

Dear ToCI Kairos Brothers,

First, the Kairos Toledo Advisory Council would like to thank each of you for your dedication to this ministry and to serving our Lord by working to shine the light of His love into this dark place we call Toledo Correctional Institution (ToCI). There is no doubt that your efforts have helped – and will continue to help - change some men's lives for all eternity.

Your Advisory Council feels strongly that diligently remaining within the Kairos "Riverbanks" and observing common courtesy with regards to the ToCI staff is essential if Kairos inside of Toledo Correctional is to continue. To this end, the Council has established the following expectations of each team member on each weekend:

- When one of us makes a commitment to serve on a team, we are agreeing to attend all of the team meetings and to attend the monthly reunions (work permitting) for one year after the weekend. If you have conflicts in your calendar when you are asked to serve on a team that would prevent you from living up to this commitment, then perhaps you are not meant to serve on this team.
- Agreeing to serve on a weekend also brings an obligation to write personal letters to each of the inside brothers attending the weekend, to provide the required number of cookies, and to make a sincere effort to collect "green agape" so we can cover the cost of the weekend. Again, if you are called to serve on a team and do not feel that you will be able to fulfill all of these obligations, then you should decline. Perhaps it is simply not your time to serve on a weekend team.
- The talks for a weekend are highly structured. Actually, Kairos has agreed under contract with the ODRC to adhere to the talks as defined in the official Kairos program manual from KPMI ("the riverbanks") without deviation. If you are asked to give a talk, you must not deviate from the talk outline. Both the content and allotted time must be adhered to. If you do not feel that you can stay within these constraints, then you should tell the weekend leader that you will not be able to give a talk.
- At the team meeting at which you have been asked to preview your talk, your talk, any accompanying posters, PowerPoint or other aids should all be completed. Your talk preview should not take the form of "I plan to talk about such and such". You should be able to give the complete talk in finished form. Any changes you make thereafter should only be at the suggestion of those previewing your talk. Keep in mind that the talks belong to the entire team. They have just asked you to deliver it for them.
- There is a specific dress code that governs what we wear inside the institution. The Kairos dress code is demanding but it is the one that we all agree to:
 - No jeans (blue or any other color)
 - Shirts must have a collar
 - No logos on shirts, caps, jackets or elsewhere
 - Pants must not be blue
 - Shirts must not be light blue

There can be no exception to this dress code. Each one of us has the responsibility to help to enforce it. Any Kairos volunteer who shows up at ToCI wearing apparel that violates any of these rules may be denied admittance.

- ToCI has many institutional rules, all of which must be adhered to. It is the responsibility of each and every one of us to do so, and to help each other to do so as well. When asked to do something by any of the prison staff, we do so immediately with no hesitation or discussion. When we enter the institution, we take only our driver's license or ToCI volunteer badge and our car keys - PERIOD. The only exceptions are those things that have been duly listed on a gate pass valid for the day of your visit. Copies of a talk are acceptable. If any of us observes another Kairos brother not following these rules, we have an obligation to talk with that brother and help him to understand and follow the rule.
- When we arrive at ToCI, we all go into the prison as a group at the same time. Anyone who arrives after the group has to be escorted into the prison separately. This imposes an unnecessary burden on the prison staff. If we can't get to the prison on time, then we should not come.
- If you are assigned to a table during a weekend, your primary responsibility is to stay at the table with the inside brothers assigned to that table. The only exceptions should be for a "bio" break or when the whole group takes an outside break. If you have physical constraints that will prevent you from staying at a table for long periods of time, then you should make sure that the Weekend Leader knows of this limitation before he makes his final job assignments.
- Team members are strongly encouraged to sleep at the church during the overnight team meeting and throughout the Weekend. This accomplishes several things. It enhances team unity. It ensures good communications among team members. And, it avoids late arrival at ToCI for the day's activity. However, there may be some unavoidable exceptions. If for medical, or other, reasons you are unable to sleep at the church, this must be approved in advance by the Weekend Leader. Regardless of where you sleep, all team members are required to attend all team meetings both before and after the inside session. This applies throughout the Weekend. All team members are required to leave the church in the morning with rest of the team.

Please forgive the length of this message. But this ministry is very special to each of us, and we are obligated to do whatever we can to ensure that it continues for a long, long time - or until Jesus returns. The Advisory Council has unanimously agreed to the necessity of our adherence to all of these rules, and will do whatever it can to ensure that each of us does as well.

Your patience and forbearance is appreciated. We remain,
In His service,

The ToCI Advisory Council