

Kairos Greenville S2

Standard Operating Procedures

Chapter: Kairos Inside, Greenville Correctional Center, S2

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Draft 0.2	05/26/2026	Martin Reid	[Insert reviewers]	Revised to incorporate the added old SOP in 01-Existing-SOP-Notes/Standard Operating Procedures.docx; Google Drive folder access still requires chapter confirmation.
Initial release.	09/04/2026	Martin Reid		Revised team lodging protocols to include Fairfield Inn specifications, transitioned legacy Kehukee procedures to Appendix P, and updated the chapter contact list.

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1.0 Purpose, Scope, and Use

1.1 Purpose

This Standard Operating Procedures document is a practical local guide for the Kairos Inside chapter serving Greenville Correctional Center, S2. Its purpose is to help future leaders and volunteers understand how this chapter plans, prepares for, conducts, and follows up after Kairos Inside weekends, one-day and two-day retreats, continuing ministry events, and related Advisory Council operations.

This SOP is designed to preserve local memory. It gathers practices reflected in chapter files, prior SOP notes, team and facility correspondence, schedules, supply lists, finance records, prayer vigil and Agape files, retreat schedules, and leadership materials. It should help a new Weekend Leader or Advisory Council member know what needs attention, who usually coordinates it by role, what documents are commonly needed, and where the chapter must seek approval.

1.2 Scope

This SOP covers local operating practices for:

- Advisory Council and leadership coordination.
- Weekend and retreat planning.
- Team formation and volunteer clearance.
- Facility coordination with Greenville Correctional Center.
- Team lodging and support facilities, including Camp Kehukee when available.
- Supplies, food, cookies, Agape, prayer vigil, music, A/V, and logistics.
- Closing ceremony guest processes.
- Continuing ministry and post-weekend follow-up.
- Financial, communication, document-management, and contingency practices.

This SOP does not reproduce the Kairos program content and does not attempt to restate the official program manuals. The official Kairos manuals and policies control the ministry model, program sequence, volunteer standards, and required procedures.

1.3 Intended Users

This SOP is written for:

- New and future Weekend Leaders.
- Advisory Council members.
- Kairos volunteers at Greenville S2.
- Clergy and Spiritual Directors.
- Support volunteers helping with meals, cookies, supplies, Agape, prayer vigils, logistics, and administration.
- Kairos of Virginia and state-level leaders reviewing local practices.
- Facility chaplains or administrators who need to understand the local process.

1.4 How to Use This SOP

Use this SOP as a working guide and checklist. For each event, the Advisory Council Chair, Institutional Liaison, Weekend Leader, Advising Leader, and key coordinators should review relevant sections early, assign owners, and confirm current requirements with official Kairos and facility authorities.

Local Decision Needed: Before adoption, the chapter should fill in current contacts, approved locations, document owners, storage locations, current facility-entry procedures, and any local practices that have changed since the source files were created.

2.0 Authority and Compliance

2.1 Controlling Authorities

The Kairos Plum Manual, current official Kairos program manuals, mykairos.org policies, Kairos Prison Ministry International guidance, Kairos of Virginia guidance, Virginia Department of Corrections requirements, and Greenville Correctional Center rules govern all Kairos activity.

This SOP is a local operating aid only. It is intended to help Greenville S2 volunteers carry out local planning and logistics faithfully, safely, and consistently. It does not replace, override, amend, or reinterpret official Kairos policy, DOC policy, or facility instruction.

Compliance Reminder: If this SOP conflicts with the current Kairos Silver Manual, official Kairos program manuals, mykairos.org policy, Kairos of Virginia guidance, DOC policy, or a Greenville Correctional Center instruction, the official policy or facility instruction controls.

2.2 Review and Updates

Local practices should be reviewed periodically and updated whenever official guidance changes. At minimum, the SOP should be reviewed annually by the Advisory Council Chair, Institutional Liaison, Treasurer or Financial Secretary, Continuing Ministry Coordinator, and at least one recent or future Weekend Leader.

The chapter should also review this SOP after every weekend or major retreat to capture lessons learned while they are fresh.

2.3 Privacy and Sensitive Information

Versions of this SOP distributed broadly must not include:

- Confidential resident information.
- Resident numbers, housing assignments, or sensitive participant data.
- Private volunteer phone numbers, home addresses, personal emails, driver information, identifying numbers, or background-check details.
- Completed release forms, visitor forms, VCIN/background-check documents, or other personally identifying documents.
- Sensitive facility security procedures or entry details not approved for broad sharing.
- Account numbers, receipt details, private financial information, signatures, or passwords.

Use role-based placeholders wherever possible, such as [Insert Institutional Liaison], [Insert Chaplain contact], or [Insert current storage location].

Compliance Reminder: Background-check forms, release forms, completed closing forms, volunteer lists, and participant lists should be stored and transmitted only as permitted by Kairos, DOC, and facility rules.

3.0 Local Chapter Context

3.1 Chapter Identity

The local chapter is the Kairos Inside chapter serving Greenville Correctional Center, S2, in Virginia. The chapter operates within Kairos Prison Ministry International, Kairos of Virginia, and the local Advisory Council structure.

Greenville Correctional Center has had multiple Kairos chapters or communities associated with the institution, including S1, S2, and S3. Because of that, local planning must consider calendar coordination, facility staffing, volunteer overlap, and shared institutional relationships.

3.2 Local Ministry Pattern

The chapter has historically conducted four-day Kairos Inside weekends. After a long post-COVID or post-layoff gap, the chapter resumed four-day weekends with a smaller team and a limited number of tables. Staffing depth remains a recurring concern. New volunteers are being developed, but leadership experience takes time.

Volunteers typically need sufficient prior weekend experience before serving as Weekend Leader, subject to official Kairos requirements and Advisory Council approval. When the chapter lacks enough experienced volunteers or required roles for a full weekend, the Advisory Council may consider alternatives such as a one-day or two-day retreat, subject to current Kairos and facility approval.

3.3 Local Support Network

The chapter has used Camp Kehukee as a team lodging and support facility when available. Source files describe Camp Kehukee as having dormitory housing, a large kitchen, and a large meeting room. Wesley UMC in Colonial Heights has been used as a team formation/training location, and the added old SOP notes that leftover supplies from a previous weekend were stored in a storage unit on Wesley UMC property at the time that document was written. Churches and supporting congregations, including Brandermill Church and others, have provided financial support, volunteers, meals, cookies, supplies, Agape, prayer chains, and other support.

Local Decision Needed: Confirm the current approved team formation location, current storage unit/location, current Camp Kehukee availability, current support-church relationships, and any backup lodging or meal-host arrangements.

3.4 Ministry Values

Greenville S2 should continue to emphasize:

- Prayer before planning, during planning, and after the event.

- Humility and servant leadership.
- Faithfulness to the Kairos method.
- Team unity and accountability.
- Respect for facility staff and institutional rules.
- Careful compliance with official Kairos and DOC requirements.
- Support for residents after the weekend through approved continuing ministry.

4.0 Advisory Council and Leadership Structure

4.1 Advisory Council

The Advisory Council provides local governance, continuity, and support for the chapter. The Advisory Council should keep current role assignments, maintain annual affiliation requirements, oversee long-range planning, approve Weekend Leader nominations as required, support team formation, coordinate with Kairos of Virginia, and ensure financial and operational accountability.

The Advisory Council should maintain a current role roster using role titles rather than private contact details in broad SOP copies. Required and functional roles reflected in local source materials include:

Role	Primary Local Responsibilities
Advisory Council Chair	Leads the Advisory Council, coordinates chapter direction, represents the Advisory Council where required, supports leader development, and ensures annual review of local procedures.
Vice Chair	Supports the Chair and helps maintain continuity when the Chair is unavailable.
Institutional Liaison	Maintains the facility relationship, coordinates requests with the chaplain and administration, and helps ensure facility instructions are followed.
Weekend Leader	Leads the approved weekend team and is responsible for team formation, weekend execution, coordinator follow-through, and post-weekend review.
Advising Leader	Supports the Weekend Leader with experience, continuity, and adherence to the Kairos method.
Observing Leader	Learns the leadership process and observes planning, team formation, and weekend execution for future development.
Spiritual Director / Clergy	Provides spiritual leadership, clergy coordination, pastoral presence, prayer, and guidance consistent with Kairos requirements.
Agape Coordinator	Coordinates Agape letters, cards, prayer chains, posters, placemats, cookies, sorting, packing, and delivery as permitted.
Music Leader	Coordinates approved music, musicians, song sheets, copyright/licensing considerations, and equipment needs.

Role	Primary Local Responsibilities
Food Service / Kitchen Coordinator	Coordinates team meals, support-facility kitchen use, food safety, and supporting churches.
Volunteer Coordinator	Tracks recruitment, applications, clearance status, attendance, and team communication.
Treasurer / Financial Secretary	Oversees budget, reimbursements, check requests, receipts, deposits, financial reporting, and compliance with Kairos financial policy.
Data / Ezra / mykairos.org Coordinator	Supports team data, roster management, software access, and current official system requirements. The old SOP notes that the Weekend Leader should become familiar with Ezra immediately after the previous weekend and that AKT training is required before receiving an Ezra license key.
Communications Coordinator	Helps send team emails, supporting church requests, prayer vigil updates, thank-you notes, and centralized communication.
Continuing Ministry Coordinator	Coordinates approved Prayer and Share, monthly reunions, retreats, and post-weekend community support.
Outreach / Recruiting Coordinator	Builds church and volunteer relationships and supports recruiting and ministry awareness.

Local Decision Needed: Confirm which roles are required by current Kairos guidance, which are filled locally, and which roles are combined or delegated for Greenville S2.

4.2 Weekend Leadership Track

Weekend Leaders, Advising Leaders, and Observing Leaders should be developed according to current Kairos requirements. The Advisory Council should review potential leaders early, confirm required experience and training, and use current nomination or approval forms where required.

If a proposed Weekend Leader is not available or does not meet current requirements, the Advisory Council should consult Kairos of Virginia and current Kairos guidance before changing the leadership sequence.

Compliance Reminder: Do not advance leaders, substitute roles, or modify leadership-track requirements based solely on local preference. Confirm current Kairos requirements and document any needed approvals or variances.

4.3 Facility Chaplain Relationship

The facility chaplain relationship is central. The Institutional Liaison and Weekend Leader should coordinate through the chaplain or designated facility contact for proposed dates, volunteer lists, participant lists, supply and equipment approvals, room use, schedule changes, and post-weekend continuing ministry.

The chapter should avoid overwhelming facility staff with scattered requests. Whenever possible, consolidate questions into organized emails or a scheduled planning meeting.

4.4 Relationship With Kairos of Virginia

The chapter should coordinate with Kairos of Virginia for:

- Annual affiliation and role reporting.
- Training and Advanced Kairos Training requirements.
- Financial procedures and check requests.
- Certificates of insurance or liability documentation.
- Policy updates, variances, and restart/reopening guidance.
- Grant, endowment, and fundraising procedures.

4.5 Coordination With Other Greenville Chapters

Because S1, S2, and S3 may all interact with Greenville Correctional Center, chapter leaders should coordinate dates, facility requests, volunteer development, storage or equipment issues, and staff communication as appropriate.

Recommended practice: At least twice each year, the Advisory Council Chair or Institutional Liaison should check in with counterpart leaders from other Greenville chapters to avoid calendar conflicts and share lessons learned.

5.0 Annual and Long-Range Planning

5.1 Annual Planning Objectives

The Advisory Council should look ahead at least one year and preferably two years. The added old SOP emphasizes that the next Weekend Leader should begin preparing immediately after the previous weekend, particularly by learning the software, leadership expectations, and local logistics while the prior cycle is still fresh. Long-range planning should identify:

- Preferred weekend dates.
- Alternate dates.
- Instructional Reunion date.
- One-day or two-day retreat possibilities.
- Leadership pipeline for Weekend Leader, Advising Leader, and Observing Leader.
- Team formation dates and location.
- Camp Kehukee or backup lodging/support facility dates.
- Continuing Ministry schedule.
- Budget needs and fundraising needs.
- Volunteer recruitment priorities.
- Coordination needs with S1, S2, S3, Kairos of Virginia, and facility staff.

5.2 Calendar Coordination

Before announcing dates broadly, the Advisory Council should confirm that proposed dates are feasible with:

- Current official Kairos schedule requirements.
- Facility chaplain and administration.
- Other Greenville Kairos chapters.

- Kairos of Virginia, if state-level approval or calendar coordination is required.
- Team lodging/support facility.
- Key leaders and clergy.
- Supporting churches that provide meals, cookies, supplies, or prayer support.

Local Decision Needed: Confirm who owns the annual master calendar and where it is stored.

5.3 Retreat Alternatives

When a full four-day weekend is not feasible because of volunteer shortage, leadership shortage, facility constraints, or other barriers, the Advisory Council may consider a one-day or two-day retreat. This must be done only with current Kairos and facility approval. Retreats should support continuing ministry and resident community development, not become an unauthorized substitute for the Kairos Inside weekend model.

Compliance Reminder: A retreat format, content, schedule, participant eligibility, food plan, and facility-entry plan must be approved through the current Kairos and facility process before implementation.

6.0 Six-Month Weekend Planning Timeline

This timeline is a planning aid. Actual deadlines should be adjusted to current Kairos, DOC, facility, and chapter requirements. Start earlier when possible, especially when volunteer clearance or facility approvals may take time.

6.1 Six Months Before

The Advisory Council and proposed Weekend Leader should:

- Confirm the proposed weekend dates with the facility chaplain and administration.
- Coordinate dates with other Greenville chapters.
- Confirm the Weekend Leader, Advising Leader, Observing Leader, Spiritual Director, and core coordinators.
- Confirm team lodging/support facility availability, including Camp Kehukee if used.
- Confirm team formation location, such as Wesley UMC if still approved and available.
- Review the prior weekend debrief and open action items.
- Build a preliminary budget.
- Begin volunteer recruitment.
- Identify clergy needs, music needs, food service support, Agape support, supply needs, and A/V needs.
- Confirm whether current official Kairos training, AKT, Ezra, or mykairos.org requirements apply. If Ezra is used for the cycle, the Weekend Leader should verify AKT/license-key requirements and, if serving as Observing Leader in the previous cycle, should learn how the prior weekend was initialized.

6.2 Five Months Before

The team should:

- Draft the team formation calendar.
- Invite returning volunteers and prospective new volunteers.

- Begin new volunteer application and facility-clearance steps.
- Confirm whether any volunteers need badges, orientation, training, or updated documents.
- Reserve or reconfirm team lodging/support space.
- Identify supporting churches for meals, cookies, Agape, prayer vigil promotion, and donations.
- Start supply inventory review.
- Begin early facility discussions about participant numbers, table count, room availability, and supply/equipment approval process.
- Set a preliminary team-size target so the chaplain can begin assessing participant capacity.

6.3 Four Months Before

The team should:

- Hold initial team leadership meeting.
- Assign coordinator roles.
- Establish centralized document storage and communication process.
- Send initial team communication with dates and expectations.
- Confirm facility application deadlines.
- Begin talk assignments and role assignments, subject to current Kairos guidance.
- Start cookie and Agape planning.
- Confirm A/V equipment owner, storage, testing needs, and facility approval process.

6.4 Three Months Before

The team should:

- Begin team formation meetings if not already started.
- Continue tracking volunteer clearance.
- Confirm team roster target and table count with the chaplain.
- Submit or prepare facility lists as required.
- Draft preliminary supply pass/passport or facility movement authorization.
- Review food service plans and supporting church commitments.
- Review budget and expected reimbursements.
- Start prayer vigil planning.

6.5 Two Months Before

The team should:

- Finalize the team size as much as possible.
- Confirm participant number assumptions with the chaplain.
- Complete required volunteer applications and follow up on pending approvals.
- Continue team formation and role training.
- Confirm sponsor-letter and Agape-letter process.
- Confirm cookie instructions and deadlines.
- Submit preliminary supply and equipment approval requests to the facility.
- Confirm lodging numbers, meal plans, kitchen needs, and cleanup responsibilities.

6.6 One Month Before

The team should:

- Review all open clearance items.
- Confirm facility entry/exit schedule.
- Confirm approved volunteer list.
- Confirm approved participant list process.
- Finalize supply packing plan.
- Confirm A/V test date or testing approach.
- Confirm food plan, transport plan, and backup plan.
- Launch or heavily promote the prayer vigil.
- Prepare closing guest communication and facility forms if closing guests are permitted.
- Confirm the finance process for any deposits, invoices, and anticipated reimbursements.

6.7 Week of the Weekend

The team should:

- Confirm final facility instructions.
- Confirm final volunteer list and arrival times.
- Confirm final supply and equipment approvals.
- Pack supplies by day and function.
- Deliver paper-based materials according to current facility instructions and local timeline.
- Confirm consumables and non-paper goods delivery timing.
- Confirm team lodging arrival and kitchen/meeting-room setup.
- Confirm team meals.
- Print or prepare checklists, rosters, role assignments, prayer vigil materials, and emergency contacts using secure handling.

6.8 Thursday Through Sunday

The Weekend Leader and coordinators should:

- Follow the official Kairos program schedule and facility instructions.
- Confirm daily entry, setup, supply, A/V, food, and cleanup assignments.
- Hold team prayer and debriefs.
- Track schedule changes and communicate through the agreed chain.
- Maintain respectful communication with facility staff.
- Protect resident and volunteer information.
- Document issues for post-weekend review.

6.9 First Week After

The team should:

- Send thank-you notes to facility staff, supporting churches, volunteers, and donors.
- Complete financial reimbursement packets.
- Inventory supplies and identify replenishment needs.
- Return equipment.
- Hold immediate leadership debrief.
- Confirm Continuing Ministry dates and responsibilities.
- Secure or archive sensitive documents.

6.10 30-Day Follow-Up

The Advisory Council should:

- Conduct a fuller post-weekend review.
- Review volunteer pipeline and future leaders.
- Reconcile finances.
- Confirm continuing ministry status.
- Capture lessons learned.
- Update SOP, checklists, and templates if needed.

7.0 Team Formation and Teaming

7.1 Purpose of Team Formation

Team formation is not merely event preparation. It forms the volunteers into a prayerful, humble, unified servant team that can faithfully follow the Kairos method. Team meetings should prepare volunteers spiritually, relationally, practically, and procedurally.

Team formation should include worship, devotion, prayer, training in the Kairos method, role preparation, talk preparation and review, music preparation, Agape preparation, facility-orientation reminders, team expectations, and logistics.

7.2 Meeting Location and Schedule

Wesley UMC in Colonial Heights has been used as a team formation/training location. Before each cycle, the Weekend Leader or designee should confirm the current approved team meeting location, room access, parking, kitchen or coffee access, building contact, opening/closing responsibilities, and any facility-use expectations.

The old SOP included a building keypad code and a named local contact. Because access codes and personal contact details should not be included in broad SOP distribution, the adopted SOP should store those details only in a restricted leadership/event packet.

Local Decision Needed: Fill in [Insert current approved team meeting location], [Insert host church contact by role], [Insert building access procedure], and [Insert restricted location for access codes].

7.3 Meeting Structure

A typical team formation meeting should include:

- Opening prayer/devotion.
- Team-building and spiritual formation.
- Review of Kairos principles and team expectations.
- Role-specific breakout or coordinator updates.
- Talk preparation, review, or practice.
- Music practice as needed.
- Agape, cookie, supply, and prayer vigil updates.
- Facility clearance and application status review.
- Weekend logistics update.

- Closing prayer.

For full weekends, the team should plan enough formation meetings to meet current Kairos requirements. Source materials include an example of three full Saturday sessions plus additional weekend-period meeting time, but current official requirements control.

Compliance Reminder: Attendance expectations and variance approval must follow current Kairos requirements. Do not rely on a past schedule as a substitute for current policy.

7.4 Team Covenant and Expectations

Each team member should understand that participation involves:

- Faithful attendance at team formation.
- Prayerful preparation.
- Respect for the Weekend Leader and assigned roles.
- Prompt completion of application and clearance requirements.
- Flexibility when facility conditions change.
- Confidentiality and privacy.
- Willingness to serve in humble, practical ways.
- Commitment to continuing ministry after the weekend where possible.

7.5 New Volunteers

New volunteers need clear guidance early. The Volunteer Coordinator should explain:

- Kairos application process.
- DOC or facility application process.
- Training and orientation requirements.
- Facility conduct expectations.
- Team formation attendance expectations.
- How to ask questions.
- What costs may or may not be reimbursed.
- What to expect during the weekend without disclosing inappropriate program details.

New volunteers should be paired with experienced volunteers when possible.

7.6 Late Additions

Late team additions create clearance, training, lodging, supply, and team-unity challenges. The Weekend Leader should consult the Advising Leader, Volunteer Coordinator, Institutional Liaison, and current Kairos requirements before adding someone late.

Late additions should not be accepted if they cannot complete required training, clearance, facility approval, and team formation expectations in time.

8.0 Volunteer Applications, Background Checks, and Facility Clearance

8.1 General Requirement

Every volunteer who enters Greenville Correctional Center must be approved under current DOC and facility procedures. Source files include Release of Information forms, visitor forms, VCIN/background-check examples, volunteer status lists, and badge-needs tracking. These demonstrate the importance of early, careful handling of clearance paperwork.

Compliance Reminder: The current DOC and facility process controls. The chapter should never assume that prior approval, prior Kairos service, or approval at another facility automatically authorizes entry.

The added old SOP points volunteers to the Virginia DOC volunteer application process and notes that, once DOC approval is complete, the Inside Program Manager or current facility designee schedules a short orientation session at Greenville. It also notes that application problems may require follow-up through the current DOC volunteer/application contact path. Use the current DOC website and facility guidance rather than relying on old contact information.

8.2 Clearance Workflow

The Volunteer Coordinator, Institutional Liaison, or assigned designee should maintain a secure clearance tracker with:

- Volunteer name.
- Role.
- New or returning status.
- Kairos application status.
- DOC/facility application status.
- Release of Information status, if required.
- Orientation status, if required.
- Badge status, if applicable.
- Approval date.
- Restrictions or notes appropriate for internal tracking.
- Date confirmed with facility.

Do not include driver-license numbers, Social Security numbers, birth dates, addresses, or other sensitive personal data in broad trackers.

8.3 Deadlines

All forms should be submitted weeks in advance. The chapter should set an internal deadline earlier than the facility deadline to allow corrections, missing information, and follow-up.

Recommended local practice:

- Begin clearance steps five to six months before the weekend for new volunteers.
- Confirm returning volunteer status at least three months before.

- Set team size as soon as practical and preferably about 60 days before the weekend so the chaplain can determine participant capacity and table count.
- Close late additions no later than the point at which facility approval can no longer be reasonably obtained.

Local Decision Needed: Confirm current facility submission deadlines, internal cutoffs, orientation process, DOC application link, and escalation contact path with [Insert Chaplain contact], [Insert Institutional Liaison], and [Insert current facility/IPM contact].

8.4 If a Volunteer Is Not Approved in Time

If a volunteer is not approved by the facility deadline:

- Do not include that volunteer on the entry list.
- Do not ask facility staff for last-minute exceptions except through the Institutional Liaison or Weekend Leader.
- Reassign responsibilities promptly.
- Encourage the volunteer to continue supporting from outside through prayer, cookies, Agape, meals, supplies, or future service as permitted.

8.5 Secure Handling

Sensitive documents should be:

- Collected only by authorized coordinators.
- Stored in a secure location.
- Shared only with appropriate Kairos or facility contacts.
- Deleted or archived according to current policy.
- Never included in a broadly distributed SOP, email recap, or unsecured shared folder.

9.0 Facility Coordination

9.1 Early Communication

Facility coordination should begin early and be handled respectfully. The Institutional Liaison is normally the primary facility relationship holder, with the Weekend Leader included for event-specific planning.

Early communication should confirm:

- Proposed dates.
- Event type.
- Expected team size.
- Expected participant count or table count.
- Facility space.
- Entry and exit windows.
- Supply and equipment approval process.
- Participant list process.
- Closing ceremony expectations.
- Continuing ministry follow-up.

9.2 Consolidated Communication

Whenever possible, the chapter should use consolidated emails rather than sending multiple small requests to facility staff. The Weekend Leader should gather questions from coordinators, organize them by topic, and send them through the agreed facility contact path.

Recommended email sections:

- Dates and event overview.
- Volunteer list/status.
- Participant list/status.
- Supplies and equipment.
- A/V and music.
- Food and consumables.
- Closing guests.
- Questions needing facility response.
- Requested planning meeting dates.

9.3 Planning Meeting

The chapter should request a pre-weekend coordination meeting with the chaplain and any appropriate facility staff. The meeting should review schedule, entry, supply movement, equipment, participant movement, count times, room setup, closing ceremony, and contingency procedures.

Local Decision Needed: Confirm whether Greenville currently prefers a formal meeting, email coordination, phone coordination, or another process.

9.4 Facility Schedule Changes

Facility count times, movement restrictions, lockdowns, staffing constraints, and security needs can change the schedule. The team must remain flexible and follow facility instructions immediately.

If the schedule changes:

- The Weekend Leader confirms the change with facility staff.
- The Weekend Leader informs key coordinators.
- The Spiritual Director and Advising Leader help keep the team calm and focused.
- The A/V, food, music, and supplies teams adjust.
- Changes are documented for post-weekend review.

9.5 Professional Conduct With Staff

All volunteers should treat facility staff with respect, patience, and gratitude. Volunteers should not argue about facility decisions. Concerns should be routed through the Weekend Leader or Institutional Liaison.

Compliance Reminder: Facility rules apply even if they differ from a prior weekend or local expectation. Current facility instruction controls.

10.0 Sample Facility Communication Templates

These templates are examples only. Replace all placeholders and confirm the appropriate recipient path before sending.

10.1 Initial Date Request

Subject: Kairos Inside Greenville S2 - Proposed Dates for [Weekend/Retreat]

Dear [Insert Chaplain or facility contact],

The Greenville S2 Kairos Advisory Council is beginning planning for a proposed [four-day weekend / one-day retreat / two-day retreat] on [insert proposed dates], with [insert alternate dates] as possible alternates.

Would you please let us know whether these dates may be feasible from the facility perspective? We understand that all planning is subject to current DOC, facility, and Kairos requirements.

Proposed event: [Insert event type] Estimated volunteer team size: [Insert estimate] Estimated participant count/table count: [Insert estimate] Primary Kairos contact: [Insert role/name/contact]

Thank you for your guidance and for your support of the ministry.

Respectfully, [Insert name and role]

10.2 Request for Planning Meeting

Subject: Kairos S2 Planning Meeting Request for [Event Dates]

Dear [Insert Chaplain or facility contact],

As we prepare for the upcoming Kairos S2 [weekend/retreat], may we schedule a planning meeting to review the facility coordination items?

Topics we hope to confirm include volunteer entry, participant movement, room setup, supply and equipment approvals, A/V needs, schedule considerations, closing ceremony procedures, and any current facility instructions we should communicate to the team.

Possible meeting times:

- [Option 1]
- [Option 2]
- [Option 3]

Thank you for helping us plan in a way that supports the facility and respects current procedures.

Respectfully, [Insert name and role]

10.3 Volunteer Clearance Status Check

Subject: Kairos S2 Volunteer Clearance Status Check - [Event Dates]

Dear [Insert Chaplain or facility contact],

We are reviewing volunteer clearance status for the upcoming Kairos S2 [weekend/retreat]. Attached or listed below is the current roster for confirmation according to the facility's preferred process.

Would you please confirm which volunteers are approved, pending, or missing requirements?

Event dates: [Insert dates] Internal deadline for final roster: [Insert date] Kairos point of contact: [Insert role/name/contact]

Thank you. We will not bring any volunteer who has not been approved through the current facility process.

Respectfully, [Insert name and role]

10.4 Supply and Equipment Approval Request

Subject: Kairos S2 Supply and Equipment Approval Request - [Event Dates]

Dear [Insert Chaplain or facility contact],

Attached is our proposed supply and equipment list for the upcoming Kairos S2 [weekend/retreat]. Please review and let us know what is approved, what needs revision, and whether the facility needs a different format.

The list includes item descriptions, quantities, container counts, proposed entry dates, proposed removal dates, and whether items are consumable or must be removed.

We will follow the current facility process for approval and movement of all items.

Respectfully, [Insert name and role]

10.5 Weekend Entry/Exit Schedule Confirmation

Subject: Kairos S2 Entry and Exit Schedule Confirmation - [Event Dates]

Dear [Insert Chaplain or facility contact],

To help the team prepare properly, would you please confirm the approved entry and exit windows for each day of the Kairos S2 [weekend/retreat]?

Proposed schedule for confirmation:

Day	Proposed Arrival	Proposed Entry	Proposed Exit	Notes
Thursday	[Insert]	[Insert]	[Insert]	[Insert]
Friday	[Insert]	[Insert]	[Insert]	[Insert]
Saturday	[Insert]	[Insert]	[Insert]	[Insert]
Sunday	[Insert]	[Insert]	[Insert]	[Insert]

Please also let us know of any count times, movement restrictions, or special instructions that should be built into the team plan.

Respectfully, [Insert name and role]

10.6 A/V Testing Request

Subject: Kairos S2 A/V Testing Request - [Event Dates]

Dear [Insert Chaplain or facility contact],

The Kairos S2 team would like to confirm A/V setup before the [weekend/retreat], subject to facility approval. We expect to use [insert proposed equipment: laptop, projector, speaker, microphone, cables, etc.].

May we schedule a brief A/V test or receive instructions on the approved testing process? We want to ensure the equipment is approved, functional, and appropriate for the room.

Respectfully, [Insert name and role]

10.7 Post-Weekend Thank-You Note to Facility Staff

Subject: Thank You From Kairos S2

Dear [Insert Chaplain or facility contact],

On behalf of the Kairos S2 team, thank you for your support and guidance during [insert event]. We are grateful for the time, patience, and professionalism of the facility staff who helped the event proceed safely and respectfully.

We will review our lessons learned and would welcome any feedback the facility would like us to consider for future planning.

With gratitude, [Insert name and role]

11.0 A/V, Music, and Equipment

11.1 General Approach

A/V and music should be planned early because facility approval, transport, room acoustics, power access, and backup options can all affect the weekend. Gym-like spaces with concrete walls, fans, and limited climate control can be difficult for sound. The team should plan simple, reliable, portable equipment and test before use whenever possible.

11.2 Equipment That May Be Needed

Subject to facility approval, A/V and music needs may include:

- Kairos laptop.
- Projector.
- Projector screen or approved projection surface.
- Microphones.
- Portable speaker or sound system.
- Music stands.
- Instrument cases and approved instruments.
- Cables and adapters.
- Extension cords and power strips, if permitted.
- Spare batteries.
- Printed backup song sheets or talk materials.

Compliance Reminder: Do not bring laptops, projectors, recording devices, storage media, cables, instruments, tools, or electronic equipment into the facility unless approved through the current facility process.

11.3 Storage, Pickup, and Return

The A/V Coordinator should document:

- Where equipment is stored: [Insert current storage location].
- Who may pick it up.
- Date and time of pickup.
- Condition at pickup.
- Approved facility entry date.
- Responsible person during the event.
- Return date and condition.

11.4 Testing and Backup Plans

Testing should happen before the weekend. If facility testing is not possible, test all equipment at the team meeting location or support facility.

Troubleshooting checklist:

- Laptop powers on and does not require unavailable credentials.
- Projector connects to laptop.
- Correct adapter is available.
- Audio plays through the intended speaker.
- Microphones work.
- Batteries are fresh.
- Cables are labeled.
- Screen or projection surface is usable.
- Backup printed materials are available.
- A no-A/V plan is ready if equipment fails or is denied entry.

11.5 Setup and Teardown

The A/V Coordinator should assign a setup team and teardown team each day. At the end of each day, equipment should be secured or removed according to facility instructions. The team should avoid leaving cables, tripping hazards, or unsecured equipment in the room.

12.0 Supplies and Storage

12.1 Storage

The chapter should maintain a current supply storage location and inventory. Source materials mention leftover supplies stored in a storage unit on Wesley UMC property connected with a training location, but the current location and access procedure must be confirmed.

Local Decision Needed: Fill in [Insert current storage location], [Insert storage access process], and [Insert storage key/permission owner by role].

12.2 Inventory

The Supply Coordinator should maintain a shared inventory spreadsheet with:

- Item category.

- Item description.
- Quantity on hand.
- Quantity needed.
- Storage location/bin.
- Condition.
- Date checked.
- Reorder source.
- Facility approval needed: yes/no.
- Notes.

Inventory should be reviewed at least:

- Six months before a weekend.
- Two months before a weekend.
- During packing.
- Within two weeks after the weekend.

12.3 Supply Categories

Common supply categories include:

- Program materials and manuals, as permitted.
- Freedom Guides or participant materials, as applicable.
- Posters and poster paper.
- Markers, pens, pencils, notebooks, and writing tablets.
- Name tags and badge supplies.
- Table-family supplies.
- Prayer vigil materials.
- Agape sorting and packaging supplies.
- Cookie packaging and labels.
- Paper towels, trash bags, cleaning supplies, and kitchen supplies.
- Coffee and beverage supplies for team/support facility use.
- A/V cables and equipment supplies.
- Letterhead, envelopes, postage, and labels.
- Copies, printing, and administrative folders.

Compliance Reminder: Facility approval may be needed for supplies that seem ordinary outside prison, including pens, markers, paper products, food items, containers, cables, tools, electronics, and anything adhesive or sealed. Confirm current facility rules.

12.4 Packing by Day

Supplies should be packed by day and function when possible:

Container Label	Contents	Owner	Facility Approval Needed	Return Required
Thursday Setup	[Insert contents]	[Insert role]	Yes/No	Yes/No
Table Supplies	[Insert contents]	[Insert role]	Yes/No	Yes/No
Agape	[Insert contents]	[Insert role]	Yes/No	Yes/No

Container Label	Contents	Owner	Facility Approval Needed	Return Required
Music/A-V	[Insert contents]	[Insert role]	Yes/No	Yes/No
Closing	[Insert contents]	[Insert role]	Yes/No	Yes/No
Retreat Supplies	[Insert contents]	[Insert role]	Yes/No	Yes/No

12.5 Paper Products and Warehouse Lead Time

The added old SOP records a local lesson from K86: Greenville needed extra processing time for paper products entering the facility. That included Agape letters, poster boards, paper towels, Bibles, and other paper-based supplies. The old SOP recommended delivering paper products to the warehouse at least 10 days before the weekend, typically the Monday after the final team formation session.

Consumable products and non-paper goods were handled on the Thursday of the weekend in that local practice. The team should confirm the current warehouse, delivery, inspection, and approval process for every event.

Compliance Reminder: Treat the 10-day paper-product timing as a local planning baseline from a prior weekend, not as a permanent facility rule. Confirm the current facility procedure before each weekend.

12.6 Post-Weekend Replenishment

After the weekend:

- Count remaining supplies.
- Note damaged or missing items.
- Separate supplies for continuing ministry or instructional reunion.
- Prepare reimbursement requests or purchase requests.
- Restock before the next cycle begins.
- Update the inventory spreadsheet.

13.0 Passes, Passport, and Facility Supply Movement Procedure

13.1 Purpose

The chapter's source files include multiple examples of passports, facility memos, and supply movement documents. The purpose of a pass, passport, or movement authorization is to provide the facility with a clear, approved description of the event, people, schedule, supplies, and equipment entering and leaving the institution.

Compliance Reminder: The facility's current process controls. The chapter should use the format and submission method requested by Greenville Correctional Center.

13.2 Owner

The Weekend Leader usually gathers the information, but the Institutional Liaison should guide the process and confirm the facility's current expectations. Coordinators must provide accurate item lists by the internal deadline.

13.3 Information to Include

A facility supply pass or passport should include, if requested by the facility:

- Event name and dates.
- Event location inside the facility.
- Volunteer list or reference to approved list.
- Participant category or participant list process.
- Entry and exit dates/times.
- Item description.
- Quantity.
- Container count.
- Owner/contact person by role.
- Date entering.
- Date leaving.
- Whether item is consumable or must be removed.
- Whether item is electronic, food, paper, liquid, sharp, adhesive, or otherwise restricted.
- A/V equipment details.
- Food or consumable details.
- Any special handling notes.

13.4 Changes

Changes should be submitted through the agreed facility process. The team should avoid day-of changes unless necessary. If a change is needed:

- Coordinator informs Weekend Leader.
- Weekend Leader and Institutional Liaison determine whether the change is appropriate.
- Facility approval is requested.
- Team does not bring the changed item unless approved.

13.5 Storage of Approved Pass

The final approved pass/passport should be stored in:

- The event planning folder.
- The Weekend Leader's event binder.
- The supply/equipment binder or folder.
- Any secure shared location approved by the Advisory Council.

Local Decision Needed: Identify the current shared folder and archive process for approved facility passes.

14.0 Team Lodging and Support Facility

14.1 History

Camp Kehukee, operated by the Petersburg Baptist Association, has historically served as the lodging and support facility for the Kairos S2 team, providing accommodations from Wednesday evening through Sunday morning. While initially a cost-effective arrangement, recent significant increases in operating costs have impacted the financial viability of this location.

For the Spring 2026 cycle, the team utilized the Fairfield Inn in Stony Creek for accommodations. This location offered significant convenience and supported necessary rest periods for volunteers. Given the individual nightly rates and the expenses associated with breakfast at Camp Kehukee, the chapter has found that this alternative aligns more effectively with current logistical and financial requirements.

14.2 Cost

Lodging expenses at the Fairfield Inn during the Spring 2026 cycle were approximately \$100 per room each night. Volunteers are encouraged to share rooms to mitigate individual costs.

Furthermore, the chapter provides financial assistance or scholarships for team members who may find these accommodation expenses to be a barrier to participation.

14.3 Additional Considerations

Transitioning the team lodging from Camp Kehukee to the Fairfield Inn introduces a logistical challenge regarding pre-weekend staging. Historically, the team utilized the previous facility on Wednesday afternoons to assemble Agape cookies and finalize supply packing for institutional entry. Consequently, the Advisory Council has identified a suitable alternative location to accommodate these essential preparation tasks. Blandford UMC, located at 11607 S Crater Rd, Petersburg, VA 23805, serves as our staging area on Wednesday afternoons. The church provides space for the team to finalize supply assembly and prepare materials for facility entry. Please refer to the Contact List Template in the appendix for current role holders and approved communication routes.

15.0 Food Service

15.1 Scope

Food service may include team meals at the support facility or supporting churches, food for team formation meetings, and participant meals or food items only as permitted by current Kairos and facility rules. Food planning must be coordinated early and remain flexible because facility restrictions may change.

15.2 Team Meals

Local source notes identify a pattern of team meals provided by supporting churches and a Wednesday evening team dinner. The added old SOP records a local pattern of Wednesday

dinner at Little Italy around 5:00 PM, Thursday and Friday meals provided by Carson UMC, and Saturday dinner at Gary's UMC, with the Saturday meal historically used as a time to surprise new volunteers with spouse/family support. Because contacts and approvals may change, this SOP uses role-based placeholders for current owners and supporters.

Recommended team-meal planning table:

Meal	Usual Setting	Owner	Supporting Group	Backup Plan
Wednesday dinner	Little Italy 10404 Blue Star Hwy, Stony Creek, VA 23882	Food Service Coordinator	[Insert group]	[Insert backup]
Thursday dinner	Carson UMC 17407 Halligan Park Rd, Carson, VA 23830	Food Service Coordinator	[Insert group]	[Insert backup]
Friday dinner	Carson UMC 17407 Halligan Park Rd, Carson, VA 23830	Food Service Coordinator	[Insert group]	[Insert backup]
Saturday dinner	Gary's UMC 13501 Sunnybrook Rd, Petersburg, VA 23805	Food Service Coordinator	[Insert group]	[Insert backup]

Local Decision Needed: Confirm the current meal-host churches, meal contacts, and whether spouse/family surprise visits remain an approved local custom.

15.3 Food Safety and Allergies

The Food Service Coordinator should:

- Ask team members about major allergies and dietary needs.
- Avoid promising accommodations that cannot be safely delivered.
- Keep hot foods hot and cold foods cold.
- Label known allergens when practical.
- Use clean serving utensils.
- Keep receipts for reimbursable purchases.
- Confirm kitchen cleanup expectations.

15.4 Food Entering the Facility

Food for residents or inside use must follow current Kairos and facility rules. The team should confirm:

- Whether food is permitted.
- What type and packaging are permitted.
- Whether the facility or team provides food.
- Delivery timing.
- Container rules.

- What must be removed.
- What may be consumed.

Compliance Reminder: Do not bring food into Greenville Correctional Center unless it is approved through the current facility process.

16.0 Cookies and Agape

16.1 Cookie Coordination

Cookies are a major support-ministry opportunity. Source files include cookie recipes, overview documents, bag labels, bag brochures, signs, and church notices. The Cookie Coordinator should begin early and involve supporting churches, reunion groups, family members, and other approved supporters.

Cookie planning should confirm:

- Target number of cookies or dozens: [Insert current target].
- Approved recipes or restrictions.
- Packaging requirements.
- Labeling requirements.
- Collection deadline.
- Sorting location.
- Transport plan.
- Facility approval requirements.
- Thank-you follow-up.

Local Decision Needed: Confirm current cookie quantity expectations, facility packaging rules, approved drop-off location, and whether any ingredients are restricted.

16.2 Cookie Instructions

Cookie instructions should be simple and consistent:

- Use approved recipes or chapter-provided guidance.
- Avoid prohibited ingredients if any.
- Package cookies according to current instructions.
- Do not include personal notes inside cookie packaging unless approved.
- Deliver by the stated deadline.
- Label containers as instructed.

16.3 Agape Letters

Agape letters provide encouragement, support, and an expression of God's love. Source letter guidelines emphasize that letters should be short, positive, uplifting, loving, and free of personal contact information.

Team members may be asked to write [Insert current number] Agape letters, subject to current participant count and Weekend Leader guidance.

Agape-letter guidelines:

- Pray before writing.
- Keep the tone loving, hopeful, and encouraging.
- Avoid preaching at the recipient.
- Avoid politics, punishment references, or inappropriate personal disclosures.
- Sign with first name only unless current guidance says otherwise.
- Do not include home address, phone number, personal email, workplace, or social media.
- Do not include stickers, glued items, sealed envelopes, or enclosures unless approved.
- Follow the Agape Coordinator's sorting and delivery instructions.

Compliance Reminder: Follow current Kairos and facility rules for Agape content, envelopes, addressing, inspection, and delivery.

16.4 Sponsor Letters

Sponsor letters should help participants understand that a host/sponsor will welcome them and that the weekend requires their presence through the full event. Source files stress use of official letterhead or approved return address and not using personal addresses.

Sponsor-letter process:

- Receive participant/sponsor assignments through approved channels.
- Use approved letterhead and return address.
- Explain the sponsor/host relationship.
- State the event dates in general terms.
- Encourage the participant to resolve work, visits, or schedule conflicts through appropriate facility channels.
- Keep tone warm and simple.
- Do not include private volunteer contact information.

16.5 Sorting, Packing, and Delivery

The Agape Coordinator should:

- Set deadlines.
- Provide written instructions.
- Track receipt of letters, cards, and general Agape.
- Sort by participant or table as appropriate.
- Protect resident names and lists.
- Pack materials for facility approval and delivery.
- Confirm what enters the facility and what stays outside.

16.6 Thank-You Follow-Up

After the weekend, the chapter should thank cookie bakers, Agape writers, supporting churches, prayer partners, and other support volunteers. Do not disclose resident identities or private weekend details in thank-you messages.

17.0 Prayer Vigil

17.1 Purpose

The prayer vigil surrounds the weekend or retreat with prayer. It also connects supporting churches and community members to the ministry in a meaningful way, even when they cannot enter the facility.

17.2 Setup Timeline

The Prayer Vigil Coordinator should:

- Select an approved online signup tool or current Kairos prayer vigil platform.
- Create the vigil at least one month before the weekend when possible.
- Provide a signup link: [Insert current prayer vigil link].
- Promote the vigil through team emails, supporting churches, reunion groups, and personal networks.
- Monitor open slots weekly, then more often during the final week.
- Prepare a printable prayer wheel or open-slot report if helpful.

17.3 Communication

Prayer vigil communication should include:

- Event dates.
- Request for prayer coverage.
- Signup instructions.
- Encouragement to pray for participants, volunteers, facility staff, families, and continuing ministry.
- Reminder not to share confidential resident information.

17.4 Follow-Up

After the weekend, thank prayer partners and share a general note of gratitude without disclosing confidential details.

18.0 Weekend Program Operations

18.1 General Rule

The official Kairos manual controls the program content, sequence, talks, chapel rhythm, table family process, and required procedures. This local SOP addresses logistics around the program, not the program content itself.

Compliance Reminder: Do not use this SOP to recreate, abbreviate, or modify the official Kairos program.

18.2 Daily Arrival and Entry

The Weekend Leader should confirm daily:

- Who is entering.
- Approved arrival time.
- Approved entry time.
- Required ID or badge.
- Items being carried.
- Whether any volunteer is absent or delayed.
- Who communicates with facility staff.

Volunteers should arrive early enough to support entry processing without pressuring facility staff.

18.3 Room Setup

The Room Setup Coordinator should confirm:

- Table layout.
- Chairs.
- Music/A-V location.
- Speaker/talk area.
- Agape or supply staging.
- Trash and cleanup supplies.
- Facility restrictions.
- End-of-day reset expectations.

18.4 Team Prayer and Communication Chain

Each day should begin with team prayer before entry or as permitted. The Weekend Leader should identify a clear communication chain:

1. Facility staff communicate with chaplain or designated contact.
2. Chaplain/designated contact communicates with Weekend Leader or Institutional Liaison.
3. Weekend Leader communicates with Advising Leader and coordinators.
4. Coordinators communicate with their teams.

18.5 Participant Check-In and Table Setup

Participant check-in, table assignments, host/sponsor roles, and resident movement must follow current Kairos and facility instructions. Local rosters and table assignments should be handled securely and collected or stored according to policy after use.

18.6 End-of-Day Procedures

At the end of each day:

- Clean and reset the room as directed.
- Account for supplies and equipment.
- Remove items that must leave.
- Secure approved items that may remain.
- Confirm the next day's entry plan.
- Hold team debrief at the support facility.
- Document issues or schedule changes.

19.0 Closing Ceremony and Guests

19.1 Guest Invitation Process

Closing ceremony guest attendance is subject to current Kairos and facility rules. Source files include closing letters, closing applications, release forms, visitor forms, PREA brochures, and guest packets. The chapter should use the current facility-approved forms and deadlines.

19.2 Guest Forms and Deadlines

The Closing Coordinator should:

- Confirm whether closing guests are permitted.
- Obtain current forms from the facility or approved source.
- Set an internal deadline earlier than the facility deadline.
- Give guests clear instructions.
- Track submissions securely.
- Confirm approval status through the proper facility contact.
- Notify guests of approval, denial, or pending status without sharing unnecessary details.

Compliance Reminder: Completed guest forms contain sensitive personal information and must be handled securely.

19.3 Guest Instructions

Guest instructions should include:

- Date and approximate time.
- Arrival location and parking instructions, as approved.
- Required identification.
- Dress guidelines.
- Items not allowed.
- Facility conduct expectations.
- PREA/boundary guidance if provided.
- Reminder that approval is required for entry.
- Contingency statement that facility needs may change the schedule.

Local Decision Needed: Insert current closing guest arrival instructions and facility entry expectations after approval by [Insert Chaplain contact].

19.4 If Guests Are Denied Entry or Schedule Changes

If a guest is not approved or is denied entry:

- Treat the guest with kindness and discretion.
- Do not argue with facility staff.
- Route questions through the Closing Coordinator, Weekend Leader, or Institutional Liaison.
- Offer a follow-up thank-you and encouragement to support the ministry through prayer or future service.

20.0 Continuing Ministry

20.1 Purpose

The weekend is not the end of Kairos ministry. Continuing Ministry supports participants and the resident community after the weekend through approved Prayer and Share, monthly reunions, retreats, and other facility-approved ministry contact.

20.2 Prayer and Share and Monthly Reunions

The Continuing Ministry Coordinator should work with the chaplain and Institutional Liaison to confirm:

- Approved dates and times.
- Approved volunteers.
- Entry procedures.
- Resident participation process.
- Materials permitted.
- Any facility restrictions.

Source notes reflect monthly inside meeting/reunion practices and the importance of keeping the Advisory Council informed.

20.3 Volunteer Responsibilities After the Weekend

Volunteers should:

- Pray for participants and the resident community.
- Attend approved continuing ministry when able.
- Support one-day or two-day retreats when approved.
- Encourage new volunteers to stay connected.
- Respect confidentiality and facility boundaries.

20.4 Relationship Between Weekend and Fourth Day

The Weekend Leader and Continuing Ministry Coordinator should coordinate before the weekend so participants hear a clear, approved invitation to continuing ministry. Follow-up should be planned before the weekend begins, not improvised afterward.

21.0 One-Day and Two-Day Retreats

21.1 When a Retreat May Be Appropriate

A one-day or two-day retreat may be appropriate when:

- A full weekend is not feasible.
- The resident Kairos community needs continuing ministry support.
- Graduates need reconnection after a gap.
- Facility conditions favor a shorter event.
- Leadership and team depth are still rebuilding.

All retreats require current Kairos and facility approval.

21.2 Differences From a Four-Day Weekend

Retreats differ from four-day weekends in:

- Purpose and participant eligibility.
- Schedule length.
- Team size.
- Supply needs.
- Food plan.
- Talk or devotional content.
- Facility approval packet.
- Follow-up expectations.

Retreats should not be presented as full Kairos Inside weekends unless they meet current official requirements for that program.

21.3 Planning Timeline

Retreat planning should begin at least three months before the proposed date when possible:

- Confirm purpose and approval path.
- Confirm chaplain/facility interest.
- Confirm participant eligibility.
- Confirm team leader and clergy support.
- Prepare schedule.
- Prepare passport/supply list.
- Confirm food and supplies.
- Confirm volunteer clearance.
- Confirm continuing ministry follow-up.

21.4 Local Retreat Examples

Source files include one-day instructional schedules and two-day retreat schedules/passports. These can guide timing, supply planning, and facility coordination, but the chapter must confirm current approval requirements and content appropriateness.

Local Decision Needed: Confirm what retreat models are currently approved for Greenville S2 and who may approve them.

22.0 Financial Procedures

22.1 Budget Planning

The Treasurer or Financial Secretary should prepare a budget for each weekend or retreat. The budget should be reviewed by the Advisory Council and adjusted as plans become clearer.

Typical cost categories include:

- Team lodging/support facility.
- Food and kitchen supplies.

- Participant materials.
- Supplies and paper goods.
- Printing and copies.
- Name tags or badges.
- A/V or equipment needs.
- Postage and mailing.
- Agape supplies.
- Cookie packaging.
- Retreat expenses.
- Continuing ministry expenses.
- Facility deposits or vendor invoices.
- Training or AKT expenses as permitted.

Do not invent dollar amounts in planning documents. Use actual quotes, prior records, or placeholders.

22.2 Reimbursements and Check Requests

Source files include current and legacy reimbursement forms, check request forms, completed packets, receipts, and host-facility invoices. The current Kairos of Virginia financial process controls.

General reimbursement procedure:

5. Confirm the expense is approved or within budget.
6. Keep itemized receipts.
7. Complete the current reimbursement or check request form.
8. Identify the correct expense category.
9. Attach receipts or vendor invoice.
10. Obtain required approval.
11. Submit to the proper financial officer.
12. Retain documentation according to policy.

Compliance Reminder: Personal addresses, phone numbers, emails, and receipt account details should not be included in widely shared SOP copies or unsecured planning packets.

22.3 Deposits and Vendor Payments

For Camp Kehukee or other support facilities:

- Confirm reservation and deposit requirements.
- Use the current check request process.
- Attach vendor invoice or reservation confirmation.
- Track whether the payment is a deposit, final payment, reimbursement, or advance.
- Confirm cancellation terms.

22.4 Donations and Church Support

Supporting churches and donors may provide meals, cookies, supplies, funds, volunteers, and prayer support. The chapter should record donations and thank supporters while complying with Kairos financial policies and donor acknowledgment rules.

22.5 Grants and Endowment Requests

Grant and endowment forms in the source files indicate that formal funding requests may be available. The Advisory Council should confirm eligibility, deadlines, documentation, and approval path before applying.

23.0 Communications

23.1 Communication Principles

Communications should be timely, clear, respectful, and secure. The chapter should communicate enough to keep people prepared without overwhelming volunteers, facility staff, or supporting churches.

23.2 Team Emails

Team emails may include:

- Devotional encouragement.
- Meeting reminders.
- Attendance expectations.
- Clearance deadlines.
- Role assignments.
- Talk preparation reminders.
- Cookie and Agape instructions.
- Prayer vigil link.
- Facility reminders.
- Packing and arrival instructions.

Do not include sensitive resident lists, completed clearance forms, or private volunteer data in broad team emails unless approved and secure.

23.3 Facility Emails

Facility emails should be consolidated, factual, and respectful. Use templates in Section 10.0 where helpful. Avoid emotional pressure, excessive follow-ups, or conflicting messages from multiple team members.

23.4 Supporting Church Emails

Supporting church emails may request:

- Prayer vigil signups.
- Cookies.
- Agape letters.
- Meal support.
- Supplies.
- Financial support.
- New volunteer interest.

Messages should explain the need clearly while respecting confidentiality.

23.5 Thank-You Notes

After each weekend or retreat, send thank-you notes to:

- Facility chaplain and staff.
- Supporting churches.
- Meal teams.
- Cookie bakers.
- Agape contributors.
- Prayer vigil participants.
- Donors.
- Team volunteers.

23.6 Emergency Communications

The Weekend Leader should maintain a secure emergency contact plan for the team. Use role-based communication during the event and protect personal information.

Local Decision Needed: Confirm the current emergency communication method for team leaders and whether phones are accessible before/after facility entry.

24.0 Document Management

24.1 SOP Storage

The current SOP should be stored in:

- 10-Output/Kairos-Greenville-S2-SOP.md during drafting.
- [Insert final shared chapter storage location] after adoption.
- A PDF or Word version if needed for distribution.

24.2 Ownership

The Advisory Council Chair should assign an SOP owner. The owner is responsible for:

- Maintaining the current version.
- Recording changes.
- Coordinating annual review.
- Archiving old versions.
- Ensuring sensitive material is removed from distribution copies.

24.3 Naming Conventions

Recommended naming:

- Kairos-Greenville-S2-SOP-vYYYY-MM-DD.md
- Kairos-Greenville-S2-SOP-vYYYY-MM-DD.pdf
- Kairos-Greenville-S2-Weekend-[K##]-Planning-Folder
- Kairos-Greenville-S2-[K##]-Post-Weekend-Debrief

24.4 Sensitive Document Handling

Store sensitive documents separately from general planning documents. Examples include:

- Volunteer clearance forms.
- Release of Information forms.
- Completed guest forms.
- Resident rosters.
- Participant lists.
- Personal volunteer contact lists.
- Receipts with private information.
- Signed agreements.

Access should be limited by role and current policy.

24.5 Recommended Appendices

Maintain practical appendices and templates. Remove or redact private data before sharing outside authorized leadership.

25.0 Risk Management and Contingencies

25.1 Volunteer Shortage

If the team lacks sufficient volunteers or required roles:

- Review requirements with the Advisory Council and Kairos of Virginia.
- Recruit early from supporting churches and other approved Kairos networks.
- Consider reducing table count only if approved.
- Consider postponement or retreat alternatives if appropriate.
- Do not proceed with an unsafe or noncompliant team structure.

25.2 Facility Lockdown or Schedule Change

If the facility locks down or changes the schedule:

- Follow staff instructions.
- Keep the team calm.
- Adjust program logistics under Weekend Leader guidance.
- Protect supplies and equipment.
- Notify outside support only as appropriate.
- Document the impact for review.

25.3 Medical Emergency

If a medical emergency occurs:

- Follow facility instructions immediately.
- Notify the Weekend Leader.
- Do not interfere with staff response.
- Document what happened after the situation is stable.

- Follow Kairos and facility reporting requirements.

25.4 Weather or Transportation Issue

If weather or transportation affects the team:

- Confirm facility status.
- Confirm lodging/support facility status.
- Communicate arrival changes through the Weekend Leader.
- Do not pressure volunteers to drive unsafely.
- Adjust food and supply timing.

25.5 Missing Supplies

If supplies are missing:

- Use backup supplies if approved.
- Do not bring unapproved substitute items into the facility.
- Adjust with simplicity.
- Document replenishment needs.

25.6 Equipment Failure

If A/V or sound fails:

- Use printed backups.
- Continue without A/V if needed.
- Avoid delaying program unnecessarily.
- Document the issue and repair/replacement need.

25.7 Food Delivery Problem

If food plans fail:

- Use backup meal plan.
- Notify affected volunteers or support teams.
- Follow facility rules for any food changes.
- Keep receipts if emergency purchases are approved.

25.8 Guest Entry Issue

If a closing guest cannot enter:

- Follow facility direction.
- Treat the guest with dignity.
- Do not argue with staff.
- Route questions to the Closing Coordinator or Institutional Liaison.

25.9 Participant Count Change

If participant count changes:

- Adjust table assignments.
- Adjust Agape, cookies, supplies, and sponsor assignments.

- Confirm changes with facility and Weekend Leader.
- Protect resident information.

26.0 Post-Weekend Follow-Up

26.1 Immediate Debrief

The Weekend Leader should lead an immediate team debrief at the support facility or another approved location. The purpose is to capture major issues, thank the team, and identify urgent follow-up.

Topics:

- What went well.
- Facility coordination issues.
- Supply issues.
- A/V/music issues.
- Food and lodging issues.
- Team formation lessons.
- Participant/logistics issues.
- Continuing ministry handoff.
- Immediate thank-you notes needed.

26.2 Advisory Council Review

Within 30 days, the Advisory Council should review:

- Weekend Leader report.
- Financial reconciliation.
- Supply inventory.
- Volunteer pipeline.
- Facility feedback.
- Continuing ministry status.
- Lessons learned.
- SOP updates needed.

26.3 Thank-You Notes

Send thank-you notes promptly. Keep them warm, specific, and privacy-safe.

26.4 Financial Reconciliation

The Treasurer/Financial Secretary should:

- Collect reimbursement forms and receipts.
- Process vendor payments.
- Compare expenses to budget.
- Report to Advisory Council.
- Store records according to policy.

26.5 Leadership Development

The Weekend Leader, Advising Leader, and Advisory Council should identify:

- Strong future table leaders.
- Potential future coordinators.
- Potential Observing Leader candidates.
- Clergy volunteers needing future development.
- New volunteers who need follow-up encouragement.

26.6 Testimonial Handling

Testimonies and stories should be handled carefully. Do not share resident names, identifying details, confidential statements, or facility-sensitive information unless current Kairos and facility rules permit it.

27.0 Recommended Annual Review Process

The Advisory Council should review this SOP once per year, ideally before the annual planning cycle.

Recommended process:

13. Assign an SOP review owner.
14. Gather the current Advisory Council Chair, Institutional Liaison, Continuing Ministry Coordinator, Treasurer/Financial Secretary, recent Weekend Leader, future Weekend Leader if known, and Spiritual Director.
15. Review official Kairos, Kairos of Virginia, DOC, and facility changes.
16. Review lessons learned from the most recent weekend and retreats.
17. Update placeholders, contacts, locations, and procedures.
18. Remove outdated or sensitive details from distribution versions.
19. Record changes in the version history.
20. Approve the updated SOP at an Advisory Council meeting.

28.0 Items Requiring Chapter Review Before Adoption

The following items must be confirmed before this SOP is adopted or widely distributed:

Item	Review Owner	Needed Action
Current Advisory Council role roster	Advisory Council Chair	Confirm filled roles, vacancies, and role combinations.
Google Drive supplemental folder	Advisory Council Chair / SOP owner	The provided folder link could not be resolved through the available connector and listed no files. Confirm sharing/access and add any missing Drive sources before adoption.
Current Institutional Liaison	Advisory Council Chair	Insert role holder or role-based contact path.

Item	Review Owner	Needed Action
Current facility chaplain/contact path	Institutional Liaison	Confirm approved communication route.
Current team formation location	Weekend Leader / Advisory Council	Confirm whether Wesley UMC or another location is approved.
Team formation building access details	Weekend Leader / host site liaison	Store access codes in a restricted event packet, not in broad SOP copies.
Current storage location	Supply Coordinator	Insert location and access process.
Current Camp Kehukee availability	Weekend Leader / Logistics Coordinator	Confirm reservation procedure, fees, insurance, cleanup rules, and contacts.
Backup lodging/support facility	Advisory Council	Identify alternatives if Camp Kehukee is unavailable.
Current volunteer clearance process	Institutional Liaison / Volunteer Coordinator	Confirm DOC/facility forms, deadlines, and tracking method.
Current facility entry instructions	Institutional Liaison	Insert approved instructions or keep in restricted event packet.
Paper-product warehouse deadline	Institutional Liaison / Supply Coordinator	Confirm whether the K86 10-day paper-product lead time remains current.
Current supply pass/passport format	Institutional Liaison / Supply Coordinator	Confirm facility-required format.
A/V approval process	A/V Coordinator / Institutional Liaison	Confirm what equipment may enter and how to test it.
Current cookie quantity and packaging rules	Cookie Coordinator	Insert approved target and requirements.
Current Agape letter number	Agape Coordinator	Insert requested number based on participant count.
Current prayer vigil platform/link	Prayer Vigil Coordinator	Confirm approved platform and process.
Closing ceremony guest process	Closing Coordinator / Institutional Liaison	Confirm forms, deadlines, approval process, and guest instructions.
Continuing ministry schedule	Continuing Ministry Coordinator	Confirm Prayer and Share, monthly reunion, and retreat dates.
Retreat approval process	Advisory Council / State Chapter / Facility	Confirm current approval path for one-day and two-day retreats.
Financial approval workflow	Treasurer / Financial Secretary	Confirm current forms, approvers, submission method, and retention rules.
Communication storage and version control	Communications Coordinator	Confirm shared folder and naming conventions.
Sensitive-document handling	Advisory Council Chair	Confirm access restrictions and archive/destruction process.

Item	Review Owner	Needed Action
Coordination with S1/S2/S3	Advisory Council Chair / Institutional Liaison	Confirm recurring coordination practice with other Greenville chapters.

Appendices

Appendix A: Six-Month Weekend Planning Checklist

Timing	Task	Owner	Status	Notes
6 months	Confirm proposed dates with facility	Institutional Liaison		
6 months	Coordinate with other Greenville chapters	Advisory Council Chair		
6 months	Confirm Weekend Leader team	Advisory Council		
6 months	Reserve lodging/support facility	Logistics Coordinator		
5 months	Begin volunteer recruitment	Volunteer Coordinator		
5 months	Begin clearance process	Volunteer Coordinator		
4 months	Assign coordinators	Weekend Leader		
4 months	Build team formation schedule	Weekend Leader		
3 months	Begin team formation	Weekend Leader		
3 months	Draft supply/equipment list	Supply Coordinator		
2 months	Finalize team size target	Weekend Leader		
2 months	Confirm participant/table assumptions	Weekend Leader / Chaplain		
1 month	Confirm entry/exit schedule	Institutional Liaison		
1 month	Launch prayer vigil	Prayer Vigil Coordinator		
Week of	Pack and deliver approved supplies	Supply Coordinator		

Timing	Task	Owner	Status	Notes
Week of	Confirm all approvals	Weekend Leader		
After	Debrief and reconcile	Weekend Leader / Advisory Council		

Appendix B: Weekend Leader Master Checklist

- Confirm authority: current Kairos manual, Kairos of Virginia guidance, DOC/facility rules.
- Confirm leadership team.
- Confirm dates.
- Confirm team formation schedule.
- Confirm team roster and clearance status.
- Confirm clergy coverage.
- Confirm music and A/V plan.
- Confirm facility communication path.
- Confirm participant/table count assumptions.
- Confirm supply and equipment approval.
- Confirm lodging/support facility.
- Confirm food service.
- Confirm cookies and Agape.
- Confirm prayer vigil.
- Confirm closing guest process.
- Confirm finance process.
- Confirm continuing ministry handoff.
- Lead post-weekend debrief.
- Submit lessons learned to Advisory Council.

Appendix C: Team Formation Meeting Checklist

Item	Completed	Notes
Opening prayer/devotion		
Attendance recorded		
New volunteer check-in		
Kairos method/training segment		
Talk preparation/review		
Music practice/update		
Agape update		
Cookie update		
Prayer vigil update		

Item	Completed	Notes
Supply update		
Facility clearance update		
Food/lodging update		
Closing guest update		
Coordinator questions gathered		
Closing prayer		

Appendix D: Volunteer Clearance Tracker Template

Volunteer	Role	New/Returning	Kairos App	DOC/Facility App	Release Form	Orientation	Badge	Approved	Notes
[Name]	[Role]	[New/Returning]							

Privacy Reminder: Store this tracker securely. Do not include sensitive identifying numbers in broad versions.

Appendix E: Supply Inventory Template

Category	Item	Quantity On Hand	Quantity Needed	Storage Bin	Approval Needed	Owner	Notes
Table supplies	Pens				Yes/No		
Posters	Poster paper				Yes/No		
Agape	Sorting envelopes				Yes/No		
Food	Paper towels				Yes/No		

Appendix F: Facility Supply Pass Template

Item Description	Quantity	Container Count	Owner/Role	Entry Date	Exit Date	Consumable?	Approval Notes
[Insert item]	[#]	[#]	[Role]	[Date]	[Date]	Yes/No	[Notes]

Event: [Insert event] Event dates: [Insert dates] Facility location: [Insert approved room/location]
Prepared by: [Insert role] Approved by facility: [Insert confirmation method]

Appendix G: A/V Equipment Checklist

- Laptop approved.
- Projector approved.
- Speaker approved.
- Microphone approved.
- Cables approved.
- Extension cord approved, if permitted.
- Adapter tested.
- Audio tested.
- Backup printed materials prepared.
- Setup owner assigned.
- Teardown owner assigned.
- Return procedure confirmed.

Appendix H: Food Service Planning Checklist

- Meal schedule drafted.
- Supporting churches confirmed.
- Team dietary needs reviewed.
- Kitchen access confirmed.
- Food transport plan confirmed.
- Receipts process explained.
- Cleanup teams assigned.
- Backup meal plan identified.
- Facility food restrictions confirmed for any food entering facility.

Appendix I: Cookie and Agape Checklist

- Cookie target confirmed.
- Cookie instructions distributed.
- Collection deadline set.
- Packaging supplies ready.
- Agape letter number confirmed.
- Agape instructions distributed.
- Sponsor assignments received securely.
- Sorting location confirmed.
- Facility approval confirmed.
- Thank-you list started.

Appendix J: Prayer Vigil Checklist

- Platform selected.
- Link created.

- Signup slots checked.
- Team email sent.
- Supporting churches notified.
- Open slots monitored.
- Printable version prepared if needed.
- Thank-you note sent afterward.

Appendix K: Closing Guest Checklist

- Facility confirmed whether guests are permitted.
- Current forms obtained.
- Guest instructions drafted.
- Submission deadline set.
- Forms collected securely.
- Approval status confirmed.
- Guest arrival instructions sent.
- PREA/boundary information provided if required.
- Contingency message prepared.

Appendix L: Post-Weekend Debrief Form

Event: [Insert event/weekend number] Dates: [Insert dates] Weekend Leader: [Insert role/name]

Debrief date: [Insert date]

Question	Notes
What went well?	
What should change next time?	
Facility coordination lessons	
Team formation lessons	
Volunteer clearance lessons	
A/V and music lessons	
Food and lodging lessons	
Supply lessons	
Agape/cookie/prayer vigil lessons	
Closing guest lessons	
Continuing ministry handoff	
Finance/reimbursement issues	
SOP updates needed	
Future leadership candidates	

Appendix M: Version History and Annual Review Log

Review Date	Reviewers	Official Guidance Checked	Local Updates Made	Next Review Date
[Date]	[Names/Roles]	[Manuals/policies checked]	[Summary]	[Date]

Appendix N: Contact List

Role	Name	Phone	Email	Notes
Advisory Council Chair	James Purser	949-444-4012	jspurser2nd@gmail.com	
Institutional Liaison	Martin Reid	804-513-1108	MartinFREid@icloud.com	
S2 Chaplain	Daniel Awuah	512-909-3444	daniel.awuah@vadoc.virginia.gov	
S2 Inside Program Manager	Elizabeth Carr	434-602-3237	elizabeth.carr@vadoc.virginia.gov	
Weekend Leader	John Smith	804-513-3957	jcsmith.lc@outlook.com	
Treasurer	Phil Tharp	804-349-7935	ptharp50@gmail.com	
Financial Secretary	Bernie Mann	804-363-1952	berniemann@verizon.net	
Fairfield Inn	Corin Walker	434-597-3030	corin.walker@marriott.com	Team hotel accommodations
Wesley UMC	Tommy Johnson	804-896-0205	tommy_johnson2@comcast.net	Teaming sessions and supply storage
Carson UMC	David Flickinger	804-926-4372		Thursday and Friday PM dinners
Gary's UMC	Gene Mims	804-536-4382	gene.mims@comcast.net	Saturday PM dinner
Blandford UMC				Wednesday PM cookie and supplies organization

Appendix O: Sample Email Templates

See Section 10.0 for facility templates. Additional local templates should be maintained for:

- Team formation reminder.
- New volunteer welcome.
- Cookie request to churches.
- Agape request to churches.
- Prayer vigil invitation.
- Meal support confirmation.
- Thank-you to supporting church.

- Post-weekend volunteer thank-you.

O.1 New Volunteer Welcome Template

Subject: Welcome to the Kairos Greenville S2 Team

Dear [First Name],

Thank you for your willingness to serve with Kairos Greenville S2. We are grateful for your interest and want to help you understand the next steps clearly.

Before entering the facility, every volunteer must complete the current Kairos, DOC, and facility requirements. [Insert Volunteer Coordinator] will help you understand the forms, deadlines, orientation requirements, and team formation schedule.

Please do not send sensitive personal information by unsecured email unless instructed through an approved process.

With gratitude, [Insert name and role]

O.2 Cookie Request Template

Subject: Cookie Support for Kairos Greenville S2

Dear [Church/Group Name],

Kairos Greenville S2 is preparing for [insert event dates], and we are inviting our supporting churches and friends to help provide cookies as an expression of prayer, encouragement, and love.

Needed: [Insert current target] Deadline: [Insert deadline] Packaging instructions: [Insert instructions] Drop-off location: [Insert location] Contact: [Insert role/contact]

Thank you for supporting this ministry through prayer and practical service.

O.3 Prayer Vigil Invitation Template

Subject: Please Join the Kairos Greenville S2 Prayer Vigil

Dear friends,

The Kairos Greenville S2 team asks for prayer coverage during [insert event dates]. Please consider signing up for a prayer slot at [Insert prayer vigil link].

Please pray for the participants, facility staff, volunteers, families, and the continuing ministry that follows the weekend.

Thank you for standing with this ministry in prayer.

Appendix P: Deprecated Kehukee Procedures

P.1 Camp Kehukee

Camp Kehukee has commonly served as the team lodging and support facility. Source files include reservation requests, confirmation letters, regulations, cleanup sheets, reimbursement forms, and deposit requests connected with Camp Kehukee and Petersburg Baptist Association.

When Camp Kehukee is used, the chapter should confirm:

- Dates and nights reserved.
- Number of beds/dormitory spaces.
- Kitchen access and supplies.
- Meeting room access.
- Arrival and departure times.
- Quiet hours.
- Cleanup responsibilities.
- Key/access procedure.
- Deposit and payment requirements.
- Certificate of insurance requirements.
- Final confirmation letter details.

The added old SOP notes that the team has stayed at Camp Kehukee on Wednesday, Thursday, Friday, and Saturday nights, and that the Petersburg Baptist Association owned the facility at the time of the source document. It also notes a reservation request form, a reservation fee, and the need for a certificate of liability insurance from the State Financial Secretary. The source files include PBA mailing information and reservation/confirmation examples, but current contact details, fees, and forms must be verified.

Local Decision Needed: Confirm current Camp Kehukee address, availability, contact process, fee/deposit amount, reservation form, insurance certificate process, and backup lodging options.

P.2 Reservation Procedure

Recommended procedure:

21. Identify proposed weekend or retreat dates.
22. Confirm date feasibility with facility before paying nonrefundable costs when possible.
23. Submit the current reservation request form.
24. Submit deposit or check request according to Kairos financial procedures.
25. Request certificate of liability insurance if required.
26. Obtain written confirmation.
27. Review regulations and cleanup requirements with team leadership.
28. Assign lodging, kitchen, meeting-room, and cleanup owners.

P.3 Support Facility Operations

At the support facility, the team may use space for meals, debriefs, letter work, prayer, supply staging, and rest. The Weekend Leader should ensure that support facility activity remains orderly and respectful.

Support facility checklist:

- Assign opening/closing person.
- Post meal schedule.
- Identify quiet hours.
- Assign kitchen cleanup team.
- Assign bathroom/dorm cleanup team.
- Secure supplies and personal items.
- Keep receipts for approved purchases.
- Walk through before departure.
- Report any damage promptly.