



Continuing Ministry Guide

The Continuing Ministry feature allows recording the date, type of event, and the number of participants and volunteers who attended a Continuing Ministry event. Additionally, you can print the history of Continuing Ministry events as well as a statistical summary of all events of the same kind (ie Reunions).

You access the Continuing Ministry function from the main menu's Program section.



The entry of Continuing Ministry information is assigned to the Advisory Council Continuing Ministry Coordinator. Other Advisory Council members and State Chapter members may access the information for viewing.

I. Event Recording

The Continuing Ministry screen presents a list of Continuing Ministry events for the Advisory Council of the logged in person (or the selected Advisory Council(s)) if the logged in person is at the State or Country level authorization.

The Continuing Ministry screen presents a list of events for the Advisory Council of the logged in person.

The list is filtered by the Filter Buttons above the list, and the data is sorted by default in the most recent date order so that, by default, you get a sense of the timing of the Continuing Ministry operations of the Advisory Council.

You can add a new entry by clicking the Insert button (authorized for the Continuing Ministry Coordinator). Other persons will have a View button which will allow them to look at the details but not change them.



The Kairos role is to encourage past participants/guests to reach out to others. Through their Continuing Ministry events, accountability and change happens and Christian community develops.

Continuing Ministry

Listing of Continuing Ministry Events

[Click for instructions to record a Continuing Ministry event](#)

✔ All Events
Instructional
Prayer & Share
Reunion
1 Day Retreat
2 Day Retreat

Ministry	Date	Type Event	Type Gathering	# Participants	# Team	# Inside Council
Kairos Inside	2/13/2021	2 Day Retreat	In Person	350	30	4
Kairos Inside	8/25/2020	Prayer & Share	In Person	250	2	4
Kairos Inside	8/13/2020	2 Day Retreat	In Person	42	20	2
Kairos Inside	8/11/2020	Prayer & Share	In Person	75	2	4
Kairos Inside	8/08/2020	Prayer & Share	In Person	300	2	4
Kairos Inside	2/15/2020	1 Day Retreat	In Person	350	20	6

+ Insert
✎ Change
🗑 Delete

Print Continuing Ministry
Print Attendance Form

✔ Close

To get started, you'll need to have captured the attendance counts from the specific Continuing Ministry event. In order to do that, you can print an Attendance Form and use that to record the counts at the event.

The screenshot shows the 'Listing of Continuing Ministry Events' interface. At the top, there is a header with a silhouette of people and the text 'Continuing Ministry'. Below the header, there is a table with the following data:

Ministry	Date	Type Event	Type Gathering	# Participants	# Team	# Inside Council
Kairos Inside	2/13/2021	2 Day Retreat	In Person	350	30	4
Kairos Inside	8/25/2020	Prayer & Share	In Person	250	2	4
Kairos Inside	8/13/2020	2 Day Retreat	In Person	42	20	2
Kairos Inside	8/11/2020	Prayer & Share	In Person	75	2	4
Kairos Inside	8/08/2020	Prayer & Share	In Person	300	2	4
Kairos Inside	2/15/2020	1 Day Retreat	In Person	350	20	6

Below the table, there are buttons for '+ Insert', 'Change', and 'Delete'. At the bottom, there are buttons for 'Print Continuing Ministry', 'Print Attendance Form', and 'Close'. A red arrow points to the 'Print Attendance Form' button.

You can print the Attendance Form from the main Continuing Ministry screen by clicking the “Print Attendance Form” button.

Just fill in the information for the specific event and use that info when the event is fully completed to enter it into KairosMessenger.

Note that the form allows for up to four “sessions” for the event counts. This is in the case that the attendance is so large that not everyone is allowed to attend, so you might break a Reunion, for example, into a morning session and an afternoon session. You would record the attendance for each session and then use the total column for the total count.

Note that persons who might attend each session should not be counted twice. So, if you have 10 volunteers who attended session 1 and the same 10 stayed for session 2, you would record their attendance in session 1 but not session 2 and the total volunteers would be 10.

The goal is to record the number of persons attending and not to double count in the case of multiple sessions.

If, because of facility limitations or schedules, an event is going to have multiple sessions and some occur on a separate day, you would still simply count that other session as a session of the same event.

Kairos Prison Ministry
2/16/2021

Continuing Ministry Event Attendance

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To be filled out by the Continuing Ministry Coordinator or their designee at each Continuing Ministry event.

Type Event	Event Date	Type Gathering
<input type="checkbox"/> Instructional Reunion		<input type="checkbox"/> In Person
<input type="checkbox"/> Prayer + Share	<input type="text"/>	<input type="checkbox"/> Other
<input type="checkbox"/> SWAP (KO)		
<input type="checkbox"/> Mentoring (Torch)		
<input type="checkbox"/> Reunion		
<input type="checkbox"/> 1 Day Retreat	<input type="checkbox"/> 2 Day Retreat	

Record Number Attending					
	Session 1	Session 2	Session 3	Session 4	Total
Kairos Inside					
# Volunteers:	<input type="text"/>				
# Participants:	<input type="text"/>				
# Inside Council:	<input type="text"/>				
Kairos Outside					
# Attending:	<input type="text"/>				
Kairos Torch					
# Mentors:	<input type="text"/>				
# Mentees:	<input type="text"/>				
# Volunteers:	<input type="text"/>				

After the event is fully completed, the Continuing Ministry Coordinator enters this information into KairosMessenger's Program / Continuing Ministry section.

II. Entering the Event Information

When you return from the Continuing Ministry event, with your filled out Attendance Form, you will then need to enter that information into the Continuing Ministry database by going to the Program menu and selecting the Continuing Ministry option.

That gives you the listing of the Continuing Ministry events (with the most recent at the top of the list).

To now enter the new event information, the Continuing Ministry Coordinator clicks the “Insert” button.

If you are not the Continuing Ministry Coordinator, you can “View” the details by clicking the “View” button (which will appear if you are not the Continuing Ministry Coordinator).

Continuing Ministry

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Listing of Continuing Ministry Events

[Click for instructions to record a Continuing Ministry event](#)

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Kairos Inside	8/11/2020	Prayer & Share	In Person	75	2	4
Kairos Inside	8/08/2020	Prayer & Share	In Person	300	2	4
Kairos Inside	2/15/2020	1 Day Retreat	In Person	350	20	6

When you click the Insert (or View) button, the Event Entry screen appears.

The State, Advisory Council, and Ministry values are automatically generated by the system.

The “Type Event” selection buttons are filtered based on the ministry program. So, the Kairos Outside SWAP event type option would not appear on the screen for a Kairos Inside event.

Enter Continuing Ministry Activity

State:

Advisory Council:

Ministry:

Date:

Type Event:

Type Gathering:

Participants:

Kairos Team:

Inside Council:

The Continuing Ministry Coordinator will enter the event’s totals for the event into the attendance fields. You save the information to the KairosMessenger database by then clicking the Save button. This will return you to the listing screen and the newly added entry will be listed.

III. Printing Continuing Ministry History & Statistics

Over time, you'll want to know what your ministry's efforts to conduct the Continuing Ministry, the "heart" of the ministry, with excellence looks like. You do that by printing the history.

From the main Continuing Ministry listing screen, you can print a history of the events by clicking the "Print Continuing Ministry" button.

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Listing of Continuing Ministry Events
[Click for instructions to record a Continuing Ministry event](#)

Ministry	Date	Type Event	Type Gathering	# Participants	# Team	# Inside Council
Kairos Inside	2/13/2021	2 Day Retreat	In Person	350	30	4
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Kairos Inside	8/11/2020	Prayer & Share	In Person	75	2	4
Kairos Inside	8/08/2020	Prayer & Share	In Person	300	2	4
Kairos Inside	2/15/2020	1 Day Retreat	In Person	350	20	6

This gives you the Report Options selection screen. If you are an elected Advisory Council person, you will not have a selection for the Advisory Council, but a State Chapter person would.

You fill out the selections as appropriate (every option must be filled in). Then, click the "Print Continuing Ministry" button.

Continuing Ministry Report Options

You must enter a "From Date" and a "To Date" for the period of interest

From Date: ? To Date: ?

Type Ministry: Kairos Inside

Type Event: ALL Prayer & Share Reunion 1 Day Retreat 2 Day Retreat Bible Study

Type Gathering: ALL In Person

Print Statistics Only:

If you did NOT check the “Print Statistics Only” checkbox, you will get a report with two sections – a detailed list of the events that met your screening options followed by a statistical summary. If you chose to Only do the “Print Statistics Only” then you would only get that statistical summary page.

Type Event: ALL	KairosMessenger				12/19/2020	
Type Gathering: ALL	Continuing Ministry History				1	
	Texas					
Advisory Council	Ministry	Date	Event	Type Gathering	# Participants	# Vols
Allred	Kairos Inside	8/25/2020	Prayer & Share	In Person	250	2
Allred	Kairos Inside	8/13/2020	Instructional	In Person	42	20
Allred	Kairos Inside	8/11/2020	Prayer & Share	In Person	75	2
Allred	Kairos Inside	8/10/2020	Retreat	In Person	350	30
Allred	Kairos Inside	8/08/2020	Prayer & Share	In Person	300	2

The detailed information will show you the Advisory Council and highlight for you if only a certain type event or type gathering was chosen to filter down the list.

The statistical page will give you a summary of each type of event. If you are an Advisory Council authorized person, then you will only get a set of statistics that apply to your ministry. If you are a State Chapter or national authorized person, then you may also see the other types of ministry statistics if you chose ALL types in your print options selection.

In this simple example, you can see that there were 3 Prayer & Share events during the selected date range and they occurred on average every 8.5 days and had 208.3 Participants on average and 2.0 volunteers present.

From: 1/01/2020	KairosMessenger				2/16/2021	
Thru: 2/16/2021	Continuing Ministry Summary					
	Texas - All Advisory Councils					
	Total Days Reported	Total Events	Average Days Between	Average # Participants	Average # Volunteers	Average # Inside Council
Kairos Inside						
Instructional		0				
Prayer/Share	17	3	8.5	208.3	2.0	
Reunion		0				
2 Day Retreat	184	2	184.0	196.0	25.0	
1 Day Retreat	1	1		350.0	20.0	
Kairos Outside						
SWAP	1	1		50.0		
Reunion	1	1		15.0		
Kairos Torch						
Mentoring	7	2	7.0	17.5	16.0	