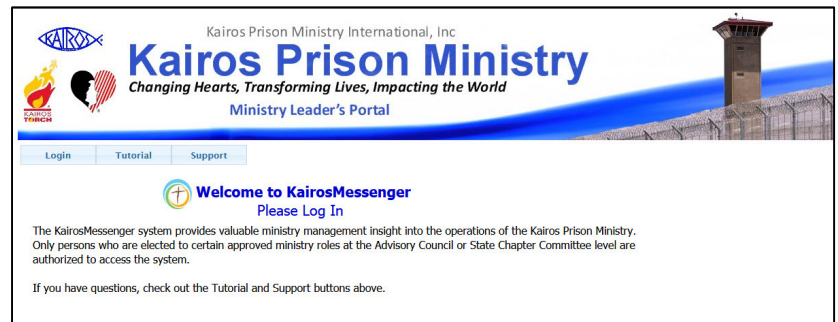




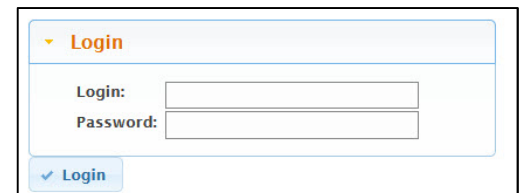
The KairosMessenger system ([www.kairosmessenger.org](http://www.kairosmessenger.org)) is the ministry's new management and communications system to help all areas of the ministry in their efforts to strive toward excellence in ministry. It is important to understand that the massive amount of data that is required in this endeavor is uploaded to it from the Ezra system and, in the future, from the KairosDonor donor nurture system.



While only persons who are authorized to access the system, anyone can watch the growing list of tutorial videos and PDF instructions by clicking on the Tutorial menu button. And, if you have questions, the Support menu button contains a growing list of frequently asked questions and support contacts if you have questions or difficulties.

To access the data, reports, and communications of the system, you must be authorized to do so. A person's authorization is a function of the role that the person is elected to, either as an officer of the Advisory Council or as a member of the State Chapter Committee. Persons are given that authorization by the Advisory Council Secretary recording the election of its officers, or if at the State Chapter level, when the State Chapter Committee Secretary records the election of the State Chapter Committee members.

When a person is elected, the system will automatically generate their authorization log in credentials which consists of their name and the system assigned password. To access the KairosMessenger system, you will enter your log in credentials.



Once you are logged in, you are presented the main KairosMessenger menu. The sections of the system are accessed by clicking on the appropriate menu button. As more and more of the features of the system are implemented more of these menu selections will be available.

The sections, either currently available or to be available in the future, are:



## Organization

This focuses on the election of, and reporting of the members of the Advisory Council and/or the State Chapter Committee. It is through these elections that a person is provided access to the system.

## Volunteers

The Volunteer section provides a list of the volunteers and their detailed information including their history of volunteering for the appropriate Advisory Council.

## Donors

The Donor section provides a list of the donors to the Advisory Council's ministry and analytical tools to assist the Advisory Council in nurturing greater and greater support for their ministry.

## Program

The Program section provides information about the Weekends and the Continuing Ministry.

## Reports

The Reports section will provide ministry-wide management reporting that are being designed to assist all leaders in their striving for excellence in the delivery of the ministry.

## Email

This section allows the Advisory Council and/or the State Chapter Committee to create and use KairosMessenger's bulk emailing features to simplify and improve the communications with its volunteers, donors, and ministry leaders.

Special attention should be paid, especially in the early rollout of the system, to the four menu buttons highlighted here. These represent the four major elements of the management of the ministry, from the organization

and leadership, to the volunteer base, and the donors to the ministry, and the key ministry program health. These are the initial focus on the growing capabilities of the KairosMessenger system.



For more procedural details, please check out the Tutorial menu selections for each available section of the system.