



Kairos Prison Ministry Australia

Changing Hearts, Transforming Lives, Impacting the World

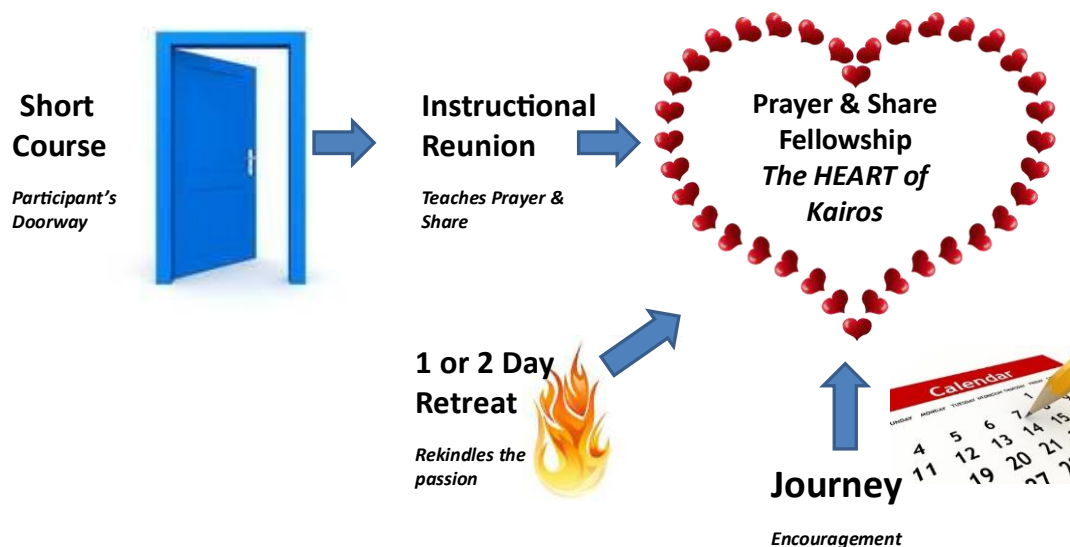
Kairos Inside Journey Program Handbook (Continuing Ministry)

August 2026

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V2025-12a	December 2025	First approved for use by KPMA Board
V2026-08	August 2026	Updated and revised

Kairos Continuing Ministry



You will notice that the three components of the Kairos Continuing Ministry all focus on the Prayer and Share Fellowship which is the heart of Kairos.

Purpose of the Journey Program (Which is one part of the Continuing Ministry Program)

The journey program plays a vital role in fulfilling the purpose of Kairos which is to establish strong Christian communities inside the Correctional Centre. The Short Course is just the first step in the process. Prayer and Share fellowship groups are a vital part of the ongoing process. This impacts on the nature of the talks given, the content and length of the talks, the priority of discussion groups and the encouragement of sharing and praying for one another. (Further comments will be made throughout the document.)

Ideally after a Short Course the **'Instructional Reunion'** can be held (Kairos Inside Plum Manual pages 265-290) which in turn leads to the establishment of the **'Prayer and Share groups'**. (Kairos Inside Plum Manual pages 291-305) Then the **Journey** including the **'Monthly Reunion'** provides support and encouragement. (Kairos Inside Plum Manual pages 306-314) Ideally there would be opportunity for Kairos graduates to attend a **'1-2 Day Retreat'** held twice a year. (Kairos Inside Plum Manual pages 315-332).

The Journey Program has wide riverbanks because the circumstances for each Correctional Centre are different. However, it is important that whatever Journey program is possible is still within the Riverbanks. This is important for the sake of the participants, the relationship with the Correctional Centre authorities, and to abide by the licence agreements to run the

program with KPMI (Kairos Prison Ministry International). The Monthly Reunion may not be possible in many Correctional Centres due to the small numbers of Kairos graduates but the Prayer and Share fellowship can be reinforced during the Journey Program.

Single Sex Ministry

It is important that we comply with the requirements laid out in the Kairos Inside (Plum) Manual on page 19 (second last sentence) and page 77 (bold type at the bottom of the page) for both the Short Course and the Continuing Ministry Programs regarding members of the opposite sex. The inside team must be made up of persons of the same gender as the incarcerated participants. This means only men can go into Men's Correctional Centres and only women can go into Women's Correctional Centres for the short Course and the Continuing Ministry Program.

It is good to be aware that there are some differences between men and women's ministry in Correctional Centres. Women are extremely concerned about and often focused on their children. This is not meant to imply that men are not concerned about their children. Women also often have layers of domestic violence, rape, sexual assault that are at a higher rate than men.

According to the National Adult Literacy Survey, 70% of all incarcerated adults cannot read at a fourth-grade level, Male inmates have higher literacy rate than female inmates.

While there is a vast difference between the numbers of males incarcerated compared to females, in recent years the percentage of women being incarcerated has increased at a greater rate than men.

Indigenous inmates – both men and women have significantly lower literacy rates than non-indigenous inmates.

All of this is important information in developing effective Journey Program talks and discussion questions.

Challenges in running the Journey Program

The reality of implementing all the elements of the Continuing Ministry Program is very rare. Each Correctional Centre is different but for many the only possible follow up is a Journey Program where a limited number of team members are permitted to come into the Correctional Centre on a weekly, or fortnightly, or monthly basis. For some, the time of that meeting may be limited to 1 hour.

In addition, the reality for many Correctional Centres is that residents are moved between Correctional Centres or to different sections in Correctional Centres on a regular basis. Many of the residents are on remand, and some are on remand for several years.

All this impacts the Kairos program greatly. It has been necessary to allow residents to come to a Journey Program who have not attended a Kairos Short Course. This is because the number of graduates has greatly diminished in a Correctional Centre. For many Kairos Journey Programs there are **more** residents who have **not** attended a Short Course than there are Kairos Graduates. Each week the numbers can vary greatly according to what has been happening in the Correctional Centres and the movement of residents.

It is extremely difficult to establish a stable continuing ministry according to the ideal. However, it is not impossible for God to do amazing things in difficult circumstances

The aim of this document is to provide information, resources, ideas and support in running an effective Journey Program. Our focus here will be on the Journey Program, but it is also relevant to all aspects of 'Continuing Ministry'. With some adjustments other aspects of the Continuing Ministry Program could be used.

Responsibility for the Journey Program/Continuing Ministry

The Regional Committee handbook states that the Regional Committee:

"Administers the Continuing Ministry program.

- Ensures the essential role of the Continuing Ministry in the Kairos program is implemented.
- Adheres as close as possible to the intent of the Continuing Ministry section of the Manual - while complying with the needs of prison authorities.
- It is common for the Committee to appoint the Leader of the immediate past course as the leader of the Continuing Ministry Program until the next Short Course. If that is not possible, the Committee needs to appoint another person to that position."

It is best practice to have a sub-committee planning the Journey Program.

How to plan and run an effective Journey Program?

The following material offers some step-by-step suggestions that have been used by different regions to establish a smooth-running Journey Program. They can be adapted to suit the specific situations that you might be in. They also include the key responsibilities that need to be fulfilled on a journey program and some ideas for developing skills.

1. The Chair of the Regional Committee and the leader of the short course organise a "Journey Program Sub-Committee"

- The sub-committee could be made up of the Regional Committee Chair, Deputy Chair, Current Leader, Observing Leader, Advising Leader, Clergy or others that have relevant skills in planning.
- The main function of this sub-committee is to decide on the topics that will be covered in the talks and who would be suitable people to give talks and/or to be

trained to give talks. A vital part of the talks each Journey is the discussion and sharing that takes place after the talk. This needs to be a part of the planning.

- Please note page 311 of the Kairos Inside Plum Manual: “It is of paramount importance that the Kairos Inside volunteer chosen to do the talk or teaching can teach residents in such a way that they better understand how to walk with Christ in greater strength, love and obedience. One of the saddest things that happens in Kairos is the appointment of a team member to a task, for which God has not equipped him/her, because he/she "deserves it". The obligation of the Kairos leadership is always to the spiritual welfare of the resident, not to the emotional fulfillment of members of the team”

The person giving the talk must never be a resident.

- The Sub-Committee can also gather suitable resources that can be used to present the talks. For example, some Regional Committees have specific people who are able to develop talk outlines that can be used by team members or who help team members in writing talks. The Sub-Committee may also be able to gather suitable material from other sources that can be adapted for talks. It would be great for Regional Committees to share their resources with other Regional Committees.
- Below is the link you can use to access talks and resources from other regions.

<https://drive.google.com/drive/folders/1V-fbVZQ5U1fdMn8JQLuyH2kmd7Dgcx6O?usp=sharing>

Please copy files from the folder not remove them. If you would like to contribute resources to the collection please send them to either:

kairosnsw@kairos.org.au or
excellencensw@kairos.org.au

- The Sub Committee needs to be intentional about training team members in facilitating discussion and sharing.

2. Planning the roster

The Leader or assigned person from the Regional Committee liaises with the Chaplain or Correctional Centre as to the journey program dates. They then gather from current team members and past team members their availability for those dates. From this a roster is produced which ideally includes relevant roles for the team members attending that week. Somethings will need to vary according to the allowances of a particular Correctional Centre. Below is an example of a template.

Date	Date	Date	Date	Date	Date	Date
Topic	Talk topic					
Talk	Person A					
MC / Leader	Person B					
Nametags	Person C					
Food	Person D					
Music	Person E					
Mingle	Person F					
Mingle	Person G					
Mingle	Person H					
Mingle	Person I					

Please arrive at xxxxxx Correctional Centre by xxxxx am or pm.

If on your rostered day you fall ill, please notify the person giving the talk or MC and notify xxxx (Phone numbers of people on roster are included in the documentation).

If you have a problem getting there, please contact xxxxxx on mobile or email:xxxxxxx

3. **Possible Structure for your Journey Program meetings.** You would adapt this according to the time available or the format you would prefer.

❖ **Possible inclusions for a desired program:**

- Welcoming residents as they arrive
- Singing (or this can come later or spread throughout the program)
- Opening Prayer – You could use the Kairos prayer from the Freedom Guide or pray extemporarily. (Please pray before Acknowledgement of Country to emphasise the focus on God first)
- Acknowledgement of Country
- Explanation of what Kairos is for any new people

- Casually ask who has done a Short Course and who is new to Kairos (These statistics need to be reported back to the Chair of your committee to be included in their report to State Council)
- Advertising of Kairos Outside Ministry
- Ice breaker
- Talk – make sure that this is not too long and that there is discussion time during the program
- Interview with a team member or resident (If it is with a resident then it should be about their Christian growth not their crime or length of sentence) If time is short, you could do this occasionally in place of a talk.
- Discussion groups – vital that these happen each time
- Group Prayer – especially encourage one-line prayers.
- Refreshments to be served whenever in the program if allowed
- MC/ Leader for the day needs to send a short report after each Journey Program which includes the number of attendees, the number of Kairos Graduates, New attendees. This report goes to the Short Course leader and or The Regional Committee Chair. This information is important and is included in the Regional Committees reports to State Council. The Board of KPMA uses these statistics for monitoring the health of Journey Programmes and as important information for donors who want information about the effectiveness of the program. For those Correctional Centres who allow food any updates on needed supplies. **Reminder that you cannot take out any copy of lists of inmates attending the Journey Program as this breaks the Nothing In Nothing Out Rule as well as the confidentiality of the inmates.**

❖ Monthly Reunions

If you have a reasonable size group of Kairos Graduates who are consistent then it may be possible to implement some of the components of the monthly reunion (Kairos Inside Plum manual pages 306-314). This could work well if you are able to have weekly Journey programs and once a month have a couple of graduates run part of the Journey. If you can't meet that ideal regularly you could have a couple of graduates run part of the Journey a couple of times in the year.

- Having a team of graduate's plan and run the Journey
- Remember a team member needs to do the Biblical talk
- A graduate might share their journey of Christian Growth

4. Journey Program Role Descriptions

The following are suggested areas that the person who has this responsibility when they are rostered on understands and prepares for. Different Correctional Centres and arrangements for how the Journey Program operates will necessitate flexibility in these roles.

❖ Talk Responsibilities and opportunities.

- Talks on the Journey Program can be more challenging than talks on the Short Course. You may not have a detailed outline. You may just have a topic or a passage, and you need to do a lot of work to understand it and choose what will be relevant for your audience. Ideally Regional Committees will have developed a detailed plan of talks and/or resource people who can write outlines. The Kairos Inside Plum manual on pages 319-328 has talk outlines that are used in the Instructional Reunion and One and Two day Retreats. However, if your Correctional Centre does not allow you to have an Instructional Reunion or Retreats then you could adapt these talks for the Journey Program. You could select from the resources of talks that have been given in various Journey Programs that you could use and or adapt.

Below is the link you can use to access talks and resources from other regions.

<https://drive.google.com/drive/folders/1V-fbVZQ5U1fdMn8JQLuyH2kmd7Dgcx6O?usp=sharing>

Please copy files from the folder not remove them. If you would like to contribute resources to the collection please send them to either:

kairosnsw@kairos.org.au or
excellencensw@kairos.org.au

- While it is important that talks are biblically based the Journey program talks are not a Bible Study or a sermon. They are meant to be leading to the discussion/sharing time.
- Usually talks need to be 'self-contained' rather than flowing from the previous week due to high turnover of residents coming to Journey Program. This doesn't mean you couldn't do a series on say the parables or miracles of Jesus or the 'I Am Sayings'. You could also do talks on the Characters in the Bible – especially ones that the Family Tables were named after. You could do topical talks on issues like anger, forgiveness, overview of the Bible, prayer, using the Prayer and Share cards. etc.
- Talks should be no longer than 15 minutes at the very most. Remember the principle that people giving talks should have the gifts to do that. That is why it is important to help people develop those gifts through training. The talk must not replace the discussion/sharing time.
- Work on using language that everyone can understand. Remember, you will probably have many residents who have not done the Short Course.
- Some people have successfully used dramas where the residents (or team members) spontaneously act out a Bible passage as it is read.
- Consider Inviting residents to read a Bible passage or a couple of verses. Never put people on the spot and be aware that some will not be able to read or read well.
- It is very helpful if the person giving the talk can share how the talk applies to an area of their lives. Keep it brief.

- If you feel confident you can ask for participation from the audience e.g. Why do you think Jesus wept when Lazarus died? Please make sure you acknowledge answers from the audience and redirect if someone goes on a tangent.
- Consider any creative ideas that might enhance the presentation of the talk eg. an icebreaker to start, a skit, acting out a Bible passage, interviewing a team member, using pictures, interspersing a relevant song, asking a question that requires some response from the group etc.
- Remember the Kairos principle that we do not have altar calls.
- It is better to have a scripted talk and stick to it. It is very easy for time to get away if you just 'talk off the cuff'. Practice it lots though so it doesn't sound read.
- Free Bible Images. www.freebibleimages.org is an excellent resource that provides a wide range of graphics that match Bible Stories.
- Prepare some open-ended questions that can be used in the discussion groups. It would be ideal to give team members rostered on for that day an idea of what you are talking about and the discussion questions so that they have a chance to prepare.

❖ **Role Responsibilities for the Designated Leader (who is acting like an MC for the day) include:**

- The designated leader for the day is responsible for the running of the program that day, interaction with Correctional Service staff and chaplain, making any decisions that need to be made on day. For some teams it may involve organising car-pooling.
- Make sure you are aware of which team members are rostered on that day and what their roles are to be.
- Gathering all the team members in the car park, or designated meeting area, ensuring each person knows their role and pray for the program and speaker.
- It can be helpful if people ring the designated leader if are running late or have had to do a swap so they know exactly who to expect. When the roster is compiled and sent out to the team it can be helpful to include people's phone numbers so that contact can be made if necessary (providing people are happy to have their phone numbers shared)
- Make sure that early in the program you have a prayer and an Acknowledgement of Country. It is important to have prayer first to emphasise the priority of acknowledging God first.
- Take a note of how many residents have done a 4–5-day Kairos Short course and how many did it at your centre and report the numbers back to the chair of the Regional Committee preferably before the end of the day and to the leader. This is important as statistics are gathered and reported to State Council. These statistics are important to demonstrate how Journey is going. This can be also be important information if ever the Correctional Centres ask and donors also want to know the ongoing effectiveness of the program. It is a good check-up for the team to see what is happening.
- Please promote Kairos Outside through having brochures available and announcing this at each Journey program. Make sure you let people know they are run in different locations

because they will have family and friends in different locations from where the Correctional Centre is.

- Co-ordinate with the Music Leader re leading the singing.
- Consider running an icebreaker. Make the time fun. Maybe have 5 questions to meet a team member. These tasks can be delegated to another team member if arranged beforehand.
- Hand over to the Speaker. You may need to indicate to a speaker if they are going too long.
- Monitor the flow of the meeting and ensure Journey runs smoothly and delegate jobs if necessary.
- Ensure that we keep to time.
- Organise the residents and team to break into groups for discussion and prayer. It is suggested that you don't have too many team members in each discussion group. Perhaps only two.
- Each Correctional Centre is different so sometimes it is the role of the designated leader to ring the Correctional Centre or Chaplain to make sure the program is happening that day.
- It is good for the Regional Committee to be on the lookout for team members who show leadership potential and give them opportunities to lead a journey program from time to time, perhaps mentoring them with an experienced team member.

❖ **Music Responsibilities include:**

All music used during the continuing ministry must be reported.

- Set up music so you are ready to go.
- Some people find it helpful to have a few songs at the beginning while people are coming in (after a time to talk with those who have arrived early).
- An idea to consider is to have a time where residents can choose favourite songs. This gives them a rare opportunity to exercise choice in an environment where they are constantly told what to do. On some occasions it can be very helpful to ask if they are willing to share why that song is significant to them.
- If you are using song books it is a helpful idea to have one person distributing them and then collecting them at the end or whenever you have finished using them, so it reduces the temptation for residents to take them with them.
- Consider that there may be residents who would like to be involved in music in some way: Leading a song, playing a keyboard or guitar if available.
- Please make sure that you record with CCLI songs that you sing if you have songbooks or PowerPoints or songs on a sheet of paper. One clarification from CCLI. If you have a song book that you produce and use in Kairos each song you put in the songbook must be recorded at the time of production. Each time you sing the song from the songbook you **do not** have to report the song. However, if you are using PowerPoints then you need to record **every time** you use the song. If a song is not available through CCLI, you will need to ensure copyright fees are paid etc or not use the song.

When the Leader registers the Short Course program with KPMA the leader receives the following:

CCLI Reporting for Copyright

URL: reporting.ccli.com

Login Email: This will be sent to you

Login PW: This will be sent to you

The list of Kairos favourite songs in our website has been enhanced and will help make your life easier when it comes to music in Kairos. It now includes:

- **All Songs from the "Kairos Song Book" plus other favourites**
- **All Kairos mandatory songs**
- **Links to CCLI (for words, chords, score, etc...)**
- **Links to CCLI (Lyric Video) ie. video with music & Lyrics**
- **Links to YouTube Music**

For any questions or feedback about Music and this new resource, contact **Bruce** at the Kairos Support Office Operations (Kairos Support Office) KSO operations@kairos.org.au

CCLI Song Select

URL: songselect.ccli.com

Login Email: same as above

Login PW: same as above

❖ **Name tag Responsibilities include:**

- If your correctional centre requires residents to wear name tags organize for a person to be responsible for that job. If correctional centre wants you to fill a register at entry, please assign someone to do this.

❖ **Food Responsibilities include:**

- If you are allowed to bring in food/beverages roster someone to be responsible for that task. Some regions have found it is best to give a drink and biscuit after the talk as groups are formed to go into discussion to avoid people coming for food then leaving.
- Collect empty glasses and any rubbish

❖ **Mingler's Responsibilities**

- It is important, if possible, to have some team members free to welcome people as they arrive and sit down and engage in conversation with them, particularly being on the lookout for new people.
- Remember the Kairos principle of not asking questions about their crime or their sentence. This is a powerful way to communicate that we are not judging them and see beyond their crime.

❖ Discussion Group Leaders

- If your journey program has lots of residents who have not done the Short Course, you won't be able to form Prayer and Share groups as described in the Plum manual. However, you can use some of the ideas and examples from the Plum manual in this group time.
- Use the questions that the person giving the talk has provided making sure you acknowledge residents' contributions to the discussion.
- Don't have too many team members in a discussion group and make sure they don't dominate.
- Develop skills in managing a small group e.g. dealing with a person who dominates, how to draw out a quieter person, dealing with difficult questions, keeping on track etc.
- Remember the Kairos principle of Core beliefs and not talking about denominational differences.
- Don't put anyone on the spot in relation to reading the Bible or praying or having to answer a question.
- Praying is an important part of the small groups. Encourage the use one sentence prayers and learning to pray for one another. Be careful of just having team members pray because this gives the message that team members have greater access to God. Wisdom is needed as to how you encourage people to share and pray. Make sure you never pressure someone to share or pray. Perhaps one person shares, and you ask if someone in the group would like to pray a short prayer about what the person has shared. You could have something like the Lord's prayer printed out and you use it as a model prayer. You can also encourage one sentence thank you prayers so that the residents learn that prayer is not just about asking for things.
- Encouraging residents to meet during the week to pray and share. Encourage Residents who have done the Short Course to use their Prayer and Share cards.

5. Mentoring Kairos Inside Journey Program Volunteers Who Have No Short Course Experience.

This Program is for regions who wish to allow untrained volunteers to attend Journey Programs in their local prison. These are people who show they are keen to be involved in Kairos but where there is a long lead time before the next Short Course. To keep them interested, a Regional Committee may allow them to participate in one or more Journey Programs.

KPMI Instructions:

1. Maximum of two non-Kairos trained volunteers to attend Journey
2. They are not to give a talk or lead a discussion.
3. They may contribute to a discussion.
4. They are there essentially to observe

KPMA Actions:

1. Applicant to complete form – Journey Program Volunteer Form - KI-1002 available on the Kairos website – www.kairos.org.au/mykairosoz
2. The Short Course Leader and/or the Regional Committee Chair will need to interview the prospective volunteer in the same manner as they would a prospective team member.
3. Volunteers are not to be part of the Instructional Reunion or 1-2 Day Retreat programs.
4. Volunteers need to follow the relevant state Corrective Services security process.
5. Volunteers are covered under the Kairos insurance policy.
6. Volunteers are to sign the Volunteer Application Form
7. Maximum of two non-Kairos trained volunteers to attend Journey
8. They are not to give a talk or lead a discussion.
9. They may contribute to a discussion.
10. They are there essentially to observe.
11. Volunteers need to be assigned a veteran team member as their mentor who will instruct them in approved content.
12. This Program is similar to Team Formation but is more accelerated.
13. Volunteers are to be provided with a KI Program Manual (Plum) for the duration of their mentoring. The Manual is to be returned once their mentoring has been signed off.
14. The Regional Committee is to provide a list of those being mentored, the name of the mentor and the date the volunteer was signed off to the Chief Operational Officer coo@kairos.org.au for presentation at KPMA Board meetings.

Please refer to the full instruction on the website: Guideline Mentoring Kairos Inside Journey Program Volunteers Who Have No Short Course Experience. www.kairos.org.au/mykairosoz

6.Dos and Don'ts

You may be groaning as you read this heading but there are some things that can jeopardize the Kairos Program in Australia and it is easy to forget how careful we need to always be.

- No proselytizing which includes altar calls or praying a group prayer to become a Christian. This is because residents can feel under pressure to 'please the team' or because they live in an environment where they 'do as they are told'. This also breaks Correctional Centre expectations and could jeopardize the program.
- Do not become a support person for a resident (p121-KI Plum Manual).
- The principles from the Short Course regarding 'common Ground' page 12 -15 of the KI Plum manual, still apply in the Continuing Ministry. This refers to distinctive practices that different denominations may use but is not common to all Christians. We do not use these in the Kairos context nor criticize them.
- We can't use 'Packaged Courses' like Alpha
- Don't use songs that you do not have copyright for. It is unethical and significant fines could result for Kairos.
- Do be vigilant in obeying Correctional Centre Guidelines – especially 'Nothing In/Nothing Out'.

Resources

- Graphics
 - Free Bible Images. www.freebibleimages.org is an excellent resource that provides a wide range of graphics that match Bible Stories.
 - www.creationswap.com
 - www.unsplash.com

- Gathering of talks from regions and some outlines which are located at:
<https://drive.google.com/drive/folders/1V-fbVZQ5U1fdMn8JQLuyH2kmd7Dgcx6O?usp=sharing>

- www.bibleproject.com
- www.creativeartsministry.org/skits-and-plays
- American Website. <https://mykairos.org/>