

**Kairos of Colorado Recruiting Guidelines**

**I. Purpose**

To establish a simple and practical Advisory Council recruitment system that effectively gains new team members while guiding, encouraging, and holding current team members accountable for their role in recruiting.

**II. Recruitment Background**

Continuous recruitment is critical to the success and long-term stability of Kairos. All leadership positions in the Kairos structure are either one-time or term-limited. There is an expected flow of volunteers through leadership roles and even a time-off requirement for all volunteers serving on weekends. This dynamic design implies that new volunteers must enter the Kairos system all the time.

Kairos program manuals state that each team for a Kairos weekend must contain 1/3 new volunteers. This rule is not always easy to follow and unfortunately has often been laid on the shoulders of the weekend leader who may not have the time nor skills to lead or self-execute the recruitment needed.

The growth of new programs in Kairos as well as the extension of Kairos into new institutions requires large additions of new volunteers.

The need for continuous recruitment should be obvious. The question is how to acquire these new volunteers in an effective and efficient way.

**Initial Ideas**

To start, it is important to know what we are looking for in seeking a new Kairos volunteer. Here are some broad characteristics:

Christian, churched, and willing to serve in an ecumenical context

Willing and able to serve Christ in ministry to the incarcerated (and/or their families)

Willing to grow in faith, service and spirit

Responsible in character and personal discipline

Willing to work in a team

Willing to follow Kairos guidelines and DOC regulations

Entry as a Kairos volunteer without a personal agenda

Clearly there will be other characteristics depending on the Kairos program. Some AC’s may want to add and refine this list based on specific needs.

Where does one find the individuals with these characteristics? This is where the criteria of recruitment efficiency comes in. These individuals are everywhere but the likelihood of finding them seems to come from two principal sources:

Personal contacts - who we know personally or are recommended through references of others. This also includes contacts that come through social media.

Churches

Recruiting through presentations within 4th day communities and their events once was on this list. They are still a possibility but their weekends are currently very reduced in number. There may be other specific institutional targets that may be important for specific AC’s to include.

**Important Requirement**

*Final recruitment of all new volunteers is always a result of a one-on-one relationship and conversation with an existing or former Kairos volunteer.*

This requirement makes the recruitment through personal contacts the shortest route. Clearly this includes the recruitment of new volunteers through contacts made within the existing volunteer’s own church. Recruiting within another church requires more work.

**Recruitment and Geography**

It is beneficial to have a Kairos volunteer base residing near the penal facility in which the volunteer base serves. Transportation will be greatly reduced for team meetings and attendance at events in the prison. In the start-up of a Kairos at a new facility, initial recruitment should begin with new volunteers from churches located in this area.

There may be cases in which the targeted penal facility is within an area with a local demography that may be inadequate to support a Kairos volunteer base, and it may be necessary to expand the recruitment into more distant and more populated areas.

Also existing Kairos programs may have a current widely distributed volunteer base that could benefit from more focus on recruitment near the penal facility.

Each AC will need to determine the geographical focus for its current and future recruitment.

**III. Kairos of Colorado Recruitment Approach**

**Approach 1: Personal One-On-One Recruitment**

One-on-one recruitment is a Listen, Listen, Love, Love opportunity. Get to know the potential recruit, where they are in their walk, why they are interested in knowing more about Kairos, their experience in church service, etc. Make sure to talk to their interests during your presentation.

Keep it as simple as possible and be sure to speak to your passion, why you serve in Kairos, personal testimonies of how you have seen Christ change lives, how it is relating to prisoners in the Kairos programs, what it is like there, speak of the joy in working within a Kairos team, the joy of seeing the results of Kairos in monthly reunions, etc.

Avoid over-focusing on facts. Explain them but don’t overwhelm. Fill in the details in the context that, in Kairos, the investment is large but the paybacks are enormous.

Review and use as appropriate the recruitment aids that are available on the [www.mykairos.org](http://www.mykairos.org) website. There are good videos there, excellent models of “elevator” talks.

Find out their level of interest. If they are not sure yet of being a volunteer, get them signed up for the next weekend closing or even signed up to attend a monthly reunion as your guest.

Go to this meeting with all the forms you will need for signing up the new volunteer, both for Kairos and as a DOC volunteer. Help them where necessary.

Stay in touch with them throughout the sign-up process. Welcome and answer questions as they come up.

**Approach 2: Recruiting Within a Church New to Kairos**

This approach should be done “2 by 2” with two experienced volunteers to meet local pastors and to identify potential local volunteer candidates. Based on experience talking to pastors, the following is the suggested approach for all AC’s to use.

* For Churches Close to the Prison Facility – Churches tend to support mission opportunities in their local “footprint” first, say in a 50 mile radius. Select target churches where you know a Pastor/Clergy or can be introduced to a Pastor/Clergy in that church. Then go in concentric circles to locate volunteers to help with logistics, storage, support, weekly prayer and share group leadership, etc.
* For Other Churches – It is suggested to select churches in the communities of the visiting volunteers where personal recognition is more likely. If this is not possible, we suggest
* “Men of Peace in the villages” – Find or get introduced to a known and trusted local church member or local area Champion (man or woman) who knows lots of people in the area to go in with you to the target church. Build a network of connections in the area, not just one person.
* Appointment – Make an Appointment with Pastor/Leader of that Church, using local Champion’s name. Bring them along if possible.
* Why Kairos – Tell the Pastor your personal “Why Kairos” story, to demonstrate passion and purpose, i.e., bringing the gospel of Jesus to change the lives of people in prison (rather than the “what” details about Kairos).
* WIIFM – Tell them what their local church will get out of it, the “What’s In It For Me”. Promote the results of what you have seen and experienced in the prisons, rather than promoting Kairos the program. People will want to experience this as well.
* Develop new Leaders in that Church. Kairos trains people and gives them hands-on opportunities to lead large events in a somewhat challenging environment.
* Provide Opportunity to see and experience the Holy Spirit in action in undeniable, amazing ways, not just in words or theory.
* See Changed Lives
* List of Names – Ask Pastor for Names of people in their church who they believe are Ready for the next step in their Walk with Christ.
* Warm Intros to Members – Ask for a personal Referral or warm intro to those church members (or others).
* Warm Intros to Pastors – Ask for personal Warm intros to other pastors they know, especially near your facility, but also in your area. Ask pastors to go with you to meet the pastors they know near the facility.
* Meet and Sign Up Prospects – Follow up to meet with prospective recruits. Use the processes recommended in Approach 1.

**IV. Who Does the Recruitment, and How are They Organized**

At each facility, as per the Advisory Council Operating Procedures, there is an Outreach/Recruiting Coordinator. The Operating Procedures state that this individual “Develops and maintains a committee for recruiting activities”. These Recruitment Guidelines state in more detail “how” this committee, herein called the Recruitment Committee, should operate.

The role of the Outreach/Recruiting Coordinator is to work collaboratively with members of the Recruitment Committee in obtaining recruitment targets, schedules and commitments from each committee member and a meeting and reporting system for tracking progress, and assuring accountability.

It is suggested that the Recruitment Committee have a least four members. It is recommended but not required that members of the Recruitment Committee also be members or at-large members of the AC. The AC Chair will take a role in assisting the Outreach/Recruiting Coordinator in filling the positions on the Recruitment Committee. The upcoming weekend leader should also be on the Recruitment Committee.

Recruitment Committee meetings can be held before or after Advisory Council (AC) meetings when they are held every other month. Virtual meetings can be held during the months that AC meetings are not held. During meetings, the Outreach/Recruiting Coordinator needs to assign someone to take notes of the important decisions of the meeting. Progress against these decision action items needs to be reviewed at the subsequent Recruitment Committee meeting.

Each Recruitment Committee member will create an action item list for his/her own individual recruitment activities. These will include a) the persons/institutions to be contacted, b) the expected date of contact and/or report to the Committee of that contact, and c) the outcomes and follow up action plans to ensure the value of the contact is not lost. (See attached Kairos Recruitment Plan.)

For tracking purposes it is suggested that there also be a categorization of recruitment targets to include:

* Individual contacts
* Church Pastors and/or other senior leaders
* Institutions – Seminaries, Church groups, service clubs, etc.

Members of the Recruitment Committee will also be responsible for tracking the recruitment activities of other Kairos volunteers serving under the jurisdiction of the AC. The Outreach/Recruiting Coordinator will be the initial contact person for such a volunteer and will make the assignment of a Committee member a liaison to the volunteer. Similar data on persons/institutions, categories and dates of contact and/or reporting of results will be passed on from the volunteer to the assigned Committee member. Both volunteer and personal recruiting will be documented by the Committee member and progress reported at the next Committee meeting. (See attached Kairos Recruitment Report.) Where there is a delay or lack of reporting by the volunteer assigned to a Committee member, that member will check in with the volunteer to encourage and help where possible.

The Recruitment Committee meetings should have a dual purpose, first that of reporting on the recruitment activities and second, to assure that those identified as new volunteers are assigned someone to be responsible for following-up with required support resources such as applications, trainings, closings, next weekends, etc. There will also need to be a tracking process for these follow-up responsibilities.

All of these recruitment activities for the committee will be written down on simple summary action item lists.

The Outreach/Recruiting Coordinator will provide a report of the Committee and its recruitment work to the AC at each regular AC meeting. The State Chapter (SC) Committee Representative will use these reports to summarize recruitment progress of the AC in his/her report at the SC Committee meetings.

**V. Recruitment Tools**

The Recruitment Committee Chair will assure that all Kairos volunteers working for the programs and institution of the AC have the recruitment tools needed for successful recruitment.

**VI. Templates for Tracking**

See Attached Files.