

**Kairos Questions/Answers related to COVID-19 suspension of all activity.
Questions and Status as received by Evelyn Lemly, CEO as of 3/18/2020**

1. Are all Kairos activities suspended? YES - except phone/conference calls and email activity to plan and communicate, and especially pray.
2. Does this include Kairos Outside? YES – ALL
3. Does this include team meetings? YES – ALL
4. My Advisory Council has voted to continue to meet in person or to hold weekends is that okay – NO - ALL Kairos in person activity is suspended. We want all to follow the restrictions of the government and allow this to be contained. We want to keep the volunteers, their families, and all others safe and not help spread the virus.
5. How long is this suspension effective? Until we see the pandemic under control in the US and the Board of Directors votes to release the suspension.
6. If my facility says it's okay for us to come can we restart? Not until Kairos says it is okay and releases the ministry to start meeting/conducting ministry.
7. How will we know when we can restart? Kairos is monitoring the situation nationally and by state also, the State Chairs are monitoring their state and communicating with the CEO as to changes (or should be!), hence we will know and will put out a statement when we can commence Kairos work.
8. Do we return the donations/funds received for current weekends? NO as per the financial policies and procedures we do not return donations. These will be used for the next weekends whenever they are scheduled. We continue to follow our financial policies.
9. Will we cancel all spring weekends and not reschedule? We hope that many can be rescheduled if this is contained soon. We pray this will pass soon and many can reschedule the weekends in late spring/early summer. This would just mean we don't have the 6 months between weekends cycle to the fall, which would be okay for this situation. It is too early to tell whether rescheduling will take place at this time.
10. Will our team meeting hours count that have already occurred if we reschedule? Yes if rescheduled, same Weekend Leader and same team. If major changes in the team we will address that individually and quickly with discussions by the CEO and State Chair.
11. Can we restart Continuing Ministry when the facility says we can? NO not unless Kairos has released the ministry to operate. Again, communication is key to knowing this is starting to happen so we can take appropriate actions for Kairos as a whole. I am sure each state DOC/DJJ will operate differently and we have to monitor accordingly.
12. Can Kairos Outside restart when our state crisis seems over? NO not until Kairos releases the ministry to restart and this includes Kairos Outside.
13. What do we do in the meantime? PRAY- we have a pray vigil "It's time to PRAY" for all at 8 am, noon, and 8 pm every day. (and any times for that matter. Encourage and hold conference calls with Advisory Councils and others as needed to plan and communicate. Work through other topics of plans for recruitment, fundraising, leadership track etc. Think and pray about what you need to consider to restart so we are prepared once we do say we can do Kairos again. It's also a good time to ensure all election data is entered into KairosMessenger and for the Advisory Council and State leaders to review the data in KairosMessenger to plan and access how things have been going in Kairos and looking for opportunities to improve in the future.

14. When we have specific questions who do we ask? Go to the State Chair who can ask the CEO. All staff is instructed to send people with specific questions to the State Chair.
15. How do we request a conference call line? Send email with specific date, time including what time zone you are in of when the call line is needed including who you are, your email, and for what purpose (abc SCC, xyz Advisory Council, etc.) to conferencecall@mykairos.org. Same process as always. We must schedule them each time otherwise people have reserved and there is another group using it without reserving. We only have 8 lines to schedule at any one specific time. Please be patient and willing to change time by an hour if all lines are taken by others. It should work with the time zones and since they are available 24/7. The requester will receive an email with the conference line information. Please allow a day or more so we can process these and ask ahead for weekend times so we can do them during the week.
16. What do we do to change EZRA information for Weekend date or other information? Kairos will send that information out to all when we are releasing the suspension of activity and when rescheduling can start occurring.
17. Should we pull all advances back? It is a good time to either get the funds back and manage the receipts for those already spent. You want to ensure you know what funds are out and accounted for during this time. We can always reissue advances when the time come. The National Controller will touch base with the State Financial Secretaries and Treasurers.