



While anyone can access KairosMessenger (www.KairosMessenger.org) you are limited to watching tutorial videos, accessing PDF Tutorials, and reading FAQs. In order to access KairosMessenger's data and functions, you are required to log in.

What does the Login Authorize me to do?

A login is tied to a person and the "role" they are elected to at the Advisory Council or State Chapter. Different "roles" are allowed to access certain data and perform certain functions in order to fulfill their assigned ministry responsibilities. The specific things a person is allowed to do varies by their elected role as per the job description.

How do I get a Login Authorization?

The login consists of two data items – the person's name (as recorded in the KairosMessenger Volunteer database) and a password. A person's authorization is automatically created when the Advisory Council or State Chapter Secretary uses KairosMessenger to record the election of officers (the "roles"). The Secretary has access to a person's log in credentials, but cannot change them. Additionally, KairosMessenger allows the Secretary, upon completing the recording of the election, to send an email to the elected persons and that email notifies the persons of their elected role, their "job description" and their log in credentials.

How Long does the Login Authorization Last?

The Kairos Prison Ministry elections take place in the last quarter of the year with an effective date of January 1. So, when the election is recorded, the login becomes effective on Jan 1 of the following year. The login remains effective until the end of January of the effective election year. This is to allow a period of transition between the previous elected person and the newly elected person.

If a person is re-elected to the same role, their log in authorization remains in effect for the newly elected year.

What About a Person Who Gets Elected During the Course of the Year?

If a person is elected later in the year, the Secretary records their election to the role, and enters the "effective" or "start" date, and their authorization become effective on that date. If the reason the person is being elected during the year is that the previously elected person leaves the Advisory Council or State position, then the Secretary records that person as having a "Removed" date. Their authorization will be removed effective on that date.