



GETTING STARTED

There is a detailed process for starting a Kairos Torch Community. This process is defined in the Kairos Torch Manual (manual pg.9), Kairos Organizational manual “2003” (pg.39) and is briefly summarized here.

- Notify the State Chapter in your state that you are “interested” in starting Kairos **Torch**. They will help you establish communication with the **Torch** Ministries Coordinator:
 - Kevin Resnover, (1-407-629-4948; e-mail:kevin@kpmi.org)
 - Kairos International Office (1-407-629-4948)
- Recruit an ad hoc committee, (Kairos Organizational Manual pg.5-1)
- Select a chairperson for the ad hoc committee. The chair and ad hoc committee would oversee the process and, typically, become the advisory council for that institution after the first weekend. The **Torch** advisory council is responsible to the State Kairos Chapter for adherence to the **Torch** manual and the policies of this Kairos ministry.
- Sign an “Institutional Agreement” with the youthful offender facility in which you are proposing to begin Kairos **Torch** Ministry. (Torch manual p. 17)
- Set a date for your first weekend and select the leader(s) for the weekend. Contact the Kairos International office: ann@kpmi.org to post the weekend on the Kairos website.
- Select at least two observers (denominationally diverse) to be sent to observe the presentation of a Kairos **Torch** weekend designated by the Kairos **Torch** Ministries Coordinator. (To be leader I & II) This weekend is assigned by the **Torch** Coordinator, Kevin Resnover. The observers to work with a National **Torch** trainer during the weekend to give them “the big picture” of the ministry.
- All Leaders will be required to attend a “Kairos **Torch** Leader’s Training” **within 24 months** prior to starting team meetings for their upcoming weekend.
- Purchase from Kairos International items necessary to the presentation of the ministry.
 - Kairos **Torch** Manuals for each team member.
 - Masks to be used on the weekend. (Enough for each table family member including team)
 - Kairos Organizational Manual for the Ad Hoc Committee.

- Creation Presentation (Co-ordinate with Kairos National for insertion of the pictures of participants – if allowed). May be VCR or Power Point.
 - Mentoring guides for all mentors and Mentor management material for the advisory council.
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- Kairos International will send, at community expense, a trainer to the second team meeting to provide 12 hours of team training. The trainer will be assigned, by the National **Torch** Coordinator. Someone from the National office or designee will be the advising leader for the first weekend. A training hand book will be furnished by Kairos International for duplication and disbursement by the local community for future trainings.
 - The Leader must provide 36 hours of training to the team, including the 12 hour second team meeting. Torch Manual p. 51
 - The **Torch** Ministry is a Mentoring Program; therefore, the community should recognize that ideal mentoring requires a one-to-one mentoring effort (one mentor for one participant). In all cases, this should be the goal. The community should raise volunteers to meet the challenge. Mentoring in all aspects will be covered in the training. All **Torch** Team must be cleared through the International Office Screening process.
 - The Kairos International Office and The International **Torch** Committee will work in concert with the Ad Hoc Committee to insure, the best possible product is delivered to these “Youthful Offenders.” Our goal is to help them make a difference in their lives.