

Karios Team Coordinator Responsibilities

No.	Responsibility	Status	Due	Comments
1	Email Mary Larrabee strick103@aol.com updates for NECC Kairos website to have up to date Weekend dates, Leaders names, and team meeting dates. Ask council who to contact if no longer Mary Larabee		6 months before walk	
1	Call Pastor at Bethany Baptist Church in Mt. City to reserve church for weekend and coordinate Wed dinner and service . Usually they have us bring salad and bread for the meal. We also bring the communion elements and provide some music and the leader thanks the church, prison, and any people from the prison present. Currently the pastor is Gale Harely 423-957-6141. Follow up 2 weeks before to confirm meal and if a speaker is needed. Also talk to the pastor if can't get the cabin and need housing for some members		6 months before walk	
1	Call Americourt (Billy) in Mt. City and book 20-25 rooms with Kairos rate. Ask for all non-smoking and as many king beds as possible. Also need to determine 1st floor needs and wives in attendance 423-727-7311. Confirm rooms 3-4 weeks out.		6 months before walk	
1	Call Bill and Phyllis Icenhour to reserve the cabin for the weekend 423-525-1439. Last time I called the grandson gave me this number 423-361-9392		6 months before walk	
1	Coordinate getting a site arranged for Team Meetings, work with Team Leader on days for meeting and if any Saturdays		6 months before walk	
1	Contact Lisa Mabry to discuss agape and prayer vigil before team meetings. 423-483-8821		6 months before walk	
1	Set up Prayer Vigil. www.3dayol.org		6 months before walk	
2	Contact Matthew Leflame and Maurice Widner and coordinate training session and dinner 423-727-7387 or 423-492-4828 maurice.l.widener@tn.gov matthew.s.laflamme@tn.gov		4 months before walk	
2	Take an inventory of the Kairos trailer and determine purchase needs		4 months before walk	

3	Work with Theresa Garland to get trash service for the weekend - make sure this transitions from kitchen head to kitchen head each walk		1 month before walk	
3	Ensure leader orders 42 Bibles from Biblica online. Be sure to order Spanish as needed. Make sure all the Bibles are the same.		3 months before walk	
3	Ensure leader orders rice paper, Kairos manuals, Worship books, crosses, and grouping cards through Kairos International.		3 months before walk	
4	Confirm with Pastor at Bethany Baptist Church they can take the picture and arrange a time and adjust schedule accordingly. Pastor Gale usually wants to do it on Friday, Mike Long used to do it on Sunday. Need to do it when we can get Resey to approve it. Friday is best.		1 month before walk	
4	Coordinate the purchase of or purchase all needed items for upcoming weekend. Brain Wallace has Kairos Sam's card. Bill Shepard has Wal Mart Card. Work with Treasurer to get reimbursed - SAMS does NOT have crystal light will need to buy at Krogers or Wal-Mart		2 months before walk	
4	Work with Advisory Council on getting a refrigerated truck. Usually work with Neal Francisco to get.		2 months before walk	
4	Work with Advisory Council on transporting trucks to Bethany Baptist. Refrigerated and the Kairos Trailer. In the past Tom Roberts has used his truck to pull the trailer or we rent a Uhaul and transfer goods from Kairos trailer to Uhaul for the weekend		2 months before walk	
4	Redo inventory after getting new supplies and develop inventory list for items entering prison. Identify how items will be brought in.		2 months before walk	
4	Have someone contact Kairos Outside to set up a speaker for closing.		2 months before walk	
4	Rent a U-Haul if needed and coordinate loading Tues/Wed of the walk and unloading Sunday after the weekend. Also ensure there is a refrigerated truck rented and get drivers by working with the board		2 months before walk	
5	Get an artists poster board to make leader thank you card. Give to inside team leader. Can get at Office Max or Office Depo		1 month before walk	
5	Get supplies for creating name tags (team meetings and inside team). Give items needed for the inside to create the name tags to Resy or Matthew when we have our training.		1 month before walk	

5	Contact Food team to discuss Wed night dinner at Church		1 month before walk	
5	Coordinate music, speaker, communion for Wed night service. Sometimes Bethany Preacher will give devotion		1 month before walk	
5	Develop watch list, who will have watches inside prison. Send to Resy.		1 month before walk	
5	Request two prayer rooms in prison from Resey. Works best to use barber shop and spray room. Must have prayer chapel member monitor outside the barber shop when in use to keep noise level down.		1 month before walk	
5	Develop a closing list about 1 month before weekend. All Volunteers need training. Will need full legal name: First, Middle, Maiden (for women) and Last. Send to Matthew Laflamme.		1 month before walk	
5	Discuss with Kitchen team need to order pizza and subs (if not making subs) for lunch and dinner on Sunday.		1 month before walk	
5	Work to get Birthday Cakes ordered. Ron Ison has helped us do this in the past.		1 month before walk	
5	Turn in the following to Resey for memos: inventory list, musical instruments and gear that will be brought in, menu for walk, team list, closing list, watch list and coordinate follow up meeting for signing memos. Usually is the Wed night before the walk at the church dinner		1 month before walk	
5	Provide team with emergency contact information, Prison is 423-727-7387 and someone from kitchen team		1 month before walk	
6	Ensure 2 people are lined up to collect team fees and get forms		By 1st team meeting	
6	Work with Team Leader to coordinate team meeting devotions. Stick with Kairos themes		By 1st team meeting	
6	Work with Team Leader to coordinate snacks at the team meetings		By 1st team meeting	
6	Coordinate team meetings ensuring PC, Speakers, Projector, Screen and any other needs		By 1st team meeting	
6	Ensure PC and projector ready for Weekend. Load any videos needed for talks and music words.		By Walk	

6	Develop team info spreadsheet. Gather personal information (must have legal name), medical needs, sleeping arrangements, and special items a team member wishes to bring in for a talk (poster, art, cards, etc...)		By 1st team meeting	
6	Collect attendance for team meetings.		By 1st team meeting	
6	Take team meeting minutes and issue to team		By 1st team meeting	
6	Work with Prayer Chapel Coordinator. Give him two working notebooks and review chapel coordinator responsibilities		By Walk	
6	Organize notebooks with schedules for Prison Liason (typically Ron Ison), Prayer Chapel, Podium, Coordinator, Back table. Make sure leader print the short schedule out of EZRA for these		By Walk	
7	Inventory trailer Wed before going into prison and ensure inventory matches what given to prison		Wednesday	
7	Get keys to church for kitchen team - Get from the Pastor		Wednesday	
7	Get speakers cross from inside team and ensure it is in the brief case each day when you leave and arrive. Goes in prayer chapen at the beginning of each day		Thursday	
8	Have extra copy of inventory for inside team inventory coordinator		Thursday	
8	Responsible for getting trailer in and out of prison with the correct inventory. Thursday usually take in between 9 and 10 am. They may count everything. Coming out they only care about the items that aren't parishable (tables, drop cords, crosses, etc...don't care about napkins, plates, etc...)		Thursday and Sunday	
8	Make sure everyone signs Bibles before they go in on Sunday - make sure they go in on Sunday		Thursday, Friday, Saturday, Sunday	
8	Ensure that the introduction questions are handed out before residents arrive on Thursday night.		Thursday	

8	Get freedom guides (green books) and bring them in Thursday evening and have them put at the tables for the residents. Ensure team members all have theirs. Email team members week before walk to remind to bring freedom guildes. Would suggest not giving them out Thursday night and just putting slide up with the one reading and giving them out on Friday so people won't forget to turn them in.		Thursday and Friday	
8	Have leader leave one set of labels at church to label letter bags		Thursday	
8	Ensure that the AV person and prayer chapel have what they need		Thursday	
9	Get list of speakers and offer to bring talks in each day for those speakers - 5 on Friday, 2 on Saturday, 3 on Sunday. Also bring in forgiveness talks if needed		Friday	
9	Assign teams for cookie distribution on Saturday night - ask inside artist to draw a grid up of the units (1-14, and Annex usually runners do Annex) and allow room for up to 3 people to be assigned to each unit. Use small sticky notes with team members' name on it to assign the units.		Friday and Saturday	
9	During the weekend keep close eye on schedule and make sure on track		Friday, Saturday and Sunday	
9	Coordinate with Resy getting the team picture approved and taken to Rite-Aid to print for the team. Use the other pharmacy by Pizza Plus if Rite-Aid machine not working. Best to print one copy of team picture and one copy of the inside team picture and take a picture of the pictures, text to Resey for approval before printing them all. Usually 84 team pictures, 20 inside team pictures		Friday	
9	Make sure the Team Leader Thank you Poster is made and signed. Talk to each table leader once it is drawn and remind them to have their table sign the poster.		Friday, Saturday and Sunday	
9	Bring in crosses and labels on Friday and give to prayer chapel team		Friday	
9	During the weekend ensure that the talk title posters are ready before each talk.		Friday, Saturday and Sunday	

9	Make sure tables get poster paper after each talk		Friday, Saturday and Sunday	
9	During the weekend work with inside team to post posters, agape letters, and prayer chain		Friday	
9	Ensure Agape letters and prayer chain are onsite for Talk #2 (chain can go in with early Friday morning crew).		Friday	
9	Put out the friendship with God Stool before Friendship with God Talk (talk 3)		Friday	
9	Make sure leg 1 of stool (spirituality) is out before last talk on Friday		Friday	
9	Pass around participant list to table leaders on Friday morning and validate spelling of first and last name of participants. Give list to runners to have 42 copies made and at the church by the evening team meeting to give to team to address letters. Let leader know of any changes so he can update certificates.		Friday	
9	Insure inside team knows to bring cookies over to chapel to pass out at end of day Friday		Friday	
9	At the beginning of each day check who has not shown up and have inside team go check to see if they are coming - especially Friday because can get alternate if no talk has taken place yet. Do not wait longer than 15 minutes for a participant unless a lockdown or something.		Friday, Saturday and Sunday	
10	Have Cookies brought into the prison on Saturday after lunch - get team members who are not in gym during letters to help bring up to gym.		Saturday	
10	Make sure bucket and spoons are in the chapel Sat morning		Saturday	
10	Make sure rice paper comes in on Sat and is at the chapel service Sat Morning. Test one strip of paper		Saturday	
10	Make sure legs 2 and 3 (study and action) are out Saturday morning before talks		Saturday	
10	Insure inside team knows to bring cookies over to chapel to pass out at end of day Saturday - need 2 dozen per participant (forgiveness cookies).		Saturday	

11	Get Pizzas into prison on Sunday - have Kitchen have them delivered by 10:30 am. Been using Pizza Hut and they pre-pay for them. Usually 80 pizzas. Drop some off to the officers on the way in		Sunday	
11	Bring Grouping Cards in on Sunday and ensure they are in the art boxes. Get these from the leader before leaving from the church on Sunday		Sunday	
11	Help set up for closing		Sunday	
11	Coordinate transfer of supplies back into Kairos trailer.		Sunday	