting Location
- Confirm Music Leader will have Music
- Confirm songbooks for meeting
- Confirm which Speakers are ready for reviews (try to review 3 talks at this

meeting)

- Print Updated Team Info List for Meeting
- Have application forms ready for Team Members to complete.

If administration is not one of your spiritual gifts, consider the following administrative EZRA tasks when preparing for team formation meetings:

1. Print out a copy of the Meeting Agenda (Click **6**, then **Team Meeting Preparation**, the **Select and work with your Team Meeting Agenda**, the **Agenda Central**, select Meeting number, the click **Print Meeting Agenda**).

2. Assign specific tasks as required to your team members to help you during the meeting (setup, attendance, skits, meditations, talk and meditation reviews, scriptural focus, etc.)

3. Printout any Leader's instructions for the Meeting. Look at each item in the Meeting Agenda (Click **6**, then **Team Meeting Preparation**, the **Select and work with your Team Meeting Agenda**, then **Agenda Central**, select Meeting number). As you select each item, those items on the Agenda will cause the **View Instructions** button under **View Videos and Related Instructions** to become visible (not grayed out). These are the Leader's Notes and Instructions.

4. Print out the handouts you will need for this meeting.

If required or necessary:

5. Print out a Meeting Attendance Form (click on **6**, then **Print Meeting Attendance Form** on the right-hand side).

6. Print out a Team List (click on **6**, then **Print Updated Team Info List**). Use this list to pass around at the team meeting for team members to verify/update their information.

_____ / _____ **4 Weeks prior to the weekend - Team Meeting #5**

_____ / _____ **1 month prior to the weekend - Send a completed KAIROS Funds Request form (http://www.kairosgeorgia.org/downloads/Kairos_Funds_Request.pdf) to the State**

Financial Secretary, Walter Straham (the address is on the form) for the Leader's Expense Money and for the Weekend Cash Advance for food and supplies for the weekend.

Your Weekend Cash Advance may be sent your Coordinator for the weekend. Do not open a checking account using the name Kairos in any way.

Reimbursable expenses are those which are considered necessary for Kairos to present its programs, as described in the program manuals, to raise funds and recruit volunteers, and to sustain and grow the ministry. These expenses will be borne by or allocated to the organizational element incurring them.

Reimbursement may be made to any member of Kairos for the following reasonable expenses:

1. Supplies such as paper, marking pens or printer ink cartridges.
2. All supplies incidental to Kairos programs such as cleaning supplies, poster board, table decorations, note paper, folders, photographs, pencils, index cards, masking tape or envelopes.
3. Postage and post office box rental.
4. Printing and copying charges.
5. Long distance telephone charges.
6. All reasonable food items needed for Kairos programs.
7. Facility costs.
8. Advanced training registration fees and associated travel expenses for approved Weekend Leaders. All fees are paid by the State.
9. Registration fees and travel expense for State Representatives, including Board members and International Council members by the State to the Kairos Annual Conference. These are normally paid by the State and not reimbursed in practice.
10. Any extraordinary expense pre-approved by the State Chapter Committee, Area Committee or the Advisory Council.

Reimbursement will NOT be made for the following expenses:

1. Transportation, including gasoline or mileage, for Kairos team meetings, Weekend and Post Weekend activities.
2. Cookie ingredients.
3. Stationery and cost associated with personal agape letters.
4. Medical tests (e.g. TB tests).
5. Basic telephone, cell phone or internet charges.
6. Medical expenses from injury or illness associated with a Kairos event.
7. Child care services for a team member.
8. Insurance for volunteer or vehicles used for volunteer work. (Does not include insurance related to the Kairos trailers being covered.)
9. The value of "donated" labor by an individual or organization.

_____/_____ **4 Weeks prior to the weekend** - Ask the 4th Day Speaker you selected to give the 4th Day Talk at Closing, provide them the Talk Guidelines (Kairos Program Manual) and schedule a time to critique the talk. Select a backup 4th day speaker as well, in case the primary speaker get transferred before the weekend.

_____/_____ **4 Weeks prior to the weekend** - Prepare for **Team Meeting #6**

- Send Reminder w/ map if necessary.
- Confirm Team Meeting Location
- Confirm Music Leader will have Music
- Confirm songbooks for meeting
- Confirm which Speakers are ready for reviews (try to review 2 talks at this meeting)

- Print Updated Team Info List for Meeting
- Have application forms ready for Team Members to complete.
- If your community takes a group picture of the team and participants, now is the time to schedule this. Consider using a quality camera (not a cell phone) and have a knowledgeable person on the outside that can oversee the printing of a sufficient quantity for your needs.

If administration is not one of your spiritual gifts, consider the following administrative EZRA tasks when preparing for team formation meetings:

1. Print out a copy of the Meeting Agenda (Click **6**, then **Team Meeting Preparation**, the **Select and work with your Team Meeting Agenda**, the **Agenda Central**, select Meeting number, the click **Print Meeting Agenda**.)
2. Assign specific tasks as required to your team members to help you during the meeting (setup, attendance, skits, meditations, talk and meditation reviews, scriptural focus, etc.)
3. Printout any Leader’s instructions for the Meeting. Look at each item in the Meeting Agenda (Click **6**, then **Team Meeting Preparation**, the **Select and work with your Team Meeting Agenda**, then **Agenda Central**, select Meeting number). As you select each item, those items on the Agenda will cause the **View Instructions** button under **View Videos and Related Instructions** to become visible (not grayed out). These are the Leader’s Notes and Instructions.
4. Print out the handouts you will need for this meeting.

If required or necessary:

5. Print out a Meeting Attendance Form (click on **6**, then **Print Meeting Attendance Form** on the right-hand side).
6. Print out a Team List (click on **6**, then **Print Updated Team Info List**). Use this list to pass around at the team meeting for team members to verify/update their information.

_____ / _____ **3 Weeks prior to the weekend - Team Meeting #6**

_____ / _____ **3 Weeks prior to the weekend - Prepare for Team Meeting #7**

- Send Reminder w/ map if necessary.
- Confirm Team Meeting Location
- Confirm Music Leader will have Music
- Confirm songbooks for meeting
- Confirm which Speakers are ready for their talks to be reconsidered (review any talks where major revisions were required)
- Print Updated Team Info List for Meeting
- Have application forms ready for Team Members to complete.

____ If your community takes a group picture of the team and participants, now is the time to schedule this. Consider using a quality camera (not a cell phone) and have a knowledgeable person on the outside that can oversee the printing of a sufficient quantity for your needs.

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4. Print out the handouts you will need for this meeting.

If required or necessary:

5. Print out a Meeting Attendance Form (click on **6**, then **Print Meeting Attendance Form** on the right-hand side).
6. Print out a Team List (click on **6**, then **Print Updated Team Info List**). Use this list to pass around at the team meeting for team members to verify/update their information.

____ / _____ **2 1/2 Weeks prior to the weekend - Prior to Team Meeting #7** - You should be getting the candidates names during this week.

A. Confirm that none of the candidates have already attended a Kairos weekend. The list of participants is maintained on the Kairos of Georgia website on the Downloads page.

<http://www.kairosgeorgia.org/downloads/KIResidentData.pdf>

B. Have team members write sponsor letters to each Candidate using your local guidelines (for some institutions, this letter is how the Candidates are informed that they are selected for the weekend and at other institutions it is more a welcome letter).

C. Confirm that the Chaplain has notified candidates for selection to attend the Kairos weekend.

____ / _____ **2 Weeks prior to the weekend - Team Meeting #7**

____ / _____ **2 Weeks prior to the weekend** - Send all Team Member Application packages to the Chaplain. Your institution will have specifics on exactly what forms are needed.

_____/_____ **2 Weeks prior to the weekend** - Submit Weekend Schedule to the institution.

_____/_____ **2 weeks prior to the weekend:** Submit the list of residents/alternates and team members so that name badges can be printed. Name badges for the teams are made without weekend numbers so they can be reused. *List ONLY the team names of those who do not already have the unnumbered badges.* Identify the Clergy. Your Advisory Council or Advising Leader can advise you where you get your nametags created.

_____/_____ **2 Weeks prior to the weekend** - Prepare for **Team Meeting #8**

- Send Reminder w/ map if necessary.
- Confirm Team Meeting Location
- Confirm Music Leader will have Music
- Confirm songbooks for meeting
- Confirm which Speakers are ready for their talks to be reconsidered (review any talks where major revisions were required)
- Make copies of the talk outlines for the instructional reunion and assign them.**
- Print Updated Team Info List for Meeting
- Have application forms ready for Team Members to complete.
- If your community takes a group picture of the team and participants, now is the time to schedule this. Consider using a quality camera (not a cell phone) and have a knowledgeable person on the outside that can oversee the printing of a sufficient quantity for your needs.

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4. Print out the handouts you will need for this meeting.

If required or necessary:

5. Print out a Meeting Attendance Form (click on **6**, then **Print Meeting Attendance Form** on the right-hand side).

6. Print out a Team List (click on **6**, then **Print Updated Team Info List**). Use this list to pass around at the team meeting for team members to verify/update their information.

_____/_____
1 Week prior to the weekend - Conduct the Overnight Team Formation Meetings/Team Meeting #8. Handout talk assignments for the Instructional Reunion.

_____/_____
1 Week prior to the weekend - Consult with the Institutional Liaison, and Advisory Council Chairperson shall determine the actual team size and, if necessary to assure a Minimum Standard Team Size, notify the Chaplain to reduce the number of tables to that necessary to assure a Minimum Standard Team Size (see the chart published earlier in this Planning Guide for Leaders).

_____/_____
1 Week prior to the weekend - Make Table Assignments

_____/_____
3 Days prior to the weekend - Remind team members of the need for agape (phone and/or e-mail).

_____/_____
2 Days prior to the weekend - Print updated Weekend Schedules. There are a lot of options when printing the EZRA schedule. Make sure that you are selecting the correct options for what you want to accomplish. Here's a tip that has caused some Weekend Leader's some difficulty:

Printing of the EZRA Schedule

There are 3 "Schedule" buttons on the weekend schedule page in EZRA (Option 8), **Select Your Master Schedule**, **Review/Update the Weekend Schedule** and **Print Weekend Schedule**.

The **Print Weekend Schedule** includes all the information you have entered into EZRA.

All the talks will be matched with the team member giving the talk and all the leader talks are printed out for you. It is a complete detailing of the weekend at your institution at your fingertips. Once you've printed the master schedule you can place it in a binder to take on the weekend. You do not need to use your Program Manual on the weekend, everything is included in the EZRA schedule. In order to print the schedule with all the updated information that pertains to your institution, select the **Print Weekend Schedule** button only.

WARNING

Do not choose the **Select Your Master Schedule** or **Review/Update the Weekend Schedule** buttons. If you choose the **Select Your Master Schedule** button and then choose **Select Schedule** you will overwrite all the information that you have entered into EZRA.

THE WEEKEND - Schedule is formulated and printed from EZRA

_____/_____
ASAP after the weekend – Confirm that the Agape and especially the Inside Coordinators have inventoried supplies and equipment, prepared an inventory report and properly stored the material.

_____/_____ **within 1 week after the weekend** – COMPLETE THE EZRA WEEKEND LEADER’S REPORT. Keep a copy and send copies (preferably by e-mail using a PDF file) of “THE LEADER’S REPORT” (see EZRA instructions) to:

1. The Kairos Prison Ministry International Program Coordinators:

Kairos Prison Ministry International
100 DeBary Plantation Blvd.
DeBary, FL 32713
For Men’s Kairos Inside
Attn: Ken Rocks (Men’s Ministries Coordinator) ken@kpmi.org
For Women’s Kairos Inside
Attn: Gina Brockmeyer (Women’s Ministries Coordinator) gina@kpmi.org

2. The Kairos of Georgia Chairman:

Kairos Prison Ministry
Doug Unger
P.O. Box 63
Kathleen, GA 31047
leaderreports@kairosorgia.org

3. Your Advisory Council Chairperson.
4. Your State Chapter Representative.

Please do not include information shared by residents or team members during the weekend.

COMPLETING THE EZRA WEEKEND LEADER’S REPORT:

In Step 1 of the EZRA Weekend Leader's Report, in Item 3, enter your description of the weekend: what went right, what problems did you have and how they were addressed, and “Heard at Closing” participants’ comments. If you need to go back and add to and edit your comments, please click on the Print button before you exit or your information will not be saved. You don't have to physically print the report to save it, but you must go to the next screen using the print button.

_____/_____ **Within 1 week after the weekend** - Send information (name and complete mail and email address) on new weekend volunteers to:

Your Local
Advisory Council Secretary

This information will be used to add them to the list of newsletter recipients. The Weekend Leader Report has that information as well and you can just send him/her a copy.

_____/_____ **Within 2 weeks after the weekend-** Confirm your Advising Leader has completed the Excellence Initiative for your Weekend. This can be found at <http://mykairos.org/downloads.html>. Look under the Excellence Initiative heading. Follow the

directions relative to your Weekend (Kairos Inside/Outside/Torch). Print a copy for or email a copy to your State Chapter Representative to be submitted at the next State Chapter meeting.

_____/_____ **No later than 3 weeks after the weekend** - Submit your Expense Report to the Financial Secretary, Walter Straham, through your Advisory Council Chairperson.

http://www.kairosgeorgia.org/downloads/KAIROS_Expense_Reimbursement_Form.pdf

An expense report is also required for the *Leader's Advance* money. Send original receipts - keeping a copy for yourself in case report gets lost in the mail or goes to the wrong place. Smaller receipts should be taped to an 8X12 (letter size) sheet of paper. Items not submitted for reimbursement within six months after they are incurred will not be paid. All reimbursement checks should be cashed within 30 days after they are received.

_____/_____ **As soon as you are finished with your weekend** - Make a copy of the EZRA data to pass on to the next weekend leader (Copy Files for Next Leader). It may be appropriate to pass the data files to the Data Coordinator or Secretary/Administrative Coordinator for your Advisory Council so that interim changes can be made between weekends. This also ensures that the data is not lost should your Advisory Council decide not to have a weekend during a particular season. Instructions:

1. Plug in a USB Flash Drive\Memory Stick into your computer and select the option *Copy Files for Next Leader* (big blue button on EZRA)
2. Select the removable drive from the list of drives on the system. EZRA will take care of updating the master set of files to be passed on. Pass on the memory stick to the Secretary or Data Coordinator.
3. The Secretary or Data Coordinator inserts the USB Flash Drive\Memory Stick into their computer and select the *Load Files from Previous Leader* option on their EZRA System and enter any database updates now.

Confirm that all paperwork is complete – Expense Report, Leader’s Report and Excellence Initiative. Be as committed to this as you were when you submitted your funds request.

Now, the important part! What you learned while preparing for this weekend and preparing your team is NOT a State secret. Share this information regularly with your Observing Leader who should be preparing NOW for the next weekend...NOT 3 months from now.