

 **KairosMessenger**  
**Ministry Excellence Dashboard**

## I. Why is there a Ministry Excellence Dashboard?

In Kairos, we all strive to do the best we can in serving in this God ordained and guided ministry. We always strive to be a ministry of excellence. The KairosMessenger Dashboard summarizes and highlights the key elements of “how we’re doing” in overseeing our efforts in applying our gifts, graces, and leadership in the ministry.

## II. Major Concepts

It is helpful to get a “big picture” of the Dashboard functions.

### 1. Four Pillars

There are many important elements in the delivery of excellence in the ministry. To help understand the breath of the ministry, Kairos can be thought of as having four major “pillars” that you can see right on the KairosMessenger main menu.



Organization – the “organizational” elements of the ministry, like leadership elections.

Volunteers – the focus of the “lifeblood” of the ministry, the volunteers and their service.

Donors – understanding the key financial supports for the ministry’s operation

Programs – where the “rubber meets the road” in terms of the weekends and continuing ministry.

### 2. Four Periods

For the purpose of highlighting our progress in delivering excellence in the ministry, the dashboard function divides and summarizes information into two six-month periods per year. Most of the ministry operations are centered on preparing and delivering two Kairos Weekends per year, and the Dashboard summarizes our joint efforts in those two periods per year. Those two periods are:

January – June – you can think of this as the “Spring” or “early” part of the year.

July – December – obviously this is the “Fall” or “later” part of the year.

It’s important to realize that if you are looking at the dashboard in March, for example, that the last completed ministry “period” is the July-December period of the previous year.

### 3. Organization Structure

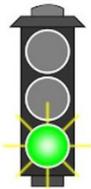
The Dashboard provides information for three parts of the Kairos organization:

- Advisory Council
- State
- Country

So, you are able to see the Dashboard excellence information for your Advisory Council as well as for all the total of all Advisory Councils in the State, and also for the total of all Advisory Councils in the Country.

### 4. Dashboard “Levels”

The Dashboard is made up of three “levels”



The “Level 1” dashboard is a simple indication of how we are doing in the aggregate for each of the four “pillars.” This is a simple “traffic light” display that shows the summary status for the Advisory Council, and State, and Country in the form of a Red (needs attention), Yellow (can use some improvement), or Green light (doing Great!).

You might want to know more, since the Level 1 Red/Yellow/Green light could be a composite of multiple excellence factors. You can “dive” into the next level of detail by clicking the “More Dashboard Details” to go to the “Level 2” dashboard.



The Level 2 dashboard contains trended information for up to six excellence factors that Kairos has determined to be important for the “Pillar” section you are in.

The Level 2 dashboard displays 4 – 6 month period graphs for each of the (up to six) excellence factors.

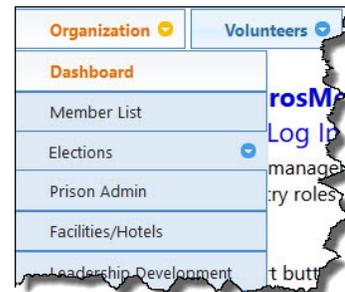
If you want to know more detail yet, you can click the “Print Detail Report” button on the Level 2 screen.



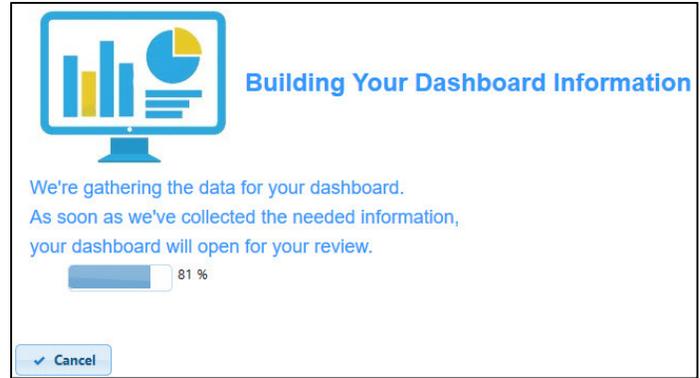
The Level 3 Detail Report will allow you to print more detailed information about the excellence factor(s)

### III. Operating the Dashboard

You start the Dashboard by clicking on one of the four “pillar” buttons on the main KairosMessenger menu and select the “Dashboard” entry.



You will get a screen that indicates that your dashboard information is being built. In a few seconds, you will be taken to the Level 1 Dashboard display.



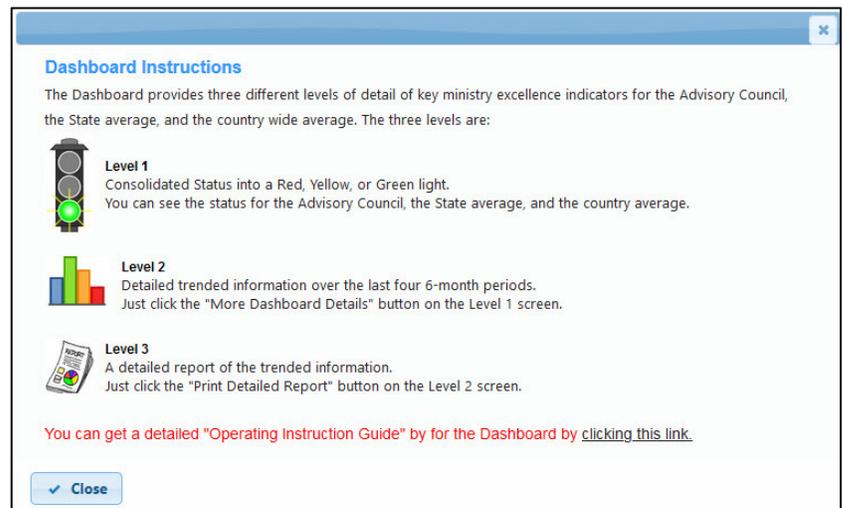
### IIIA. Level 1 Dashboard

The Level 1 dashboard displays a Red or Yellow, or Green light (depending on how the organization that is highlighted by the selected tab. On initial opening, the display is always set to the Advisory Council tab.

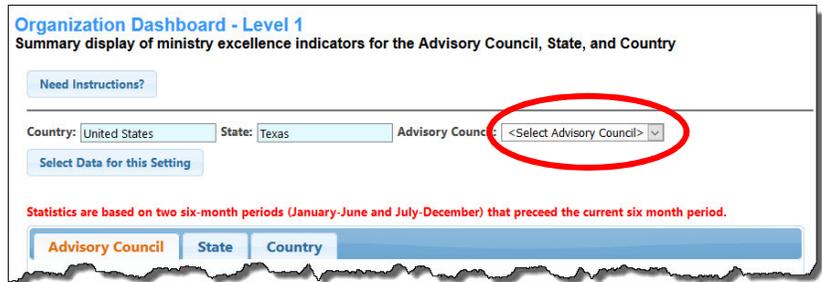
If you are totally "lost" when this screen appears, you can click the "Need Instructions?" button at the top of the screen.



That gives you a popup display with a reminder of the basic overview of the three levels of information.

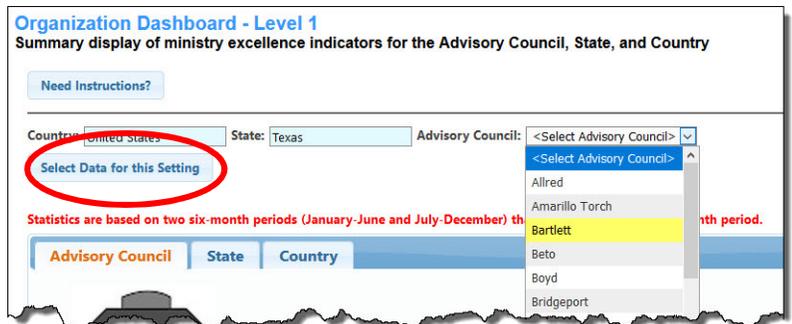


If the person who is logged in is a State Chapter person, then they can select a specific Advisory Council within their State by clicking the drop down button on the <Select Advisory Council> field.



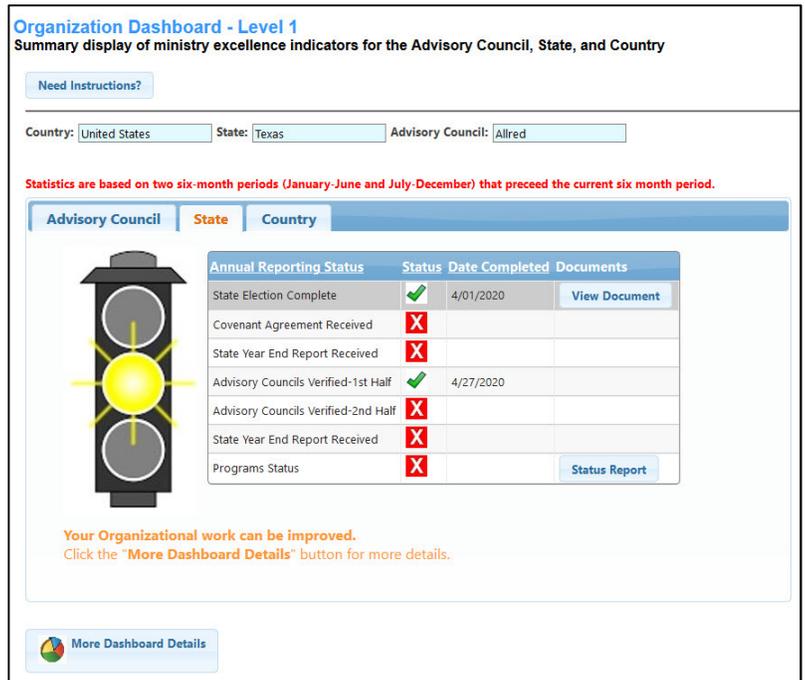
IF the State person does not select an Advisory Council from the list, then the information displayed on the Advisory Council tab will be the average of all the Advisory Councils in the State, which is the same as what is displayed on the State tab.

That will give the list of Advisory Councils in the State and the person can select the desired Advisory Council. The yellow highlighted Advisory Councils are “inactive” Advisory Councils.



Once the State person selects an Advisory Council, they must click the “Select Data for this Setting” button. That will create the information that is relevant for the selected Advisory Council.

The State tab will display two pieces of information. First, the Red/Yellow/Green light will display the results of the AVERAGE of ALL the Advisory Councils in the State.



Secondly, there is a list of the various reporting documents that the State Chapter is responsible for providing to the Kairos office and their current status.

If the required item is a document, it can be displayed by clicking on the “View Document” or “Status Report” button on the right of the specific item.

The Country tab will display the AVERAGE of ALL the Advisory Councils in the Country.

IF you want more detailed information about the excellence items that made up the Red/Yellow/Green light status, you can click the “More Dashboard Details” button at the bottom of the Level 1 screen. That will take you to the Level 2 Dashboard.

**Organization Dashboard - Level 1**  
Summary display of ministry excellence indicators for the Advisory Council, State, and Country

Country: United States State: Texas Advisory Council: Allred

Statistics are based on two six-month periods (January-June and July-December) that precede the current six month period.

Advisory Council State Country

Your Organizational work can be improved.  
Click the "More Dashboard Details" button for more details.

More Dashboard Details

### IIIB. Level 2 Dashboard

The Level 2 display is a more detailed graphical trend of the excellence factors that are being reported.

If the Level 1 display was made up of more than one factor, you will see a tab for each of those factors and the name of the factor.

For example, this display on the right shows that there is only one factor involved – the “Elections Entered” and you see that highlighted in orange on the only tab displayed. If there were other factors, you would see additional tabs.

Clicking on the tab will display a trended chart of the Advisory Council’s status over the last four 6-month periods.

**"Organization" Dashboard Level 2 Details**  
This "Level 2" dashboard displays the items that contribute to the Level 1 status display. Click the tab to see the specific element that contributed to the summary dashboard display

Country: United States State: Texas Advisory Council: Allred

Select Data for this Setting

Advisory Council Dashboard State Dashboard Country Dashboard

Elections Entered

% Advisory Council Elections Recorded

Six Month Period	% Completed
July-Dec 2018	93.0
Jan-June 2019	100.0
July-Dec 2019	100.0
Jan-June 2020	100.0

The "% Advisory Council Elections Recorded" shows the number of Advisory Council "positions" that were recorded as being elected by the end of the 6 month period as a percentage of the total number of ACQP required Advisory Council positions (plus any optional positions added at the Advisory Council).

Want more detail? Click the "Print Detailed Report" button.

Print Detailed Report

Return

To see the State Chapter summary of all the Advisory Councils in the State, click the “State Dashboard” button and the chart will reflect the Average result for all the Advisory Councils in the State.

**"Organization" Dashboard Level 2 Details**  
 This "Level 2" dashboard displays the items that contribute to the Level 1 status display. Click the tab to see the specific element that contributed to the summary dashboard display

Country:  State:  Advisory Council:

Select Data for this Setting

Advisory Council Dashboard **State Dashboard** Country Dashboard

**Elections Entered**

**% Advisory Council Elections Recorded**

The "% Advisory Council Elections Recorded" shows the number of Advisory Council "positions" that were recorded as being elected by the end of the 6 month period as a percentage of the total number of ACQP required Advisory Council positions (plus any optional positions added at the Advisory Council).

Want more detail? Click the "Print Detailed Report" button.

Print Detailed Report

Return

Click the “Country Dashboard” to see the Average of all the Advisory Councils in the Country for the selected ministry excellence factor.

**"Organization" Dashboard Level 2 Details**  
 This "Level 2" dashboard displays the items that contribute to the Level 1 status display. Click the tab to see the specific element that contributed to the summary dashboard display

Country:  State:  Advisory Council:

Select Data for this Setting

Advisory Council Dashboard State Dashboard **Country Dashboard**

**Elections Entered**

**% Advisory Council Elections Recorded**

The "% Advisory Council Elections Recorded" shows the number of Advisory Council "positions" that were recorded as being elected by the end of the 6 month period as a percentage of the total number of ACQP required Advisory Council positions (plus any optional positions added at the Advisory Council).

Want more detail? Click the "Print Detailed Report" button.

Print Detailed Report

Return

IF you want more detailed information about the Level 2 data, click the “Print Detailed Report” button.

### IIIC. Level 3 Detailed Report

When you click the “Print Detailed Report” button, it will open a window that allows you to select a variety of formats of the data, such as including all the ministry excellence factors on the report or only include a specific one.

The option screen is slightly different depending on whether you are an authorized Advisory Council member or if you are a State Chapter person. In the case of the Advisory Council member, the State and Advisory Council are predefined with your log in to KairosMessenger, and your print options are limited to printing your Advisory Council info and the State summary and the Country summary.

If you are a State Chapter person, then you can select to have the report cover a specific Advisory Council that you are interested in (the “Selected” Advisory Council), or you can select to include the details for all the Advisory Councils in the State. And you will also get the summary for all the Advisory Councils in the State and in the Country.

Once you have selected the format options you desire, then click the Print Organization Report button to initiate the creation of the report.

The screenshot shows a web form titled "Organization" Dashboard Report Options. At the top, there are three dropdown menus: "Country:" with "United States" selected, "State:" with "Texas" selected, and "Advisory Council:" with "<Select Advisory Council>" selected. Below these is a "Select Data for this Setting" button. The form is divided into two sections: "I. Report Content" and "II. Report Format". Under "I. Report Content", there is a "Print All Items:" checkbox which is checked. Under "II. Report Format", there are three checkboxes: "Include Selected Advisory Council:" (checked), "Include All Advisory Councils:" (unchecked), and "Include Selected State:" (checked). At the bottom of the form, there are two buttons: "Print Organization Report" and "Return".

The first page of the report identifies the Country, State, and specific Advisory Council that you have selected or that was selected automatically based on your log in authorization.

The screenshot shows the first page of a report titled "KairosMessenger 'Organization' Dashboard Report" dated 7/16/2020. On the left, there is an icon of a report with a pie chart. The main text reads: "This is the Dashboard report for the following selections: Country: United States, State(s): Texas, Advisory Council(s): Allred". To the right, there are four checked options: "Include 'Selected' Advisory Council", "Include All Advisory Councils", "Include 'Selected' State Chapter", and "Include All State Chapters". Below this, there is a section titled "Ministry Excellence Factors in Your Report" with a table showing the status of three factors: "Advisory Council Status", "State Status", and "Country Status". Each status is represented by a traffic light icon. The "Advisory Council Status" and "State Status" are green, while the "Country Status" is yellow. Below the table, it says "% Advisory Council Position Elections Completed".

Also highlighted on the right side are the format options that you have selected. And, following that are the section Ministry Excellence Factors that apply and what the Level 1 results were for the selected Advisory Council(s), the State, and the Country.

Starting on page two are the four six-month periods with the excellence factor results for each of the last four periods. If you are an Advisory Council person, the list shows your Advisory Council results for the indicated Ministry Excellence Factor, as well as the State and Country results.

KairosMessenger					7/16/2020
% Advisory Council Position Elections Completed					2
Advisory Council	July-Dec 2018	Jan-June 2019	July-Dec 2019	Jan-June 2020	Recent
Allred	93.0	100.0	100.0	100.0	
<b>Texas Summary</b>	53.0	83.0	88.0	90.0	
<b>United States Summary</b>	47.0	82.0	83.0	85.0	

If you are a State Chapter person, then you have the option of printing just a selected Advisory Council (in which case the printout looks like that above). OR, you can select to print all the Advisory Councils in the State.

KairosMessenger					7/16/2020
% Advisory Council Position Elections Completed					
Advisory Council	July-Dec 2018	Jan-June 2019	July-Dec 2019	Jan-June 2020	Recent
Allred	93.0	100.0	100.0	100.0	
Amarillo Torch	0.0	0.0	0.0	43.0	
Beto	100.0	100.0	100.0	100.0	
Boyd	93.0	80.0	80.0	93.0	
Bridgeport	0.0	0.0	0.0	71.0	
Briscoe	100.0	95.0	95.0	100.0	
Clemens	0.0	86.0	100.0	100.0	
Clements	0.0	0.0	0.0	0.0	
Coffield	0.0	100.0	100.0	94.0	
Connally	0.0	0.0	71.0	100.0	

And, of course, you will find the State Summary along with the Country Summary at the end of the report.

In the case you are authorized for the Country leadership team, then you can also select the option to view ALL the States summary results and the list will include all the states in the authorized Country.