



# KairosMessenger Volunteers

Persons whose elected job allows them to access the Volunteers listings will be able to select the Volunteer List menu selection. If the logged in person's authorization does not give them permission to access the Volunteers' list will not have the option available to them.



The Volunteers listing will show you the list of volunteers that are associated with the same State Chapter Committee and Advisory Council as the authorized logged in person's State and Advisory Council.

If there are more volunteers than are displayed in the list, you will have a set of navigation buttons right below the list. To see the next section of the list, you would click the Next button. To see the previous section of the list, you click the Previous button.

Green background indicates that the person is an "Active" volunteer  
Click "column heading" to sort on that column and search for records matching the search entry

Last Name	Volunteer Name	Primary State	Primary Ad Council	Primary Ministry	Preferred Email
Greenway	Randy Greenway	Texas	Allred	KI	rgreenway@kairos.org
Greenway	Susan Greenway	Texas	Allred	KI	
Grimes	Larry Grimes	Texas	Allred	KI	lgrimesinsurance@qms.com uno.com
Grove	Jeremy Grove	Texas	Allred	KI	jeremygrove@kairos.org
Guerrero	Zeke Guerrero	Texas	Allred	KI	kellyzeke@kairos.org
Guidry	Kat Guidry	Texas	Allred	KI	kguidry@kairos.org
Hale	Desi Hale	Texas	Allred	KI	desihale@kairos.org
Haley	Jason Haley	Texas	Allred	KI	jhaley207haley207@hambrook.com
Hambrook	David Hambrook	Texas	Allred	KI	oldhambrook@kairos.org
Hansley	Lee Hansley	Texas	Allred	KI	lhansley@kairos.org

Navigation buttons: First, Previous, Next, Last  
Action buttons: Insert, Change, Delete, Print Volunteer List, Close

If you are authorized to edit/update the volunteer information, you will see the Insert, Change, and Delete buttons that will allow you to add a new volunteer (the Insert button), or to make changes to a person's information (the Change button), or to remove a Volunteer entry from the Advisory Council's history (the Delete button).

Notice the difference between this screen detail and the one above? In this one, there is a section for "Filter"ing the list where you select and Advisory Council, but there is no such selection in the screen picture above.

That is because the person who logged in above was authorized as an officer of the specific Advisory Council and therefore the person was only allowed to access the volunteers that were automatically selected as the same Advisory Council as the log in person.

---- Filter the List ----  
Select the Filter Options and then click the "Apply Filter" button

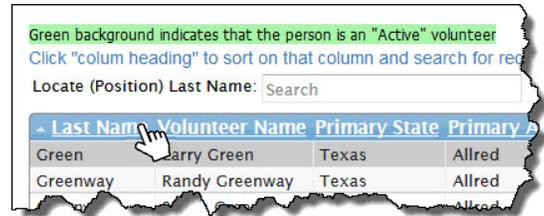
Advisory Council: <Select Advisory Council> [Apply Filter]

Green background indicates that the person is an "Active" volunteer  
Click "column heading" to sort on that column and search for records matching the search entry

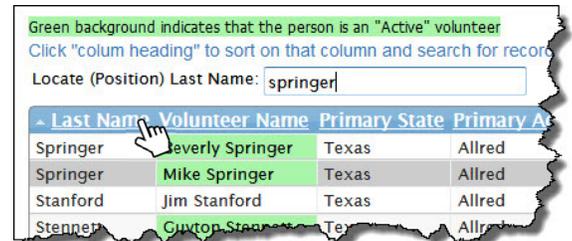
Last Name	Volunteer Name	Primary State	Primary Ad Council
Agold	Jeff Agold	Texas	Allred
Albus	Doug Albus	Texas	Allred

In the example here, the logged in person is authorized as a State Chapter Committee officer and that person can access the Volunteer information from any Advisory Council in the State. So, the screen this person sees has a selection of the Advisory Councils in the logged in person's state. The logged in person in this case would select the specific Advisory Council they were interested in, and then click the Apply Filter button to change the list of Volunteers to those associated with the selected Advisory Council.

You can change the display sequence of the information displayed in the list by clicking on a column heading. That will do two things – it will sort the list by that column. If the little up arrow appears next to the column heading, that means the sort will be from a lower value to a higher value. If you click the same column heading again, the little arrow will become a down arrow and the data will be sorted in reverse order.



Also, when you click on a column heading, you will get a search field right above the list. This allows you to search for an entry in the column that was selected. So, in this example, the Last Name column heading was clicked (see the little arrow next to the Last Name heading?), and the name springer was typed in the search field right above the listing. To then search to position the list to a matching, or as near a match as possible, just click the Tab key or hit the Enter key. That will reposition the list.



To access the detailed information for a specific volunteer, you click on the person in the list and click the Change button (if you are authorized to make changes) or the View button if you are only authorized to view the information. That will open the selected volunteer's detailed information.

The Volunteer record has 7 sections which are accessed by clicking the Tabs at the top of the section:

1. Name/Contact – contains basic contact information for the volunteer.
2. Personal – additional personal information such as birthdate, age, gender, ethnicity, etc.
3. Ministry – information about the person's "primary" country, state, and Advisory Council and their primary ministry program (ie Kairos Inside, Kairos Outside, or Kairos Torch)
4. Training – information about their training and certifications.
5. Restrictions – limitations set by the volunteer on the ministry or by the ministry on the person.
6. Weekends/Courses – information about the volunteer history of Weekends served.
7. Continuing Ministry – currently just a place holder for future information about the person's service in the Continuing Ministry of Kairos.

The following information will provide details about each section.

## 1. Name/Contact

This section contains the basic identification information for the volunteer. It is IMPORTANT to understand that this record is updated automatically by ongoing uploads from Ezra, and to help make sure the uploading data is updating the proper entry in the KairosMessenger system, you should avoid doing things like entering a “title” in the person’s First Name field (like Rev. or Pastor, etc).

The screenshot shows the 'Update Volunteer Record' form for Mike Springer. The 'Name/Contact' tab is selected. The form contains the following fields:

- Last Name: Springer
- First Name: Mike
- Suffix: (empty)
- Salutation: Mike
- Address 1: 3028 Bluebonnet Ln
- Address 2: Bedford, TX 76021
- City: Bedford
- State: TX
- Zip: 76021
- Cell Phone: 817-739-1181
- Home Phone: 817-571-9681
- Email: springm@juno.com

Buttons for 'Save' and 'Cancel' are visible at the bottom.

## 2. Personal

This section contains personal information about the volunteer. The person's age is automatically calculated based on the birthdate.

The screenshot shows the 'Update Volunteer Record' form for Mike Springer, with the 'Personal' tab selected. The form contains the following fields:

- Birthdate: 3/30/1956 (mm/dd/yyyy), Age: 61
- Gender: Male (selected), Female, Unknown
- Ethnic: Caucasian (selected), African American, Asian, Hispanic, Native, Unknown
- Denomination: Methodist (selected), Baptist, Presbyterian, Catholic, Episcopal, Disciples, Assy of God, AME, Church of Christ, Bible/Independent, Lutheran, Non-Denom, Penecostal, Other, Unknown

Buttons for 'Save' and 'Cancel' are visible at the bottom.

## 3. Ministry

The ministry tab contains the information about the “Primary” ministry that the person serves. This is VERY important as it is used to link the person to a ministry and to a State and Advisory Council.

This information was initially selected automatically when Ezra uploaded the person’s information into the system.

The screenshot shows the 'Update Volunteer Record' form for Mike Springer, with the 'Ministry' tab selected. The form contains the following fields:

- Primary Ministry: Kairos Inside (selected), Kairos Outside, Kairos Torch
- Primary Country: United States (dropdown)
- Primary State: Texas (dropdown)
- Primary Ad Council: Allred (dropdown)

Buttons for 'Save' and 'Cancel' are visible at the bottom.

This information is not used to identify a weekend that the person has served on, but it identifies the Advisory Council that they are primarily tied to. A person cannot be elected to an Advisory Council unless they are “primarily” associated to that specific Advisory Council. The reason for this definition is to be compliant to the intention of the Advisory Council Operating Procedures and the Continuing Ministry expectations.

If a person that you know is active in your Advisory Council does not appear on your list of volunteers, then it is likely that they have been identified by the Ezra uploads as being primarily associated with a different Advisory Council. See the section about “Adding A Volunteer” later in this document.

#### 4. Training

This section contains information about a person’s training status. This information is updated by Ezra’s ongoing updates.

So, for example, if a person goes through updated training by the DOC/Local Prison, and that is recorded in Ezra by the current Weekend Leader, then when Ezra uploads the data, this information will automatically be updated in KairosMessenger. Of course, you can also manually update it directly in KairosMessenger in this section.

**Update Volunteer Record**  
Mike Springer

**DOC Trained:** Date: 10/08/2016 mm/dd/yyyy  
 **PREA Trained:** Date: dd/mm/yyyy dd/mm/yyyy  
 **Background Check:** Date: dd/mm/yyyy dd/mm/yyyy  
 **Mentor Trained:** Date: dd/mm/yyyy dd/mm/yyyy  
 **Clergy Certify:** Date: dd/mm/yyyy dd/mm/yyyy

Save Cancel

#### 5. Restrictions

There are two “types” of restrictions that are available in this section.

- Restrictions placed by the person:  
These are restrictions the person placed on Kairos (like Do Not Send Newsletter).

- Restrictions placed by Kairos:  
These are restrictions that some level of authority has places on the person’s involvement in Kairos. There are four authority levels selectable by the tabs:

**Update Volunteer Record**  
Mike Springer

**Do Not Contact:**  
 **Do Not Send Newsletter:**  
 **Photo Restriction:**

**Restrictions**

**Type Restriction** Temporary Clear  
**Effective Date** mm/dd/yyyy mm/dd/yyyy  
**Comments:**

Save Cancel

### A. Advisory Council

This is a “temporary” limitation on the person’s involvement in the ministry. This restriction is established by the Advisory Council and is not a permanent restriction on the person’s involvement in Kairos. You would click the Temporary button (or the Clear button to remove the restriction) to identify the restriction, and you would enter the effective date and a short explanation of the restriction in the Comments section.

### B. State Chapter

This is a “temporary” limitation on the person’s involvement in the ministry. This restriction is established by the State Chapter and is not a permanent restriction on the person’s involvement in Kairos.

### C. DOC

This is either a “temporary” or a “permanent” restriction on the person’s involvement in the ministry. This restriction is based on a notification by the DOC to the Kairos office. The actual entry of this restriction is limited to the Kairos office staff.

### D. KPMI

This is either a “temporary” or a “permanent” restriction on the person’s involvement in the ministry. This restriction is based on discussion with the State Chair and other sources as appropriate. The actual entry of this restriction is limited to the Kairos CEO or their designated staff person.

## 6. Weekends/Courses

This section identifies the person’s historical participation in Kairos Weekend events and their assigned job and talk. The source of the data is from Ezra’s uploads.

Notice in this example that many of the weekends do not have a date of the weekend. This is because the version of Ezra at those times did not capture the actual date of the weekend in the history of service database, so there was no date available in the upload. If there is a date, the list places the most recent weekend at the top of the list.

**Update Volunteer Record**  
Mike Springer

**Name/Contact** | **Personal** | **Ministry** | **Training** | **Restrictions** | **Weekends/Courses** | **Continuing Ministry**

Volunteer:  Yes  No      Active Volunteer:  Yes  No  
Previous KO Guest:  Yes  No      Fourth Day Qualified:  Yes  No

**List of Weekend Service**  
Locate (Position) Date:

Weekend	Date	Death Row	Ad	Seg	Job	Talk	Day Angel	KO Guest	Mentor	Guide
Allred #32	3/30/2017				Table Family Clergy	Opening The Door				
Allred #30	4/07/2016				Table Family Clergy	Obstacles to Accepting Go				
Allred #29	10/01/2015				State Observer					
Allred #5					Agape Coord.	Discovery				
Allred #1					Rector					
Allred #2					Advising Rector					
Allred #3					Table Leader					
Allred #6					Unit Coordinato					
Allred #7					Unit Coordinato	Lighting the Wa				
Allred #9					Unit Coordinato					

« First   ← Previous   → Next   « Last  
     

Notice that there are buttons at the top of this section that identify the person as a volunteer. That is what places this person in the list of volunteers. There is also a button to identify the person as an “Active Volunteer.” Currently, the definition of an “Active” volunteer is set by how recently they have participated on a Kairos Weekend team as reported by Ezra’s upload.

A person must have served on a Weekend team, as reported by Ezra, within the past two years to be considered “Active”. While you can temporarily click the Active Volunteer button to a “Yes” condition, as time goes on without Ezra reporting that the person has served on a Weekend team, the person’s active status will be changed to “Inactive.”

A person must be “Active” in the ministry (currently defined as active on Weekend teams) for the “primary” Advisory Council in order for the person to be available to be entered as a person eligible for Election to the Advisory Council.

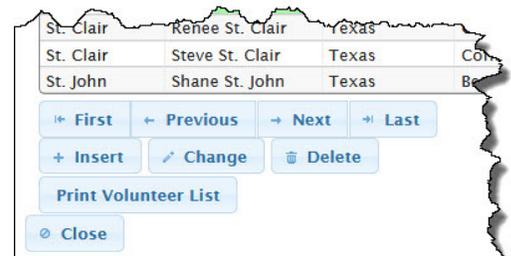
### Saving your Changes

Once you make a change to any section of the volunteer record, you must click the Save button at the bottom of the page in order to update the database. You do not have to click the Save button for each section, but to complete the review and update to a volunteer record, you finish by clicking the Save button. This will return you to the list of volunteers.

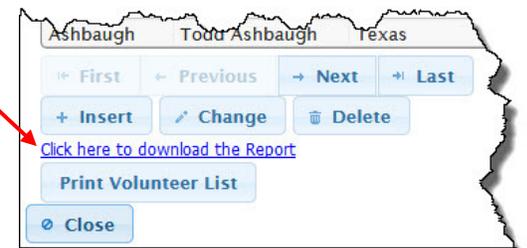


### Print Volunteer List

You can print a list of the volunteers by clicking the Print Volunteer List button.



When the report has been generated, you will get a link just above the Print button. Click the link and you will get the report displayed in the web browser window. This report will give you an overview list of the volunteers in the Advisory Council’s ministry, with their basic contact information.



### A Comment About Ezra

It should be readily evident that the use of Ezra is a ministry requirement. Ezra is available for all the ministry programs, and it is the primary tool not only for Weekend Leaders, but also for the Advisory Council AND State Chapter as the data source for the new KairosMessenger management and communications tool. Accordingly, it is very important that the Advisory Council ensure that Ezra is, in fact, being used for each Kairos Weekend event and that its data is being passed from leader to leader.